

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-2 BRANCH)

NOTIFICATION

The June , 2015

No. / /2015-3FP2/ .—In exercise of the powers conferred by the proviso to article 309 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 Rules, Volume-I, Part-I, namely:—

RULES

1. (1) These rules may be called the Punjab Civil Services (___Amendment)

Rules, Volume-I, Part-I, 2015.

(2) They shall come into force at once.

2. In the Punjab Civil Services Rules, Volume-I, Part-I (hereinafter referred to as the said rules), in rule 1.2, —

(1) in sub-rule (1), for the words and figures “Class I and II”, “Class III”, and “Class IV”, the words and letters “Group ‘A’ and Group-‘B’”, “Group ‘C’ and “Group-‘D’ ” shall, respectively be substituted.

(2) In the proviso, —

(i) after the words, “Part I-Pensions”, the words, “and the Punjab General Provident Fund Rules contained” shall be inserted.

(ii) the words “in due course”, shall be omitted.”

3. In the said rules, in rule 1.4, for the Note, the following Note shall be substituted, namely: —

Note.—Model form of agreement for use in the case of Government employees engaged on contract is given in Form Pb. C.S.R. No.1

4. In the said rules, in Schedule referred to in rule 2.16(b), in para 1, sub-para (ix) shall be omitted.

5. In the said rules, in rule 2.17, in note 5, for the words and brackets, “(including temporary increase in pension and pension equivalent of death-cum-retirement gratuity) not exceeding Rs.100 per mensem”, the words “not exceeding the prescribed minimum pension of Rs. 3500 plus dearness relief thereon” shall be substituted.

6. In the said rules, rule 2.22 shall be omitted.

7. In the said rules, in rule 2.25, in clause (3), for the word and figure “Class IV”, the word and letter “Group ‘D’ ” shall be substituted.

8. In the said rules, in rule 2.30, in Note 4 for the word “Gazetted”, the words and letters, “Group ‘A’ and Group ‘B’ ” shall be substituted.

9. In the said rules, in rule 2.34, —

(1) in note 8, the words “appearing in note 2 below rule 8.122” shall be omitted.

(2) in note 10, for the word “notes”, the word “note” shall be substituted.

10. In the said rules, rule 2.37 shall be omitted.

11. In the said rules, in rule 2.40.—

(1) for the word and figure “Class III”, the word and letter, “Group C” shall be substituted; and

(2) in note, for the word and figure “Class II” the word and letter “Group B” shall be substituted.

12. In the said rules, in rule 2.49, in note 3, the words and brackets “(active or suspended)” shall be omitted.

13. In the said rules, in rule 2.52, note 2 shall be omitted.

14. In the said rules, in rule 3.1,—

(1) in Exception 2, for the word, “gazetted” wherever occurring, the words and letters “Group ‘A’ or Group ‘B’ ” shall be substituted.

(2) in note 2,—

(a) in clause (i) for the words “Gazetted Officers” the words and letters, “Group ‘A’ and ‘B’ employees” shall be substituted; and

(b) in clause (ii) for the words “non-gazetted officers” the words and letters, “Group ‘C’ employees” shall be substituted.

(3) for note 4, the following note shall be substituted, namely:—

“Note 4.—The fee to be charged for medical examination of candidates selected for fresh appointment to posts under Government, shall be notified by the Government from time to time. The entire amount of fee shall be credited into the Government Treasury”.

(4) for note 5, excepting sub-notes 3, 4 and 5, the following shall be substituted, namely:—

“Note 5. (1) The fee to be charged for appeals against Medical Examination of Government employees who have been declared unfit by the Principal Medical Officer or Assistant to Civil Surgeon/Standing Medical Board shall be notified by the Government from time to time.”

15. In the said rules, in rule 3.4, —

(1) in sub-rule (1),—

(i) in clause (a) for the word “Gazetted”, the words and letters “Group ‘A’ or Group ‘B’ ” shall be substituted; and for the words, “a Non-Gazetted Government employee other than Class IV”, the words and letters “a Group ‘C’ employee” shall be substituted.

(ii) in clause (b) for the words “a gazetted officer”, the words and letters, “Group ‘A’ and Group ‘B’ employees”; and for the words “non-gazetted officers”, the words and letters “Group ‘C’ and Group ‘D’ employees” shall, respectively be substituted.

(2) in sub-rule (2), in clause (a) for the word “Gazetted”, the words and letters “Group ‘A’ or Group ‘B’ ” shall be substituted; and in clause (b),

for the word “Non-gazetted”, the words and letters “Group ‘C’ or Group D’ ” shall be substituted.

(3) in sub-rule (3), for the word and figure “Class IV”, the word and letter “Group ‘D’ ” shall be substituted.

(4) in Note 2, –

(i) in clause (i), in sub-clause (a) for the words “non-gazetted post” the words and letters “Group ‘C’ or Group ‘D’ employee”; and for the word “gazetted” the words and letters “Group ‘A’ or Group ‘B’ ” shall be substituted.

(ii) in clause (i), in sub-clause (b) for the words “gazetted post” the words and letters, “Group ‘A’ or Group ‘B’ employee”; and for the word, “gazetted” the words and letters “Group ‘A’ or Group ‘B’ ” shall be substituted.

(iii) in clauses (ii) and (iii), for the word “gazetted” the words and letters “Group ‘A’ or Group ‘B’ and for the word “non-gazetted” the words and letters “Group ‘C’ or Group ‘D’ ” shall be substituted.

(5) Note 3 shall be omitted.

(6) in Note 4, for the word “gazetted”, the words and letters “Group ‘A’ and Group ‘B’ ” shall be substituted.

16. In the said rules, for the existing rule 3.6, the following rule and note shall be substituted, namely:—

“3.6. The age limit for persons to be appointed to the posts and services in connection with the affairs of the State of Punjab shall be as prescribed by the Government from time to time.

Note.—See rule 5 and 5-A of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 and rule 5 of the Punjab Civil Services (Group D) Service Rules, 1963.

17. In the said rules, rule 3.7 and rule 3.8 shall be omitted.

18. In the said rules, in rule 3.26, —

(1) in note 3 for the word, letters and brackets “Clauses (a), (b) and (c)”, the word, letters and brackets “Clauses (a) and (b)” shall be substituted.

(2) note 4 shall be omitted.

19. In the said rules, in rule 4.1, in sub-rule (2) notes 1 and 2 shall be omitted.

20. In the said rules, in rule 4.3, Explanation I and Explanation II shall be omitted.

21. In the said rules, in rule 4.4,—

(1) in clause (a), the words, “or would hold a lien on such a post had his lien not been suspended” shall be omitted.

(2) note below clause (a) shall be omitted.

(3) Note 4 shall be omitted.

(4) in clause (b), in the proviso, for the figures, brackets and letter “2.44 (a)

(iii)” the figure, brackets and letter “2.44(b)” shall be substituted.

(5) the following note shall be added, namely: —

Note.10.—In those cases where there is some doubt as to the relative degree of duties and responsibilities attaching to the two posts the same shall be determined by keeping in view the factors given below:—

(i) the relative degree of duties and responsibilities of two posts shall be determined with reference to the entry scale of the post held by an employee. The higher scale or higher grade pay granted to an employee on such post under an Assured Career Progression Scheme or otherwise, shall not be taken into account.

(ii) a post having the lower minimum of the entry scales of pay or lower grade pay shall generally be considered the lower post as compared to a post carrying higher minimum of time scale or higher grade pay.

(iii) where the entry pay scales of both the higher and lower posts are identical, the higher and lower posts shall be determined by the Administrative Department in consultation with the Department of Finance.

22. In the said rules, after the rule 4.4, the following heading and the rule 4.4-A shall be inserted, namely: —

FIXATION OF INITIAL PAY UNDER THE REVISED PAY STRUCTURE

4.4-A. Subject to the provisions of rule 4.4, the initial pay of a Government employee, who is governed by the revised pay structure, is regulated as follows:—

(1) when appointment to the new post involves the assumption of duties or responsibilities of greater importance than those attaching to the old post on which he holds a lien, his initial pay shall be fixed by granting him the benefit of one increment and the grade pay of the new post:

(2) When appointment to the new post does not involve duties and responsibilities of greater importance he will draw as initial pay which is equal to the substantive pay in respect of the old post. However, the higher grade pay if any admissible under this sub-rule shall be absorbed at the time of grant of benefit of fixation of pay under an Assured Career Progression Scheme.

(3) when a Government employee is appointed to a post carrying lower grade pay on his own request under rule 3.17(a), his initial pay shall be fixed equal to the pay-in-pay band drawn by him in the old post plus the grade pay of the new post. However, if the maximum of the pay band in the time scale of lower post is less than his substantive pay in respect of the old post, his initial pay shall be fixed equal to the maximum of the pay band plus the

grade pay of the new post.

Explanation.—The expression “revised pay structure” means the pay structure consisting of running pay bands and grade pay which came into force with effect from the 1st day of January 2006 under the provisions of Punjab Civil Services (Revised Pay) Rules, 2009.

Note.—The pay of the Government employees, who are promoted in the higher grade, shall continue to be regulated in accordance with the provisions of rule 11 of Punjab Civil Services (Revised Pay) Rules, 2009.

23. In the said rules, in rule 4.5, —

(1) in clause (2) for the figures, brackets and letter “2.44 (a) (iii)” the figure, brackets and letter “2.44(b)” shall be substituted.

(2) Note 1 shall be omitted.

24. In the said rules, in rule 4.5 A, in sub-rule (3), in clause (a) the words “or would hold a lien had his lien not been suspended” shall be omitted.

25. In the said rules, for rule 4.8 and notes thereunder, the following heading and rule shall be substituted, namely: —

“Assured Career Progression Scheme

4.8. A Government employee is also entitled to the benefit of fixation of pay under the Assured Career Progression Schemes notified by Government from time to time subject to such terms and conditions as may be specified;

provided that grant of benefit of such Scheme, shall also be subject to the following general terms and conditions:—

(a) A government employee who forgoes promotion offered to him shall not be eligible for benefits under the A.C.P. Scheme;

Provided that if on the expiry of the period of two years specified in Rule 18(2) of Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, a Government employee does not get promotion due to non-availability of post, his case shall be considered for the grant of benefit of ACP Scheme but the period during which he was debarred from promotion, shall not count for computing the period of service prescribed for grant of benefit of progression.

(b) The following periods of service shall not be reckoned for grant of benefits under an ACP Scheme: —

(i) ad-hoc service;

(ii) military service rendered prior to joining of civil service;

(iii) suspension period which has not been treated as duty;

(iv) extraordinary leave which is not counted towards the grant of increment;

(c) The period of notional promotion which is counted for the purpose of seniority and pay fixation shall be reckoned for the grant of benefits under an

A.C.P. scheme.

(d) The period of provisional promotion against promotion quota posts of Group 'A' and Group 'B' services pending approval of Punjab Public Service Commission, shall be reckoned for grant of the benefits under an A.C.P scheme”.

26. In the said rules, the rule 4.9, –

(1) in clause (b), in sub-clause (i), the words, “as well as in the time-scale applicable to the post or posts, if any, on which he would hold a lien had his lien not been suspended”, shall be omitted.

(2) In note 2, after clause (b), for the word “non-gazetted” the words and letters “Group 'C' and Group 'D' ” shall be substituted.

(3) in clause (d), in sub-clause (i), the words “as well as the post or posts, if any, on which he would hold a lien had his lien not been suspended” shall be omitted.

(4) in clause (e), in sub-clause (i), the words, “or would hold a lien, had his lien not been suspended” shall be omitted.

27. In the said rules, in rule 4.12, in note 3, in sub-note (b), in item (i), the words and figure “If, however, the pay drawn by him immediately before reduction was below the efficiency bar, he should not be allowed to cross the bar except in accordance with the provisions of Rule 4.8”, shall be omitted.

28. In the said rules, in rule 4.12-A, in the Note, for the words, figures and brackets “For example, if an officer of a Class I Service in the Senior Scale (Rs.625-1.275) is reduced to a Class II Service (Rs.250-750) for a period of, say, two years, and if after six months, the order is modified by the appellate authority as reduction to the Class I Service in the Junior Scale (Rs.375-925) the period of six months will count for increment in the Junior Scale. If, on the other hand, the order of penalty is modified as reduction to a lower stage in the time-scale (Rs.625-1,275) for a specified period”, the following shall be substituted, namely: –

“For example, if an officer of a Group ‘A’ Service in the higher scale of pay of Rs. 15600-39100+5400 Grade Pay is reduced to a Group ‘B’ Service in the pay scale of Rs. 10300-34800+ 4400 Grade Pay, for a period of, say, two years, and if after six months, the order is modified by the appellate authority as reduction to the Group ‘A’ Service in the lower scale of Rs. 10300-34800+5000 Grade Pay, the period of six months will count for increment in the lower scale. If, on the other hand, the order of penalty is modified as reduction to a lower stage in the time-scale of Rs. 15600-39100+5400 Grade Pay, for a specified period”

29. In the said rules, the rule 4.13, –

(1) in sub-rule (1) and sub-rule (2) the words “or would hold a lien had his lien not been suspended”, wherever occurring, shall be omitted.

(2) after sub-rule (2), Note 2 shall be omitted; and in Note 4, in sub-note (vi), for the word “reclaration” the word “declaration” shall be substituted.

(3) after note 4, under the heading ‘ORDERS OF THE PUNJAB GOVERNMENT’, in the second para, in sub-para (i), the words “and also for the benefit of special additional pension by virtue of a declaration under rule 6.15 of Punjab Civil Services Rules, Volume II” and in sub-para (ii) of the said second para, the words, “and qualifying *per se* or by special declaration, for special additional pension as for the higher post in the ordinary line” shall be omitted.

(4) Note 10 shall be omitted.

30. In the said rules, in rule 4.23, the Note shall be omitted.

31. In the said rules, in rule 5.1, for the figure, brackets and letter “4.22(c)” the figure “4.22” shall be substituted.

32. In the said rules, in rule 5.2, –

(1) in clause (a), –

(i) for the figure and word “120 days” wherever occurring, the figure and word “180 days” shall be substituted; and for the figure and the word “180 days” wherever occurring, the figure and the word “300 days”, shall be substituted; and

(ii) the words “refused leave or” shall be omitted.

(2) in clause (b), for the figure and word “120 days”, wherever occurring, the figure and word “90 days”, shall be substituted.

33. In the said rules, after rule 5.2, in the heading, the words “or motor car or motor cycle allowance”, shall be omitted.

34. In the said rules, in rule 5.3, in clause (aa), –

(1) for the figures and words “120 days” the figures and words “180 days,” shall be substituted.

(2) in sub-clause (i), for the figures and words “8.8, 8.12 or 8.13, as the case may be”, the figure “8.13” shall be substituted.

(3) in Note 1, the words “the Old Leave Rules or”, shall be omitted.

35. In the said rules, rule 5.4 and the heading thereof, shall be omitted.

36. In the said rules, for the rule 5.5, excepting the clarification and Note 2 thereunder, the following shall be substituted, namely:–

“5.5. (1) A house rent allowance may be drawn by a Government employee during leave or transfer in the circumstances specified in clause (a) or (b) of Rule 5.3.

(2) The eligibility for the grant of the House Rent Allowance to a Government employee shall be determined with reference to his place of posting.

(3) A Government employee shall, ordinarily, be required to reside within a radius of twenty-five kilometres from the headquarters. However, a competent authority may permit a Government employee to reside at a place beyond twenty-five kilometres from the headquarters; provided that the employee attends to his duties punctually and without detriment to his efficiency.

(4) Where a Government employee entitled to rent-free accommodation under rule 5.35, is not provided with such accommodation, he will be entitled to draw an additional house rent allowance at the rate of 5% of his emoluments subject to the condition that he resides in a rented house within a radius of three kilometres from the place of duty.

Note 1.—The competent authority to permit residence of a Government employee beyond twenty-five kilometers of his headquarters, shall be the same as defined in the entries against Serial No. 2 of the Table below rule 15.1.

Note.3.—The word “emoluments” in this rule has the same meaning as defined in rule 5.33.”

37. In the said rules in rule 5.6,—

- (1) the words for the words “horse or other animal” and “animal”, wherever occurring, the word “conveyance” shall be substituted.
- (2) Notes 2, 3, and 4 shall be omitted.
- (3) In note 5, the word “or horse” shall be omitted.

38. In the said rules, in rule 5.17, for the words, letters and figure “does not exceed Rs. 25,000”, the words “does not exceed an amount to be specified by the Government”; and for the words, letters and figure “exceeds Rs. 25,000”, the words “exceeds the amount so specified” shall, respectively be substituted.

39. In the said rules, in rule 5.29,—

(1) in clause (b), in sub-clause (i); and in notes 1, 4, 5 and 6, for the words

“ten per cent”, wherever occurring, the words “five per cent” shall be substituted; and

(2) in note 3, in sub-note (1),—

(a) in item (i), for the words “five per cent”, the figure and the words

“2 ½ per cent”; and;

(b) in item (ii), for the words “3 ⅓ per cent”, the figure and the words

“1⅔ per cent” shall be substituted.

40. In the said rules, in rule 5.30, in clause (i), in sub-clause (2); and in Note 1, for the figure and words “10 per cent” wherever occurring, the words “five per cent” shall be substituted.

41. In the said rules, in the rule 5.31, for the figure and words “10 per cent”, the words “five per cent” shall be substituted.

42. In the said rules, rule 5.32 shall be omitted.

43. In the said rules, in rule 5.33,—

(1) for clause (i) the following clause shall be substituted, namely:—

“(i) Basic Pay and Non-Practicing Allowance, wherever applicable.”

(2) clauses (iii) and (iv) shall be omitted;

(3) after clause (vi), the words “It does not include allowances attached to Decorations and Medals conferred on Civil, Military and Police personnel” shall be omitted.

(4) In note 3 the words, “and will also include the pension equivalent of death-cum retirement gratuity and other forms of retirement benefits, if any e.g. Government’s contribution to a Contributory Provident Fund, commuted value of pension etc.” shall be omitted.

(5) Note 4 shall be omitted.

44. In the said rules, in rule 5.40, in Note 1, for the word “Gazetted” the words and letters “Group ‘A’ and Group ‘B’ ” shall be substituted.

45. In the said rules, in rule 5.45,—

(1) for the figure and words “10 per cent”, the words “five per cent” shall be substituted.

(2) in Note 1, for the figure and words “10 per cent” wherever occurring, the words “five per cent” shall be substituted.

(3) in Note 3, for the word “Gazetted”, the words and letters “Group ‘A’ and Group ‘B’ ” shall be substituted.

46. In the said rules, in rule 5.48, the words “except in the cases of a house in the hills occupied by Government employee who is permitted to recess in the hills under the rules in force. In this case, the period of allotment is the period of recess enjoyed” shall be omitted.

47. In the said rules, rule 5.51 shall be omitted.

48. In the said rules, rule 5.53 and 5.54 shall be omitted.

49. In the said rules, in rule 5.55,—

(1) in the Exception, for the letters and figure “Rs. 1,000”, wherever occurring, the letters and figures “Rs. 10,000” shall be substituted.

(2) in note 7, for the word, “gazetted” the words and letters “Group ‘A’ and Group ‘B’ ” shall be substituted.

50. In the said rules, in rule 5.57, in note 3, for the letters and figure “Rs. 500”, wherever occurring, the letters and figure “Rs. 5,000” and for the letters and figure “Rs. 1,000”, wherever occurring, the letters and figure, “Rs. 10,000” shall, respectively be substituted.

51. In the said rules, in rule 5.58 and in the notes 2, 4 and 6 thereunder, for the letters and figures “Rs. 250”, “Rs. 500” and “Rs. 1000”, wherever occurring, the letters and figures “Rs. 2500”, “Rs.5000” and “Rs. 10,000” shall, respectively be substituted; and in note 7 *ibid*, for the letters, figure, words and brackets “Rs. 500

(Rupees Five Hundred only)”, the words and brackets “(Rupees Five thousand only)” shall be substituted.

52. In rule 7.2, in Note 1, for the word, “gazetted”, the words and letters “Group ‘A’ or Group ‘B’ ” shall be substituted.

53. In the said rules, in rule 8.3, —

(1) the words “in India” shall be omitted; and

(2) for the Note, the following Note shall be substituted, namely:—

Note.— The instructions relating to leave procedure are contained in Appendix 11 in Part II of this Volume.

54. In the said rules, in rule 8.5, the words “other than earned leave not exceeding 120 days, with the report of the Accountant-General” shall be omitted.

55. In the said rules, in rule 8.13, —

(1) in sub-rule (a), —

(a) for the words “a registered medical practitioner or a Vaid or Hakim or a Homoeopathic Practitioner”, the words “a registered medical practitioner having at a graduate degree in the Allopathic, Ayurvedic or Homoeopathic system of medicine” shall be substituted.

(b) in the proviso, for the word “Gazetted”, the words and letters “Group ‘A’ and Group ‘B’ ” shall be substituted.

(2) Notes 2 and 3 shall be omitted.

(3) in Note 4,—

(a) for the words “registered medical practitioner/Vaid/Hakim/ Homoeopathic Practitioner” wherever occurring, the words “registered medical practitioner having a graduate degree in the Allopathic, Ayurvedic or Homoeopathic System of Medicine” shall be substituted.

(b) for the words “Registered Medical Practitioner, Vaid, Hakim or Homoeopathic Practitioner“, the words “Registered Medical Practitioner having a Graduate Degree in the Allopathic, Ayurvedic or Homoeopathic System of Medicine” shall be substituted.

56. In the said rules, in rule 8.14, for the word and figure “Class IV”, the word and letter “Group ‘D’ ” shall be substituted.

57. In the said rules, in rule 8.20,—

(1) for the words, “both Gazetted and Non-Gazetted employees”, the words, “to a Government employee” shall be substituted; and

(2) the words, “If a Government employee is on foreign service or is applying for leave out of India, leave should not be sanctioned without obtaining the title to leave from the Account General, Punjab” shall be omitted.

(3) in the Note the words “or refused leave” shall be omitted.

58. In the said rules, after rule 8.20, for the heading, “(b) Leave beyond the date of retirement”, the following heading shall be substituted, namely: —

(b) Leave beyond the date of retirement and encashment of leave”

59. In the said rules in rule 8.21,—

(1) for the sub-rules (a), (b), (c) and (d) the following sub-rules shall be substituted, namely: —

“8.21. (a) Leave at the credit of a Government employee in his leave account shall lapse on the date of his retirement:

Provided that the Government employee,—

(A) retiring on superannuation; or

(B) retiring prematurely, voluntarily or on invalidation; or

(C) retiring compulsorily as a measure of punishment and in whose case cut in the amount of pension has not been ordered by the competent authority;

shall, subject to the provisions of sub-rule (c), be entitled to cash payment in lieu of the un-utilised earned leave due on the date of retirement as under :—

(i) the cash payment shall be equivalent to leave salary limited to a maximum of 300 days’ earned leave;

(ii) the cash payment shall become payable on retirement in the above cases in lump sum as a one-time settlement;

(iii) the leave salary for the purpose of this rule shall not include city compensatory allowance or house-rent allowance; and

(iv) no deduction on account of pension and pensionary benefit equivalent to other retirement benefits shall be made from the cash thus paid.

(aa) Notwithstanding anything contained in sub-rule (a) the authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of Government employee who retires from service on superannuation while under suspension or while disciplinary or criminal proceedings are pending against him, if in the opinion of such authority, there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him and on conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of Government dues, if any.

(b) In the case of a Government employee who is granted extension of service after the date of retirement on superannuation, the benefit of cash payment admissible under sub-rule (a) shall be granted to such Government employee on the expiry of such extension to the extent of earned leave at his credit on the date of retirement on superannuation plus the earned leave, earned by him during the period of extension in service, reduced by the

earned leave availed of during such period, subject to the maximum of 300 days' earned leave.

(c) the cash payment for the unutilised leave admissible under the aforesaid sub- rule (a) shall be calculated as follows, namely:—

Pay admissible on the date of retirement plus Dearness Allowance admissible on that date.	×	Number of days of unutilised earned leave at credit on the date of retirement subject to a maximum of 300 days.
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(d) A Government employee remained in service after the date of retirement on superannuation shall earn leave on full pay at the rate applicable to him on the date of superannuation and shall be allowed to add thereto any amount of leave, the benefit of which would have been granted to him under sub-rule (a) had he retired on that date. The total benefit of leave encashment admissible to him during the entire service career shall not exceed the earned leave of 300 days, or the amount of earned leave due, whichever is less. The Government employee may be granted leave preparatory to retirement upto a maximum of 300 days of earned leave, as the case may be, as follows:—

(i) the balance, after deducting the amounts of leave, if any, taken during the period of extension, from the amount of leave, the benefit of which could have been granted to him under sub-rule (a) had he

retired on the date of retirement; plus

(ii) the amount of leave earned under this sub-rule.

(2) in note 2, the words “after the age of retirement” shall be omitted.

(3) for note 4, the following note shall be substituted, namely: –

“Note 4.—The period of 300 days mentioned in this rule includes any period of vacation with which leave is combined.”

(4) Note 5 shall be omitted.

60. In the said rules, after the rule 8.21, the following heading and rule 8.22 shall be inserted, namely: –

**“(c) Encashment of earned leave along with
Leave Travel Concession while in service.**

“8.22. (1) A Government employee may be permitted to encash earned leave upto ten days at the time of availing of Leave Travel Concession while in service, subject to the condition that the total earned leave so encashed during the entire service career shall not exceed sixty days in the aggregate.

(2) The encashment of earned leave under this rule shall be allowed only once during the relevant block of four years and shall be admissible without any linkage to the number of days and the nature of leave availed for Leave Travel Concession.

(3) The amount of leave encashment shall be calculated as follows, namely:—

Pay admissible on the date of availing of the Leave Travel Concession plus Dearness Allowance admissible on that date.	×	Number of days of earned leave encashed subject to the maximum of ten days at one time.
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(4) The leave encashed under this rule shall be debitable to the leave account of the Government employee.

(5) Where both husband and wife are Government employees, encashment of leave shall be admissible to both of them subject to a maximum of sixty days for each spouse during the entire service career.

(6) The leave so encashed shall not be deducted from the maximum amount of earned leave encashable at the time of retirement under rule 8.21.

Clarification:—Encashment of earned leave under this rule shall not be admissible for availing Leave Travel Concession to visit Home Town.

61. In the said rules, in rule 8.23, —

(1) the words “leave after the date of compulsory retirement under rule 8.21” shall be omitted.

(2) in the second proviso, the words “and study leave and leave after the date of compulsory retirement”, and the words “Before leave preparatory to retirement is refused in any case, prior concurrence of the Department of Finance must be obtained” shall be omitted.

62. In the said rules, rule 8.34 shall be omitted.

63. In the said rules, in rule 8.35, the words “through the Accountant-General” and “in form Punjab C.S.R. No. 4” shall be omitted.

64. In the rules, rules 8.37 to 8.40 shall be omitted.

65. In the rules, for rule 8.41-A, the following rules 8.41-A shall be substituted, namely: —

“8.41-A. (1) In case a Government employee who has proceeded on leave preparatory to retirement before the date of compulsory retirement is required for employment during such leave in any post under the Punjab Government and he is agreeable to return to duty, he will be recalled to duty and the unexpired portion of his leave from the date of rejoining duty shall be cancelled.

(2) The leave so cancelled under sub-rule (1) shall be allowed to be encashed under the provisions of rule 8.21”.

66. In the said rules, in rule 8.44, in sub-rule (i), the words, “in Asia” shall be omitted.

67. In the said rules, in rule 8.44-A, sub-rule (b) and note thereunder, shall be omitted.

68. In the said rules, for rule 8.45, the following rule shall be substituted, namely.—

“8.45. A government employee on return from leave must report his return to the authority granting the leave.”

69. In the said rules, for rule 8.48, the following rule shall be substituted, namely:—

“8.48. Subject to any instructions given by the competent authority in connection with the control of the issue of money from treasuries or by the Comptroller and Auditor General of India in order to secure efficiency and uniformity of audit, the following rules prescribe the procedure to be observed:

- (i) in the payment of leave-salary; and
- (ii) in the maintenance of record of service.

Note.—The instructions regarding leave procedure and maintenance of service record are given in Appendix XI in Part II of this Volume.

70. In the said rules, for rule 8.49, —

- (1) in sub-rule (1), the proviso shall be omitted.
- (2) sub-rules (4) and (5) shall be omitted.

71. In the said rules, for rule 8.50, excepting the notes 1 and 3, the following rule shall be substituted, namely:—

“8.50. A leave account for each Government employee subject to the Revised Leave Rules contained in Section III of this Chapter, shall be maintained in form Punjab C.S.R. No.16”.

72. In the said rules, in rule 8.51, for the word “gazetted” the words and letters “Group ‘A’ or Group ‘B’” and for the words “non-gazetted” the words and letters “Group ‘C’ or Group ‘D’” shall, respectively be substituted.

73. In the said rules, after rule 8.51, under the heading “XI.—Extent and Application”, for the existing sub-heading (1), the following sub-heading shall be substituted, namely:—

“(1) Application of Revised Leave Rules”

74. In the said rules, for rule 8.52, excepting the note, the following rule 8.52 shall be substituted, namely:—

“8.52. For purposes of grant of leave and leave salary, the Government employees other than those engaged on contract (vide Rule 8.57) or those for whom special provision regarding leave has been made, are subject to the revised leave rules contained in Section III of this Chapter.

75. In the said rules, in Annexure II (referred to in Note below rule 8.52), in para 3, in sub-para (i), the words “however, such officers who were on 6th January, 1944, governed by the leave rules of the Punjab Government will have an option of remaining under those rules or of coming under the Union Government’s leave rules on the principles and conditions laid down in rule 8.115-A of these rules” shall be omitted.

76. In the said rules, rule 8.53 shall be omitted.

77. In the said rules, in rule 8.57, in the note the words, “on or after the 22nd July, 1936” shall be omitted.

78. In the said rules, after rule 8.61, in “Section II”, for the heading “Old Leave rules applicable to Government employees belonging to category 1 mentioned in Rule 8.52.” the heading “Old Leave Rules”, shall be substituted.

79. In the said rules, the Note below rules “8.62 to 8.112 Omitted”, shall be omitted.

80. In the said rules, after the rules “8.62 to 8.112 Omitted”, in “Section III”, for the heading “REVISED LEAVE RULES APPLICABLE TO GOVERNMENT EMPLOYEES BELONGING TO CATEGORY (2) MENTIONED IN RULE 8.52.” the heading “REVISED LEAVE RULES”, shall be substituted.

81. In the said rules, in rule 8.113,—

(1) for clause (iv), the following clause shall be substituted, namely:—

“(iv) earned leave due” means the amount of earned leave to the credit of a Government employee, calculated in the manner prescribed in rules 8.116, 8.117 and 8.133 as the case may be, diminished by the amount of earned leave taken by him under these rules.”

(2) for clause (v), the following clause shall be substituted, namely:—

“(v) “Half pay leave due” means the amount of half pay leave calculated as prescribed in Rule 8.119 for the entire service diminished by the amount of half pay leave taken under these rules.”

- (3) in clause (vii), the words “or who would hold a lien on a permanent post had his lien not been suspended. It also includes a provisionally permanent Government employee” shall be omitted.

82. In the said rules, in rule 8.116,—

- (1) for sub-rule (ii) the following sub-rule shall be substituted, namely:—

“(ii) Accumulation of earned leave is permissible upto 450 days.

- (2) for sub-rule (iii), the following sub-rule shall be substituted, namely:—

“(iii) Leave preparatory to retirement may be allowed upto 300 days on full pay provided it is due.”

- (3) note 1 shall be omitted.

- (4) in Note 3, for item (i), the following shall be substituted, namely: —

“(i) either Leave Preparatory to Retirement upto 300 days on full pay, if
it is due; or

83. In the said rules, in rule 8.117, —

- (1) for sub-rule (a) the following sub-rule shall be substituted, namely:—

“(a) A Government employee serving in a vacation department shall be entitled to earned leave of eight days for every completed year spent on duty:

Provided that if in any year he is prevented from availing himself of the full vacation, earned leave shall be admissible in respect of that year in accordance with the provisions of Rule 8.116.

Provided further that if in any year he is prevented from availing himself of a part of vacation, the earned leave proportionately admissible to him under sub-rule (b) together with earned leave of eight days admissible under this sub-rule, shall not exceed the maximum earned leave admissible under rule 8.116 .”

(2) in sub-rule (b), the words “If in any year he does not avail himself of the vacation, earned leave will be admissible in respect of that year in accordance with the provisions of Rule 8.116” shall be omitted.

(3) for sub-rule (c), the following sub-rule (c) shall be substituted, namely: —

“(c) Vacation may be taken in combination with or in continuation of any kind of leave under the rules in this section.”

84. In the said rules, in rule 8.119, —

(1) in sub-rule (a), for the words “an officer in permanent employee”, the words, “a Government employee in permanent employ” shall be

substituted.

(2) in sub-rule (c),—

(i) in the first proviso, for the figure and the word, “30 days”, the figure and the word, “15 days” shall be substituted; and the words “This restriction of maximum quantum of leave to be taken at a time does not apply in the case of Vacation Department whose employees are not entitled to earned leave” shall be omitted.

(ii) the second proviso shall be omitted.

(4) notes 2 and 3 further thereunder , shall be omitted.

(5) in note 4, for the word and figure “Class III” and for the word and figure “Class IV” wherever occurring, the word and letter, “Group ‘C’ ” and the word and letter, “Group ‘D’ ” shall, respectively be substituted.

85. In the said rules, in rule 8.122,—

(1) sub-rule (5) shall be omitted.

(2) in sub-rule (7),—

(i) in clause (b), after the words “Provident Fund” the sign and the words “,contribution towards New Defined Contributory Pension Scheme” shall be inserted.

(ii) in clause (d) for the words “both in the case of gazetted and non-gazetted officers” the words “to all Government employees irrespective of the

Group of Service to which they belong” shall be substituted;

(iii) in clause (e), for the words “through objection book by the Account Officer” the words “by the Drawing & Disbursing Officer” shall be substituted.

(iv) for sub-rule (8), the following sub-rule shall be substituted, namely:—

“(8) In case of Government employee including a military pensioner re-employed in civil service dies while in service, the cash equivalent of the leave salary (carrying the appropriate amount of dearness allowance) in respect of earned leave at his credit subject to a maximum of 300 days in entire service, shall be paid to his family.”

(4) the following Note shall be added, namely:—

“Note.—During re-employment after retirement from pensionable service, if pension of a Government is allowed to be drawn separately, a suitable reduction being made in the re-employed pay, his leave salary during the period of earned leave or half pay leave or commuted leave, shall be based on the net re-employed pay i.e. exclusive of the pension and he will continue to draw the pension separately in addition. The pension will continue to be drawn by him during the period of extraordinary leave also.”

86. In the said rules, in rule 8.125, for clause (4), the following clause (4) be substituted, namely: –

“(4) The amount of special disability leave granted on full pay will be less than 120 days.”

87. In the said rules, in rule 8.127,—

(1) in sub-rule (a), in Note 2, –

(i) for the words “a registered medical practitioner” the words “a registered medical practitioner specified in rule 8.13”, shall be substituted; and

(ii) for the words “gazetted Medical Officer”, the words “Senior Medical Officer shall be substituted.

(2) in sub-rule (b), the proviso and Note 2, shall be omitted.

(3) in sub-rule (c),—

(i) for the words “Class III” and “Class IV” the words and letters, “Group ‘C’ ” and “Group ‘D’ ”, shall be substituted.

(ii) in note 3 for the words “Gazetted Officer”, the word “Senior Medical Officer” shall be substituted.

88. In the said rules, after rule 8.127, the following rules 8.128, 8.128-A and 8.128-B alongwith headings thereof, shall be substituted, namely:—

(iv) Paternity Leave

“8.128. (1) A male Government employee with less than two surviving children, may be granted Paternity Leave upto a maximum of 15 days (after commuting half pay leave of 30 days).

(2) Such leave shall be admissible during the confinement of his wife for childbirth, i.e. up to 15 days before or upto 15 days after the date of delivery of the child.

(3) During the period of such leave, the Government employee shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.

Note. – Paternity leave shall not normally be refused.

(v) Adoption Leave

8.128-A. Adoption leave may be granted to a woman Government employee who does not have her own children and adopts a newly born child.

Such leave shall be granted subject to the following conditions: –

(1) The adoption should be valid under the law.

(2) The leave shall commence from the date of adoption of the child and shall be granted for a period up to three months or till such day the child is three months old, whichever is earlier.

(3) During the period of such leave, the Government employee shall be

entitled to leave salary equal to the pay drawn immediately before proceeding on leave.

(4) Adoption leave shall not be debited to the leave account of the Government employee.

(vi) Child Care Leave

8.128-B. (1) Subject to the provisions of this rule a woman Government employee having minor children below the age of 18 years, may be granted Child Care Leave for a maximum period of one year (i.e. 365 days) during her entire service for taking care of two eldest surviving children, whether for rearing or to look after any of their needs such as examination, sickness and the like, on production of a documentary proof.

(2) This leave may be granted in more than one spells but it shall not be granted in more than 3 spells in a calendar year. However, it shall not be granted for a period of less than 15 days.

(3) The grant of leave under this rule shall be subject to the provisions of rule 8.15. If the exigencies of public service so require, the authority empowered to grant leave may refuse to sanction leave to a Government employee or may cancel the leave already sanctioned in any case.

(4) Child care leave shall be sanctioned as in the case of earned leave and no Government employee shall proceed on such leave without obtaining prior approval of the competent authority.

(5) Child Care Leave shall not be granted under any circumstances to a Government employee who remains on an unauthorised absence from duty and applies for it.

(6) During the period of such leave, the Government employee shall be entitled to leave salary equal to the pay drawn immediately before proceeding on leave.

(7) This Leave shall not be debited against the regular leave account of the Government employee. However, a separate Leave Account for this leave shall be maintained in a proforma as may be specified and the entries relating to this leave shall be made in the Service Book of the concerned employee.

(8) Child care leave shall not be sanctioned in the case of a woman government employee: –

(a) against whom a disciplinary proceeding has been instituted or who is under suspension; or

(b) who is under probation period; provided that an authority empowered to grant leave may grant leave to such a Government employee after considering a medical certificate countersigned by

a medical authority not below the rank of Civil Surgeon to the effect that the minor child is suffering from some serious ailment which warrants mother's immediate personal care.

(c) who has been appointed on daily wages, work-charged or contract basis.

(9) Leave already availed or being availed of by a Government employee shall, under no circumstances, be converted into child care leave.

Clarification.— (i) Child care leave in connection with the examination or illness of a minor child living abroad, shall be sanctioned on the basis of a certificate issued in this regard by the concerned educational institution or by an authorised doctor, as the case may be. The woman government employee, who avails of child care leave in respect of a minor child living abroad, shall have to comply with all the rules/instructions for proceeding on ex-India leave and eighty per cent period of such leave shall have to be spent in the country where the child is living.

(ii) Before child care leave is sanctioned relating to the examination of a minor child who lives in a hostel in India or abroad, the government employee shall have to clarify how the needs of such a minor child will be looked after by her.

(iii) Leave Travel Concession shall not be permitted during Child Care Leave.

(iv) A spell which begins in the month of December and ends in the next calendar year shall be deemed as a spell pertaining to the year in which the spell begins.

89. In the said rules, in rule 8.130, the words, “under conditions declared to be quasi- European” shall be omitted.

90. In the said rules, for rule 8.137-A, the following rule shall be substituted, namely:—

“8.137-A The provisions of rule 8.127(a) and 8.127 (b) apply also to a Government employee not in permanent employ.

91. In the said rules, rule 8.137-B, shall be omitted.

92. In the said rules, in rule 8.138, in note 3, for the words “Gazetted Officer”, the word “Senior Medical Officer” shall be substituted.

93. In the said rules, in rule 8.139, for heading thereof, the following heading shall be substituted, namely:—

“(b) Leave beyond the date of retirement and encashment of leave”

94. In the said rules, in rule 8.140, note shall be omitted.

95. In the said rules, in rule 8.142, in sub-rule (a), in clause (4), for the letters, figure and words “Rs. 400 per month” and in clause (5) for the letters, figure

and words, “Rs. 400 per mensem”, respectively, the words “the monthly rate fixed by the Government” shall be substituted.

96. In the said rules, in rule 8.148,—

(1) in the heading thereof, for the word and figure, “Class III” and for the word and figure “Class IV” the word and letter, “Group ‘C’” and the word and letter “Group ‘D’” shall, respectively be substituted.

(2) for sub-rule (1), the following sub-rule shall be substituted, namely:—

“(1) Leave to permanent Group ‘C’ and Group ‘D’ salaried industrial employees shall be admissible in accordance with the provisions of Rule 8.116.

(3) in sub rule (5), for the words “Leave granted under clause (5) of rule 8.111 shall be taken into account in applying these limits”, shall be omitted.

97. In the said rules, in rule 8.149,—

(1) In the heading thereon and in sub-rule (1) for word and figure, “Class III” and for word and figure “Class IV”, wherever occurring, the word and letter, “Group ‘C’ ” and the word and letter “Group ‘D’ ” respectively, shall be substituted.

(2) in note 3, for the words, “Gazetted Officer” the words “Senior Medical Officer” shall be substituted.

(3) in sub rule (4) for the words “sub-rule 1(a) and 1(c)”, the words “sub-rule

(1)” shall be substituted.

98. In the said rules, in rule 9.8, in sub-rule (a), for the words, “gazetted” and “non-gazetted”, the words and letters “Group ‘A’ and Group ‘B’”, and “Group ‘C’ and Group ‘D’ ” shall, respectively be substituted; and for the words “Audit Officer”, the words “Head of Department” shall be substituted.

99. In the said rules, in rule 9.17, in the table,—

(1) against Sr. No. 4, in the third column, for the words “Veterinary Assistant” and “Veterinary Assistant Surgeon” the words “Veterinary Inspector” and “Veterinary Officer” shall, respectively be substituted.

(2) against Sr. No. 7, in the third column, for the words, “Assistant Treasury Officer”, the words “Treasury Officer” shall be substituted.

100. In the said rules, in rule 10.3, in clause (b), the words “or would hold a lien on such a post had his lien not been suspended” shall be omitted.

101. In the said rules, in rule 10.5,—

(1) the words “or would hold a lien had his lien not been suspended” shall be omitted.

(2) note shall be omitted.

102. In the said rules, in rule 10.7, after the existing note, the following Note 2 shall be added, namely:—

“Note 2. The payment of matching contribution in respect of the

Government employees who are governed by the New Defined Contributory Scheme, shall be made by the foreign employer in accordance with the procedure specified in this behalf.”

101. In the said rules, in rule 10.8, in sub-rule (2) the word “Assistant” shall be omitted.

103. In the said rules, after the rule 10.19, the following note shall be added, namely:—

“Note.—If a Government employee is repatriated by the borrowing Government, before the expiry of agreed terms of deputation, the salary of such an employee for the period from the date of relieving from foreign service to the date he takes charge of post under the State Government will be the responsibility of foreign employer, if the repatriation is without any fault of the employee concerned. However, if he is relieved by foreign employer on the basis of a complaint/indiscipline or misconduct in the discharge of his duties, the period will be treated as leave of the kind due.”

104. In the said rules, in rule 10.20, in sub-rule (2), for the word and figure “Class I” wherever occurring, the word and letter, “Group ‘A’ ” shall be substituted.

105. In the said rules, in rule 10.21, in sub-rule (2), for clause (1) the following clause shall be substituted, namely:—

“(1) (i) The deputation allowance will be granted only in those cases

where the services of specialists in scientific and technical fields are required by local authorities and other public and quasi-public bodies in the public interest and the choice of the officer is made by the Government and not by the borrowing organization.

(ii) The deputation allowance shall be admissible at the rate of five per cent of pay of the Government employee subject to a maximum of one thousand and five hundred rupees *per mensem* at the same station and ten per cent of pay subject to a maximum of three thousand rupees *per mensem* at a different station.”

106. In the said rules, in rule 10.25, —

(1) for the words “five years”, wherever occurring, the words “three years” shall be substituted.

(2) for the words, “the Department of Personnel and Administrative Reforms” wherever occurring, the words “the Department of Finance” shall be substituted.

(3) after the existing proviso the following proviso shall be added, namely:—

“Provided further that in case of deputation to Government of India, other State Governments or Public Sector Undertakings and other bodies wholly and substantially owned by the other Governments, the deputation allowance may be drawn by an employee irrespective of the period of

deputation, if the foreign employer is willing to continue the payment thereof, and the exigencies of public interest do not demand the recall of the employee in connection with the affairs of the State”.

107. In the said rules, in rule 10.27,—

- (1) for the word, “ten” the word “five” shall be substituted.
- (2) the proviso shall be omitted.

108. In the said rules, in Chapter X, in ‘Annexure-B’ referred to in the Note below Rule 10.8,—

- (1) in para 1, in the table, for the words and figures, “Class I”, “Class II”, “Class III” and Class IV”, the words and letters, “Group ‘A’ ”, “Group ‘B’ ”, “Group ‘C’ ” and “Group ‘D’ ” shall, respectively be substituted.
- (2) in para 3, sub-para (vi) shall be omitted.

109. In the said rules, in rule 12.1, for the note the following note shall be substituted namely: —

“**Note.**—The form presently prescribed for the maintenance of service record is A.T.C. 3. (See Part II Appendix 11).

110. In the said rules, in rule 12.2, in sub-rule (1), —

- (1) after clause (i), the following clause shall be inserted, namely: —
 - “(i-a) successful completion of probation period/extension of probation period/confirmation.

(2) for clause (iv), the following clause shall be substituted, namely: –

“(iv) Grant of benefit of Assured Career Progression Scheme”

(3) after clause (xvii) the following clause shall be added, namely: –

“(xviii) extension in service after the date of retirement on superannuation.”

111. In the said rules, rule 12.5 shall be omitted.

112. In the said rules, in rules 14.1, 14.5(excepting Note), 14.6, 14.7, 14.8 and in the heading (b) after rule 14.5, for the words and figures, “Class I”, “Class II”, “Class III” and “Class IV”, wherever occurring, the words and letters “Group ‘A’”, “Group ‘B’”, “Group ‘C’” and “Group ‘D’” shall, respectively be substituted.

113. In the said rules, in rule 14.4,—

(1) in note 2, for the word and figure “class IV”, the word and figure “Group ‘D’” shall be substituted.

(2) in note 5, in clause (b), for the word, “gazetted” the words and letters “Group ‘A’ and Group ‘B’”; and for the words “non-gazetted” the words and letters “Group ‘C’ and Group ‘D’” shall, respectively be substituted.

114. In the said rules, in rule 14.5, the note and the Schedule referred to therein, shall be omitted.

115. In the said rules, after rule 14.9, the words “CONDUCT AND DISCIPLINE

AND PUNISHMENTS AND APPEALS” shall be omitted.

116. In the said rules, in rule 15.1,—

(1) in Note 1, in item (iii), for the word and figure, “Class IV”, the word and letter “Group ‘D’ ” shall be substituted.

(2) in Note 2, —

(i) under the heading “Serial number of the table below this rule”, the figures “29”, “32” and “51” in the first row and the figure “9” in the second row, shall be omitted; and

(ii) under the heading “Authority to which power may be re-delegated”, for the word “non-gazetted”, the words and letters “Group ‘C’ ” and Group ‘D’ ” shall, respectively be substituted.

117. In the said rules, in rule 15.1, in the Table,—

(1) against serial Nos. 2, 3, 4, 11, 12, 18 and 35, under column 5, for the words and figures, “Class I”, “Class II”, “Class III” or “Class IV”, wherever occurring, the words and letters “Group ‘A’ ”, “Group ‘B’ ”, “Group ‘C’ ” and “Group ‘D’ ” shall, respectively be substituted.

(2) against Serial Nos. 2, 3, 5, 14, 23, 33, 34, 35 and 43 under column 5, for the words and figures “non-gazetted”, wherever occurring, the words and letters “Group ‘C’ and Group ‘D’ ” shall, respectively be substituted.

(3) after serial No. 4, the following serial No. 4-A and entries relating

thereto shall be inserted, namely: –

1	2	3	4	5
4-A.	Schedule to Chapter II, Paragraph I(vi)	Power to treat compulsory waiting period as duty	Administrative Departments	Upto 30 days

- (4) against serial No. 5, under column 5, against the words “Heads of Departments” in column 4, for the existing entry the following entry shall be substituted, namely:–

“Full powers in respect of Group ‘B’, Group ‘C’ and Group ‘D’ Government employees.”

- (5) serial Nos.15, 24, 25, 26, 28, 29, 30, 32, 36, 37, 58, 59, 60, 61,62, 63, 64, 65, 68, 69, 70, 71, 72, 73 and entries relating thereto shall be omitted.
- (6) against serial No. 38, under column 5, for the letters and figures “Rs. 200”, “Rs. 2,000” and “Rs. 250” the letters and figures “Rs. 2,000”, “Rs.10,000” and “ Rs. 2,500” shall, respectively be substituted.
- (7) against serial No. 40, under column 3, for the words and figures, “Class I”, “Class III” and “Class IV”, wherever occurring, the words and letters “Group ‘A’”, “Group ‘C’ ” and “Group ‘D’” shall, respectively be substituted; and for the words “Gazetted”, the words and letters “Group ‘A’ and Group ‘B’ ” shall be substituted.
- (8) against serial No. 43, under column 5, for the words “non-gazetted”, the words and letters “Group ‘C’ and Group ‘D’ ” shall be substituted.

(9) against serial No. 47, under column 5, against the words “Heads of Departments” in column 4, for the existing entry, the following entry shall be substituted, namely:—

“Full powers in respect of Group ‘B’, Group ‘C’ and Group ‘D’ Government employees”.

(10) against serial No. 48, under column 5, against the words “Heads of Departments” in column 4, for the existing entry, the following entry shall be substituted, namely:—

“Full powers in respect of Group ‘B’, Group ‘C’ and Group ‘D’ Government employees”.

(11) against serial No. 49 under column 5, against the words “Chief Engineers Buildings and Roads and Public Health” in column 4, the words “up to the limit of powers delegated under serial No.21 appendix 12 of Punjab Civil Services Rules, Volume I, Part II” shall be omitted.

(12) against serial No. 55 under column 5, the word “Assistant” shall be omitted.

(13) against serial No. 56, under column 5, —

(1) against entry (a) of column 4, for the existing entry, the following entry shall be substituted, namely: —

“Full powers subject to the conditions laid down in Annexure ‘A’ to Chapter X”; and

(2) against entry (b) of column 4, for the words “mentioned above” the words “laid down in Annexure A to Chapter X” shall be substituted.

(3) against item (c) of column 4, the word “Assistant” shall be omitted; for the words “Contributory Provident Fund”, the words “New Defined Contributory Pension” and for the words , letters and figure “of Rs. 15 per mensem” the words “at the prescribed rate” shall, respectively be substituted.

(14) after serial No.65, for the heading “GENERAL ADMINISTRATION AND REVENUE DEPARTMENT”, the heading “PUNJAB VIDHAN SABHA SECRETARIAT” shall be substituted.

(15) for serial No.66 and entries relating thereto the following serial No. 66 and entries relating thereto shall be substituted, namely:—

66.	Note 2 under rule 14.4	To create temporary posts of— (a) Watch and Ward Assistants upto 10. (b) Telephone Attendants upto 10. (c) Telephone Messengers upto 10.	Secretary, Punjab Vidhan Sabha.	(a) For the duration of Punjab Vidhan Sabha Session. (b) The pay and allowances shall not in any case exceed the rates admissible for similar posts in the Punjab Civil Secretariat or Punjab Vidhan Sabha Secretariat.
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(16) against serial No. 67, —

(1) in column 5, against item (a), (b) and (c) of column 3, for the existing entries against each item, the following entry shall be substituted, namely:—

“the pay of the posts shall not exceed the sanctioned scale of the corresponding permanent posts.”

- (2) in column 3, in items (c) and (d), for the word and figure “Class IV”, wherever occurring, the word and figure “Group ‘D’ shall be substituted.
- (3) in column 5, item (f) and entries relating thereto shall be omitted.
- (4) in column 5, against item (i), for the existing entry(i),the following entry shall be substituted, namely:—

“ (i) the pay of the posts shall not exceed the sanctioned scale of the corresponding permanent post”.

Principal Secretary to Government of Punjab,
Department of Finance.

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-2 BRANCH)
NOTIFICATION

The June, 2015

No. / /2015-3FP2/ .—In exercise of the powers conferred by the proviso to article 309 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 Rules, Volume-I, Part-I, namely: —

RULES

1. (1) These rules may be called the Punjab Civil Services (___Amendment)

Rules, Volume-I, Part-I, 2015.

(2) They shall be deemed to have come into force on and with effect from the nineteenth day of November, 2014.

2. In the Punjab Civil Services Rules, Volume-I, Part-I, after rule 3.26, the following rule 3.27, shall be added, namely: —

“3.27. Notwithstanding anything contained in rule 3.26, if a Government employee other than a Group ‘D’ employee, who is suffering from any of the disabilities namely, blindness or low vision, hearing impairment, locomotor disability or cerebral palsy, shall be the date on which he attains the age of 60 years instead of 58 years :

Provided that whenever an appointing authority has a reason to believe that such a Government employee is mentally or physically unsuitable to carry out the duties of the post held by him, it shall require him to appear before a Civil Surgeon for a medical check-up and his continuance in the Government service beyond the age of 58 years shall be subject to being declared fit on such medical check-up.

Explanation: (i) The term “disabilities” used in this rule shall have the same meaning as defined in Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.”

(ii) The expression “a Government employee, who is suffering from any of the disabilities” means a Government employee who is suffering from not less than forty per cent of any of the disabilities mentioned in this rule as certified by a medical authority specified by the Government.

Principal Secretary to Government of Punjab,
Department of Finance.

(To be substituted for the same number and date)

GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PERSONNEL-2 BRANCH)

NOTIFICATION

The 15th January, 2015

No. 7/204 /2012-4FP1/60 .—In exercise of the powers conferred by the proviso to article 309 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 Rules, Volume-I, Part-I, namely: —

RULES

1. (1) These rules may be called the Punjab Civil Services (1st Amendment) Rules, Volume-I, Part-I, 2015.

(2) They shall be deemed to have come into force on and with effect from the _____th day of January, 2015

2. In the Punjab Civil Services Rules, Volume-I, Part-I (hereinafter referred to as the said rules), in rule 4.1, for sub-rule (1), the following sub-rule shall be substituted, namely: —

(i) “(1) Subject to the rules contained in this Chapter, a competent authority may fix the pay of a Government employee, but his pay shall not be so increased as to exceed the pay sanctioned for his post without the sanction of the authority competent to create a post in the same cadre on a rate of pay equal to his pay when increased:

Provided that the Government employee except a member of service of the Punjab Civil Service (Judicial Branch) and the employees covered under clause (a) of rule 4.4, shall be entitled to receive fixed monthly emoluments, during the period of his probation.

Provided further that when the services of a government employee who is in receipt of fixed monthly emoluments during the period of probation are confirmed, the period spent on probation by him, shall not be treated to be the time spent on the time scale applicable to his post.

Explanation.— The expression “fixed monthly emoluments” means the amount drawn monthly by a Government employee equal to the minimum of the pay band of the service or post to which he is appointed and shall not include grade pay, special pay, annual increment or any other allowance, except travelling allowance drawn with reference to the grade pay of the relevant service or post. It shall also not include any other emoluments which may be specifically classed as part of pay by the competent authority, under rule 2.44(b).

(1A) The provisions of sub-rule (1) shall have effect notwithstanding anything inconsistent therewith contained in these rules or other rules for the time being in force.

- (ii) In rule 4.4, in clause (b), for the words “If the conditions prescribed in clause (a) are not fulfilled, he will draw as initial pay the minimum of the time scale”, the words “If the conditions prescribed in clause (a) are not fulfilled, he will draw as initial pay the minimum of the time scale, on completion of probation period if he was receiving fixed monthly emoluments, and on appointment to Government service in the case of a member of Punjab Civil Services (Judicial Branch)” shall be substituted.
- (iii) in rule 4.9, in clause (a), in Note 4, for the words “probationer is confirmed”, the word, “probationer, other than a probationer receiving fixed monthly emoluments, is confirmed”, shall be substituted.

Principal Secretary to Government of Punjab,
Department of Finance.
