

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF PLANNING**  
**(Punjab State Planning Board)**  
**S.C.O. No. 70-72, Sector 17-D, Chandigarh**

**Right to Information Act**

**5<sup>th</sup> Manual : Rules, regulations, instructions, manuals and records**  
**under its control/ used by employees while discharging**  
**functions**

• *Title and nature of the record / manual / instruction Gist of contents*

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1. All service matters of the Planning Board are Governed by the following Rules and Instructions :-

**Punjab State Planning Board Rules :**

- (1) Punjab State Planning Board(Class-1) Service Rules-1988 (Now being amended as Group A Rules) as amended from time to time -Attached
- (2) Punjab State planning Board (Class-II) Service Rules-1976 (Now being amended as Group 'B' rules) as amended from time to time - Attached
- (3) Punjab State Planning Board (Class-III) Service Rules-1988 (Now being amended as Group 'C' Rules) as amended from time to time-Attached

**List of State Government Rules :**

- (4) Punjab State(Class-IV) Service Rules 1963 as amended from time to time .
- (5) Punjab Civil Services General & Common Conditions of Service Rules, 1994 .
- (6) Punjab Civil Services Vol. I Part I
- (7) Punjab Civil Services Vol. I Part II
- (8) Punjab Civil Services Vol. I Part III
- (9) Punjab Civil Services Vol.II
- (10) Punjab Financial Rules
- (11) Punjab Budget Manual
- (12) Standing Orders of the Department
- (13) Manual of Instructions on service matters printed by the Personnel Department from time to time .
- (14) Manual of Instructions on financial matters printed by the Finance

Department.

- (15) Manual of Instructions on Reservation Policy Printed by Welfare Department .
- (16) Manual of Instructions Printed by Health Department for settling medical claims of Govt. employees/pensioners
- (17) Rules of Business of Govt. of Punjab/Allocation of Business Rules.
- (18) Regulations and Instructions Governing the work of Punjab State Planning Board.
- (19) Manual of Instructions regarding reservation of Ex-Servicemen .
- (20) Manual of Instructions by Vigilance Department.
- (21) Punjab Civil Service (Promotion of Stenographers )Rules, 1961.
- (22) Service Books, A.C.Rs, Appointment/Promotion/Leave Account/ Service Benefits, A.C.P.S., Cash Book etc. files for the Class-I, II, III & IV employees.

Class-I  
GOVERNMENT OF PUNJAB  
DEPARTMENT OF PLANNING

Notification

The 11<sup>th</sup> March, 1988

No.- G.S.R.29/Const./Art.309/88:- 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 regulating the recruitment, and conditions of service of the persons appointed to the Punjab State planning Board (Class-I), Service namely:-

1. **Short title and application:-**

(1) These rules may be called the Punjab State Planning Board (Class-I) Service Rules, 1988.

(2) They shall apply to the posts specified in Appendix "A".

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

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

(b) "Commission", means the Punjab Public Service Commission ;

(c) '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;

(d) 'Government' means the Government of the State of Punjab in the Department of Planning;

(e) 'recognised University' means-

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

(ii) in the case of a degree or diploma obtained as a result of an examination held before the 15<sup>th</sup> August, 1947, the Punjab, Sind or Dacca University ; or

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

(f) 'Service', means the Punjab State Planning Board (Class-I) 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 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 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 Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya , Uganda and United Republic of Tanzania( formerly Tanganyka 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 a 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 candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or other recruiting authority of the Government but he shall not be appointed unless the certificate of eligibility 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 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 unconnected with his university, college, school or institution ; and

- (b) an affidavit to the effect that he was never convicted for 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 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.

**6. Age :-**No person shall be appointed to the Service by direct appointment :-

- (i) in the case of Director if he is less than forty years or more than fifty years of age ; and
- (ii) in the case of deputy Director if he is less than thirty years or more than forty years of age. On the date of appointment 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 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 of Punjab 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 Government.

**8. Method of appointment and qualifications**

- (1) All appointments to the Service shall be made in the following manner namely:-

- (i) By promotion;
  - (ii) By transfer of a person holding similar or identical post in a State Government, Government of India or a government organisation; and
  - (iii) By direct appointment in case no suitable candidate is available by the aforesaid methods.
- (2) No person shall be appointed to possess the qualifications and experience Appendix 'B' to these rules. any post in the Service unless he specified against that post in
- (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 recruited 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 Government of Punjab in this behalf from time to time .
- (5) Whenever any vacancy arises in the Service, the appointing authority shall decide the manner in which the same shall be filled in.

9. **Probation of persons appointed to Service** - (I) Person appointed to in 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, to the Service 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 on an equivalent or higher post, 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 at the end or

during the 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 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 appointed otherwise:-
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manners as the terms and condition 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 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 permit;
    - (ii) extend his period of probation and thereafter pass such order as it could have passed on 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 member of the service in each cadre joint 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 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 candidate 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, their seniority shall be determined as follows:

- (a) member recruited by direct appointment shall be senior to a member appointed 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 his 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 service is also the same, on 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 Serve.**- A member of a 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.

12. **Liability of members of Service to transfer.**- A member of a 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-I.

13. **Pay Leave, Pension and other matters.**- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the member of the Service shall be governed by such law rules and regulations as 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 authorised by the Government from time to time. The scale of pay at present in force in respect of the members of Service are given in Appendix 'A' to these rules.

15. **Discipline, penalties and appeals.**-

- (I) In the matter of discipline, punishment and appeals, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeals) Rules, 1970 as amended from time to time.
- (2) The authority empowered to impose penalties and pass orders as specified in rule 5 and 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 in respect of the members of the Service 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 ;

Provided that the provisions relating to educational 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 State Planning Board (Class-II) Rules, 1976, in so far as they relate to the posts of Deputy Directors and Senior Research Officer are hereby repealed ;

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

**Class-I**  
APPENDIX "A"  
(See Rules 1(2),3 and 14)

No.	Designation of the post	Number of Posts		Total	Scale of pay
		Permanent	Temporary		
1	2	3	4	5	6
1.	Director	2	2	4	Rs. 1775-75-2000/100-2300
2.	Deputy Director	6	6	12	Rs. 940-30-1000/40-1200-50-1400/60-1700-75-1850

**Class-I**  
APPENDIX “B”  
(See rule 8)

Sr.No	Designation of the Post	Qualification and Experience for appointment by	
		Promotion	Direct appointment and by transfer
1	2	3	4
1	Director	From amongst the Deputy Directors who have an experience of working as such for a minimum period of 10 years.	<p>(i)Should possess at least second class Master’s Degree in Economics, Mathematics, Agricultural Economics, Commerce, Economic Statistics or Statistics with statistics as one of the papers in the first four cases from a recognised university;</p> <p style="text-align: center;">Provided that preference shall be given to those who possess Ph.D. degree in any of the aforesaid subjects ; and</p> <p>(ii) Should possess at least ten years experience in guiding and conducting economic planning research work in applied economics or Statistics, designing and supervising socio-economic surveys out of which atleast five years experience should be in Economic Planning or Plan formulation under the State Government or Central Government in the capacity of a Gazetted Officer or in a recognised University, Research Institute or public Undertaking in a responsible position.</p>
2.	Deputy Director	From amongst the Research Officers working in the Punjab State Planning Board who have an experience of working as such for a minimum period of eight years.	<p>i) should possess at least Second class Master’s Degree in Economics, Agricultural Economics or Statistics with Statistics as one of the subjects in the first two cases from a recognised University; and</p> <p>(ii) should possess at least five years experience in Economic Planning Development Appraisal, Evaluation or monitoring projects or programmes of Development, Compilation or research work in Applied Economics or Statistics or in Designing and Supervising Socio-Economic surveys in a State Government, Central Government, Recognised University, Research Institution, Public Undertaking.</p> <p style="text-align: center;">OR</p> <p>(i)Should possess Master’s Degree in Economics, Mathematics, Agricultural Economics ,Commerce or Statistics with Statistics as one of the subjects in the first</p>

			<p>four cases from a recognised university; and</p> <p>(ii) Should possess atleast ten years experience in Economic, Planning, Development Appraisal, Evaluation or Monitoring of projects or programmes of development compilation or research work in Applied Economics or Statistics or in designing and supervising socio economic surveys in a State Government, Central Government, recognised University, Research Institute or public undertaking.</p>
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Note:- The experience gained on the post of a Senior Research Officer prior to the re-designation of those posts as Deputy Directors shall be counted for the purposes of the Service.

R.N.GUPTA  
Secretary to Government Punjab  
Department of Planning

## **Class-II**

### **PUNJAB GOVERNMENT PLANNING DEPARTMENT**

#### **Notification**

**The 21 April, 1976**

No G.S.R.43/Const./Art.309/76-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 conditions of service of persons appointed to Punjab State Planning Board (State Service Class-II), namely:-

#### **PART-I –GENERAL**

**1. Short title, commencement and application.**-(1) These rules may be called the Punjab State Planning Board (State Service Class-II) Rules, 1976.

(2) They shall come into force at once.

(3) They shall apply to all the posts specified in Appendix-“A”

**2. Definitions.**- (1) In these rules, unless the context otherwise requires:-

- (a) “Appendix” means an Appendix of these rules ;
- (b) “Commission” means the Punjab Public Service Commission ;
- (c) “direct appointment” means an appointment made otherwise than by promotion or by transfer of any person already in the service of the Government of India or of a State Government;
- (d) “Government” means the Government of the State of Punjab in the Planning Department ;
- (e) “recognised university” means :-
  - (i) any university incorporated by law in the territory of India ; or
  - (ii) in the case of a degree or diploma obtained as a result of an examination held before the 15 August, 1947, the Punjab, Sind or Dacca University ; or
  - (i) any other university which is recognised by the State Government for the purpose of these rules;
- (f) “Service” means Punjab State Planning Board (State Service Class-II) ;
- (g) Words and expressions used in these rules but not defined shall have the meaning assigned to them in the Punjab General Clauses Act 1898.

## PART-II RECRUITMENT

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

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

4. **Nationality, domicile and character of candidates appointed to the service.-**

- (1) No candidate shall be appointed to the Service unless he is :-
- (a) a Citizen of India; or
  - (b) a subject of Nepal; or
  - (c) a subject of Bhutan; or
  - (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India ; or
  - (e) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon , and East African Countries of Kenya , Uganda and United Republic of Tanzania( formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of India and he belongs to category (e) , the certificate of eligibility will be issued for a period of one year, after which such a candidate will be retained in service subject to his having acquired Indian Citizenship.

- (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 other recruiting authority of the Government and he may also provisionally be appointed subject to the necessary certificate being given him by the Government of India .

(3) No person shall be recruited to the Service by direct appointment, unless he produces certificate of good character from the principal academic officer of the University, College, School or Institution last attended, if any, and similar certificates from the 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

**5. 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 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 such person from the operation of this rule.

**6. Age:- No person shall be recruited to the Service by direct appointment if –**

- (i) in the case of appointment as Deputy Director or Senior Research Officer, he is less than 30 years or more than 40 years of age and
- (ii) in the case of appointment as Research Officer, he is less than 22 years or more than 35 years of age :

on the date of such appointment or unless he is within such range of minimum and maximum age as may be specifically fixed by the Government from time to time:

Provided that the condition of upper age limit may be relaxed up to 45 years in the case of person already in employment of the Punjab Government, or other State Government or the Government of India :

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

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.

Provided further that in the case of Demobilized Armed Forces Personnel, the upper are limit shall be such as has been prescribed in the Demobilized Armed Forces Personnel (Reservation of vacancies in the Punjab State Non-Technical Services) Rules, 1968, as amended from time to time.

**7. Qualifications and experience:-** No person shall be recruited to a post in the Service by direct appointment or by transfer unless he possesses the qualification and experience prescribed for that post in Appendix 'B' and also possesses knowledge of Punjabi language up to Matriculation or its equivalent standard.

**8. Appointing Authority :-** The appointment to a post in the Service shall be made by Government .

**9. Method of appointment :-** Recruitment to the post in the service shall be made in the following manner , namely :-

(1) Repealed vide rule-20 of Punjab State Planning Board (Class-I) Service Rules, 1988.

(2) Repealed vide rule-20 of Punjab State Planning Board (Class-I) Service Rules, 1988.

(3) In the case of Research Officer:-

(i) 25 percent of the posts by direct appointment ;

(ii) 75 percent of the posts by promotion from amongst Technical Assistant who have an experience of working as such for a minimum period of three years ;

(iii) by transfer of an official already in the service of a State Government or Central Government if a suitable candidate is not available by the aforementioned two methods.

(Ratio of 25% and 75% i.e. direct appointment and promotion amended vide notification No. G.S.R. 76/Const./Art. 309/Amd.(1)/99, dated 15-10-1999 w.e.f. 15-10-1999.)

(4) In the case of Section Officer :-

(i) by promotion for amongst Assistant Section Officer having an experience of working on that post for a minimum period of one year



and Assistants who have an experience of working on that post for a minimum period of ten years and who possess educational qualifications specified against this post in Appendix “B” or

(ii) by transfer of an official already in the service of a State Government or Central Government if a suitable candidate is not available by the aforementioned method.

(5) In the case of Private Secretary :-

(i) by promotion for amongst Personal Assistants and Senior Scale Stenographers who have an experience of working as Personal Assistants for a minimum period of one year or who have an experience of working on either or both the posts of Personal Assistant or Senior Scale Stenographer for a period of eight year and possess educational qualifications specified against this post in Appendix “B” ; or

(ii) by transfer of an official already in the service of a State Government of Central Government if a suitable candidate is not available by the aforementioned method.

Note-1:- The reservation for Scheduled Castes and Backward Classes and Demobilized Armed Forces, Personnel shall be duly kept in view in accordance with instructions issued by Government from time to time.

Note II :- The appointment by promotion shall be made by selection on seniority-cum- merit basis and no person shall be entitled to claim promotion as of right on the basis of seniority alone in accordance with the provisions of the Punjab Services (Appointment by Promotion) Rules, 1962 .

#### **10. Probation of persons appointed to Service.-**

(I) Persons appointed to a post in 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, at 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 .

(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 appointed otherwise:-

(i) revert him to his former post; or

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

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

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

(i) confirm such person, from the date of his appointment 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 permit ;

- (ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation .

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

**11. Seniority of members of Service:-** The seniority inter- se of members of the service in each category shall be determined by the length of continuous service on a post in that category of the Service:-

Provided that in the case of members recruited by direct appointment, the order of merit determine by the commission, or other recruiting authority as the case may be, shall not be disturbed in fixing the seniority;

Provided further that in the case of two members appointed on the same date, their 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 member appointed by promotion or transfer seniority shall be determined according to the seniority of such members in the appointment 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 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, an 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 dates of such regular appointment.

**12. 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-I, part-I.

**13. Liability to Serve.**- A member of a 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.

**14. Leave, Pension and other matters.**- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the member of the Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by State legislature and the rules made there under .

**15. Discipline, penalties and appeals.**-

- (1) In the matter of discipline, penalties and appeals, member 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 under the Punjab Civil Services (Punishment and Appeal) Rules, 1970 in respect of the members of the Service shall be the Government .
- (3) The appellate authority to hear an appeal against an order specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be the Government .

**16. Liability for vaccination and re-vaccination.**- Every member of a 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, will 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 except for those pertaining to basic qualification and experience with respect to any class or category of persons:

**19. Interpretation.** - If any question arises as to the interpretation of the rules, the Chief Secretary shall decide the same.

**Class-II**  
APPENDIX "A"  
(See Rules 3)

Serial No.	Designation of the post	Number of Posts		Total	Scale of pay
		Permanent	Temporary		
1	2	3	4	5	6
1.	Deputy Director	-	3	3	Rs. 400-30-700/40-1100
2.	Senior Research Officer	-	3	3	Rs. 350-25-500/30-800/40-1000(with a start of Rs. 400)
3.	Research Officer	-	24	24*	Rs. 350-25-500/30-800
4.	Section Officer	-	1	1	Rs. 500-30-740/40-900
5.	Private Secretary	-	1	1	Rs. 500-30-700/40-900

\* At present 21 posts

R.N.GUPTA  
Secretary to Government Punjab,  
Department of Planning

Remarks:-

1. The rules relating to the posts shown at Sr. No. 1 and 2 stand repealed vide rule-20 of the Punjab State Planning Board (Class-I) Service Rules, 1988.
2. Posts shown at Sr. No. 3,4 and 5 now fall in Group 'A', Therefore, these posts are shown in Group 'A' rules which are under preparation .
3. Now the services of Assistant Research Officer, Planning Officer and Personal Assistants, which fall in Group 'B' are governed by these rules till the Group 'B' Rules, which are under preparation, are finalized.

**Class-II**  
APPENDIX “B”  
(See rule 7)

Sr.No	Designation of the Post	Academic qualification	Experience
1	Repealed vide rule-20 of Punjab State Planning Board (Class-I) Service Rules, 1988		
2	Repealed vide rule-20 of Punjab State Planning Board (Class-I) Service Rules, 1988		
3	Research Officer	<p>University. First or second Class Master’s Degree in Economics or Agricultural Economics with statistics as one of the papers from a recognized University.</p> <p>OR</p> <p>Master’s degree in Economics or Mathematics or Agricultural Economics or Commerce or Statistics with Statistics as one of the papers in the first four cases from a recognized University.</p>	<p>Atleast two years experience in Economic Planning or Development appraisal or Evaluation or Monitoring of Projects or Programmers of Development or Compilation or Research Work in applied Economics or Statistics or in designing and Supervising socioeconomic surveys, in a State or Central Government Department or a recognized University, Research Institution or Public Undertaking.</p> <p>OR</p> <p>Atleast five years experience in the above mentioned fields.</p>
4	Section Officer	First Class Matriculate or Second Class Intermediate (F.A) or a degree from a recognized University.	
5	Private Secretary	First Class Matriculate or Second Class Intermediate (F.A) or Degree; from a recognized University.	

S.P.BAGLA  
Commissioner for Planning and  
Secretary to Government, Punjab,  
Planning Department.

GOVERNMENT OF PUNJAB  
DEPARTMENT OF PLANNING

**Notification**

The 15<sup>th</sup> October, 1999

No. G.S.R. 76/Const./Art. 309/Amd.(1)/99.-In the 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 State Planning Board (State Service Class-II) Rules, 1976, namely :-

**RULES**

1. These rules may be called the Punjab State Planning Board (State Service Class-II) First Amendment Rules, 1999.
2. In the Punjab State Planning Board (State Service Class-II) Rules, 1976, in rule 9, in sub-rule 3,-
  - (i) in clause (i) for the figures and words “50 per cent”, the words “twenty five per cent” shall be substituted; and
  - (ii) In clause (ii), for figures and words “50 per cent of the posts by promotion from amongst Technical Assistant”, the words “Seventy Five Per cent of the posts by promotion from amongst the Assistant Research Officers” shall be substituted.

KUSUMJIT SIDHU

Secretary to government of Punjab,  
Department of Planning.

**Existing Class-III Rules**

PUNJAB GOVT.GAZ., Sept 2,1988 (BHDR 11, 1910 SAKA) 717

DEPARTMENT OF PLANNING

Notification

The 19<sup>th</sup> August,1988

No G.S.R. 81/ 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 State planning Board (Class-III) Services, namely:-

**RULES**

1. (1) **Short title and application** .- These rules may be called the Punjab State Planning Board (Class-III) Service Rules, 1988.  
(2) They shall apply to the posts specified in Appendix "A"
  
2. **Definition** .- In these rules, unless the context otherwise requires , -
  - (a) "Appendix" means an Appendix to these rules;
  - (b) 'Board' means the Subordinate Services Selection Board, Punjab or any other authority constituted or appointed to perform its functions;
  - (c) "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 ;
  - (d) "Government means the Government of the State of Punjab;
  - (e) 'Head of the Department means an officer not below the rank of a Joint Secretary to Government of Punjab in the Department of Planning notified as such by the Government;
  - (f) recognised University or Institution means :-
    - (i) any university incorporated by law in any of the States of India ;or
    - (ii) in the case of a degree or diploma obtained as a result of an examination held before the 15<sup>th</sup> August, 1947, the Punjab, Sind or Dacca university ; or
    - (iii) any other University which is recognised by the State



Government for the purpose of these rules; and

(g) 'Service' means the Punjab State Planning Board (Class-III) 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 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 Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya , Uganda and 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 (a), (b), (c), (d) and (e) shall be a 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 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 given an appointment until the necessary certificate of eligibility is given in his favour 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 :-
- (a) produces a certificate of character from the principal academic officer of the university, college, school or the 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) produces 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 :-

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 the other party to the marriage and that there are other grounds for so doing, exempt that person from the operation of this rule.

6. **Age.**- (1) No person shall be appointed to any post in the Service by direct appointment , if he is less than twenty one years of age or is more than thirty five years of age in the case of Technical Assistant and eighteen years of age or is more than thirty years of age in the case of other posts on the 1<sup>st</sup> day of January immediately preceding the last date fixed for receipt of applications or unless he is within such range of minimum and maximum age limits as may be specifically fixed by Government of Punjab 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 Governments 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 Scheduled

Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government of Punjab 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 Head of the Department .

8. **Method of appointment and qualifications .-**

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 by promotion or by direct appointment, as the case may be, appointment to the Service shall be made by transfer of a person holding a similar or identical post under Punjab Government, a 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) All appointments 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 .

(4) No person shall be recruited 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 Government of Punjab in this behalf from time to time .

Provided that in case where the minimum educational qualifications for appointment to a post in the Service have been specified less than Matriculation Standard, the knowledge of Punjabi language shall be lowered accordingly.

9. **Probation of persons appointed to Service** .- (I) Persons appointed to the Service shall remain on probation for a period of two years, if appointed by direct appointment and one year if appointed otherwise:

Provided that :-

(e) any period, after appointment, to the service spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(f) In the case of an appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the Service may at the discretion of the appointing authority be allowed to count towards the period of probation;

(g) an officiating appointment to the Service shall be reckoned as period spent on probation, but no person who has thus officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent post; and

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

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

(c) if such person is appointed 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

(d) If appointed otherwise:-

(i) revert him to his former post; or

(ii) deal with him in such 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:-

(b) 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 permit or

(ii) Extend his period of probation and thereafter pass such order 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 interse of members of the service 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 member 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 the case of candidate who is permitted to join the service after the expiry of the said period of four months in consultation with the Board, his senior 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 the first proviso,

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

- (e) a member recruited by direct appointment shall be senior to a member appointed otherwise;
- (f) a member appointed by promotion shall be senior to a member appointed by transfer;
- (g) 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
- (h) 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 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 an 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-I.

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** .- The members of service shall be entitled to such scales of pay, as may be authorised by the Government from time to time. The scale of pay at present in force in respect of the members of service are given in Appendix 'A' to these rules.

15 **Discipline, punishment 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 Appeals) 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 Appeals) Rules, 1970 and the Appellate authority there under in respect of the members of the service shall be as specified in Appendix 'C'
- (3) The authority competent to pass an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 other than an order imposing any of these penalties specified in Appendix 'C' and the appellate authority there under in respect of the members of the Service shall be as specified in Appendix 'D'.

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 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 educational 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.

Secretary to Government, Punjab  
Department of Planning

APPENDIX 'A' (See rules 1(2) and (3))

Sr No.	Designation of post	Number of posts			Scale of Pay
		Permanant	Temp-orary	Total	
1	2	3	4	5	6
1.	Planning Officer	1	-	1	Rs. 800-25-850-30-1000/40-1200/50-1400 plus Rs. 50 as Special Pay per mensem.
2.	Personal Assistant	7	3	10	Rs. 800-25-850/30-1000/40-1200/50-1400 plus Rs. 100 as Special Pay per mensem.
3	Senior Scale Stenographers	2	2	4	Rs. 600-20-700/25-850/30-1000/40-1120.
4.	Junior Scale Stenographers	9	3	12	510-15-600/20-700/25-850/30-880.
5.	Steno-typists	12	13	25	Grade-I- Rs. 510-15-600/20-700/25-880 plus Rs. 25 as Special Pay. Grade-II- Rs. 400-10-450/15-525/15-600 Plus Rs. 25 as Special Pay (50 percent Stenotypists Grade-I and 50 percent Stenotypists Grade-II ).
6.	Technical Assistants	9	9	18	Rs.700-25-850/30-1000/40-1200 M.A. 1st. Class to start at Rs. 725.
7.	Senior Librarian	.	1	1	Rs.700-25-850/30-1000/40-1200 .
8.	Librarian	.	1	1	Rs.570-15-600/20-700/25-850/30-1000/40-1080.
9.	Assistants	3	3	6	Rs.600-20-700/25-850/30-1000/ 40-1120. 20 % Selection Grade of Rs. 700-25-850/30-1000/40-1200.
10.	Clerks/ Typists	5	6	11	Rs. 510-15-600/20-700/25-800 (Senior Clerks ) Rs. 400-10-450/15-525/15-600 (Clerks). (50 percent Clerks and 50 percent Senior Clerks)
11.	Drivers	1	2	3	(i) Rs. 400-10-450/15-525/15-600/20-660. plus Rs. 150 as Special Pay. (ii) Rs. 510-15-600/20-700/25-800. plus Rs. 150 as Special Pay for Selection Cadre Posts.
12.	Duplicating Operators	1	1	2	Rs. 400-10-450/15-525/15-600.



**DEPARTMENT OF PLANNING  
(PLANNING BRANCH)**

**Notification**

**The 22<sup>nd</sup> August, 1996**

No. G.S.R. 57/Const./Art. 309/Amd(1)/96.-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 State Planning Board (Class III) Service Rules, 1988, namely :-

**RULES**

1. These rules may be called Punjab State Planning Board (Class III) Service (First Amendment) Rules, 1996.
2. In the Punjab State Planning Board (Class III) Service Rules, 1988, in APPENDICES A, B, C and D under the heading "Designation of Post", against Serial No. 6, for the words "Technical Assistant", the word "Assistant Research Officer" shall be substituted.

**GOKUL PATNAIK,**  
Secretary to Government, Punjab,  
Department of Planning.