

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

NOTIFICATION

The June, 2015

No. / /2015-3FP2/ .– In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, further to amend the Punjab Civil Services Rules, Volume I, Part II namely: –

RULES

1. (1) These rules may be called the Punjab Civil Services (First Amendment) Rules, Volume-I, Part II, 2015.
  - (2) They shall come into force at once.
2. In the Punjab Civil Services Rules, Volume-I, Part II (hereinafter called the said rules) in Appendix 7, in the table,–
  - (1) against Sr. No. 1, under column 4,–
    - (a) against items (2) to (4) of column 3, for the existing entry the following shall be substituted namely: –

“House rent allowance in lieu of rent-free accommodation shall be admissible to Deputy Rangers and Foresters at the rate fixed by the Department of Finance, if rent-free accommodation is not provided.

Conservators are authorised to hire quarters for Forest Guards where Government quarters are not available at a monthly rent not exceeding the rates as may be fixed by the Government from time to time.”

(b) against items (5) of the third column, for the existing entry the following shall be substituted namely:—

“House rent allowance in lieu of rent-free accommodation shall be admissible at the rate fixed by the Department of Finance, where no rent-free quarters are available.

(2) against Sr. No. 2, under column 3, against item (iii) of the column 2, for the word and figure “Class IV” wherever occurring, the word and letter “Group ‘D’” shall be substituted.

(3) against Sr. No. 4,—

(a) under column 3, the brackets, figure and the words “(4) Sub-Assistant Superintendents” shall be omitted.

(b) under column 4, for entry (a), the following entry shall be substituted namely: —

“(a) Who live in buildings attached to the jails or in quarters specially provided close to the jails. If quarters are not provided at Government expense, they receive house rent allowance in lieu thereof at the rate fixed by the Department of Finance.”

(c) under the column 4, against items (5) to (9) of column 3, for the words “at a rate not exceeding Rs.20 per mensem or actual rent paid by the official, whichever is less”, the words “at the rate fixed by the Department of Finance shall be allowed” shall be substituted.

(4) against Sr. No. 5,—

(a) under column 4, for the words, “up to the following maximum”, the words “at the rate fixed by the competent authority” shall be substituted; and the entries of rates mentioned against the entries (1) to (6), shall be omitted.

(b) the words “Police Training School, Phillaur”, wherever occurring, the words “Punjab Police Academy, Phillaur” shall be substituted.

(5) against Sr. No. 6,—

“under column 4, for the words “with an allowance in lieu of rent free quarters not exceeding 10 per cent of their pay or the actual rent paid by them whichever is less provided they keep their families with them in the rented houses” the words “house rent allowance in lieu of rent-free accommodation shall be allowed at the rate fixed by the Department of Finance” shall be substituted.

(6) against Sr. No. 7,—

(a) under column 3,—

(i) in item (1) (i), the words “and Assistant Medical Officers” shall be omitted.

(ii) in items 1(ii), the words “including the Pharmacists belonging to erstwhile PEPSU State” shall be omitted.

(iii). in items 1(ii) and 7(ii), for the word and figure “Class IV” wherever occurring, the word and letter “Group ‘D’” shall be substituted.

(iv) for the abbreviation “V.J.” wherever occurring, the abbreviation “S.G.T.B.” shall be substituted.

(b) under column 4, against all items of column 3, for the existing entries the following entry shall be substituted, namely: –

“House rent allowance in lieu of rent-free accommodation shall be admissible at the rate fixed by the Department of Finance.

(7) After Sr. No.7, the following note shall be inserted, namely: –

“Note.–(1) The following categories of Government employees of the Department of Health Services & Family Welfare, and the Department of Medical Research & Education are also entitled to rent-free accommodation: –

(1) Medical Laboratory Technician Grade-I

(2) Medical Laboratory Technician Grade-II

(3) Senior Medical Laboratory Technician

(4) Radiographer

(5) Senior Radiographer

(6) Senior Operation Theatre Assistant

(7) Operation Theatre Assistant

(2) This decision came into effect on and from the 21<sup>st</sup> day of  
December, 2011.

(8) against Sr. No. 8, under column 4, for the words “Up to Rs.5 per mensem”  
the following shall be substituted namely: –

“House rent allowance in lieu of rent-free accommodation shall be  
admissible at the rate fixed by the Department of Finance.”

(9) against Sr. No. 9,–

(a) under column 3, in item (ii) (1), for the words “Veterinary Assistant  
Surgeons or Veterinary Assistants”, the words “Veterinary Officers or  
Veterinary Inspectors” shall be substituted.

(b) under column 3, in items (ii) (3) and (iii) (7) for the word and figure  
“Class IV” wherever occurring, the word and letter “Group ‘D’ ” shall  
be substituted.

(c) under column 4, for the first para of the existing entry, the following  
shall be substituted, namely: –

“When no rent-free accommodation is provided, a house rent allowance  
in lieu thereof shall be admissible at the rate fixed by the Department of  
Finance.

(10) against Sr. No.10, under column 4, for the existing entries the following  
entry shall be substituted, namely: –

“If the rent-free quarters do not exist, house rent allowance in lieu thereof shall be admissible at the rate fixed by the Department of Finance.”

(11) against Sr. No. 12, in column 2, item “(ii) Buildings and Roads Branch” and entries relating thereto shall be omitted.

3. In the said rules, in Appendix 11, –

(1) for the heading, “(Instructions issued by the Comptroller and Auditor General in order to secure efficiency and uniformity of audit in relation to leave procedure).”, the heading “(Instructions regarding Leave Procedure and Maintenance of Service Record )” shall be substituted.

(2) for paras 1 to 20, the following paras 1 to 6, shall be substituted, namely: –

“1. Before leave is sanctioned to a Government employee, the authority sanctioning the leave should either consult the leave account and satisfy himself that the leave is admissible, or obtain a certificate to that effect from the officer entrusted with the attestation of the entries in the leave account.

In the case of State Government employees transferred as a temporary measure under the Central Government, the authority competent to sanction the leave may get a certificate of admissibility of leave under the State Leave Rules where necessary from the lending office under the State Government concerned

2. **Government employees in foreign service:**—In the case of a Government employee on foreign service, leave cannot be sanctioned until the Head of the Department or Head of the Office, under which he was permanently employed at

the time of his transfer to foreign service has certified the amount of leave admissible.

### **Payment of Leave Salary**

3. The leave salary of a Government employee on leave in India or on leave out of India cannot be drawn except over the signature of the Head of his Office; and the latter is responsible for any over-charge.

4. **Leave salary during leave preparatory to retirement.**—A Government employee, on leave preparatory to retirement or terminal leave or such other leave on the expiry of which he is not expected to return to duty, should record a certificate on the leave salary bill that during the period for which leave salary is drawn he was not re-employed under Government, local fund or a private employer. Before recording such certificate the Head of the Office may obtain the requisite declaration regarding non-employment from the employee concerned.

### **LEAVE ACCOUNT**

5. The leave account should be kept in prescribed Form Punjab C. S. R. No. 16 in respect of Government employee under the Revised Leave Rules. The office in which the account should be kept for any Government employee and the person by whom the entries should be attested will be such as are prescribed by the Government.

If the forms of the leave account prescribed above are not suitable for the maintenance of leave account of any class of Government, employees the form

may in such a case be prescribed by Government after consultation with the Accountant-General concerned.

6. When a Government employee subject to the Revised Leave Rules is transferred permanently to another Government, the head of the office from which he is transferred should complete the leave account, showing the amount of “earned leave” at credit on the date of permanent transfer and send it to the head of the office to which the Government employee is transferred. A copy of leave account should also be sent at the same time to the Accountant-General of the office from which the Government employee is transferred so as to enable him to accept the debit on account of leave salary for “earned leave” up to the extent indicated in the leave account, as and when the Government employee takes leave.

(2) under the heading “Part II-Record of Service”, –

(i) in para 1, the words “crossing of efficiency bar”, the words “grant of benefit of an Assured Career Progression Scheme” shall be substituted.

(ii) Form A.T.C. 2-A , shall be omitted.

(3) in FORM A.T.C. 3, in Part II, in the Table, –

(1) in serial No. 8, after the existing entries (a) and (b), the following entries (c) and (d) shall be inserted, namely: –

	<p>(c) (i) Permanent Retirement Account Number (PRAN), if applicable.</p> <p>(ii) Nominees under new Defined Contributory Pension Scheme.</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
	<p>(d) (i) G.I.S. Account No.</p> <p>(ii) Nomination for G.I.S.</p>	<p>.....</p> <p>He/She has filed nomination for G.I.S. and the following related notices which have been filed in Volume II of the Service Book—vide Serial Nos. shown against them.</p>	

4. In the said rules, in Appendix 12,—

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

“Authorities empowered to grant leave other than leave on medical certificates under rule 8.18, special disability leave, study leave and extraordinary leave exceeding three months under rule 8.137 subject to the conditions prescribed in Rule 8.23 of Volume I, and Part I”

(2) after the heading, the note shall be omitted.

(3) in the table, against Sr. No. 1, under column 3, for the words and figures

“Gazetted Class I and II”, the words and letters “Group ‘A’ and Group ‘B’ ”; and against Sr. No. 2, under column 3, for the words and figures “Class III and Class



- (3) After the heading “**II QUARANTINE LEAVE**” and the rules relating thereto, the following heading and rules shall be added, namely: –

**“III. SPECIAL CASUAL LEAVE**

**(a) Special Casual Leave for Family Welfare Schemes**

1.1. (1) Special casual leave not exceeding six working days may be granted to a male Government employee who undergoes sterilization operation under the Family Welfare Schemes. Such leave shall be granted on satisfying the sanctioning authority that the operation will be performed on the same day or the next day of the commencement of leave.

(2) The special casual leave under this rule may be allowed for the second time for re-sterilization if the initial operation not having been successful, the Government employee had to be operated upon for the second time.

1.2. Special casual leave not exceeding 14 days may be allowed to a female Government employee who undergoes tubectomy operation (in case of non-puerperal sterilization) under the Family Welfare Programme.

1.3. One day’s non-debitable casual leave may also be granted to a female Government employee for the day of insertion of loop or IUCD under the Family Welfare Programme.

1.4. Special casual leave not exceeding seven days may be granted to a male Government employee whose wife undergoes a non-puerperal tubectomy operation subject to the condition that it is certified by the doctor performing the operation that

the presence of the male Government employee for the period of leave is essential to look after his wife during her convalescence after operation.

1.5. The concession of special casual leave for Family Welfare Schemes is also admissible to the work-charged and industrial employees of Punjab Government.

### **(b) Special Casual Leave for Sporting Events**

2.1. Special casual leave up to 30 days in a calendar year may be granted to Government employees who are sportspersons and take part in sporting events, tournaments and matches of national and international importance held either in India or abroad.

2.2. The above concession of special casual leave admissible to sportspersons can also be given to the employees who participate in the inter-district matches and in preliminary tests for selection to Punjab teams for inter-State i.e. All India Sports events but each case should be dealt with on its merits by the authorities competent to grant leave keeping in view the type of tournament etc.

2.3. The above noted concession of special casual leave admissible to Government employees who are sportspersons shall also be admissible to those Government employees who participate in sports events of national and international character to act as umpires, referees or judges. This concession shall also be admissible to sportspersons who are sponsored by the State government for coaching or training in the Netaji Subhas National Institute of Sports, Patiala.

**(c) Special Casual Leave for office bearers of recognized Service Associations/trade unions.**

3. Casual leave upto a maximum of ten days may be allowed to the office bearers of recognized Service Associations/trade unions for participating in executive meetings, conferences and other activities of their respective Associations/trade unions subject to the condition that half of the leave enjoyed in this manner shall be debited to the ordinary casual leave account of the employee concerned and the remaining half to his special casual leave account for the aforesaid purpose. The maximum number of special casual leave allowed in this manner shall be five days in a year.

**(d) Special Casual Leave for taking part in cultural events or programmes**

4. A Government employee (other than the Government employees of the Department of Information and Public Relations, who shall be treated as on duty), when selected by the Department of Information and Public Relations to take part in a cultural programme of national or international importance, may be granted a special casual leave up to ten days at a time for participation in any of the following cultural events or programmes, subject to the condition that the total special casual leave in a year shall not exceed 30 days:—

- (i) Republic day celebration at Delhi.
- (ii) Visit of cultural troupes to border areas.
- (iii) Visit of cultural troupes to other States during National Celebration.

(iv) All India Drama Festivals organised by the Ministry of Information and Broadcasting.

**(e) Special Casual Leave for Ex-servicemen in civil employ who appear before the Medical Re-survey Board.**

5.1. An ex-serviceman in civil employ who appear before the Medical Re-survey Board for re-assessment of their disability may be allowed special casual leave of fifteen days in a calendar year.

5.2. A disabled ex-serviceman, who has been provided with artificial limbs as a result of injuries sustained in operations and re-employed in civil capacity and who has to report to Artificial Limb Centre and stay in hospital as and when his artificial limbs require replacement/treatment may be allowed special casual leave of fifteen days on more than one occasion in a calendar year, if need be.

**(f) Special Casual Leave to a Government employee who becomes victim of terrorist violence.**

6. A Government employee who becomes a victim of terrorist violence on or after the first day of July, 1989 and remains in a hospital as indoor patient, the period spent by him in hospital including the period during which he remains on leave on medical advice after discharge from the hospital, should be treated as special casual leave subject to the following conditions: –

- (i) that the employee concerned should produce a certificate from the competent civil authority that he was injured in terrorist action;

- (ii) that the leave shall be sanctioned only on the recommendations of a Medical Authority not below the rank of a Senior Medical Officer;
- (iii) that the authority to grant leave shall be the same as is in the case of earned leave, mentioned in Appendix 12; and
- (iv) that no substitute shall be provided during the period of this leave.”

8. In the said rules, in Appendix 18,—

- (1) for the word and figure “Class IV”, wherever occurring, the word and letter “Group D” shall be substituted.
- (2) Serial No. “VIII. Architecture” and entries relating thereto shall be omitted.

9. In the said rules, in Appendix 20,—

- (1) in rule 11, in sub-rule (8), in clause (i) and clause (ii), for the word, “gazetted” wherever occurring, the words and letters “Group ‘A’ or Group ‘B’” shall be substituted.
- (2) in Schedule-C, in para 1, the words “with the audit officer’s certificate” shall be omitted.

10. In the said rules, in Appendix 20 A, in para 1, the words, “the Point Four programme” shall be omitted.

11. In the said rules, for the Form PUNJAB C.S.R. No.1, the following shall be substituted, namely: —

“FORM PUNJAB C.S.R. No.1  
(Referred to in Note to rule 1.4)

Model Form of Agreement for use in the case of Government employees engaged on contract

ARTICLES OF AGREEMENT made this\_\_\_\_day of\_\_\_\_\_Two Thousand and \_\_\_\_\_BETWEEN \_\_\_\_\_son of Shri \_\_\_\_\_at present residing at\_\_\_\_\_ (hereinafter referred to as party of the first part) and the GOVERNOR OF PUNJAB (HEREINAFTER CALLED "The Government") of the second part.

WHEREAS it has been agreed between the parties that the party of the first part shall be appointed as\_\_\_\_\_ in the Department/office of\_\_\_\_\_with effect from\_\_\_\_\_ for a period of\_\_\_\_\_ year (s) or until further orders on contract basis on the terms and conditions herein contained.

NOW THESE PRESENTS WITNESSETH AND THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS: –

1. The Government has agreed to engage the party of the first part and the party of the first part has agreed to serve the Government as\_\_\_\_\_ in the Department/Office of\_\_\_\_\_with effect from\_\_\_\_\_ for a period of \_\_\_\_\_year(s) or until further orders on contract basis on the terms and conditions herein contained. The party of the first part shall submit himself to the orders of the Government and of the officers and authorities under whom he may from time to time

be placed by the Government and shall remain in the service subject to the provisions herein contained.

2. The party of the first part shall devote his whole time to his duties and shall, whenever required, proceed to any part in or outside the State of Punjab and perform such duties as may be assigned to him by the Government. He/she shall not accept any other appointment, paid or otherwise and shall not engage himself/herself in private practice of any kind during the period of contract.

3. The appointment of the party of the first part as \_\_\_\_\_ in the Department/Office of \_\_\_\_\_ shall continue for a period of \_\_\_\_\_ year(s) or until further orders of the Government, subject to the provisions contained in the following clause 4.

4. The service of the party of the first part may be terminated by giving one month's notice in writing any time during the terms of the appointment under this agreement either by the party of the first part to the Government or by the Government or its authorised officer to the party of the first part without assigning any reasons whatsoever.

5. The party of the first part shall, receive an all-inclusive fixed monthly remuneration of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and no other allowance, whatsoever, shall be payable to him. The aforesaid fixed monthly remuneration shall be paid to the party of the first part for such time as he shall serve under this agreement and actually perform his duties commencing from the aforesaid

date and ceasing on the date of his quitting service or on the date of his discharge therefrom or on the expiration of his term of service under this agreement or on the day of his death, if he shall die whilst in service. He/She shall not be entitled to any allowances, financial benefits or concessions as admissible to regular Government employees.

6. Notwithstanding anything hereinbefore, if the party of the first part is required to travel in the interest of the public service, he shall be entitled to traveling allowance on the scale provided for in the Punjab Civil Services Rules Volume III (Travelling Allowance Rules) as amended from time to time and applicable in the case of corresponding permanent employees of the lowest grade.

7. The party of the first part shall be entitled, subject to the exigencies of public service, to casual leave of 10 days during a year and in addition, he shall be entitled to leave under the provisions of rule 8.57 of Punjab Civil Services Rules, Volume I, Part I read with Appendix-16 of Punjab Civil Services, Volume I, Part II.

8. The appointment of the party of the first part is purely contractual in nature and does not confer upon him/her any right for regularisation or permanent absorption in Government service. He/she shall not be entitled to any benefit like leave encashment, Provident Fund, Pension, Gratuity, Medical Attendance, Seniority, Promotion etc. or any other benefits available to the Government employees appointed on regular basis. However, if the Government so desires, he/she may be required to subscribe to the National Pension System.

9. In respect of any matter relating to the conduct, discipline and other conditions of service and in respect of which no provisions has been made in this agreement, the provisions of the Government Employees (Conduct) Rules, 1966 and Punjab Civil Services (Punishment & Appeal Rules), 1970, or any other rules made or deemed to be made under article 309 of the Constitution of India shall apply to the party of the first part to the extent to which they are applicable to the service hereby provided for and the decision of the Government as to their applicability shall be final.

10. If any declaration given or information furnished by the party of the first part proves to be false or if he/she is found to have willfully suppressed any material information, he/she will be liable for removal from service and also such other action as the Government may deem necessary.

11. The stamp duty payable on this agreement shall be borne by the Government.

IN WITNESS WHEREOF the party of the first part and Shri \_\_\_\_\_ on behalf of the Governor of Punjab have hereunto set and subscribed their respective hands the day, the month and year first above written.

Executed by Shri \_\_\_\_\_

at \_\_\_\_\_ in the presence of :-

Witness:

Name \_\_\_\_\_

Designation\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

Executed for and on behalf of the

Governor of Punjab by\_\_\_\_\_

at \_\_\_\_\_ in the presence of: –

Witness:

Name\_\_\_\_\_

Designation\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_”

12. In the said rules, FORM PUNJAB C. S. R. No. 3, FORM PB. C. S. R. No. 4, FORM PB. C. S. R. No. 8, FORM PB. C. S. R. No.9, FORM PB. C. S. R. No.10, FORM PB. C. S. R. No.11, FORM PB. C. S. R. No.12 and FORM PB. C. S. R. No.13 shall be omitted.

13. In the said rules, in Form PUNJAB C.S.R. No. 2, in the note, the words “whether gazetted or non-gazetted” shall be omitted.

14. In the said rules, in form PB. C.S.R. No.16, under the heading “INSTRUCTIONS”, para 2 shall be omitted.

Principal Secretary to Government of Punjab,  
Department of Finance.