

S.D. COLLEGE FOR WOMEN, MOGA



A premier Multi -Faculty Postgraduate Women Institution of the Area (Estd. 1969)

Affiliated to Panjab University, Chandigarh

Re-accredited with Grade B+ by NAAC

Performance Appraisal System for Teaching and Non-Teaching Staff

2023-2024

S.D.COLLEGE FOR WOMEN, MOGA
Self-assessment Proforma for College Lecturers
 (To be filled in every year towards the close of academic session)

Year of assessment: _____

1. Name of the Lecturer/Principal _____
2. Qualification of the Lecturer/Principal _____
3. Subject of faculty _____
4. Designation _____
5. Date of Birth _____
6. Date of Joining the College _____
7. Teaching experience at the College Level _____ Year _____ Months

2 Courses taught and work load

Number of periods per week _____ Title of Course of taught

Lectures

1. Under graduate _____
2. Post Graduate _____

3 Teaching Methods Applied

Name and describe new teaching methods used

If any besides lectures methods i.e.

1. Distribution lecture, synopsis and Bibliography _____
2. Encouraging questions in class _____
3. Holding Seminars/Webinars _____
4. Use of Audio, Visual aids _____
5. Contribution to COHSSLP Scheme, If it exists in the College through UIP _____

3. (a) Leave availed : Casual Leave ____ Medical Leave ____ Earned Leave ____

(b) Use of technology (Online teaching)

4 Any Other Contribution

1. Teaching Methods _____
2. Evaluation Techniques _____

3. Courses development etc. _____

5 Academic and Professional growth during the year.

1. Research qualification acquired _____

2. Research Projects under taken _____

3. Research Papers published indicating

Titles and Names of Journals in which published _____

4. Guidance rendered to Research Scholars _____

5. Participation in Seminars, Workshops
and Conferences during the year. _____

6. Participation in Orientation Programs
Refresh of courses etc. _____

7. Any other type of Training. _____

6 Participation in Extra mural activity

1. Extra-curricular activities Debates,
Cultural Activities, Counseling to students,
Planning Forum Union, NSS, NCC etc. _____

2. Service to community Adult Education
Extension service etc. _____

7(1) Help in college administration by membership
Of various committees such as Discipline Committee,
Admission Committee, Students Welfare Committee etc. _____

(2) Contribution made on the committee/s on _____
whicha member served during the year.

8(1) Were you allotted any examination work such as

Conduct / evaluation by the University/Board _____

(2) Did you perform the duty given by the University/Board Yes/No

9 Numbers of Lectures delivered:
Class wise

1 _____

2 _____

3 _____

4 _____

- 10 Any other information about his contribution _____
(not conveyed above) relevant to proper
assessment of activities.

Evolution by the senior post Lecturer of the
Department on Head of the Department or Principal.

Item	Factual Verification		Evaluation		
	Correct	Exaggerate	Excellent	Very Good	Good
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

General observations:-

Observations of Principal

Signature of the Teacher

Signature of the Principal.

10 Any other information about his contribution (not conveyed above) relevant to proper assessment of activities.

Evolution by the senior post Lecturer of the Department on Head of the Department or Principal.

Item	Factual Verification		Evaluation	
	Correct	Exaggerate	Excellent	Very Good
1.				Good
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

General observations:-

ਐਸ. ਡੀ. ਕਾਲਿਜ ਫਾਰ ਵੋਮੈਨ, ਮੋਗਾ ।

ਸਿਖਿਆ ਵਿਭਾਗ, ਪੰਜਾਬ ਵਿਚ ਕੰਮ ਕਰਦੇ, ਦਫਤਰੀ ਅਮਲੇ ਦੇ ਕੰਮ
ਅਤੇ ਆਚਰਣ ਦੀ ਸਲਾਨਾ ਗੁਪਤ ਰਿਪੋਰਟ ਬਾਬਤ ਸਾਲ _____

ਨਾਮ _____ ਅਹੁਦਾ _____ ਗਰੇਡ _____
ਕਾਰਡ ਸਟੇਟ/ਪਰੋਵਿਨਸਲਾਈਜਡ _____ ਸਿਨੀਆਰਟੀ ਨੰ. _____
ਨੌਕਰੀ ਵਿਚ ਆਉਣ ਦੀ ਮਿਤੀ _____ ਜਨਮ ਮਿਤੀ _____
ਰਿਪੋਰਟ ਅਧੀਨ ਸਾਲ ਵਿਚ ਕਿੱਥੇ ਕੰਮ ਕੀਤਾ _____
ਰਿਪੋਰਟ ਅਧਿਕਾਰੀ _____

ਲੜੀ ਨੰ:	ਵਰਵਾ	ਰਿਪੋਰਟ ਕਰਤਾ	ਰਿਪੋਰਟ ਕਰਤਾ
1)	ਸਿਹਤੀ ਅਤੇ ਨੌਕਰੀ	_____	_____
2)	ਲਿਖਾਈ ਅਤੇ ਸਫਾਈ	_____	_____
3)	ਸਮਰੱਥਾ ਅਤੇ ਸੁਤੰਤਰਤਾ	_____	_____
4)	ਨਿਯਮ ਅਤੇ ਹੁਕਮ ਵਿਸ਼ੇਸ਼ ਕਰਕੇ ਫੇਰੇ ਦੇ ਕੰਮ ਵਿਚ ਜਾਣਕਾਰੀ	_____	_____
5)	ਕੰਮ ਭੁਗਤਾਉਣ ਵਿਚ ਹੁਸ਼ੀ	_____	_____
6)	ਚੰਗੇ ਆਚਾਰ ਅਤੇ ਦੂਜਿਆਂ ਨਾਲ] ਮਿਲਕੇ ਕੰਮ ਕਰਨ ਦੀ ਸਮਰੱਥਾ]	_____	_____
7)	ਸਮੇਂ ਦੀ ਪਾਬੰਧੀ ਅਤੇ ਬਕਾਇਤਗੀ	_____	_____
8)	ਇਮਾਨਦਾਰੀ ਤੇ ਸਹੂਰਤ	_____	_____
9)	ਨੁਕਸ ਜੋ ਕੋਈ ਹੋਵੇ	_____	_____
10)	ਤਰੱਕੀ ਲਈ ਯੋਗਤਾ (ਇਸ ਖਾਨੇ] ਵਿਚ ਇਹ ਵੀ ਦਰਸਾਇਆ ਜਾਵੇ] ਕੀ ਕਰਮਚਾਰੀ ਨੇ ਆਪਣੇ ਫਰਜ਼] ਤਸੱਲੀਬਖਸ਼ ਤੌਰ ਤੇ ਨਿਭਾਏ ਹਨ]	_____	_____
11)	ਕੀ ਕੰਮ ਪੰਜਾਬੀ ਵਿਚ ਕਰਦਾ ਹੈ ?	_____	_____
12)	ਵਿਸ਼ੇਸ਼ ਕਰਕੇ—	_____	_____
13)	ਦਰਜਾਬੰਦੀ (ਕੀ ਉੱਤਮ, ਬਹੁਤ ਔਛਾ) ਔਸਤ ਦਰਜੇ ਦਾ ਅਤੇ ਔਸਤ ਦਰਜੇ ਤੋਂ ਘਟ ਹੈ ।	_____	_____

ਐਸ. ਡੀ. ਕਾਲਿਜ ਫਾਰ ਵੋਮੈਨ, ਮੋਗਾ

[Affiliated to Panjab University, Chandigarh]

ਚੁੰਬੇ ਦਰਜੇ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੇ ਕੰਮ ਸੰਬੰਧੀ ਗੁਪਤ ਰਿਪੋਰਟ

ਰਿਪੋਰਟ ਦਾ ਸਮਾਂ

ਨਿਮਨ ਦੇ ਕੰਮ ਸੰਬੰਧੀ ਰਿਪੋਰਟ

ੳ] ਕਰਮਚਾਰੀ ਦਾ ਨਾਂ

ਅ] ਅਹੁਦਾ

ੲ] ਗਰੇਡ

ਸ] ਸ਼ਾਖਾ/ਅਫਸਰ ਦਾ ਨਾਂ

ਹ] ਰਿਪੋਰਟ ਅਧਿਕਾਰੀ

ਵਰੇਵਰ	ਰਿਪੋਰਟ ਕਰਤਾ
ਸੂਝ ਬੂਝ	
ਡਿਸਿਪਲਿਨ ਵੱਲ ਝੁਕਾ	
ਇਮਾਨਦਾਰੀ ਅਤੇ ਨੇਕ ਨੀਤੀ	
ਸਮੇਂ ਦੀ ਪਾਬੰਦੀ ਅਤੇ ਬਕਾਇਦਗੀ	
ਫਰਜ਼ ਸਨਾਸੀ	
ਕੀ ਆਪ ਇਸ ਨੂੰ ਆਪਣੇ ਕੋਲ ਰੱਖਣ ਲਈ ਤਿਆਰ ਹੋ ?	
ਨੁਕਸਾਨ ਜੋ ਕੋਈ ਹੋਣ	
ਤਰੱਕੀ ਲਈ ਯੋਗਤਾ (ਜ਼ਮਾਂਦਰ/ਦਫਤਰੀ)	
ਰਿਕਾਰਡ ਲਿਫਟਰ ਆਦਿ ਲਈ	
ਰਿਪੋਰਟ ਕਰਨ ਵਾਲੇ ਅਫਸਰ ਦੇ ਹਸਤਾਖਰ ਅਤੇ ਮਿਤੀ	

ਦਰਜਾ ਬੰਦੀ (ਕੀ ਉਤਮ, ਬਹੁਤ ਔਫਾ, ਔਫਾ, ਔਸਤ ਦਰਜੇ ਦਾ, ਔਸਤ ਦਰਜੇ ਤੋਂ ਘੱਟ)

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Class wise 2 _____

3 _____

4 _____


Principal
S.D.College for Women
Moga

**GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE**

THE PUNJAB CIVIL SERVICES RULES

Volume I

**Rules relating to Pay and Allowances, Leave, Joining Time and other General
Conditions of Services**



**PART II – APPENDICES AND FORMS
(Fourth Edition)**

(As amended up to 31st January, 2016)

Issued by the authority of Government of Punjab, Department of Finance

CHANDIGARH

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THE PUNJAB CIVIL SERVICES RULES

Volume I PART II

APPENDIX 1

[Referred to in rules 1.1, 1.2 (b) (1), (2) and (3) and 1.3]

Extracts from the various articles of the Constitution of India

* * * * *

16. Equality of opportunity in matters of public employment.—(1) There shall be equality of opportunity for all citizens in matters relating to employment or appointment to any office under the State.

(2) No citizen shall, on grounds only of religion, race, caste, sex, descent, place of birth, residence or any of them, be ineligible for, or discriminated against in respect of, any employment or office under the State.

(3) Nothing in this article shall prevent Parliament from making any law prescribing, in regard to a class or classes of employment or appointment to an office under the Government of, or any local or other authority within, a State or Union territory, any requirement as to residence within that State or Union territory prior to such employment or appointment.

(4) Nothing in this article shall prevent the State from making any provision for the reservation of appointments or posts in favour of any backward class of citizens which, in the opinion of the State, is not adequately represented in the services under the State.

(4A) Nothing in this article shall prevent the State from making any provision for reservation in matters of promotion, with consequential seniority, to any class or classes of posts in the services under the State in favour of the Scheduled Castes and the Scheduled Tribes which, in the opinion of the State, are not adequately represented in the services under the State.

(4B) Nothing in this article shall prevent the State from considering any unfilled vacancies of a year which are reserved for being filled up in that year in accordance with any provision for reservation made under clause (4) or clause (4A) as a separate class of vacancies to be filled up in any succeeding year or years and such class of vacancies shall not be considered together with the vacancies of the year in which they are being filled up for determining the ceiling of fifty per cent reservation on total number of vacancies of that year.

(5) Nothing in this article shall affect the operation of any law which provides that the incumbent of an office in connection with the affairs of any religious or

THE PUNJAB CIVIL SERVICES RULES VOLUME I (PART II)

denominational institution or any member of the governing body thereof shall be a person professing a particular religion or belonging to a particular denomination.

* * * * *

187. Secretariat of State Legislature.—(1) The House or each House of the Legislature of a State shall have a separate secretarial staff:

Provided that nothing in this clause shall, in the case of the Legislature of a State having a Legislative Council, be construed as preventing the creation of posts common to both Houses of such Legislature.

(2) The Legislature of a State may by law regulate the recruitment, and the conditions of service of persons appointed, to the secretarial staff of the House or Houses of the Legislature of the State.

(3) Until provision is made by the Legislature of the State under clause (2), the Governor may, after consultation with the Speaker of the Legislative Assembly or the Chairman of the Legislative Council, as the case may be, make rules regulating the recruitment, and the conditions of service of persons appointed, to the secretarial staff of the Assembly or the Council, and any rules so made shall have effect subject to the provisions of any law made under the said clause.

* * * * *

229. Officers and servants and the expenses of High Courts.— (1) Appointments of officers and servants of a High Court shall be made by the Chief Justice of the Court or such other Judge or officer of the Court as he may direct:

Provided that the Governor of the State may by rule require that in such cases as may be specified in the rule no person not already attached to the Court shall be appointed to any office connected with the Court save after consultation with the State Public Service Commission.

(2) Subject to the provisions of any law made by the Legislature of the State, the conditions of service of officers and servants of a High Court shall be such as may be prescribed by rules made by the Chief Justice of the Court or by some other Judge or officer of the Court authorised by the Chief Justice to make rules for the purpose:

Provided that the rules made under this clause shall, so far as they relate to salaries, allowances, leave or pensions, require the approval of the Governor of the State.

(3) The administrative expenses of a High Court, including all salaries, allowances and pensions payable to or in respect of the officers and servants of the Court, shall be charged upon the Consolidated Fund of the State, and any fees or other moneys taken by the Court shall form part of that Fund.

APPENDIX 1

* * * * *

309. Recruitment and conditions of service of persons serving the Union or a State.—Subject to the provisions of this Constitution, Acts of the appropriate Legislature may regulate the recruitment, and conditions of service of persons appointed, to public services and posts in connection with the affairs of the Union or of any State:

Provided that it shall be competent for the President or such person as he may direct in the case of services and posts in connection with the affairs of the Union, and for the Governor of a State or such person as he may direct in the case of services and posts in connection with the affairs of the State, to make rules regulating the recruitment, and the conditions of service of persons appointed, to such services and posts until provision in that behalf is made by or under an Act of the appropriate Legislature under this article, and any rules so made shall have effect subject to the provisions of any such Act.

310. Tenure of office of persons serving the Union or a State.— (1) Except as expressly provided by this Constitution, every person who is a member of a defence service or of a civil service of the Union or of an all-India service or holds any post connected with defence or any civil post under the Union holds office during the pleasure of the President, and every person who is a member of a civil service of a State or holds any civil post under a State holds office during the pleasure of the Governor of the State.

(2) Notwithstanding that a person holding a civil post under the Union or a State holds office during the pleasure of the President or, as the case may be, of the Governor of the State, any contract under which a person, not being a member of a defence service or of an all-India service or of a civil service of the Union or a State, is appointed under this Constitution to hold such a post may, if the President or the Governor, as the case may be, deems it necessary in order to secure the services of a person having special qualifications, provide for the payment to him of compensation, if before the expiration of an agreed period that post is abolished or he is, for reasons not connected with any misconduct on his part, required to vacate that post.

311. Dismissal, removal or reduction in rank of persons employed in civil capacities under the Union or a State.— (1) No person who is a member of a civil service of the Union or an all-India service or a civil service of a State or holds a civil post under the Union or a State shall be dismissed or removed by an authority subordinate to that by which he was appointed.

(2) No such person as aforesaid shall be dismissed or removed or reduced in rank except after an inquiry in which he has been informed of the charges against him and given a reasonable opportunity of being heard in respect of those charges:

THE PUNJAB CIVIL SERVICES RULES VOLUME I (PART II)

Provided that where it is proposed after such inquiry, to impose upon him any such penalty, such penalty may be imposed on the basis of the evidence adduced during such inquiry and it shall not be necessary to give such person any opportunity of making representation on the penalty proposed:

Provided further that this clause shall not apply—

(a) where a person is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge; or

(b) where the authority empowered to dismiss or remove a person or to reduce him in rank is satisfied that for some reason, to be recorded by that authority in writing, it is not reasonably practicable to hold such inquiry; or

(c) where the President or the Governor, as the case may be, is satisfied that in the interest of the security of the State it is not expedient to hold such inquiry.

(3) If, in respect of any such person as aforesaid, a question arises whether it is reasonably practicable to hold such inquiry as is referred to in clause (2), the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank shall be final.

* * * * *

318. Power to make regulations as to conditions of service of members and staff of the Commission.—In the case of the Union Commission or a Joint Commission, the President and, in the case of a State Commission, the Governor of the State may by regulations—

(a) determine the number of members of the Commission and their conditions of service; and

(b) make provision with respect to the number of members of the staff of the Commission and their conditions of service:

Provided that the conditions of service of a member of a Public Service Commission shall not be varied to his disadvantage after his appointment.

APPENDIX 2
[Referred to in Rule 1.4 (iii)]

List of Government employees employed occasionally or who are liable to discharge at one month's notice or less.

PUBLIC RELATIONS DIRECTORATE

- | | |
|---------------|-------------|
| 1. Chaukidars | 2. Sweepers |
| 3. Bhishties | |

PUNJAB LEGISLATIVE ASSEMBLY

- | | |
|---------------|--------------|
| 1. Bearers | 4. Bhishties |
| 2. Malis | 5. Sweepers |
| 3. Chaukidars | 6. Coolies |
| | 7. Farash. |

SUBORDINATE COURTS

- | | |
|---------------|--|
| 1. Chaukidars | 5. Malis |
| 2. Kahars | 6. Bullockman |
| 3. Bhishties | 7. Dak Carriers |
| 4. Sweepers | 8. Contractors for working
the well in the Court. |

JAILS

- | | |
|---------------------------|------------------------------------|
| 1. Sweepers (Part-time) | 3. Cooks (Contingent paid staff) |
| 2. Chowkidars (Part-time) | 4. Cartmen (Contingent paid staff) |

RECLAMATION

Central Office

1. Sweepers
2. Malis
3. Khalasis
4. Chaukidars
5. Mates
6. Water-carriers

Reformatory Settlement, Amritsar

1. Water-carriers
2. Sweepers
3. Ward Coolies
4. Mali
5. Lampman
6. Warders
7. Cooks

 THE PUNJAB CIVIL SERVICES RULES VOLUME I (PART II)

Probation and Social Welfare Officers,
Jalandhar

1. Khalasis
2. Sweepers
3. Watchman
4. Water-carrier
5. Warders

Dhangu, Pathankot

1. Sweeper
2. Waterman
3. Lambardar

POLICE

- | | |
|---------------|--------------|
| 1. Barbers | 8. Mochis |
| 2. Bhishties | 9. Masons |
| 3. Carpenters | 10. Painters |
| 4. Cooks | 11. Sweepers |
| 5. Dhobis | 12. Tailors |
| 6. Khalasis | 13. Bearers |
| 7. Malis | |

EDUCATION

- | | |
|----------------------|------------------------|
| 1. Bearers (skilled) | 12. Hospital Orderlies |
| 2. Malis (skilled) | 13. Mate Coolies |
| 3. Mali Coolies | 14. Tailors |
| 4. Chaukidar | 15. Woodmen |
| 5. Sweepers | 16. Lampmen |
| 6. Bhishties | 17. Cooks |
| 7. Gate Women | 18. Kahars |
| 8. Malis | 19. Lamp and Boot |
| 9. Masalchies | Boys |
| 10. Head Coolies | 20. Table servants |
| 11. Ayas | |

HEALTH

- | | |
|-------------------------|------------------|
| 1. Orderlies | 6. Cooks |
| 2. Peons | 7. Bhishties |
| 3. Ward Coolies (Men) | 8. Sweepers |
| 4. Ward Coolies (Women) | 9. Chaukidars |
| 5. Malis | 10. Sweeperesses |

 APPENDIX 2

- | | |
|-----------------------------|-------------------------------|
| 11. Bearers (Men) | 25. Literate Bearers |
| 12. Bearers (Women) | 26. Bullockmen |
| 13. Dhobies | 27. Mat-makers |
| 14. Operation-room Cleaners | 28. Cartmen |
| 15. Kahars | 29. Weavers |
| 16. Nurse Boys | 30. Sanitary-keepers |
| 17. Ayas | 31. Embalmer |
| 18. Khalasis | 32. Engine Driver |
| 19. Tailors | 33. Fireman |
| 20. Masalchies | 34. Porters |
| 21. Gatemen | 35. Hospital Coolies (Women) |
| 22. Khansamas | 36. Coolies |
| 23. Cookmate | 37. Cold Storage Plant Coolie |
| 24. Khidmatgars | 38. Farash |
| | 39. Calfmen |

GOVERNMENT PRINTING AND STATIONERY DEPARTMENT

- | | |
|----------------------|-------------------|
| 1. Part-time Sweeper | 2. Part-time Mali |
|----------------------|-------------------|

INDUSTRIAL TRAINING

- | | |
|--------------------------------|------------------------------------|
| 1. Band Saw Mistries | } Government Work Centre, Rajpura. |
| 2. Assistant Band Saw Mistries | |
| 3. Band Saw Pullers | |
| 4. Store Coolie | |

INDUSTRIES

1. Mali
2. Assistant Malis
3. Workshop Coolies
4. Watermen
5. Bhishties
6. Kahars
7. Sweepers
8. Beldars
9. Oilmen and Cleaner

PUBLIC WORKS DEPARTMENT, IRRIGATION BRANCH**(1) Superior Work-Charged Establishment**

1. Arboriculture Darogha
2. Assistant Observer
3. Blacksmiths, 1st Class
4. Blacksmiths, 2nd Class

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5. Chargemen (Engine).
6. Dragline Operators, 1st Class
7. Dragline Operators, 2nd Class.
8. Electricians.
9. Fitters.
10. Firemen.
11. Foremen (Mechanical and Power-house, Grade A).
12. Foremen (Mechanical and Power-house, Grade B.).
13. Greasers.
14. Linemen.
15. Masons, 1st Class.
16. Masons, 2nd Class.
17. Mistries.
18. Moulders, 1st Class.
19. Moulders, 2nd Class.
20. Painters.
21. Pattern Makers.
22. Permanent Way Inspectors.
23. Pump Operators.
24. Regulation Jamadar.
25. Regulation Jamadar (Assistant).
26. Shunting Jamadars.
27. Shunting Porters.
28. Surveyors.
29. Switch board Attendants.
30. Tinsmiths.
31. Train Guards.
32. Turners.
33. Wiremen, Senior.
34. Wiremen, Junior.
35. Carpenters, 1st Class.
36. Carpenters, 2nd Class
37. Drivers, 1st Class.
38. Drivers, 2nd Class.
39. Oilmen.
40. Timekeepers.

(2) Group 'D' Work-Charged Establishment

1. Attendants, Concrete-Mixer.
2. Attendants, Pumps.
3. Beldars, Regulation (at Headworks).

APPENDIX 2

4. Beldars, Regulation (elsewhere than a Headworks).
5. Beldars, Maintenance (for Roads, Banks etc.)
6. Beldars, Garden.
7. Beldars, Plantation.
8. Beldars, Patrol.
9. Beldars, Patrol (River and Protection Works)
10. Bhishties
11. Bellowsmen
12. Boatmen or Ferryman
13. Boatmen Head or Jamadar
14. Boatmen Naib-Jamadar
15. Daraimen
16. Bullockmen and Cartmen
17. Caretakers (see Chowkidars)
18. Chawkidars Store
19. Chaukidars at Rest-Houses with Crockery
20. Chaukidars at other Rest-houses
21. Cleaners Engine
22. Cleaners, Machinery
23. Coolies, ordinary
24. Coolies, Workshop or Power-house
25. Drivers
26. Gangmen (Plant and Machinery)
27. Gangmen (Plant and Machinery), Jamadars
28. Gatekeepers
29. Greasers, Engine
30. Hammermen, ordinary
31. Khalasis, ordinary
32. Khalasis, survey
33. Khalasis, survey Head
34. Malis
35. Malis-Head (where more than one mali is employed in the same garden)
36. Mali, Chaukidars (at Rest-houses)
37. Mates, earthwork
38. Sweepers
39. Sweepers, Jamadar
40. Tindals

PUBLIC WORKS DEPARTMENT, BUILDINGS AND ROADS BRANCH**(i) Work-charged Establishment**

1. Mason Mistri.
2. Malis.
3. Road Inspectors.
4. Consolidation Inspectors.
5. Tarring Inspectors.
6. Mistries (including electrical mistries).
7. Road Mates.
8. Road Beldars.
9. Firemen.
10. Work and Road Munshis.
11. Arboriculture Inspectors.
12. Machinery Inspectors.
13. Steam Road-Roller Driver.
14. Motor Vehicle Drivers.
15. Motor Vehicle Cleaners.
16. Collection Inspectors.
17. Foreman, Mechanical.
18. Works Supervisor.
19. Work Inspector.
20. Work-charged Overseer.
21. Chaukidars.
22. Rest-house Chowkidars.
23. Rest-house Sweepers.
24. Road Moharrirs.
25. Tar Sprayers.
26. Carpenters.
27. Linesmen.
28. Machinery Fitter.
29. Surveyors.
30. Gauge Readers.
31. Bhishties.
32. Electric Khalasis.
33. Electric Coolies.
34. Godown Chowkidars.
35. Mortar Munshi.
36. Darogha Boat Bridge.
37. Sarang.
38. Engine Driver.
39. Lascar Tyndel .
40. Pilot.
41. Quartermaster.
42. Boiler Tyndel.

} Boat bridge and Steamer establishment

APPENDIX 2

43.	Donkey Tyndel.	}	Boat bridge and Steamer establishment.
44.	Oilmen.		
45.	Firemen.		
46.	Landing Tyndel.		
47.	Cook.		
48.	Sweeper.		
49.	Lascar for borge.		
50.	Carpenter.		
51.	Naib Tyndel.		
52.	Boatman.		
53.	Daffadar.		
54.	Assistant Boat Rower.		
55.	Blacksmith.		
56.	Fitter.		
57.	Launch driver.		
58.	Hammerman.		
59.	Workshop Coolie.		
60.	Turner and Moulder.		
61.	Mates.		
62.	Beldars.		

PUBLIC HEALTH DEPARTMENT

1. Foreman Laundry Plant
2. Assisant Foreman
3. Mechanical Chargeman
4. Electrical Chargeman
5. Pipe Fitter grade-I
6. Pipe Fitter grade-II
7. Mason grade-I
8. Mason grade-II
9. Carpenter grade-I
10. Carpenter grade-II
11. Work Inspector
12. Work Mistry
13. Work Munshi
14. Pump Driver (Diesel and Electrical)
15. Assistant Pump Driver
16. Pump Attendant
17. Vehicle Driver
18. Meter Reader
19. Bill Clerk
20. Press Man
21. Skilled Helper

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22. Store Munshi
23. Head Sewerman
24. Telephone Attendant
25. Store Coolie
26. Mali-cum-Chowkidar
27. Washerman
28. Chargeman/Boiler Chargeman
29. Fitter Coolie
30. Pump Driver grade-I (Diesel and Electrical)
31. Operator grade-II
32. Operator Air Conditioner
33. Refrigerator Mechanic
34. Mason-cum-Carpenter
35. Painter grade-I
36. Painter grade-II
37. Beldars
38. Mali
39. Chaukidar
40. Mates
41. Sweepers
42. Helper/Helper to Washerman/Pressman/Electrician
43. Telephone Clerk
44. Sub-Divisional Mechanic
45. Ferro Khalasi
46. Khalasi/Survey Khalasi
47. Superintendent Rig
48. Driller
49. Assistant Driller
50. Store Attendant
51. Pressure Fitter Attendant
52. Chemist grade-II
53. Mason and Bricklayer
54. Store Attendant
55. Labourer
56. Surveyor
57. Tractor Mechanic
58. Assistant Fitter
59. Heavy Duty Foreman (Mech. and Auto Elect.)
60. Welder
61. Supervisor
62. Patwari

APPENDIX 2

63. Wireman
64. Ledger Keeper
65. Fitter Mech./Auto/Chorinator
66. Assistant Electrical Chargeman

CONTINGENT ESTABLISHMENT

- | | | |
|-----|--|--|
| 1. | Ferro Khalasi | |
| 2. | Beldars | |
| 3. | Bhishties | |
| 4. | Chaukidars | |
| 5. | Cleaners (Gurdaspur School) | |
| 6. | Trollymen (Gurdaspur School) | |
| 7. | Guard Establishment (Gurdaspur School) | |
| 8. | Coolies | |
| 9. | Farashes (Gurdaspur School) | |
| 10. | Khalasis | |
| 11. | Malis | |
| 12. | Mates | |
| 13. | Sweepers | |
| 14. | Store Coolies | |
| 15. | Charasamen | |
| 16. | Workshop Chowkidar | } The Punjab College of
Engineering and Technology. |
| 17. | Workshop Coolies | |
| 18. | Farash | |
| 19. | Sweeper | |
| 20. | Bhishti | |

**ESTABLISHMENT UNDER THE CONTROL OF THE
FINANCIAL COMMISSIONERS**

1. Water-carriers
2. Bhishties
3. Sweepers
4. Malis
5. Chaukidars
6. Khalasis (Tent pitchers)
7. Turnkeys
8. Khansamas
9. Debt Conciliation Board Chaprasis
10. Camel drivers
11. Joriwalas
12. Beldars

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13. Bearers
14. Dak-runners
15. Supply contractors
16. Gauge readers
17. Watch-winders
18. Carpenters
19. Frashes
20. Peti Bardars
21. Mirdhas
22. Karwas
23. Munadiwala
24. Cartmen
25. Motor Drivers
26. Mates
27. Syces
28. Cattle attendants
29. Dairy attendants
30. Fisheries watchers
31. Boatmen
32. Forest guards (Work-charged)
33. Watchers
34. Drainmen
35. Enumerators
36. Peons (Work-charged)
37. Weighmen
38. Mechanics
39. Coolies
40. Shepherds
41. Ploughmen
42. Well men
43. Bellow boys
44. Literate labourers

APPENDICES 3 to 6**Omitted**

APPENDIX 7

(Referred to in Note 3 below rule 5.35)

LIST OF GOVERNMENT EMPLOYEES GRANTED RENT FREE QUARTERS

Rent-free accommodation has been granted to the Government employees mentioned in column 3 of the table below subject to the conditions, if any, given in column 4:—

Sr. No.	Department	Designation of Government employees	Remarks
1	2	3	4
1.	Forest	(1) Range Clerks (2) Deputy Rangers (3) Foresters (4) Forest Guards (5) Forest Rangers in charge of ranges (6) Sewadars	Where quarters are available. House rent allowance in lieu of rent-free accommodation, shall be admissible to Deputy Rangers and Foresters as specified in sub-rule (4) of Rule 5 of Part I of this Volume, 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. House rent allowance in lieu of rent-free accommodation shall be admissible as provided in sub-rule (4) of Rule 5 of Part I of this Volume, where no rent-free quarters are available. May occupy Government quarters, where they exist.
2.	General Administration— (i) Secretariat Staff of the Government.	(i) Staff employed in Raj Bhawan (ii) Resident Assistant, Punjab Civil Secretariat.	On Raj Bhawan occupying staff quarters and other buildings appurtenant to Raj Bhawan.

APPENDIX 7

1	2	3	4
	(ii) District Administration. (iii) Welfare of Scheduled Castes and Backward Classes Department.	(iii) Personal Assistant and Telephone Attendant of Chief Minister's residence. Tehsildars, Naib-Tehsildars or other Tehsil Officials (1) Executive, Technical Teaching, Watch and Wards, Group 'D' and other staff of the Welfare of Scheduled Castes and Backward Classes Department, Settlements and Reformatory Schools (2) Mukaddams employed in villages under the control of the Welfare of Scheduled Castes and Backward Classes Department. (3) Supervisory, teaching and Group 'D' staff of the villages and colonies under direct control.	When quarters are built in a Tehsil building or compound for these Government employees. The concession to Mukaddams in the Welfare of Scheduled Castes and Backward Classes Department is similar to that allowed to Mukaddams in the Agriculture Department. Where accommodation is not available for occupation by a member to the staff, no house-rent allowance will be given in lieu.
3.	Administration of Justice	Court Officer (Caretaker) of the High Court of Punjab.	

THE PUNJAB CIVIL SERVICES RULES VOLUME I (PART II)

1	2	3	4
4.	Jails	(1) Superintendents/ Deputy Superintendents I Grade (2) Deputy Superintendents II Grade/District Probation Officer/ Probation Officers (3) Assistant Superintendents/ Welfare Officers (4) Omitted. (5) Whole time Medical Officers and Medical Subordinates (6) Compounders (7) Warders Staff (8) Gate Keepers of Central Jails and Store Keepers (9) Store Keeper	(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 shall receive house rent allowance in lieu thereof as provided in sub-rule (4) of Rule 5 of Part-I of this Volume. (b) The house rent allowance mentioned in (a) above will not be admissible during the period the Government employees remain on training. Residential quarters shall ordinarily be provided at each jail for these Government employees. If rent-free quarters on Jail premises are not available house rent allowance in lieu thereof, shall be admissible as provided in sub-rule (4) of Rule 5 of Part-I of this Volume.
5.	Police (i) District Executive Force, Punjab Armed Police, Government Railway Police and the CID.	(1) All Police officials of rank lower than that of Assistant or Deputy Superintendent of Police	May be provided with free quarters in Police Lines, Stations, etc. When quarters are not available in Police Lines, etc., other suitable quarters may be provided or house-rent allowance granted at the rate fixed by the competent authority, by the authorities mentioned in rule 10.76 of the Punjab Police Rules, Volume I and subject to

APPENDIX 7

1	2	3	4
			the condition specified therein– (1) Inspector at– (a) the headquarters or Cantonment of Delhi in respect of Government Railway Police only, Amritsar. (b) the Headquarters or cantonments of Jalandhar and Ferozepur. (c) any other place in the Punjab (2) Probationary Inspectors (3) Sub-Inspectors at– (a) the headquarters or cantonments of Delhi in respect of Government Railway Police only, Amritsar. (b) the headquarters or cantonments of Jalandhar and Ferozepur. (c) Any other place in the Punjab (4) Probationary Sub-Inspectors (5) Assistant Sub-Inspectors, Probationary Assistant Sub-Inspectors and Head Constables– (a) the headquarters or cantonments of Delhi in respect of Government Railway Police only, Amritsar. (b) the headquarters or cantonments of Jalandhar and Ferozepur. (c) Any other place in the Punjab (6) Married Constables at– (a) Ferozepur (b) Delhi, in respect of Government Railway Police only, and other District headquarters (c) Elsewhere

THE PUNJAB CIVIL SERVICES RULES VOLUME I (PART II)

1	2	3	4
	(ii) Punjab Police Academy, Phillaur	(1) Unmarried probationary Assistant Superintendents under training at the Punjab Police Academy, Phillaur (2) Principal, Punjab Police Academy, Phillaur (3) All police officers of rank lower than that of Assistant and Deputy Superintendent, Police (4) Cook of the Officers' Mess	May occupy "Officers' Mess" which includes Main Block (lately known as Bangalow No. E.7 and also new quarters known as A Block in the Officers' Mess). Quarters in the Fort at Phillaur. May be provided with free quarters in the Punjab Police Academy, Phillaur. When quarters are not available in this Academy, other suitable quarters may be provided or house-rent allowance granted. Quarters provided for him at the Academy.
	(iii) Finger Print Bureau, Phillaur	Deputy Superintendent of Police Incharge of the Finger Print Bureau, Phillaur	May occupy Police Bungalow situated in Civil Lines, Phillaur.
6.	Education	(1) Superintendents of the hostels attached to Government Educational Institutions. (2) Educational officials in Government Colleges	The Superintendents of Hostels attached to Government Educational Institutions are, if unmarried, provided with free quarters if such quarters exist. If married they are provided with free quarters suitable for a married man or if such quarters do not exist house rent allowance in lieu of rent-free accommodation shall be allowed under sub-rule (4) of Rule 5 of Part I of this Volume. (i) May be granted rent-free quarters with the special orders of Government in each case when a substantial proportion of the students of a College is resident in hostels adjoining or near the College building. (ii) Except in very special cases the concession will be confined to the Principal and one professor. (iii) Residence will be assigned to the members of college staff selected by Government.

APPENDIX 7

1	2	3	4
		(3) The Principal, nurses and as many mistresses of the Government Colleges for Women and schools for girls as possible.	Free living accommodation in a school or college premises wherever accommodation is available on condition that definite duties as regards the supervision of pupils out of school or college hours are assigned to each of them. This concession will be generally confined to mistresses working away from their home towns. Note:—By “free-living accommodation” it is not intended to rent accommodation but merely to give permission to teachers being provided with a room whenever and wherever accommodation is available in Government girls schools and colleges in the State. Ladies should be provided with accommodation in Hostels where it is not possible for them to find out suitable accommodation. No member of the staff whose presence on the premises of the Institution or Hostels attached to it is not in the interest of the Institution or Hostel will be allowed rent-free accommodation.
7	Health	(1) The following classes of Government employees holding resident appointment: (i) All Medical Officers, in hospitals and dispensaries (including those maintained by local bodies where Government doctors are employed against sanctioned posts), Jails, Reformatory Settlements, Rural/ Primary Health Units/ Centres and Mental Hospital, Amritsar.	House rent allowance in lieu of rent-free accommodation shall be admissible under sub-rule (4) of Rule 5 of Part-I of this Volume.

THE PUNJAB CIVIL SERVICES RULES VOLUME I (PART II)

1	2	3	4
		(ii) All the Pharmacists (Dispensers) attached to Hospitals/ Dispensaries/ Primary Health Centres/ Primary Health Units/ Rural Health Centres/ School Health Clinics/Anti-Hook Worm Scheme/ T.B. Clinics/T.B. Centres, Sanatorium or Pharmacists appointed in any other Scheme under the Punjab Health Department, dispensary servants and Group 'D' employees employed in Hospitals and Dispensaries whether Government or Local Fund and (iii) Clerical establishment of the Punjab Mental Hospital and Chemical Examiners Department. (2) Staff of the Punjab Mental Hospital required to reside in Government quarters on the hospital premises in the interest of Government work. (3) Resident Medical Officer for the Midwifery Department of the S.G.T.B. Hospital, Amritsar. (4) Resident Surgical/ Medical Officer, S.G.T.B. Hospital, Amritsar	House rent allowance in lieu of rent-free accommodation shall be admissible under sub-rule (4) of Rule 5 of Part-I of this Volume. House rent allowance in lieu of rent-free accommodation shall be admissible under sub-rule (4) of Rule 5 of Part-I of this Volume. House rent allowance in lieu of rent-free accommodation shall be admissible under sub-rule (4) of Rule 5 of Part-I of this Volume.

APPENDIX 7

1	2	3	4
		(5) Assistant Blood Transfusion Officer, Government Medical College, Amritsar (6) Assistant Radiologist, S.G.T.B. Hospital, Amritsar. (7) Nurse Dais attached to State Hospitals and Dispensaries. (ii) Midwives, dais, peons and Group 'D' Government employees attached to various Primary Health Units/ Primary Health Centres/ Rural Health Centres and Maternity and Child Welfare Centres. (8) Lady Health Visitors working in the Health Centres in the State. Nursing staff (Nursing Superintendents, Matrons, Sisters, Tutors, Nursing Sisters and Staff Nurses). (9) Superintendents of Hostel of the Government Medical Colleges and Dental Colleges in the State.	House rent allowance in lieu of rent-free accommodation shall be admissible under sub-rule (4) of Rule 5 of Part-I of this Volume House rent allowance in lieu of rent-free accommodation shall be admissible under sub-rule (4) of Rule 5 of Part-I of this Volume. House rent allowance in lieu of rent-free accommodation shall be admissible under sub-rule (4) of Rule 5 of Part-I of this Volume. House rent allowance in lieu of rent-free accommodation shall be admissible under sub-rule (4) of Rule 5 of Part-I of this Volume. House rent allowance in lieu of rent-free accommodation shall be admissible under sub-rule (4) of Rule 5 of Part-I of this Volume. House rent allowance in lieu of rent-free accommodation shall be admissible under sub-rule (4) of Rule 5 of Part-I of this Volume.
	Note.—(1) The following categories of Government employees of the Department of Health Services and Family Welfare, and the Department of Medical Research and Education are also entitled to rent-free accommodation, namely: – (i) Medical Laboratory Technician Grade-I; (ii) Medical Laboratory Technician Grade-II;		

THE PUNJAB CIVIL SERVICES RULES VOLUME I (PART II)

1	2	3	4
	(iii) Senior Medical Laboratory Technician; (iv) Radiographer; (v) Senior Radiographer; (vi) Senior Operation Theatre Assistant; and (vii) Operation Theatre Assistant. (2) The aforesaid decision came into force on and with effect from the 21 st day of December, 2011.		
8.	Agriculture	(1) Agricultural Sub-Inspectors employed on Farms and Research Sections only, irrespective of pay. (2) Beldars and tenants employed on Agricultural Farms.	House rent allowance in lieu of rent-free accommodation shall be admissible under sub-rule (4) of Rule 5 of Part I of this Volume.
9.	Animal Husbandry	(i) Veterinary College – (1) Principal (2) Warden of the Hostel (3) Hostel Superintendent (4) Hospital Surgeon (5) Compounder (ii) (1) Veterinary Officers or Veterinary Inspectors. (2) Veterinary Compounders and (3) Group ‘D’ Government employees (Dressers, Water-carriers (Bhishti), Sweepers and Chowkidars) working in the State-run Civil Veterinary Hospitals/ Dispensaries.	When no rent-free accommodation is provided, a house rent allowance in lieu thereof shall be admissible under sub-rule (4) of Rule 5 of Part-I of this Volume.

APPENDIX 7

1	2	3	4
		(iii) Government Poultry Farms/Centres– 1. Managers 2. Animal Husbandry Assistants 3. Assistant Managers 4. Poultry Inspectors/ Farm Assistants. 5. Poultry Stock Assistants/Supervisors 6. Poultry Store Keepers (Technical) 7. Group ‘D’ Government employees (Beldars, Bird Attendants etc.)	The officials will, however, not be provided accommodation above their official status.
10	Industrial Training Department	Principal, Government Institute of Textile Chemistry and Knitting Technology, Ludhiana. 2. Mechanical Engineer, Government Institute of Textile Chemistry and Knitting Technology, Ludhiana. 3. Hostel Superintendents-cum-Physical Training Instructors working in Industrial Schools and other institutions. 4. Pharmacists working in Industrial/Training Institutes/Centres. 5. Dressers working in Industrial Training Institutes/Centres.	If the rent-free quarters do not exist, house rent allowance in lieu thereof shall be admissible under sub-rule (4) of Rule 5 of Part-I of this Volume. Ditto Ditto Ditto Ditto

THE PUNJAB CIVIL SERVICES RULES VOLUME I (PART II)

1	2	3	4
11.	Stationery and Printing	(1) Controller of Printing and Stationery, Punjab. (2) Deputy Controller of Printing and Stationery, Punjab.	
12.	Public Works Department— (i) Irrigation Branch	(1) Signallers including Relieving and Apprentice Signallers. (2) Dispensers (3) Nurse working in Canal Colony Dispensary, Ferozepur (4) Regulation Jamadars, Grade I and Grade II	Government quarters will only be occupied by Relieving and Apprentice Signallers if available and cannot be claimed as of right.
	(ii) Omitted.		
13.	Omitted.		

Note 1:— Every Government employee of Jail for whom residential quarters are provided shall reside therein.

Note 2:—Every Government employee for whom no residential quarters are available at any jail shall (except in the case of Medical subordinates holding dual appointments) reside within such distance of the Jail as the Superintendent may, from time to time, in his discretion, fix in that behalf.

Note 3:— Clerks employed at Jails (other than those employed on the accounts side) who are required by their Superintendents in the interest of public service to reside in the quarters provided by Government in the Jail premises, are exempt from payment of rent.

Note 4:—An Accounts Clerk appointed to officiate as Accountant in short vacancies not exceeding four months shall draw compensatory allowance, equal to the difference between his pay as Accountant and his pay plus house rent allowance as Accounts Clerk, the allowance being reduced by any amount by which his pay may be increased and ceasing as soon as his pay is increased by an amount equal to his compensatory allowance.

APPENDIX 8

(Referred to in Note 5 to Rule 5.57)

Rules regulating the acceptance of fees by Government Medical Officers from private persons or bodies or public bodies for services other than professional attendance.

1. For the purposes of these rules:—

(a) a “Medical Officer of Government” means—

(i) a Professor employed in the Medical College, or a Civil Surgeon holding charge of a district; or

(ii) “Civil Surgeon or Principal Medical Officer, Senior Medical Officer or Medical Officer, or Assistant Medical Officer of a Hospital or Dispensary, maintained by Government, or a local body, or employed in any other capacity in an Institution under the control of the Punjab Government.”

(iii) an officer holding a special post declared as such by the Punjab Government

(b) a “private person” means a person, other than a Government employee entitled to free service;

(c) a “private body” means an Institution having no concern with Government or any public body;

(d) a “public body” means an Institution financed by public funds such as a Municipality, Zila Parishad, or a like institution;

(e) “Duty” means official work done by an officer in connection with Government.

2. The fees fixed in these rules do not apply to work done in the ordinary course of duty and the acceptance of fees will be subject to the following conditions:—

(a) No work, or class of work involving the acceptance of fees may be undertaken on behalf of a private person, or body or public body, except with the knowledge and sanction, whether general or special, of the Government.

(b) In cases where the fee received by a medical officer is divisible between himself and Government, the total amount should first be paid into the Government treasury, the share of the medical officer being thereafter drawn on a refund bill. In such cases, a complete record of the work done, and of the fees received should be kept by the medical officer, who should also give a receipt to the person or persons from whom fees are charged.

Note:— The above procedure will not apply to a fee for examination by a Medical Board for commutation of pension, three-fourths of which will be paid to the Medical Board in cash by the examinees.

(c) For Private, bacteriological, pathological and analytical work carried out in Government laboratories and the Chemical Examiner's Department, 50 per cent of the fees shall be credited to Government, the remaining (50%) being allowed to the officer of the Laboratory, or the Chemical Examiner, as the case may be, who may divide it with his assistants in such manner as he considers equitable. No payment will, however, be made to officers from the sale-proceeds of those vaccines, which are used on a large scale for prophylactic purposes, for example, T.B., Cholera, influenza and plague vaccine. The sale-proceeds from other vaccines will be divided between Government and the Bacteriologist in the ratio of 50 : 50 per cent.

(d) The rates shown in the rules are maximum which a medical officer will be free to reduce or remit if he is entitled to appropriate them to himself. In cases where the fee is divisible between the Medical Officer and Government, the former may charge lower rates, in special cases, where he considers it necessary, either owing to the pecuniary circumstances of the patient, or for some other reason of public interest, and the share of Government will be calculated on the basis of the fee actually realised instead of the scheduled fee, provided that the approval of Government is obtained by a general or special order in this behalf.

3. Services for which fees will be charged under these rules include the under mentioned : –

- (1) Post-mortem and medico-legal examination performed not in the ordinary course of duty.
- (2) Evidence in a court of law.
- (3) Medical examination for postal insurance.
- (4) Medical examination for commutation of pension.
- (5) Medical examination of candidates for Government service.
- (6) Service as Examiners in a University, or State Medical Faculty, or as a lecturer in institution.
- (7) Private bacteriological examination.
- (8) Private tests and analyses conducted in the Chemical Examiner's Department and in Public Analyst Laboratory in the Punjab.
- (9) Medical opinion in arbitration cases under the Workmen's Compensation Act.

APPENDIX 8

4. Post-mortem and medico-legal examination:—(a) No fee is leviable by Government Medical Officers, whether employed by Government or local bodies, for medico-legal work, including all post-mortems and medico-legal examinations, performed on behalf of Government, and which fall within the scope of their regular duties.

(b) If a medical officer conducts post-mortem, or other medico-legal examination, not in the ordinary course of his duties (such as examination done for cases from other States) he will according to his rank be entitled to charge the following fee from the party concerned : —

Class of Officers	Post-mortem Rs.	Other medico-legal Examination Rs.
(1) Civil Surgeon	16	10
(2) Principal Medical Officer or Senior Medical Officer	16	10
(3) Medical officer	10	4
(4) Assistant Medical Officer	...	2

(c) If a Medical Officer examines a private medical-legal (non-cognisable) case, other than a post-mortem, in his capacity as a private medical practitioner, he will, according to his rank, be entitled to charge the following fee from the party concerned :—

(1) Civil Surgeon	...	Rs.10
(2) Principal Medical Officer, or Senior Medical Officer	...	Rs.10
(3) Medical officer	...	Rs. 4
(4) Assistant Medical Officer	...	Rs. 2

(d) Government Medical Officers, who are not in receipt of an allowance for doing railway work, are entitled to receive, from the Northern Railway, a fee of Rs. 4 for the examination of injured railway passengers. This examination will be conducted at the request of a railway authority, other than the railway police.

5. Evidence in court of law:—(a) If a Medical Officer is required to give evidence on the result of any examinations, falling under rule 4(b) and (c) above, he shall not be entitled to any further remuneration except the usual expenses admissible to a witness for travelling and diet.

(b) If a Medical Officer is summoned to give expert evidence in a Court of law, at the instance of private person or party, his attendance at court shall be regulated as follows:—

- (i) The officer may accept the fee within the limit prescribed in Annexure 'C' below with the sanction of the court concerned. If however, in any individual case it is considered necessary by the court that a fee in excess of the prescribed limit should be allowed, this may be accepted with the specific sanction of Government in each case, which should be obtained through the Head of the Department in which the officer is serving.
- (ii) For the loss of the officer's time, in the event of his attendance at the court, interfering with the performance of his official duties, the appointment of the fees realised from private persons, or parties, between the Government and the Medical Officer will be in the ratio of 50: 50.

The share due to the Government should be paid into the treasury as far as possible by the body or the person paying the fee and credited as miscellaneous receipt under the head "0210—Medical and Public Health—80—General—800—Other Receipts—02—Examination and License Fees." and the rest should be collected by the officer himself.

- (iii) The officer's travelling and subsistence allowances shall be paid by the private person or party at whose instance he may be summoned.

Note:—(1) An officer summoned, whether for prosecution or defence evidence in cases covered by rule I of Chapter 9-A of the High Court Rules and Orders, Volume III, will not be considered to have been summoned by or at the instance of a private person or party.

(2) The fees prescribed for medical men of different classes summoned as expert witnesses are contained in Annexure 'C'.

6. Medical Examination for Postal Insurances:—The following fees are prescribed for the medical examination of Government employees for the purposes of insurance with a post office: —

- (1) Civil Surgeon or Principal Medical Officer or Senior Medical Officer or such other Medical Officer as may be authorised for the purpose or Medical Officer attached to Indian Mission abroad, for cases of insurance above Rs. 2, 000.....Rs. 4.00.
- (2) Medical graduate in Government or Municipal employee nearest to the place of duty of Government employee, for cases of insurance above Rs. 1,000 but up to Rs. 2,000.....Rs. 3.00.
- (3) Medical Licentiate in Government or Municipal employ nearest to the place of duty of Government employee, for cases of insurance up to Rs. 1,000.....Rs. 2.00.

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7. Medical examination for commutation of pension:—A Civil Surgeon or Principal Medical Officer is entitled to a fee of Rs. 16 from an applicant for commutation of pension to be examined by him in accordance with the rules for the commutation of pensions. If, however, the Civil Surgeon or Principal Medical Officer or any other Medical Officer of Government, acts as a member of the Medical Board or the Standing Invaliding Committee, such member will receive a share of Rs. 4 from the fee of Rs. 16 paid by an applicant for his medical examination for commutation pension.

8. Medical examination of candidates for Government Service:—A Medical Officer of Government is, when required to act as a member of the State Medical Board, entitled to a share of Rs. 4 per candidate for examining candidates for appointment to All-India posts and special posts.

9. Service as examiner in a University or of Medical Faculty or a lecturer in an institution:—Medical Officers of Government may receive fees or honoraria for superintending, conducting examinations, setting of question-papers and the examination of answer-papers of the University examination and examinations held under the Punjab State. Medical Faculty, and also for delivering lectures in an institution, the scale of fees thus charged will be such as the University, or the Faculty, or the institution concerned may, from time to time, fix.

10. Private bacteriological and pathological examinations:—Medical Officers of Government are permitted to charge fees for all bacteriological and pathological examinations, undertaken for private persons and institutions, at Government laboratories, where the levy of such fees has been sanctioned. The rates are shown in Annexure A.

11. Private tests and analysis conducted in the Chemical Examiner's Department:—The Chemical Examiner to Government, Punjab, and his Assistants, are permitted to receive fees from other Governments, Municipalities, and private parties for chemical analysis and the like, as laid down in Annexure B to these rules.

11-A. The Public Analyst, Punjab, is permitted to receive fees for analysis of samples of drugs of other Governments, Municipalities and private parties at the State Drugs Control Laboratory, as laid down against item No. 6 in Annexure B to these Rules, the fees so charged will be apportioned between Government and the Public Analyst, Punjab (including his staff) in the ratio of 50 : 50.

12. The scale of fees given above and in the Annexure to these rules, is subject to such revision as may be considered necessary, from time to time, by the competent authority.

ANNEXURE -A

Scales of charges for private Bacteriological Pathological work done at Government Laboratories.

Serial No.	Nature of work	Rates of fee Rs.	
1.	Haemoglobin estimation	3-00	Rs.6.00 if these are done together
2.	Total red cell count	6-00	
3.	Packed cell volume	6-00	
4.	Size of R.B.C. (Halometer)	3-00	
5.	Frythrocyta Sedimentation rate	6-00	
6.	(a) Total white cell count	6-00	
	(b) Differential leucocyte count	6-00	
	(c) Total and different leucocyte count	6-00	
7.	Blood Smear for haemoparasites	6-00	
8.	Fragility of blood cells	6-00	
9.	Platelet count	6-00	
10.	Retioulocyte count	6-00	
11.	Sternal biopsy	6-00	
12.	(a) Paul Bunnel test	6-00	
	(b) Paul Bunnel test after absorpction with C. P. Tissue	12-00	
13.	Bleeding time	6-00	
14.	Coagulation time	6-00	
15.	Wasserman reaction or any other Serological test for syphilis such as Kain, Meinioko, V.D.R.I. Test, etc.(Blood or Cerebrospinal fluid)	18-00 each	
16.	Determination of Rh. factor	18-00	

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Serial No.	Nature of work	Rates of fee Rs.
17.	Agglutination reaction (to any combination of organisms, i.e. salm, typhi, salm-pare Thyphi, Brucella, Proteus, etc.	12-00
18.	Widal reaction (to a single Organism)	6-00
19.	Blood grouping	18-00
20.	Cold Agglutination	6-00
21.	Coomb's test	12-00
22.	Examination for abnormal haemoglobin Bacteriological and other examinations	18-00
23.	Blood Culutre—Negative	18-00
24.	Blood Culture—Positive and Identification or organisms	30-00
25.	(a) Smear examination for micro-organism	6-00
	(b) Culture examination for micro-organism	12-00
26.	Culture examination of swabs for C Diphtheriae	12-00 Smear examination of aids for C Diphtheriae Rs. 5-00.
27.	Sterility test (Bacteriological)	12-00
28.	Examination of Nasal swears for Leora bacilli	6-00
29.	(a) Smear examination for acid test bacillin by ordinary or concent method	6-00
	(b) Culutre of tubercle bacilli	18-00
30.	Examination of Urine:	
	(a) Clinical Qualitative [i.e. (1) Chemical and (2) physical]	3-00
	(b) Microscopic	6-00

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Serial No.	Nature of work	Rates of fee Rs.
	(c) Clinical quantitative (i.e. estimation of sugar, albumen, urea, acetone, indicant etc.)	3-00
	(d) Bacteriological examination (Culutre With)	12-00
	(e) Bacteriological examination (Culture with a, b and c)	18-00
	(f) Hippuric acid (qualitative)	18-00
	(g) Mercury and evidence of other Metals	6-00 each metal
31.	Examination of Faces:	
	(a) Microscopic	6-00
	(b) Bacteriological (Culture)	12-00
	(c) Both (a) and (b) combined	12-00
32.	Bacteriological examination of water each sample	18-00
33.	Bacteriological examination of disinfectants (Ridal walker test)	54-00
34.	For curding blood with B acidophillis bilgaricus	6-00
35.	For supplying one tube of sub culture of B Acidophills bulgaricus	2-00
36.	Examination of Cerebrospinal fluid pleural fluid vomit and other pathological fluids	6-00
	(a) Microscopic	6-00
	(b) Bacteriological culture	12-00
37.	(a) Drug Sensitivity test against one organism (by disc method)	12-00 (one to four drugs)
	(b) Drug Sensitivity test	18-00 (above four drugs)
38.	Inoculations small animals (Guinae pits, rabbits) for diagnostic purposes (Tuberculosis etc.)	18-00

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Serial No.	Nature of work	Rates of fee Rs.
39.	Preparation of special autogenous vaccine:	
	(a) By use of ordinary media	18-00
	(b) Where special complicated work is necessary involving animal experiment	39-00
	(c) for each dose of vaccine supplied	2-00
40.	Pus, sputum and scrapings for fungus :	
	(a) Smear examination	6-00
	(b) Culutre	12-00
41.	Scrapings from ulcers, sores, blood and bone marrow material, etc. for L.D. bodies other haemofegallates and parasite :	
	(a) Culutre	12-00
	(b) Smear examination	6-00
III Miscellaneous Examinations		
42.	Friendman test or any other biological test for pregnancy	18-00 each
43.	Semen examination:	
	(a) Microscopic	6-00
	(b) Count of Spermatozoa	6-00
	(c) Both methods combined	10-00
44.	Examination for spirochaetes (Trepellidum etc) :	
	(a) Straining	6-00
	(b) Dark ground illumination	6-00
	(c) Both methods combined	10-00
45.	Vaginal Smear for spermatozoa	6-00
46.	(a) Mantoux test Casoni's test or feri's test (if done with one dilution)	12-00
	(b) Mantoux test if done with more than one dilution	18-00

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Serial No.	Nature of work	Rates of fee Rs.
47.	Histopathological examination of morbid tissue	18-00
48.	Bone marrow smear and fluids for melignant, cells	18-00
	By staining only	6-00
	By making paraffin block	18-00
Biochemist Examinations Blood		
49.	Sugar (One estimation)	12-00
50.	Creatining	18-00
51.	Creatine	18-00
52.	Uric Acid	18-00
53.	Chlorides	12-00
54.	Urea	12-00
55.	Parathrombin time	12.00
56.	(a) Cango red dye test (Qualitative)	12.00
	(b) Bleeding time	6.00
57.	Coagulation time	6.00
58.	Amylase	12.00
59.	Vanden Berag Reaction qualitative	6.00
60.	Quantitative(Bilirubin)	12.00
61.	Cephalin Cholesterol Flocculation test	12.00
62.	Thymol Cholesterol Flocculation test	12.00
63.	Total cholesterol	18.00
64.	Total and ester Cholesterol	30.00
65.	Inorganic phosphate	18.00
66.	Alkaline phosphatase	18.00

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Serial No.	Nature of work	Rates of fee Rs.
67.	Acip phosphate	18.00
68.	Sodium	18.00
69.	Potassium	18.00
70 .	(i) Calcium	18.00
	(ii) Calssium balance	30.00
71.	Total proteins	12.00
72.	Albumin	12.00
73.	Total and differential proteins, This includes globulin	24.00
74.	Non-protein nitrogen	12.00
75.	Formolgel test for Kala Azar	6.00
76.	Antimony test for Kala Azar	6.00
77.	Globulin test for Kala Azar	30.00
Urine Examination		
78.	Kateosteroids	30.00
79.	Calcium quantitative	18.00
80.	Chlorides quantitative	12.00
81.	Urea quantitative	3.00
82.	Urinary diastase quantitative	12.00
83.	Ammonia	12.00
84.	Aminoacids	12.00
85.	Uric Acid	18.00
86.	Bence Jones Proteins (Qualitative)	3.00
87.	Spectyrosopic tests for haemoglobin etc. Qualitative	3.00
88.	Porphyrin qualitative	6.00
89.	Phosphate C.S.F.	12.00

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Serial No.	Nature of work	Rates of fee Rs.	
90.	Total proteins quantitative	12.00	If all these tests are done together the fee is Rs.20
91.	Chlorides-quantitative	12.00	
92.	Sugar quantitative	12.00	
93.	Globulin quantitative	12.00 6.00	
94.	Lange’s colloidalgold test Pathological fluids (Pleural fluid, vomit, as citric fluid, etc.)	18.00	
95.	Chemical (Proteins) Gastric Analysis	6.00	
96.	Gastric Analysis (7 samples)	39.00	
	test for total and free activity(quantitative)	12.00	
	and for bile blood mucus and starch (quantitative)	12.00	
Stools			
97.	Total fats	18.00	
98.	Split and unsplitting fats	24.00	
99.	Occult blood (qualitative)	3.00	
100.	Stereoblin (qualitative)	3.00	
101.	Trypsin estimation	18.00	
Stones			
102.	Urinary Stones	12.00	
103.	Gall stones	12.00	
104.	Calculi (other)	24.00	
Miscellaneous			
106.	Sugar Tolerance test (5 specimens of blood and urine)	37.00	
107.	Blood alkali reserve	18.00	
108.	Sulphate , thicocyanats, iron lecithin lipase vitamins, drugs, etc.	12.00	

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Serial No.	Nature of work	Rates of fee Rs.
109.	Renal dye test	12.00
110.	Sex hormones	36.00
111.	Semen citric acid, fructose and other quantitative examinations	12.00
112.	Sulkowitch test for calcium (quantitative)	3.00
113.	Arsenic (hair and nails etc.)	6.00
114.	Urea concentration test	12.00
115.	Urea clearance test	18.00
116.	Thiamine Hydrochlorides	24.00
117.	Trysin	12.00
118.	Fractionation of plasma proteins by electrophoresis	18.00
119.	Recognition of substances in body fluids by chromatographic methods	18.00
120.	Vit. 12 estimation in blood or urine	37.00
Physiology Department		
121.	Estimates of Basal, Metabolic Rate	24.00
122.	Thrombo-plastin-Genstration test	24.00
123.	Prothrombin Consumption test	24.00
124.	Estimation of Factor V	12.00
125.	Estimation of Factor VII	12.00
126.	Permenery	12.00
127.	Pulmonary function (both ordinary and complimentary)	12.00
	(a) Ordinary	12.00
	(b) Complimentary	24.00
128.	Alkali reserve	24.00
129.	Reaction of degeneration	12.00

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Serial No.	Nature of work	Rates of fee (Rs.)
130.	Serum gluamic phruvic transminass	18.00
131.	Serum clutamic exaclacetict, transminese	18.00
132.	L. E. Cell	12.00
133.	Thrombin Generation test	12.00
134.	Estimation of Fibrinogen	12.00
135.	Protein Bound Iodine	18.00
136.	Lactic dehydrogenase	18.00
137.	Lipid Phosphates	12.00
138.	Serum Iron	12.00
139.	Serum Copper	12.00
140.	Blood pyruvic acid	18.00

Apportionment of fees

Government share	...	50 per cent
Medical Officer	...	50 per cent
Autovaccine	...	50 per cent 'Government share'
Tuberculin	...	100 per cent 'Government share'

Note 1:— The following laboratory Investigations of the inmates of the Institution named Nari Niketan, Amritsar by the Bacteriologist to Government, Punjab shall be carried out free of charges: —

1. V.D.R.L. Test	4 tests in week
2. Haemogram	2 tests in week
3. B.S.R.	2 tests in week
4. Urine	4 tests in week
5. Stools	2 tests in week
6. Chemical smears	2 slides a week

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ANNEXURE B

Scale of fees which the Chemical Examiner may receive from other Governments, Municipalities and private parties for analysis

S.No.	Nature of work	Rates of fees (Rs.)
1.	(a) Qualitative test for some specified constituent for which such test exists	10 to 20
	(b) For each additional constituent to be tested	5
2.	(a) Quantitative determination of some specified constituent for property in a qualitative test	15 to 30
	(b) Each additional quantitative determination on the same sample	5 to 30
3.	Examination of poisons – (a) for the first article (b) for each subsequent article	30 10
4.	Examination of stains for the presence of blood – (a) for the first article (b) for each subsequent article	25 5
5.	Examination of stains for the presence of semens – (a) for the first article (b) for each additional article	30 10
6.	For examination of drugs according to B.P. – (a) Qualitative test only (b) Complete qualitative and quantitative tests.	40 for the States and 50 for the Distillery 40
7.	(a) For the determination of saponification value, the acid value, the iodine value, the refractive index of the density of oil or fat	10
	(b) For each additional determination	5

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S.No.	Nature of work	Rates of fees (Rs.)
8.	For the determination of the flash point an oil with Abel's close tests – (a) Up to 209 F (b) For higher temperatures	15 20
9.	Examination of water for boiler or other technical purposes	20 to 40
10.	Comparative tests of ink per sample	10
11.	Soils (Chemical analysis of)	40
12.	Manures (Chemical analysis of)	40
13.	Organic analysis of grains, etc.	40
14.	Medico-legal cases	32
15.	Malt liquors	20
16.	Potable water	20
17.	Mineral oils lubricating complete	30 to 40
18.	(a) Vegetable oils, complete (b) Vegetable oils with calorific value	30 100
19.	Paints, complete	30
20.	Dry colours and pigments	30
21.	Mineral ores, quantitative	50
22.	Tallow and other sizing material	30
23.	(a) Coal approximate analysis (b) Coal calorific value	30 10
24.	Oil-cakes complete with castor seeds	30
25.	(a) Oil-cakes, oil, albuminoid and sand (b) Oil-cakes for nitrogen only (c) Oil-cakes oil and albuminoids	30 30 30

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Serial No.	Nature of work	Rates of fee (Rs.)
26.	(a) Bone meals (manures)	30
	(b) Bone meals for nitrogen only	30
27.	(a) Manganese ore, commercial analysis	50
	(b) Manganese only	30
28.	Lime cements, chemical analysis	30
29.	Soap, complete	30
30.	Alloys per constituent	30
31.	Textiles, complete	30
32.	Sulphate of alumina and other chemicals	30
33.	Spirits and wines	20
34.	Raw Sugar	20
35.	Soils (Practical analysis of)	20
36.	Manures (Practical analysis of)	20
37.	Tan barks	20
38.	Tea	20

Apportionment of Fees

Government	40 per cent
Chemical Examiner and his Assistants	60 per cent

 THE PUNJAB CIVIL SERVICES RULES VOLUME I (PART II)

ANNEXURE C

Scale of fees prescribed for medical men of different classes, summoned as an expert witnesses

1	2	3
Class of Medical Officer	For giving evidence in a criminal case in a station where he resides	For giving evidence in a station other than the one in which he ordinarily resides
Civil Surgeon, Principal Medical Officer, Senior Medical Officer or Medical Officer of Equivalent standing	Rs. 16 to 50	Rs. 16 to 50 per diem plus traveling allowance at tour rates
Medical Officer	10 to 25	Rs. 10 to 25 per diem plus traveling allowance at tour rates
Assistant Medical Officer	4 to 10	Rs. 4 to 10 per diem plus traveling allowance at tour rates

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(Referred to in note 6 to rule 5.57)

Rules for payment of fees to expert witnesses summoned in Criminal Courts.

1. When any Court has to form an opinion upon a point of foreign law, or of science or art, or upon the identity of handwriting or finger impressions, a person who is called to give an opinion in view of his special skill in such foreign law, science or art, or in questions of identity of handwriting, or finger impression, is an expert witness and his evidence is expert evidence.

Explanation :—The question whether evidence is expert or not must be judged by the purpose for which the witness is called, and the nature of the facts to which the witness testified in examination-in-chief. Evidence is not to be classed as expert merely on the strength of cross-examination. If the witness is called primarily to testify to facts observed by him in his ordinary or in his professional capacity, his evidence is ordinary evidence, if, however, he is called primarily to give an opinion based on his special knowledge or skill, but not on any previous acquaintance with the facts of the particular case, which before the court, his evidence is expert evidence.

Examples .—(i) A doctor who is called on account of his special knowledge to give an opinion on the question whether a particular person is physically capable of doing an act, which is attributed to him, gives expert evidence. If he is called to describe injuries which he has himself seen, or to attest a certificate of injuries which he has supplied, his evidence is not expert evidence and it does not become expert evidence even if in the course of his examination he uses technical terms in describing the injuries or if he is asked to give an opinion regarding the effect of the injuries on the constitution of the injured person.

(ii) A goldsmith who was called on account of his technical knowledge to advise the court where a particular ornament was made would be giving expert evidence, if the opinion was one which could be given by a goldsmith, but it would not be expert knowledge if he was merely identifying an ornament made by himself.

(iii) A small arms expert called from a Government arsenal to state whether the marks on a bullet could be caused by the rifling of a particular kind of rifle or revolver, or whether a shot could travel a particular distance, gives expert evidence.

II. Subject to the provisions of rule III to V below, expert witnesses who happen to be Government employees are bound by the ordinary rules relating to payment of traveling allowance and subsistence allowance to Government employees called as witnesses. These rules are contained in Travelling Allowance Rules.

THE PUNJAB CIVIL SERVICES RULES VOLUME I (PART II)

III. In any case in which it is absolutely necessary to summon either the Chemical Examiner or his Assistant, to give evidence in court, the following fees shall be paid:—

For each appearance in court:—

In Headquarters

Chemical Examiner, Rs. 16

Assistant Chemical Examiner Rs. 10

Outside Headquarters

Rs. 100 with 1st class railway fare and all travelling expenses.

Rs. 100 with 1st class railway fare and all travelling expenses

In a case, in which the above fees are payable to the Chemical Examiner or his Assistant, by Government no payment shall be made. He will draw travelling allowance, at the usual rates admissible under the Travelling Allowance Rules. In other cases in which travelling allowance is admissible under the Travelling Allowance Rules and fees are payable by private persons, such fees should be credited to Government.

IV. The following scale of fees has been prescribed for medical men of different classes summoned as expert witnesses:—

Class of Medical Officer	For giving evidence in a criminal case in a station where he resides	For giving evidence in a station other than the one in which he ordinarily resides
1. Civil Surgeon, Principal Medical Officer, Senior Medical Officer or other Medical Officer of equivalent standing	Rs. 16 to Rs. 50	Rs. 16 to Rs. 50 plus travelling allowance at tour rates.
2. Medical Officer	Rs. 10 to Rs. 25	Rs. 10 to Rs.15 per diem plus travelling allowance at tour rates.
3. Assistant Medical Officer	Rs. 4 to Rs. 10	Rs. 4 to Rs. 10 plus travelling allowance at tour rates.
4. Private Medical Practitioner	Rs. 16 to Rs. 32	Rs. 16 to Rs. 100 per diem provided that the sanction of High Court is obtained to any fee over Rs. 32 per diem, plus actual travelling expenses.

(1) If a Government medical officer is summoned by the court at the instance of the Government he should be treated as being on duty, and he should be allowed to draw his travelling and daily allowance under the Punjab Travelling Allowance Rules,

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if the Court is situated away from his headquarters, if the Court is situated at his headquarters, he should not be paid anything.

(2) If such an officer is summoned by the Court at the instance of a private person or party, such attendance in the Court should be regarded as private practice of the nature of expert evidence, and should be regulated as follows:—

- (i) The officer may accept the fee within the limit prescribed above with the sanction of the Court concerned. If, however, in any individual case, it is considered necessary by the Court, that a fee, in excess of the prescribed limit, should be allowed this be accepted only with the specific sanction of Government in each case, which should be obtained through the Head of the Department in which the officer is serving.
- (ii) The apportionment of the fees realized from private persons or parties between Government and the medical officer will be in the ratio of 50:50 but for accounting purposes, it will, in the first instance be necessary that the full amount realized should be credited to Government, the share of the officer being thereafter drawn from the Treasury on a refund bill.
- (iii) The officer's travelling and subsistence allowance should be paid by the private person or party at whose instance he may have been summoned.

V. In the case of certain other particular experts special fees have been fixed as follows:—

---	For giving evidence in a criminal case in a station where he resides.	For giving evidence in a station other than the one in which he ordinarily resides.
1. Government Examiner of Questioned Documents	...	See Annexure 'A'
2. Officials of the Finger Print Bureau	No fees...	No fees
3. Non-Official hand-writing experts	Rs. 16 to Rs. 32	Rs. 16 to Rs. 100 per diem provided that the sanction of the High Court is obtained to any payment at rates exceeding Rs. 32 per diem : plus actual travelling expenses.

THE PUNJAB CIVIL SERVICES RULES VOLUME I (PART II)

VI. In order that payments may be easily checked in audit a clear distinction should be drawn between amounts paid as subsistence allowance and amount paid as traveling allowance.

ANNEXURE 'A'
(Referred to in Rule V)

Rules regulating applications for and payment of the services of the Government Examiner of Questioned Documents.

1. Applications should be sent direct to the Government Examiner of Questioned Documents, Intelligence Bureau, Ministry of Home Affairs, Railway Board Building, Simla-3.

2. (i) Applications received direct from private individuals will not be entertained.

(ii) Applications received from Police Officers below the rank of Superintendent of Police will not be entertained.

3. Acceptable applications fall into two classes:—

A. Official applications from:—

(i) State Governments and Offices subordinate to them.

(ii) Presiding Officers of Criminal Courts (including Sessions Courts); High Court, Court Martial etc.,

B. Other applications. These include—

(i) (a) Cases from private parties in civil suits in Indian Courts:—

These will be accepted only on the requisition of the Court, in which the case is being heard. The party concerned must move the court and it will rest with the Court to take the further steps necessary to obtain the services of the Government Examiner of Questioned Documents.

Explanation: References made by a Court *suo moto* in civil cases in which the State is not a party will be deemed to be cases from private parties for the purpose of these rules.

(ii) Cases from Municipal Corporations, District Boards, Zila Parishad municipalities, and other local bodies and from Universities, from autonomous corporation and quasi-Government Bodies, e.g. D.V.C., D.T.S. etc.:

(a) Applications from recognised Universities will be received direct.

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(b) Application from municipal corporations will be received direct, but from other local bodies will be accepted only, if received through the local district magistrate who should satisfy himself, before forwarding the application, that it is desirable that the Government Examiner of Questioned Documents should be consulted.

(iii) Complaint cases, revenue cases, Tenancy Act cases and other miscellaneous Act cases from Indian Courts:

These cases will be accepted only if forwarded by Presiding Officers of courts:

4. Applications falling under classes A and B will ordinarily be accepted but may be refused at the discretion of the Government Examiner of Questioned Documents if they cannot be undertaken without detriment to his other work.

5. An inclusive fee will be charged in each case, in which an opinion is given and will normally cover the opinion, the cost of photographs and the giving of evidence, limited in class B cases to one day. The inclusive fee for class A cases (see rule 3) will be Rs. 220, and for class B cases Rs. 250. (This fee does not cover travelling allowance, which is governed by rule 15 below).

6. Subject to the exception stated at the end of this rule, the fee is payable in advance in all cases and each application should be accompanied by a certificate in the following form:

Certified that sum of rupees two hundred and twenty (Rs.220)/two hundred and fifty (Rs. 250) has been deposited in the_____Treasury on _____,on account of the Government Examiner of Questioned Documents fee in case/suit No._____ and that this amount has been shown under head XIX–Police Central Misc. Fees for the Service of Government Examiner of Questioned Documents, in the Cash Amount of Central subjects for the month of_____ and appears at item No._____in the relevant Receipt Schedule.

Signature of Treasury Officer

Countersigned

(Signatures of Officer submitting the case).

In special circumstances, which should be stated in the application, class A cases will be accepted without this certificate, but the certificate should be forwarded as soon as possible.

7. In cases where the cost of photographs is exceptionally heavy the fee will be Rs. 180 plus the actual cost of the photographs in class A cases and class B cases Rs. 200 plus the actual cost of photographs.

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In class B cases the authority submitting the cases will be informed of the extra cost involved before it is incurred, and will be required to certify that it has been deposited before the Government Examiner of Questioned Documents proceeds with the case.

8. xx xx xx xx

9. (i) In cases in which no opinion is given but photographs are taken, only the actual cost of photographs will be charged, subject to a minimum of Rs. 35.

(ii) In cases in which examination has been completed but no opinion could be expressed a consolidated fee of Rs.100 will be charged.

10. No reduction in the fee will be allowed if evidence is not required or is taken on commission.

11. (i) In class B cases an additional fee of Rs. 200 will be charged for each day, after the first day on which evidence is given, whether in court or on commission, or on which the officer is detained. The Presiding Officer or the Commission will be requested to certify, before the second and each subsequent day's work is begun, that the fee for that day and also for any intervening day or days of detention has been deposited, and subsequently to furnish a certificate in rule 6 above.

(ii) A fee of Rs. 250/- will be charged in a class B case even for the first day's evidence if evidence is taken upon an opinion expressed on the same documents when they formed part of a criminal case. Where one class 'A' case is split up in Court into several cases, a fee of Rs. 150/- (Rupees one hundred and fifty) will be charged for each split up case. Similarly, where one class 'B' case is split up in court into several cases, the fee will be Rs. 200/- (Rupees Two hundred only) for each split-up case.

12. In cases falling under class B the Government Examiner or his Assistant will be prepared to attend Courts, provided that he can do so without detriment to his other work. When evidence is taken on commission; the commission should be issued to the Senior Sub-Judge, Delhi, and normally should be so worded that either the Government Examiner or his Assistant can give evidence.

13. Presiding Officers of Courts are requested to detain the Government Examiner of Questioned Documents or his Assistant for the least possible time compatible with the requirements of the case. They are also requested to accept, so far as possible, the time and dates for attendance offered by these officers, because the latter frequently have to attend several Courts in the course of one tour.

14. The Government of India, in Ministry of Home Affairs, reserve the right to impose an extra charge in any case in which they consider that the usual fee is incommensurate with the time and labour spent on the case.

APPENDIX 8-A

15. When the Government Examiner of Questioned Documents or his Assistant is required to travel in order to give evidence or for any other purpose, the authority or party employing his services will be required to pay travelling allowance at the rates laid down for first grade or Officers in the Supplementary Rules of the Government of India for journeys on tour. Travelling allowance will also be payable for the peon accompanying the officer at the rates, fixed for Government of India peons. These payments will be adjusted as directed in the late Home Department letter No. F. 128/VII/27-Police, dated the 12th January, 1928 (see—Appendix).

In class B cases the Presiding Officer of the Court concerned will be required to certify that the cost of travelling allowance has been deposited before the Government Examiner of Questioned Documents or his Assistant undertakes the journey.

APPENDIX-9

(Referred to in Note 1 to Rule 5.64)

General Instructions for regulating the patenting of inventions made by Government employees whose duties involve the carrying out of Scientific or Technical Research

1. In these Instructions:—

- (1) “Committee” means the Patents Advisory Committee (see Annexure-B).
- (2) “Inventor” means any Government employee whose duties involve carrying out of Scientific or Technical Research.
- (3) “Department” means that Department of the State Government, in charge of any Research Organisation.
- (4) “Research Organisation” means any technical or scientific establishment under the State Government, where research work is carried out, and includes also an establishment where research work is carried out in addition to any other routine work.
- (5) “Secretary” means Secretary of the Patents Advisory Committee.
- (6) “Government”—unless otherwise specified, the word “Government” wherever it occurs in these instructions shall mean “State Government.”

2. An inventor should not, without the previous permission of the Government, employ a patent Agent or disclose the invention to any person, otherwise than as provided in clause 4, or publish or join any person not connected with the invention in his application for a patent, or file a complete specification, or make any application for a patent in any other country.

Until the Patents Advisory Committee makes a decision, under clause 19, the particulars about any invention disclosed by an inventor should be treated as confidential, and deemed to belong to, and held in trust for, Government.

3. Every inventor should, if so ordered, do everything necessary for obtaining a patent whether in Punjab (India), any other part of Indian Union, or any other country, under such conditions as may be prescribed by the Government.

4. Every inventor, who evolves an invention, should promptly disclose it to the Head of the Research Organisation, where he is working.

5. Where an inventor discloses his invention to the Head of his Research Organisation, with or without a request for permission to file an application for a patent, accompanied by a Provisional Specification, the Head of the Research Organisation should, through a secret communication, forward the information to the

APPENDIX 9

Department concerned together with his remarks on:—

- (i) The connection, if any, between the invention and the inventor's official duties;
- (ii) The extent to which the inventor has used the facilities provided at Government expense;
- (iii) Whether the results are of such a nature that they should be published instead of being patented;
- (iv) Patenting the invention in foreign countries;
- (v) The estimated needs of the Department concerned and the Government as a whole;
- (vi) The probable contribution to public welfare; and
- (vii) His recommendations, if any, as to further action deemed appropriate.

6. An inventor, paid out of the Defence Services Estimates of the Union Government, should not apply for or obtain a patent except as provided for in the special regulations prescribed by the Ministry of Defence for that purpose from time to time.

7. An inventor, other than an inventor paid out of the Defence Services Estimates, may file an application for a patent, accompanied by a Provisional Specification, after obtaining the permission of the Head of the Research Organisation, where he is working:

Provided that, in case the inventor is himself the Head of a Research Organisation, he may file such application without obtaining previous permission of the Government.

8. The Government hereby authorises the Head of every Research Organisation to grant, in his discretion, to any inventor working under him permission under Rule 5.64 of C.S.R. Vol. I, Part I, to file an application for a patent accompanied by a Provisional Specification:

Provided that, where the Head of a Research Organisation does not deem it fit to grant the permission, for instance, where the invention is likely to have utility for Defence purpose, or for the Department concerned, he should forward the papers to the Department concerned, together with his remarks.

9. Where an inventor desires to obtain permission in accordance with clause 7, his request to the Head of his Organisation should be made on the prescribed form, shown in annexure "A" which should be filed in quadruplicate.

10. If the Head of a Research Organisation decides to grant the permission, he should sign all the four copies of the forms, return one copy to the inventor, retain one copy, and forward the remaining two copies, along with two copies of the Provisional Specification to the Department concerned.

11. If the request for permission is accompanied by a Complete Specification (which should be duplicate), the Head of the Research Organisation should, through a secret communication, forward the papers to the Department concerned, together with his remarks on point referred to under sub-paragraphs (i) to (vii) in clause 5.

12. Upon receipt of a communication of an invention from the Head of the Research Organisation, the Department concerned should examine the case. If they consider that the results proposed to be patented are of such a nature that they should be published instead of being patented, they will refuse the inventor's request for permission to take out a patent. The Department may take such steps as they consider expedient for publishing the invention, or for otherwise disposing of the invention. On receipt of intimation of such refusal, the inventor shall abandon his application for patent, if any, filed on the basis of a Provisional Specification. In all other cases the Department concerned should, within 15 days of their receipt of the communication from the Research Organisation, forward the papers to the Secretary with their recommendations. While forwarding the papers to the Secretary the following documents should be supplied through a secret communication:-

- (i) If the invention was disclosed unaccompanied by a request for permission to take out a patent, full particulars of the invention so disclosed;
- (ii) If an application has been made on the basis of a Provisional Specification, a copy each of the application and the Provisional Specification filed at the patent office; and
- (iii) If a request for permission has been made to take out a patent on the basis of a Complete Specification, a copy of the Complete Specification.

13. Upon receipt of the foregoing communication from the Department concerned, the Secretary will submit the information for the consideration of the Committee, who will consider whether the permission asked for under Rule 5.64 of C.S.R., Vol. I, part I, should be granted, with or without conditions.

14. If the Committee is satisfied that the invention has no connection whatever with the inventor's official duties, or does not fall within technical field of activity of the Department concerned, it will, if the inventor has applied for permission to take out a patent, grant him the permission, under rule 5.64 of C.S.R., Vol. I, Part I, without any restriction.

APPENDIX 9

15. If the committee considers that the invention has been made in the course of the inventor's official duties, or that the invention has resulted from facilities provided at Government expense, it will decide whether an application for a patent should be made to the Controller of Patents and Designs on the basis of a Complete Specification.

16. If the Committee decides that an application for a patent should be made on the basis of a Complete Specification, the Secretary will, if necessary, obtain from the inventor further particulars required for the drafting of the Complete Specification, and take the necessary steps to prepare and file the Complete Specification, within 9 months from the date of the Provisional Specification, if any. The application will be made in the name of the inventor, on the understanding that he will hold the patent in trust for the Government and will, in due course, assign his rights to the Government.

17. The Complete Specification and the drawings, if any, required for filing and prosecuting the applications for patents, will be prepared by the Research Organisation when facilities exist for such purposes and in other cases, by the Secretary, or by such agency as may be appointed by the Committee.

18. All fees up to the stage of acceptance, in respect of every application prosecuted by the Secretary, will be borne by the Committee.

19. On filing a Complete Specification the Committee will consider:—

- (i) whether the invention should be published for free use by the public; or
- (ii) whether a patent should be taken out for exploitation by Government; or
- (iii) whether the inventor should be allowed to take out a patent for his own benefit.

20. If the Department or the Committee decides that the invention should be published for free use by the public, it will refuse the inventor's request, if any, for permission under Rule 5.64 Civil Services Rules, Volume I, Part I, and the Secretary will not prosecute the application for patent beyond the stage of its acceptance. In all such cases the Committee, on the advice of the Department concerned, will determine ex-gratia payment, if any, and will advise the Department concerned accordingly.

21. If the Committee decides to take out a patent for exploitation, the Secretary will proceed with the application, and on obtaining a patent, take the necessary steps to get the inventor's rights under the patent assigned to the Government.

22. In all cases where the Committee decides to take out patents for exploitation, it will decide also the manner in which the patents should be exploited.

23. Inventions which the Committee considers are of no interest to the Government, either for Commercial exploitation, or publication for free use to the public, will be returned to the inventors, if they so desire, and they will be allowed to take out patents for their own benefit subject to—

- (i) the reservation of the right of the Government to the use of the invention either without payment or on such terms as the Government may consider reasonable; or
- (ii) the condition that the inventor will not assign or deal with or grant licences to any person without obtaining the prior permission of the Government.

ANNEXURE ‘A’

Request for permission to file an application for a patent accompanied by a Provisional Specification direct to the Patent Officer.

(To be filed in quadruplicate)

I/We hereby request permission to file an application for an Indian patent accompanied by a Provisional Specification in respect of_____ (Here give title of invention). In consideration of grant of such permission I/We agree and declare as follows:—

2. I/We declare that this invention has/have not been evolved in the course of my/our official duties and as a result of the research and facilities provided at Government expense.

3. Four copies of the Provisional Specifications, which it is proposed to forward to the Controller of Patents and Designs, Calcutta (or an equivalent description of the invention), accompany this request. Immediately after dispatching the application I/We will submit two exact copies of the documents forwarded to the Controller of Patents and Designs.

4. I/We wish to apply for patent, in my/our name on the understanding that I/We of Punjab, will hold the patent when granted, in trust for Governor of the Punjab (here-in-after called Government) and will assign the same to the Government, whenever called up to do so.

5. I/We will, if so ordered, withdraw my/our application for a patent.

6. I/we will not file the complete Specification in respect of this invention without the prior permission of the Government, or in the manner as may be directed in the matter.

APPENDIX 9

7. I/We will not apply for a patent in any other country or any of the States of the Indian Union, in respect of this invention, without the prior permission of Government.

Inventor's signature_____

Designation_____

Dated_____

My/Our address for service in the Punjab is

Permission granted.

Signature of the Head of the Research Organisation_____

Designation_____

Dated_____

Received one copy.

Signature of the Inventor (or Inventors) _____

Dated_____

ANNEXURE 'B'

Members of Patents Advisory Committee

- (1) Secretary to Government, Punjab, Health Department--(President).
- (2) Director of Irrigation Research Institute, Amritsar--(Member).
- (3) Director of Industrial Research Laboratory--(Member).
- (4) Omitted.
- (5) Director, Health Services--(Member).
- (6) Secretary to Government, Punjab Finance Department--(Member).
- (7) Director of Industries, Punjab--(Member, Secretary).

APPENDIX 10

Omitted

APPENDIX 11

(Referred to in Note to rule 8.3, Note to rule 8.48 and Note to Rule 12.1)

(Instructions regarding Leave Procedure and Maintenance of Service Record)

CERTIFICATE OF ADMISSIBILITY

1. Before the 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 that the leave is admissible.

PAYMENT OF LEAVE SALARY

3. **Drawal of Leave Salary.**—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.**—In the case of a Government employee, who is 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, the Head of Office should record a certificate on the leave salary bill that during the period for which leave salary is drawn, the employee was not re-employed under Government, local fund or a private employer. Before recording such certificate, the Head of Office, may obtain the requisite declaration regarding non-employment from the employee concerned.

LEAVE ACCOUNT

5. **Form of Leave Account.**—The leave account should be kept in prescribed Form Punjab C. S. R. No. 16 in respect of Government employees 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 shall 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 of

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leave account, may in such a case, be prescribed by the 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.

Part II—Record of Service

1. Subject to such exemption as may be granted by the Comptroller and Auditor General of India, a record of service of a Government Employee, which is intended for the recording of all facts in his official career having bearing on pay, promotion, leave, pension, appointment and joining, grant of increment or withholding of increment, grant of selection grade, grant of benefit of an Assured Career Progression Scheme, fixation of pay, grant of leave, deputation, transfer, suspension or interruption in service along with details of the period thereof, reinstatement, resignation, termination of service along with its reasons, compulsory or voluntary retirement, removal or dismissal from service, reversion or reduction in rank or pay along with the precise reasons thereof, namely, whether reduction is on account of inefficiency or reduction in establishment or abolition of the post held by the employee, retirement on superannuation shall be maintained by the Head of Department or Head of Office, as the case may be.

2. The Head of Department or Head of Office as the case may be shall note in the record of service the orders sanctioning the transfer to foreign service of a Government employee along with the fact of such transfer in regard to leave admissible during the foreign service and such other particulars as he may consider necessary to be recorded. On his re-transfer from foreign service to Government service the Head of the Department or Head of Office as the case may be shall note in the record of service, the necessary particulars connected with the foreign service including the fact of recovery of leave and pension contributions.

Form A.T.C.2-A

Omitted.

APPENDIX 11

FORM A.T.C. 3

I. Bio-Data

1. Name in full (in block letters)
Shri/Shrimati/Kumari ...
2. Father's Name (in block letters)
3. Husband's Name (in block letters) ...
4. Nationality (if not a citizen of India, number
and date of Eligibility Certificate)
5. Whether a member of Scheduled Caste/Tribe ...
6. Date of birth by Christian Era and wherever
possible also in Saka Era (both in words and
figures) ...
7. Educational Qualification:
(a) At the time of first appointment ...
(b) Subsequently acquired
8. Professional and technical qualifications not
covered by 7 above
9. Exact height by measurement (without shoes) ...
10. Personal mark of identification ...
11. Permanent House Address ...
12. Signature or left hand thumb impression of
the Government employee (with date) ...
13. Signature and designation of Attesting Officer
(with date)


 Photograph

To be attested by the Head of Office before
posting

Photograph should be renewed after 10 years
of service of Government employee.

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II Certificate and Attestation			
Serial No.	Subject	Certificate	Signature and designation of the Certifying Officer
1	2	3	4
1.	Medical Examination	The employee was medically examined by _____ on _____ and found fit. The Medical Certificate has been kept in safe custody – <i>vide</i> Serial No. _____ of Volume II of the Services Book.	
2.	Character and antecedents	His/her character and antecedents have been verified and the verification report kept in the safe custody, – <i>vide</i> Serial No. _____ of Volume II of the Service Book.	
3.	Allegiance to the Constitution	He/She has taken the oath of allegiance/affirmation to the Constitution, – <i>vide</i> Serial No. ____ of Volume II of Service Book.	
4.	Oath of Secrecy	He/She has read the Indian Official Secrets Act, 1923 and Punjab Government Employees (Conduct) Rules, 1966 and has also taken the oath of secrecy, – <i>vide</i> Serial No. __ of Volume II of Service Book.	
5.	Marital Status	He/She has furnished declaration regarding his/her not having contracted bigamous marriage. The relevant declaration has been filed at Serial No. _____ of Volume II of the Service Book.	
6.	Declaration of Home Town	He/She has furnished the declaration of home town which has been accepted and filed at Serial No. _____ of Volume II of the Service Book.	
7.	Verification of entries in Part I	The correctness of the entries against Serial Nos. 5–8 of Part I Bio-data has been verified from original certificates considered as valid documentary evidence for the respective purposes. Attested copies of these certificates have been filed at Serial No. _____ of Volume II of the Service Book.	

APPENDIX 11

1	2	3	4
8.	(a) General Provident Fund No.		
	(b) Nomination for G.P.F.	1. _____ 2. _____ 3. _____ He/She has filed nomination for General Provident Fund and the following related notices which have been forwarded to the Accounts Maintenance Authority on dates shown against them have been filed in Volume II of the Service Book.	
	*When General Provident Fund number allotted to an official changes, the changed number will be entered here, alongwith the authority for the change.		
	(c) (i) Permanent Retirement Account Number (PRAN), if applicable. (ii) Nominees under new Defined Contributory Pension Scheme.	_____ _____ _____ _____	
	(d) (i) G.I.S. Account No. (ii) Nomination for G.I.S.	_____ 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.	
9.	Family particulars	He/She has furnished details of the family members which have been filed at Serial No. ____ of Volume II of the Service Book.	

 THE PUNJAB CIVIL SERVICES RULES VOLUME I (PART II)

1	2	3	4
10.	Death-cum-retirement gratuity and family pension	He/She has filed nomination for Death-cum-retirement gratuity and family pension and the following related notices which have been filed in Volume II of the Service Book—vide Serial No. shown against them. 1. 2. 3.	

III. PREVIOUS QUALIFYING SERVICE AND FOREIGN SERVICE

(a) Previous Qualifying Service

Period		Post held	Purpose for which it qualifies	Signature and designation of the Certifying Officer
From	To			
1.	2.	3.	4.	5.

(b) Foreign Service

Period		Post held and name of foreign employer	Leave and pension contribution payable by	Amount of Leave and pension contribution actually received.
From	To			
1	2	3	4	5

APPENDIX 11

IV. HISTORY AND VERIFICATION OF SERVICE

Sr. No.	Period		Post, scale of pay and Office (with station)	Substantive	Officiating	Extent affecting columns 4-6 (Vide Instructions 10)	Signatures and Designation of attesting Officer (with date)	Signature and designation of verifying Officer (with date)	Signatures of the Government employee	Remarks
	From	To								
1	2	3	4	5	6	7	8	9	10	11

Instructions for maintenance of Service Book

Part I

1. Entries in this part will be made at the time of first appointment of the Government employee and attested by the head of office or any other officer duly authorised in this behalf. Additions and alterations in this part will also be similarly attested.

2. Signature or left hand thumb impression of the Government employee concerned will be obtained in the presence of the head of office or authorised officer.

Part II

3. The first seven certificates will be recorded at the time of initial appointment of the Government employee and the remaining three, at the appropriate stages. In particular before certifying item 4 regarding the oath of secrecy, the head of office will ensure that a copy of each of the Indian Official Secrets Act, 1923 and Punjab Government Employees (Conduct) Rules, 1966 are made available to Government employee concerned for formally noting their contents.

4. The blank space in this part may be utilised for recording other certificate like those concerning exercise of options in service matters and passing of departmental and language tests if and when necessary.

5. The declarations, nominations and related notices, like changes in nomination for General Provident Fund, Death-cum-Retirement Gratuity and family pension testimonials and other documents referred to or relied upon in this part will be placed in a folder titled "Volume II of service book of _____" To be kept by the head of office in safe custody.

Part-III-A

6. This part will be posted only where no service book is available in respect of the past service which has to be admitted on the basis, say, of collateral evidence.

THE PUNJAB CIVIL SERVICES RULES VOLUME I (PART II)

6-A. Entries made in this column should be attested by the head of office or any other Officer duly authorised in this behalf.

6-B. The purpose for which the service has been accepted as ‘qualifying’ should be specified e. g. leave, pay, pension etc.

PART-III-B

7. Columns 1, 3 and 4 will be posted after receipt of an intimation from the foreign employer about the Government employee having reported to him for duty.

8. Column 2 will be filled after the reversion of the Government employee from foreign service.

9. Entry in column 4 will be brief, i.e., ‘foreign employer’ or ‘Government employee’ as may be appropriate.

Part-IV

10. Entries in this part will be made at the time of initial appointment and thereafter on the occurrence of events involving a change in the post, office, station, scale of pay or nature of appointment. Such events will include appointment, promotion, reversion, deputation, transfer (including transfer on foreign service), increment, leave and suspension.

11. Entries regarding confirmation, quasi-permanency and suspension and other forms of interruption in service, will be made in red ink.

12. Column 3 in respect of a particular entry will be posted at the time of making the next entry.

13. Column 4 in respect of second and subsequent entries need be filled only if there is a change in the post, scale of pay, office or station.

14. Columns 5 and 6 will show different components of pay separately, thus “[(240+50) (S.P.) + (80 P.P.)]”.

15. Column 7 concerning an entry will be posted at the time of making the next entry. In the case of leave, this column will also indicate nature of leave.

16. Before putting his signatures in column 8 the attesting officer will ensure that there is no un-explained gap between the date shown in column 2 of the entry he is attesting and column 3 of the preceding entry.

17. At the beginning of the year or at the time of transfer of service documents to another office/A.G. if this event occurs earlier, entries in columns 2–7 will be verified with reference to relevant records in terms of rules of 12.3 Punjab C.S.R., Vol. I, Part I. While putting his signatures in Column 9, the verifying officer will indicate

APPENDIX 11

the Serial No. of the entries he has verified and the records from which verified. He will also ensure that there is no gap between the Serial No. of the first entries he has verified by him in the instant case and that of the last entry certified as having been verified on the last occasion.

18. If for unavoidable reasons, it is not possible to show the Service Book to the Government employee and to obtain his signatures in Column 10, an abstract in the prescribed form will be communicated to him for acknowledgement and return on receipt back, such acknowledgement will be kept in Volume II of the Service Book.

19. Events like stoppage of increments, enforcement of efficiency bar which do not affect the entries in Columns 1–5 will be briefly noted in Column 11.

Appendix

Abstract of service rendered by _____

(Name)

_____ during the year 20____.

(Designation and Office)

Period of qualifying as service
for purposes of pension/death-
cum-retirement gratuity

Period, if any, not qualifying as service
and reasons thereof

From (Date)	To (Date)	Period	From (Date)	To (Date)	Period	Reasons
----------------	--------------	--------	----------------	--------------	--------	---------

1	2	3	4	5	6	7
---	---	---	---	---	---	---

Signature of Head of Office.

I hereby acknowledge the receipt of the abstract of service rendered by me
and accept it, as correct.

during _____ do not accept it for reason indicated below.

Signature of Government employee.

APPENDIX

(For use in Police and other similar Departments)

(RECORD OF POSTINGS)

District and Post _____	No. and date of the District Order	Remarks
Date _____		
From _____ to _____		

APPENDIX 12
(Referred to in rule 8.23)

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, Part I.

Serial. No.	Authority which can grant leave	To whom	Extent
1.	Heads of Departments	All Group 'A' and Group 'B' Government employees except Additional or Joint Heads of Department working under the Head of Department.	Full powers
2.	Heads of Offices	All Group 'C' and Group 'D' employees working under the Heads of Offices.	Full powers
3.	Director, Technical Education	(1) Principals, Heads of Departments, Lecturers and Superintendents of workshop of the Punjab Government Polytechnics. (2) Principals and all other Group 'A' and Group 'B' staff employed in Junior Technical Schools of the State.	Full powers Full powers

APPENDIX 13

Omitted

APPENDICES 14 & 15

Omitted

APPENDIX 16

(Referred to in note below Rule 8.57)

Model terms for the grant of leave to Government employees engaged on contract**Part I**

1. Where the contract is for a period not exceeding five years, the leave Rules contained in Chapter VIII to Volume I of these rules, shall apply to the Government employee as to a Government employee not in permanent or quasi-permanent employee; provided—

- (a) that no half pay leave shall be admissible to such a Government employee otherwise than on medical certificate;
- (b) that no extraordinary leave shall be admissible to such Government employee if the contract is for one year or less, and if the contract is for more than one year but not more than five years, the total amount of extraordinary leave admissible during the entire period of the contract shall be limited to three months;
- (c) that if the contract is for a year or less, no leave shall be granted beyond the date of expiry of the contract even if the Government employee has been denied in whole or in part on account of the exigencies of the public service, leave which was due to him during the period of the contract.

2. Where the contract is for a longer term than five years or an original contract for five years or less is extended so as to make the total period of contract longer than five years, the leave Rules contained in section III Chapter VIII to Volume I of these rules, shall apply to the Government employee as to Government employee in permanent employ:

Provided that no half pay leave shall be admissible to such a Government employee otherwise than on medical certificate and in the matter of extraordinary leave the said rules shall apply to such a Government employee as to a Government employee not in permanent or quasi-permanent employ.

Note: In the case of extension of a contract for a period longer than five years, the Government employee will be credited with the earned leave that would have been admissible had the contract been initially one of more than five years diminished by any earned leave already taken.

3. Where the contract is for an indefinite period or an original contract for a definite period is extended for an indefinite period, the leave Rules contained in Chapter VIII to Volume I of these rules, shall apply to the Government employee as to a Government employee in permanent employ.

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Note.—In the case of extension of a contract for an indefinite period, the Government employee will be credited with earned leave that would have been admissible had the contract been initially one for an indefinite period diminished by any earned leave already taken.

4. For purposes of leave salary, the provision of rule 8.122 of Part I of these rules shall apply *mutatis mutandis* in the case of Government employees governed by the rules in this part.

5. A Government employee initially engaged on contract on his being taken into permanent employ will be credited with earned leave that would have been admissible had his previous service been rendered as a Government employee in permanent employ diminished by any earned leave already taken.

Note: A Government employee initially engaged on contract on being appointed to a temporary non-contract Post, without any break in his service, will be allowed to carry forward entire leave (including half pay leave) at his credit on the date of his appointment to the new post.

6. Omitted.

7. Unless it is indicated in the contract to which class of service the Government employee belongs, the Finance Department shall determine such classification for the purpose of the Revised Leave Rules.

Note: Omitted.

Part II—Omitted

APPENDIX 17
(Referred to in Rule 8.61)

Rules for the grant of Casual and Quarantine Leave

I. Casual Leave

1. Casual leave may be granted to Government employees for short periods by the authorities specified in Appendix 12 or by any officer under them to whom the powers are delegated by the said authorities subject to the conditions therein stated, as follows:—

(1) **Scale**—Casual leave will be admissible as follows:—

- (i) To employees with 10 years' service or less ...10 days
- (ii) To employees with more than 10 years service
but less than 20 years service ...15 days
- (iii) To employees with over 20 years service ...20 days
- (iv) To all female Government employees
irrespective of their length of service ...20 days.

(2) **How calculated.**—From the date on which an employee completes his 10th or 20th year of service, as the case may be, he will be given leave in that year according to the next higher scale. Thus if an employee completes 10 years service on the 30th April, 1963 he will be entitled to 15 days casual leave for the entire year 1963. Length of service will be assessed as in note below Rule 8.116 of Punjab C. S. R. Volume I, Part I.

(3) **Accounting of Casual Leave.**—The casual leave account will be maintained annually from the 1st of January to 31st of December. All casual leave accounts will be closed on the 31st December and new accounts opened on the 1st of January, following, irrespective of the fact that an official takes a spell of casual leave which includes the last few days of December, and the first few days of January. Thus if an official takes leave from the 26th December, 1959, to 5th January, 1960, the period 26th December to 31st December will be debited to his leave account for the year 1959 and the period 1st January to the 5th January, 1960 will be debited to his leave account for the year 1960.

(4) **Length of leave and Combination of leave.**—In taking casual leave, within the limits admissible above, an employee may remain continuously absent from duty for a maximum of 16 days. In this spell he will be permitted to include holidays which will not be debited to his casual leave account. The total spell, however, should in no case exceed 16 days. The balance of the casual leave can be taken in driblets. It may be emphasised that it is desirable, but not compulsory for Government employees to take such a spell. Where a Government employee desires to take such a spell, permission should not ordinarily be refused although of course the competent

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authority may adjust the dates on which the spell is taken for administrative convenience.

Note.1—A Government employee should not leave his district during casual leave without permission.

Note 2.—As exception to the above rule,

- (a) A Government employee who has been bitten by a rabid animal may be granted casual leave up to 16 days to proceed to a centre or Institute for anti-rabic treatment. If in a special case leave for more than 16 days is necessary and the appointment of substitute if found necessary, one month's additional "earned leave" may be granted which shall not be debited against the leave at the credit of the Government employee. When, however, no substitute is engaged, the entire period of one and a half month leave should be treated as casual leave. Any leave required in excess of one and a half months may be granted under the ordinary rules applicable to the Government employee concerned.
- (b) The concessions specified in clause (a) above may be extended to a Government employee without a lien on a permanent post, while officiating in a permanent or temporary post, or holding a temporary post, the pay which he may draw in such a post being taken as the "substantive pay" for this purpose.

Note 3.—It is not in order to grant casual leave on half pay or without pay as a Government employee on casual leave is not treated as absent from duty and his pay is not intermitted. If in any case, less than full pay is allowed, it would amount to an imposition of a penalty not provided for in the Punishment and Appeal Rules.

2. Except in cases where previous reference would cause real inconvenience, a Government employee should not, without previous permission come on casual leave to headquarters or the place where the Governor is residing, for the purposes of making a representation to the Governor. The prohibition does not apply to a Government employee who is on any other kind of leave, or who does not intend to make any such representation.

3. No Government employee may go, on casual leave, to a place beyond 36 hours recall, and no Deputy Commissioner or Superintendent of Police may go to Kullu or Kashmir, without the express sanction of Government.

4. If a Government employee overstays his casual leave for any reason whatsoever, for example, a break-down on the road due to flood or landslips the entire period of absence will be debited to his ordinary leave account, and not only the period by which he has overstayed his casual leave.

5. No Government employee may leave his headquarter, during gazetted holidays except with the permission of his immediate departmental superior, who must undertake the responsibility of granting such permission.

6. Casual leave must not be given so as to cause evasion of the rules regarding—

- (i) date of reckoning pay and allowances;
- (ii) charge of office;
- (iii) commencement and end of leave;
- (iv) return to duty;

or so as to extend the term of other kinds of leave beyond the time admissible by rule.

II QUARANTINE LEAVE

1. Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the family or household of a Government employee. Such leave may be granted by the Head of the Office on the certificate of a Medical or Public Health Officer for a period not exceeding 21 days or in exceptional circumstances, 30 days. Any leave necessary for quarantine purposes in excess of this period shall be treated as ordinary leave. Quarantine leave may also be granted, when necessary, in continuation of other leave, subject to the above maximum. Except as provided in the note below no substitute should be appointed in place of a Government employee absent on quarantine leave.

Explanation.—(1) Quarantine leave is not admissible in the case of Government employee who himself contracts an infectious disease.

(2) The maximum limits of 21 and 30 days prescribed in this rule refer to each occasion on which leave is applied for and granted.

Note (1).—Cholera, Small-pox, Plague, Diphtheria, Typhus Fever and Cerebrospinal Meningitis may be considered as infectious diseases for the purpose of the rule. In the case of chicken-pox, quarantine leave should not be sanctioned unless the Health Officer responsible considers that because of doubt as to the true nature of the disease, for example Small-pox, there is a reason for the grant of such leave. In the case of Government employee stationed in areas under the administration of other States, such other diseases as may have been declared by those Governments as infectious for the purpose of their quarantine leave may also be considered as infectious diseases for the purpose of the rule. Such Government employees will, however, be eligible for quarantine leave for any of the diseases mentioned above, even though it has not been declared in orders issued by other States concerned to be an infectious disease.

Note (2).—The authority referred to in paragraph 1 of Section 1 above may sanction a substitute for an absentee who is on quarantine leave and whose duties cannot be arranged for without prejudice to his pay: Provided that the absence does not exceed 30 days.

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2. The competent authority under paragraph 1 above may grant “quarantine” leave to the following classes of Government employees in the Printing and Stationery Department, Punjab.—

- (i) all temporary and officiating employees.
- (ii) permanent piece-workers not classed as “Group ‘D’ Government employees”.
- (iii) permanent salaried industrial employees not classed as “Group ‘D’ Government employees”.
- (iv) all press employees governed by the Rules, in Chapter VIII.
- (v) Press employees, both salaried and piece-workers, who have completed 10 years service (actual duty) on the temporary establishment;
- (vi) permanent Group ‘D’ piece hand distributors.

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 sterilisation operation under the Family Welfare Schemes. Such leave shall be granted on satisfying the sanctioning authority that the operation shall be performed on the same day or the next day of the commencement of leave.

(2) Special casual leave not exceeding six working days under this rule, may be allowed for the second time for re-sterilisation 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 fourteen days, may be allowed to a female Government employee who undergoes tubectomy operation (in case of non-puerperal sterilisation) under the Family Welfare Schemes.

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 Schemes.

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 the Punjab Government.

(b) Special Casual Leave for Sports Events

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

2.2. The concession of special casual leave admissible under rule 2.1 can also be given to the employees, who participate in the inter-district matches and in preliminary tests for selection to the 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 concession of special casual leave admissible under rule 2.1 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 recognised Service Associations/trade unions

3. Casual leave upto a maximum of ten days, may be allowed to the office bearers of recognised 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 thirty days:-

- (i) Republic day celebration at Delhi;
- (ii) Visit of cultural troupes to border areas;

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- (iii) Visit of cultural troupes to other States during National Celebration; and
- (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 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.

ANNEXURE

Omitted

APPENDIX 18

(Referred to in note 2 to paragraph 2 of Annexure I to Section I of Chapter VIII)

List of Government employees Serving in vacation Departments.

The following is a complete list of Government employees declared to be serving in vacation departments:—

Department	Designation of Government Employee	
I. Judicial	1.	Civil Judges (Senior Division), Additional Civil Judges (Senior Division) and Civil Judges (Junior Division) and their establishment including Process Serving establishment actually employed on work connected with Process Serving.
II.(A)-Education (General)	1.	Principals, staff, Laboratory Attendants and establishment of Government Colleges for boys and girls excluding Librarians, Clerical Staff, Restorers, and all Group 'D' Government employees.
	2.	Head staff and Laboratory Attendants of Government Schools for boys and girls excluding clerical staff and all Group 'D' Government employees.
II.(B)-Education (Technical)	1.	Principal and staff including Laboratory Attendants (excluding ministerial and other Group 'D' employees) of the Government Polytechnic Institutions including Junior Technical Schools.
III. Industries	1.	Principal, Assistant Principal and the other teaching and temporary staff of the School of Arts.
	2.	Teaching Staff of the Government Training Institute Jalandhar, Government Industrial Schools for Girls, Government Institute of Dyeing and Calico Printing including the Dyeing Experts.
	3.	Masters and Technical staff of the Government Central Weaving Institute, Amritsar, Government Hosiery Institute, Ludhiana, all the Industrial Schools, including the Wood Works and Metal Work Schools at Jalandhar.
IV. Health	1.	Principals, whole-time Professors, Associate Professors, Readers, Assistant Professors, Demonstrators, Bio-Chemists, Blood Transfusion Officers, Assistant Blood Transfusion Officers, Senior Anaesthetists, Refractionists, Clinical Pathologists and Radiologists of the State Medical Colleges.

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Department	Designation of Government Employee	
	2.	Principals, Professors, Assistant Professors and Demonstrators of the State Dental Colleges.
	3.	The technical staff and trainees of the Punjab Health School, Amritsar shall be entitled to summer vacations of one month's duration every year on the dates mentioned below:— (i) 2nd May to 1st June. (ii) 2nd June to 1st July. Half the staff and trainees shall enjoy the vacation in 1st spell and the other half in the 2nd spell. The arrangements for splitting up of the staff and trainees of the Health School will be made by the Superintendent/Principal, Punjab Health School, Amritsar, and he/she shall have discretion to permit the staff and the trainees to enjoy the vacation in the first or the second spell keeping in view the training programme.
V. Public Works	1.	Principal and staff of the Punjab Colleges of Engineering and Technology with the exception of clerical and Group 'D' establishments and the Draftsmen, Dispensers, Boiler Room Attendant, Mechanics, Carpenter and Electrician, and the Laboratory Attendants.
	2.	Principal, Professors, Assistant Professors, Assistant Workshop Instructors, Lecture Assistants, and Laboratory Attendants, of the Punjab Engineering College.
VI. Scheduled Castes and Backward Classes Department.		Teachers employed in the Criminal Tribes Settlement Schools.
VII. Veterinary		Principal, Professors, Assistant Professors, Physical Training Instructor, Lecturers, Ferriery Demonstrators, Demonstrators, Laboratory Assistants and Artist and Laboratory Attendants at the Punjab Veterinary College and Veterinary Assistant Surgeon, Forge.
VIII.	Omitted.	

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(Omitted)

APPENDIX 20

(Referred to in note under rule 8.126)

Rules to the grant of additional leave to Government employees, for the Study of Scientific, Technical or Similar problems, or for undertaking special courses of instruction.

PART A—STUDY LEAVE RULES, 1963

1. Short title, commencement and application:—

- (1) These rules may be called the Study Leave Rules, 1963.
- (2) They shall come into force at once.

2. Definitions:—

- (1) In these rules unless the context otherwise requires:—

- (a) 'Audit Officer' means the Accountant-General, Punjab.
- (b) 'Head of Mission' means Ambassador, Charged-Affairs Minister, Consul General, High Commissioner and any other authority declared as such by the Central Government in the country in which the Government employee undergoes a course of study or training.

(2) All other words and expressions used in these rules but not defined shall have the meanings respectively assigned to them in the Punjab Civil Services Rules, Volume I, Part I.

3. Conditions for grant of study leave.—

(1) Subject to the conditions specified in these rules, study leave may be granted to a Government employee with due regard to the exigencies of public service to enable him to undergo, in or out of India, a special course of study consisting of higher studies, specialised training in a professional or a technical subject having a direct and close connection with the sphere of his duty.

(2) Study leave may also be granted:

- (i) For a course of training or study tour in which a Government employee may not attend a regular academic or semi-academic course, if the course of training or the study tour is certified to be of definite advantage to Government from the point of view of public interest and is related to the sphere of duties of the Government employee; and
- (ii) For the purposes of studies connected with the framework or background of public administration; subject to the conditions that—
 - (a) the particular study or study tour should be approved by the authority competent to sanction study leave; and

- (b) the Government employee should be required to submit, on his return a full report on the work done by him while on study leave.
- (c) On completion of the course of study, the Government employee shall submit to the authority which granted him the study leave, the certificates of examinations passed or special courses of study undertaken, indicating the date of commencement and termination of the course with the remarks, if any, of the authority in charge of the course of the study.
- (iii) for the studies which may not be closely or directly connected with the work of a Government employee but which are capable of widening his mind in a manner likely to improve his abilities as a Civil employee and to equip him better to collaborate with those employed in other branches of the public service.

Note:—Applications for the study leave in cases falling under clause (iii) shall be considered on merits of each case in consultation with the Finance Department.

(3) Study leave shall not be granted, unless:—

- (i) it is certified by the authority competent to sanction leave that the proposed course of study or training shall be of definite advantage from the point of view of public interest;
- (ii) it is for prosecution of studies in subjects other than academic or literary subjects or it is applied for by a Medical Officer for prosecuting course of post-graduate study in Medical Sciences and the applicant obtains a certificate from the Director, Health Services, Punjab, to the effect that such study shall be valuable in increasing the efficiency of such Medical Officer in the performance of his duties; and
- (iii) the Economic Affairs Department of the Ministry of Finance agrees to the release of foreign exchange involved in the grant of study leave, if such leave is outside India:

Provided that in releasing foreign exchange to Government employees proceeding on study leave abroad, the Department aforesaid shall satisfy itself whether such Government employee comply with the minimum educational qualifications as specified in the general orders issued by the said Department from time to time regulating release of foreign exchange to persons proceeding abroad for higher studies at their expense.

(4) Study leave out of India shall not be granted for the prosecution of studies in subjects for which adequate facilities exist in India or under any of the schemes administered by the Economic Affairs Department of the Finance Ministry, the Ministry of Education and the Ministry of Scientific Research and Cultural Affairs.

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(5) Study leave shall not ordinarily be granted to a Government employee—

- (i) who has rendered less than five years' service under the Government; or
- (ii) who is due to retire or has the option to retire from the Government service within three years of the date on which he is expected to return to duty after the expiry of the leave.

(6) Study leave shall not be granted to a Government employee with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave.

4. Authorities competent to sanction study leave :—

(1) Study leave may be granted —

- (i) to a Government employee by the concerned Administrative Department of Government and the Head of Department where the powers to grant such leave have been delegated by the Administrative Department to the Head of the Department;
- (ii) to the Secretary of the Punjab Legislative Assembly by the Department of General Administration; and
- (iii) to the other Secretariat staff of the Punjab Legislative Assembly by the Speaker of the Punjab Legislative Assembly.

(2) Where a Government employee borne permanently on the cadre of one department or establishment is serving temporarily in another department or establishment, the grant of study leave to him shall be subject to the conditions that—

- (i) No substitute shall be appointed to carry on his work in his absence, and
- (ii) The concurrence of the department or the establishment to which he is permanently attached is obtained before leave is granted.

5. Maximum amount of study leave that may be granted at a time during the entire service.—The maximum amount of study leave which may be granted to a Government employee shall be:—

- (i) ordinarily twelve months at any one time, which shall not be exceeded save for exceptional reasons, and
- (ii) twenty-four months (inclusive of study leave granted under any other rules) in all during the entire service.

6. Combination of study leave with leave of other kinds.—

- (1) Study leave maybe combined with other kinds of leave, but in no case shall the grant of this leave in combination with leave other than extraordinary leave

involve a total absence of more than twenty eight months from the regular duties of the Government employee.

- (2) A Government employee granted study leave in combination with any other kind of leave may, if he so desires, commence his study before the end of the other kind of leave but the period of such leave coinciding with the course of study shall not count as study leave.

Note.—The limit of twenty-eight months of absence prescribed in sub-rule (1) includes the period of vacation.

7. Regulation of study leave extending beyond course of study.—When the course of study falls short of leave sanctioned, the Government employee shall resume duty on the conclusion of the course of study, unless the previous assent of authority competent to sanction leave to treat the period of short fall as ordinary leave has been obtained.

8. Grant of study allowance.—A study allowance shall be granted for the period spent in prosecuting the definite course of study at a recognised institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study.

9. Period for which study allowance may be granted.—The period for which study allowance may be granted shall not exceed twenty-four months in all.

10. Rates of study allowance.—

(1) The rates of study allowance shall be as follows but may be revised from time to time: —

Name of Country	Study allowance per diem
Australia	... £ 1.00 (Sterling)
Continent of Europe	... £ 1.65 (Sterling)
New Zealand	... £ 1.20 (Sterling)
United Kingdom	... £ 2.00 (Sterling)
United States of America	... £ 2.75 (Sterling)

(2) The rates of study allowance to be granted to a Government employee who takes study leave in other countries shall be such as may specially be determined by the competent authority in each case.

(3) In cases where a Government employee is on study leave at the same place as his place of duty the leave salary, plus the study allowance shall not together exceed the pay that he would have otherwise drawn had he been on duty.

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11. Conditions governing grant of the study allowance.–

(1) Subject to the furnishing of a certificate by the Government employee to the effect that he is not in receipt of any scholarship, stipend or any other remuneration in respect of any part-time employment, study allowance may be paid at the end of every month provisionally subject to an undertaking in writing being obtained from the Government employee that he would refund to Government any over-payment consequent on his failure to produce the required certificate of attendance on his failure to satisfy the authority competent to grant leave about the proper utilization of the time spent for which study allowance is claimed.

(2) A Government employee may be allowed to draw study allowance for the entire period of vacation during the course of study subject to conditions that:–

- (i) he attends during vacation any special course of study or practical training under the direction of Government in consultation with Finance Department;
- (ii) in the absence of any such direction, he produces satisfactory evidence before the Head of Mission or the authority competent to sanction study leave, as the case may be, that he has continued his studies during the vacation.

(3) No study allowance shall be drawn during vacation falling at the end of a course of study except for a maximum period of fourteen days.

Note.–The period of vacation during which study allowance is drawn shall be taken into account in calculating the maximum period of twenty-four months, for which study allowance is admissible.

(4) Study allowance shall not be granted for any period during which the Government employee interrupts his course of study to suit his own convenience:

Provided that the authority competent to sanction study leave, in a case where the study leave is taken in India or a country where there is no Indian Mission, and the Head of Mission, in other cases, may authorise the grant of study allowance for any period not exceeding fourteen days at a time during which the Government employee is prevented by sickness from pursuing his course of study.

(5) In the case of a definite course of study at a recognised institution, the study allowance shall be payable by the authority competent to sanction study leave if the study leave availed of is in India or in a country where there is no Indian Mission and by the Head of Mission in other cases, on claims submitted by the Government employee from time to time, supported by proper certificates of attendance.

(6) The certificate of attendance required to be submitted in support of the claims for study allowances shall be forwarded at the end of the term, if the Government employee is undergoing study in an educational institution, or at intervals not exceeding three months, if he is undergoing study at any other institution.

(7) When the programme of study approved does not include or does not consist entirely of such a course of study, the Government employee shall submit to the authority competent to sanction study leave direct or through the Head of Mission a Diary showing how his time has been spent and a report indicating fully the nature of the methods and operations which have been studied and including suggestions as to the possibility of adopting such methods or operations to conditions, obtaining in India. The authority competent to sanction study leave shall decide whether the diary and report show if the time of the Government employee was properly employed and shall determine accordingly for what periods study allowance may be granted.

- (8) (i) In the case of a Government employee who holds a Group 'A' or Group 'B' post, the payment of study allowance at the full rate shall be subject to the production of a certificate to the effect that he is not in receipt of any scholarship/stipend or any other remuneration in respect of any part-time employment, and
- (ii) In the case of a Government employee who does not hold a Group 'A' or Group 'B' post, to whom study leave has been granted in relaxation of the provisions of clause (ii) of sub-rule (5) of rule 3, such a certificate as is referred to in clause (i) of this sub-rule shall be obtained from him by the drawing officer and the same shall be enclosed along with the bill for the drawal of study allowance.

12. Grant of study allowance to Government employees in receipt of scholarship or stipend.—A Government employee who is granted study leave may be permitted to receive and retain, in addition to his leave salary any scholarship or stipend that may be awarded to him from a Government or non-Government source. Where a Government employee has been permitted to receive and retain in addition to his leave salary, any scholarship or stipend that may be awarded to him from a Government or non-Government source, or any other remuneration in respect of any part-time employment.—

- (a) no study allowance shall be admissible in case the net amount of such scholarship or stipend or remuneration (arrived at by deducting the cost of fees if any, paid by the Government employee from the value of the scholarship or stipend or remuneration) exceeds the amount of study allowance, otherwise admissible.
- (b) in case the net amount of scholarship or stipend or remuneration is less than the study allowance otherwise admissible, the difference between the value of the net scholarship or stipend or any other remuneration in respect of any part-time employment and the study allowance may be granted by the authority competent to grant leave.

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13. Grant of study allowance to Government employee who accepts part-time employment during study leave.—If a Government employee, who is granted study leave, is permitted to receive and retain, in addition to his leave salary, any remuneration in respect of a part-time employment he shall ordinarily not be granted any study allowance, but in cases, where the net amount of remuneration received in respect of the part-time employment (arrived at by deducting from remuneration any cost of fee paid by the Government employee) is less than the study allowance that would be admissible but for the remuneration, the difference between the net remuneration and the study allowance may be granted by the leave sanctioning authority.

14. Allowances in addition to study allowance.—No allowance of any kind other than the dearness allowance and study allowance where admissible or the traveling allowance where specially sanctioned under rule 15 shall be admissible to a Government employee in respect of period of study leave granted to him.

15. Grant of traveling allowance.—A Government employee shall not ordinarily be paid traveling allowance but the competent authority may in exceptional circumstances sanction the payment of such allowance.

16. Cost of fees for study.—A Government employee granted study leave shall ordinarily be required to meet the cost of fees paid for the study but in exceptional cases the competent authority may sanction the grant of such fees:

Provided that in no case shall the cost of fees be paid to a Government employee who is in receipt of scholarship or stipend from whatever source or who is permitted to receive or retain in addition to his leave salary, any remuneration in respect of part-time employment.

17. Execution of a bond.— (1) Every Government employee in permanent employ who has been granted study leave or extension of such leave shall be required to execute a bond as given in Schedule ‘A’ or Schedule ‘A-I’, as the case may be, annexed to these rules, before the study leave or extension of such leave granted to him commences. If study leave or extension of such leave is granted to a Government employee not in permanent employ, the bond shall be executed as given in Schedule ‘B’ or Schedule ‘B-I’, as the case may be, annexed to these rules, before the study leave or extension of such study leave granted to him commences.

(2) The authority competent to sanction study leave shall send to the Audit Officer, a certificate to the effect that the Government employee has executed the requisite bond.

18. Resignation and retirement after study leave or non-completion of course of study.–

(1) If a Government employee resigns or retires from service or otherwise quits service without returning to duty after a period of study leave or within a period of three years after such return to duty or fails to complete the course of study and is thus unable to furnish the certificate as required under sub-clause (c) of clause (ii) of sub-rule (2) of Rule 3, he shall be required to refund:–

- (i) double the amount of leave salary, study allowance, cost of fees, travelling and other expenses, if any, incurred by the State Government; and
- (ii) the actual amount, if any of the cost incurred by other agencies, such as foreign Governments, Foundations, Trusts etc., in connection with the course of study, together with interest thereon at Government rates for the time being in force on Government loans from the date of demand before his resignation is accepted or permission to retire is granted or quitting service otherwise:

Provided that except in the case of employees who fail to complete the course of study competent authority may order:–

- (a) that nothing in this rule shall apply to a Government employee who on return to duty from study leave is permitted to retire from the service on medical grounds;
- (b) that the amount required to be refunded under this rule shall, in the case of a Government employee who on return to duty from study leave is permitted to resign from the service and to take up employment or is deputed to serve under a statutory or autonomous body or in any institution under the control of the Government and is subsequently permitted to resign from service under Punjab Government with a view to his permanent absorption in the statutory or autonomous body or institution in the public interest be reduced to an amount equal to the expenditure incurred by the Government and the said other agencies in respect of the leave salary, study allowance, cost of fees, traveling and other expenses sanctioned to him during the period of study leave together with interest thereon.

(2) The study leave availed of by such a Government employee shall be converted into regular leave at his credit on the date on which the study leave commenced, any regular leave taken in continuation of study leave being suitably adjusted for the purpose and the balance of the period of study leave, if any, which cannot be so converted, treated as extraordinary leave. In addition to the amount to be refunded by the Government employee under sub rule (1) he shall be required to

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refund any excess of leave salary actually drawn over the leave salary admissible on conversion of the study leave.

(3) Notwithstanding anything contained in this rule, the competent authority may, if it is necessary or expedient so to do, either in public interest or having regard to the peculiar circumstances of the case or class of cases, by order, waive or reduce the amount required to be refunded under sub-rule (1) by the Government employee concerned or class of Government employees.

19. Leave salary during study leave.—

- (1)(a) During study leave availed outside India, a Government employee shall draw leave salary equal to the pay (without allowances other than dearness allowance) that the Government employee drew while on duty with Government immediately before proceeding on such leave, in addition to the study allowance admissible in accordance with the provisions of rule 9 to 11 and;
- (b) For courses of study in India no study allowance shall be paid. The leave salary payable during study leave in India shall be equal to the pay (without allowances other than dearness allowance) that the employee drew while on duty with Government immediately before proceeding on such leave. The amount, if any, received by him during the period or study leave as scholarship or stipend or remuneration in respect of any part-time employment shall be adjusted against the leave salary subject to the condition that the leave salary shall not be reduced to an amount less than that payable as leave salary during half pay leave.

(2) The rate of exchange prescribed by the President for the conversion of leave salary (other than that admissible during the first 120 days of earned leave) shall apply to leave salary during study leave.

20. Commencement of course of study during leave other than study leave.—

A Government employee may, subject to the approval of the proper authority being obtained as required under paragraph 1 of schedule 'C' annexed to these rules, undertake or commence a course of study during earned leave and subject to rules 8 to 15 and 18, draw study allowance in respect thereof.

21. Counting of study leave for promotion, pension, seniority, leave and increments.—Study leave shall count as service for promotion, pension and seniority. It shall also count as service for increments as provided in rule 4.9 of Punjab Civil Services Rules, Volume I, Part I.

(2) The period spent on study leave shall not count for earning leave, other than half pay leave under rule 8.119 of Punjab Civil Services Rules, Volume I, Part I.

22. Debiting of study leave to the leave account:—Study leave shall be treated as extra leave on half pay and shall not be taken into account in reckoning the aggregate amount of leave on half pay taken by the Government employee towards the maximum period admissible.

23. Procedure for making application for study leave and grant of such leave.—The procedure for making application for study leave and grant of such leave shall be as laid down in the procedural instructions given in Schedule ‘C’ annexed to these rules.

24. Omitted.

SCHEDULE ‘A’

(See Rule 17)

BOND FOR PERMANENT GOVERNMENT EMPLOYEES PROCEEDING ON STUDY LEAVE UNDER THE STUDY LEAVE RULES CONTAINED IN APPENDIX 20 TO THE PUNJAB CIVIL SERVICES RULES, VOLUME I, PART II.

Know all men by these presents that I _____ resident of _____ in the district of _____ at present employed as _____ in the Department/Office of _____ do hereby bind myself and my heirs, executors and administrators to pay the Governor of Punjab (here-in-after called “The Government”) on demand the sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India and TOGETHER with all cost between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Signed and dated this _____ day of _____ two thousand and _____.

Signature _____

Witness:

(1) _____

(2) _____

WHEREAS I _____ am granted study leave by Government;

AND WHEREAS for the better protection of the Government I have agreed to execute this bond with such condition as hereunder is written;

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NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my resigning or retiring from service without returning to duty after the expiry or termination of the period of study leave or at any time within a period of _____*after my return to duty or failing to complete the course of study I shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above-written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

The Government of Punjab have agreed to bear the stamp duty payable on this bond.

Signed and delivered by _____ in the presence of witness (1)

(2)

*Note:—The period shall be determined in accordance with the instructions contained in F.D. circular letter No. 8709 (3) FRII-64/9821, dated the 22nd October, 1964.

ACCEPTED

For and on behalf of the Government of Punjab

SCHEDULE 'A-I'.

(See Rule 17)

BOND FOR PERMANENT GOVERNMENT EMPLOYEES GRANTED EXTENSION OF STUDY LEAVE.

Know all men by these presents that I _____ resident of _____ in the District of _____ at present employed as _____ in the Department/Office of _____ do hereby bind myself and my heirs, executors and administrators to pay to the Government of Punjab (here-in-after called "the Government") on demand the sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government Loans, or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Signed and dated this _____ day of _____ two thousand _____.

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WHEREAS I _____ was granted study leave by Government for the period from _____ in consideration of which I executed a bond dated _____ - _____ for Rs. _____ (Rupees _____) in favour of the Government of Punjab.

AND WHEREAS the extension of study leave has been granted to me at my request until _____.

AND WHEREAS for the better protection of the Government, I have agreed to execute this bond with such condition as hereunder is written:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my resigning or retiring from service without returning to duty after the expiry or termination of the period of study leave so extended or any time within a period of _____ *after my return to duty or failing to complete the course of study I shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon my making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

The Government of Punjab have agreed to bear the stamp duty payable on this bond.

Signed and delivered by _____ in the presence of witness:

(1)

(2)

ACCEPTED

for and on behalf of the Government of Punjab

***Note.**— The period shall be determined in accordance with the instructions contained in Finance Department Circular letter No. 8709(3)FRII-64/9821, dated the 22nd October, 1964.

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SCHEDULE 'B'

(See Rule 17)

BOND FOR TEMPORARY GOVERNMENT EMPLOYEES PROCEEDING ON STUDY LEAVE UNDER THE STUDY LEAVE RULES CONTAINED IN APPENDIX 20 TO PUNJAB CIVIL SERVICES RULES, VOLUME I, PART II

Know all men by these presents that we _____ resident of _____ in the district of _____ at present employed as _____ in the Department/Office of _____ (hereinafter called the obligor) and Shri _____, son of _____ of _____ (hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Punjab (hereinafter called 'the Government') on demand the sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, equivalent of the said amount in the currency of that country and India AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Signed and dated this _____ day of _____ two thousand _____

Signature of the obligor _____

Sureties (1)

(2)

Witness: (1)

(2)

WHEREAS the obligor is granted study leave by the Government AND WHEREAS for the better protection of the Government the obligor has agreed to execute this bond with such condition as hereunder is written;

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the above bounden _____

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the obligor Shri _____ resigning from service without returning to duty after the expiry or termination of period of study leave or any time within a period of _____ after his return to duty or failing to complete

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the course of study the obligor and the sureties shall forthwith pay to the Government as may be directed by the Government on demand the said sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

And upon the obligor Shri _____ and or Shri _____ and, or Shri _____ the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS that the liability of sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorised by them (whether with _____ or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the obligor before suing the sureties, Shri _____ and Shri _____ or any of them or amounts due hereunder.

The Government of State of Punjab have agreed to bear the stamp duty payable on this bond.

Signed and delivered by the obligor,

above named Shri _____ in the
presence of _____

Signed and delivered by the surety

above named Shri _____ in the
presence of _____

Signed and delivered by the surety

above named Shri _____ in the
presence of _____

ACCEPTED

for and on behalf of the Government of Punjab

Note.—The period shall be determined in accordance with the instructions contained in Finance Department Circular Letter No. 8709 (3) FRII-64/9821, dated the 22nd October, 1964.

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SCHEDULE 'B-I'

(See Rule 17)

BOND FOR TEMPORARY GOVERNMENT EMPLOYEES GRANTED
EXTENSION OF STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT WE _____ resident _____ in the district _____ at present employed as _____ in the Department/Office of _____ (hereinafter called "the obligor") and Shri _____, son of _____ of _____ (hereinafter called the sureties) do hereby jointly and severally bind ourselves and our respective heirs, Executors and Administrators to pay to the Government of Punjab (hereinafter called "the Government") on demand the sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans, or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India and TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

Signed and dated this _____ day of _____ two thousand _____.

WHEREAS the obligor was granted study leave by the Government for the period from _____ to _____ in consideration of which he executed a bond, dated _____ for Rs. _____ (Rupees _____) in favour of the Government of Punjab.

AND WHEREAS the extension of study leave has been granted to the obligor at his request untill _____

AND WHEREAS FOR the better protection of the Government obligor has agreed to execute this bond with such condition as hereunder is written.

AND WHEREAS the said sureties have agreed to execute this bond as sureties on behalf of the above bounden _____.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATIONS IS THAT in the event of the obligor Shri _____ resigning from service without returning to duty after the expiry or termination of the period of study leave so extended or at any time within a period of _____* after his return to duty or failing to complete the course of study the obligor and sureties shall forthwith pay to the Government or as may be directed by the Government on demand the said sum of Rs.* _____ (Rupees _____)

together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the obligor Shri_____,and, or Shri_____,and, or Shri_____the sureties aforesaid making such payment the above written obligation shall be void and of no effect otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of the time being granted or by any forbearance act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the obligor before suing the sureties Shri_____and Shri_____or any of them for amounts due hereunder.

The Government of Punjab have agreed to bear the stamp duty payable on this bond.

IN WITNESS WHEREOF_____the Government employee above named has signed these presents the day month and year first above written.

Signed, sealed and delivered by_____in the presence of:—

- 1.
- 2.

Accepted for and on behalf of the Governor of Punjab by_____

***Note:**—The period shall be determined in accordance with the instructions contained in Finance Department Circular letter No. 8709(3) FR II-64/9821, dated the 22nd October, 1964.

SCHEDULE 'C'

(See Rule 23)

PROCEDURAL INSTRUCTIONS FOR MAKING APPLICATION FOR STUDY LEAVE AND GRANT OF SUCH LEAVE

1. Except as otherwise provided in these rules, all applications for study leave shall be submitted to the authority competent to sanction the study leave through the prescribed channel and the course or courses of study contemplated and any examination which the Government employee proposes to undergo shall be clearly specified therein. If the course of study is out of India, the authority competent to sanction the study leave shall forward, to the Head of Mission, if there is an Indian Mission in that country, a copy of the approved programme of study. In a case where it is not possible for the Government employee to give full details in his original applications, or if, after leaving India he is to make any change in the programme which has been approved in India, he shall submit the particulars as soon as possible to the Head of Missions or the authority

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competent to sanction the study leave, as the case may be. In such cases he shall not, unless prepared to do so at his own risk, commence the course of study nor incur any expenses in connection therewith until he receives approval of the authority competent to sanction the study leave to the course.

2. On completion of a course of study a certificate in the proper form (which may be obtained from the Head of Mission), together with certificates of examinations passed or special course of study undertaken indicating the dates of commencement and termination of the course with remarks, if any, of the authority incharge of the course of study, shall be forwarded to the Head of Mission concerned. When the study leave has been taken in India or any other country where there is no Indian Mission, such certificate shall be forwarded to the authority which sanctioned the leave.

Part B—Rules for the grant of permission to Government Employees of the
Public Works Department while on leave to visit Engineering works
in the United Kingdom and elsewhere.

1. These rules are, as a rule, applicable only to junior officers, but applications from senior officers will in special cases, be considered on their merits. In either case, it is to be understood that no Government employee is entitled to claim any such privilege as a matter of right.

2. Each application for greater facilities than those afforded by these rules shall be considered on its own merits.

3. An application for permission to visit engineering works at the public expense should be made to the Government. The applicant should state specifically what particular works he proposes to visit.

4. Such application as may be approved by Government and sanctioned by the competent authority will be forwarded to the High Commissioner for India, with a request that the necessary arrangements may be made. In the forwarding letter, it will be clearly stated whether or not halting allowance should be granted.

5. After completing his tour of inspection, the Government employee will be required to forward to the High Commissioner for India for transmission to the Government, a report or paper of notes on the works examined, embracing more especially his views as to the applicability to India or works of a similar description. If the report appears to the High Commissioner satisfactory, the Government employee will be paid his travelling expenses under the rules given in Appendix 10. For this purpose, the report should be accompanied by full and detailed particulars of expenses incurred in travelling to and from the works visited, supported if possible, by complete and detailed vouchers for all items of bonafide travelling expenses which will not include hotel bills.

PART C.—RULES UNDER WHICH SELECTED OFFICERS OF THE FOREST DEPARTMENT MAY BE AUTHORISED TO DEVOTE PORTIONS OF THEIR LEAVE TO THE STUDY OF FORESTRY ON THE CONTINENT OF EUROPE AT THE PUBLIC EXPENSE.

1. A Forest Officer desirous of obtaining permission to study Forestry under these orders, must submit an application to the competent authority through the Chief Conservator/Conservator under whom he is serving.

2. The Government will require to be satisfied that the Government employee applying is likely to profit by the additional experience which he will gain by continental study and that he possesses sufficient knowledge of the language of the country which it is proposed that he should visit.

3. The application should reach the Government not less than two months before the Government employee concerned proposes to depart from India on leave. It should state the purpose of the proposed tour and, as far as may be possible, the localities which it is proposed to visit.

4. Government employees on leave out of India who wish to avail themselves of the privileges conferred by these rules, should address the High Commissioner for India, London, giving the information mentioned in the preceding paragraph.

5. If the application is sanctioned, the Government employee concerned will, on arrival in England, report himself to the High Commissioner for India. The details of the tour will then be arranged under his orders.

6. The maximum period which a Government employee will be allowed to spend on study under these rules, will be limited to three months at one time. Ordinarily, no Government employee will be permitted to avail himself of the privilege granted by these rules on more than two occasions in the course of his service. At the end of any period of study, the Government employee concerned will submit to the High Commissioner a diary showing how his time has been spent, and a report which should indicate fully the nature of the operations studied. The High Commissioner will decide whether the diary and the report show that the time of the Government employee has been properly employed, and will determine accordingly for what period the daily allowance admissible under rule 7 may reasonably be granted.

7. A Government employee permitted to avail himself of the privilege granted by these rules, will be paid by the High Commissioner, the cost of first class return tickets by rails and steamer from London to the places which he may be required to visit. He will, also subject to the preceding paragraph, be granted a daily allowance, on such scale as the competent authority may fix, from time to time, during the period of study. Forms for the submission of claims for travelling and subsistence allowances

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may be had on application to the Secretary, Commerce and Revenue Department, at the India Office, and claims should be submitted to High Commissioner for payment.

8. The reports, notes and drawings submitted by a Government employee may not, without the previous permission of the Government, be communicated to any professional journal or institution; and the Government will be at liberty to print, publish or circular them, should they think fit to do so.

9. The cases of Government employees who wish to undergo regular courses of study at institutions will be dealt with under the general orders in Part A of this Appendix.

PART D.—ASSISTANT TO GOVERNMENT EMPLOYEES ON LEAVE IN THE
UNITED KINGDOM WHO WISH TO PROSECUTE THEIR LEGAL
STUDIES AT ONE OF THE INNS OF COURT, LONDON, OR THE
KING'S INNS, DUBLIN.

1. These rules are applicable only to Government employees of Judicial Branch of the State Civil Service.

2. A Government employee to whom these rules are applicable, desiring to undertake a course of study at one of the Inns of Court, London, or the King's Inns, Dublin, while on leave in the United Kingdom, may apply in writing to the competent authority for a certificate of eligibility under these rules.

3. Such certificate shall not be granted, unless the applicant has or will have, at any time, subsequent to the date of his indented admission to one of the Inns of Courts, London, or the King's Inns, Dublin, sufficient leave due under the ordinary rules, to enable him to present himself at the final examination prescribed for a call to the Bar, before he has completed the first fifteen years of his service under Government.

4. A Government employee, to whom a certificate of eligibility has been granted under paragraph 3, on reporting himself for orders at the office of the High Commissioner for India, and after executing a bond in the form annexed will be entitled to the following concessions subject to the conditions set forth in the said bond:—

- (a) An advance of all fees or other moneys payable in connection with his admission, to one of the Inns of Court, London, or the King's Inns, Dublin.
- (b) In the case of the Inns of Court, London, a bonus of £ 25 for each first class obtained in any of the four examinations comprising Part I, and of £ 50 for a first class in the final Examination or Part II of the examinations prescribed by the Council of Legal Education for a call to the Bar or for obtaining the Langdon Medal, and of £ 25 for obtaining subsequently to a pass in the

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Final Examination for the Bar, an additional first class in Hindu and Mohammedan Law taken separately and in the case of the King's Inns, Dublin, a bonus of £ 50 for a first class at each of the two continuous course examinations, and of £ 50 for a first class at the final examination.

- (c) A bonus of £75 in part refund of any fees actually paid to a practising Barrister or two practising Barristers in England for reading in his or their chambers;

Provided that the period of reading shall not have been less than two terms of six months each (not including in either of such terms, unless they are continuous, the months of August and September) and that the bonus shall be payable only on production of a certificate from the said Barrister or Barristers of due attention and application to study.

5. All bonuses and advances shall be paid in England under the orders of the High Commissioner for India.

6. All advances shall be recovered from the pay of the Government employee concerned immediately on his return to duty in India by 12 equal monthly instalments or by instalments of one-third of his monthly pay. The necessary arrangements for the recovery of the money due on return of the Government employee to India will be made by the Chief Accounting Officer to the High Commissioner for India.

FORM OF BOND

KNOW all men by these presents that I _____ of _____ a member of the Punjab Civil Service (Judicial Branch) do hereby bind myself to pay to the Government of the Punjab the penal sum of _____.

Sealed with my seal. Dated this _____ day of _____ 20 _____

WHEREAS the High Commissioner for India on behalf of the Governor of the Punjab has in accordance with the provisions of the orders annexed hereto advanced to the above bounden _____ the sum of _____ being £ _____ in respect of deposits for security and for Commons and Dues and £ _____ in respect of initial fees payable by the above bounden _____ to the _____ on enrolment as a student.

AND WHEREAS _____ has undertaken to pay to the above bounden _____ a bonus of £ 25 for each first class obtained in any of the four examinations comprising Part I, a bonus of £ 50 for a first class in the final examination for the Bar or for obtaining the Langdon Medal, a bonus of £ 25

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for obtaining subsequently to a pass in the Final Examination for the Bar an additional First Class in Hindu and Mohammedan Law taken separately (or in the case of Irish Bar a bonus of £ 50 for a first class at each of the two Continuous course of examination and £ 50 for a first class at the final examination), and a bonus of £ 75 in part refund of fees actually paid for reading in the Chambers of a practising Barrister or Barristers.

Now the conditions of the above written obligation are that—

- (a) If in the event of the above bounden_____not passing the final examination for the Bar before the completion of fifteen years total service under the Punjab Government he shall upon the completion of such period pay to the Punjab Government or to the High Commissioner for India the amounts of such deposits and initial fees, i.e. _____ (or any part thereof which shall not have been previously paid) and any bonuses granted for success in part I (or in the continuous course examinations in the case of the Irish Bar) aforesaid and for reading in the Chambers of a practising Barrister or Barristers;

Or

- (b) If in the event of the above bounden_____not rejoining the service in India before the expiration of his leave of absence he shall on the day his leave expires pay to the High Commissioner for India the said amounts and any bonuses granted as specified in condition (a) hereof and also any bonus granted for success in the final examination aforesaid; or
- (c) If in the event of the above bounden_____rejoining the said service before having passed the said final examination he shall pay the said amounts of deposits and initial fees specified in condition (a) hereof to the Punjab Government by deductions from his pay as provided in the orders annexed hereto and also if in the event of his not passing the aforesaid examination before the completion of the said fifteen years total service he shall upon the completion of such period pay to the Punjab Government or to the High Commissioner for India the amounts of such deposits and initial fees (or any part thereof which shall not have been previously paid) and any bonuses granted as specified in conditions (a) hereof, or
- (d) If in the event of the above bounden_____not remaining in the said service until he has passed the said final examination or until he has repaid the said sum of £ _____he shall forthwith upon his ceasing to be in the said service pay to the Punjab Government or to the High Commissioner for India the amounts and any bonuses granted as specified in condition (a) hereof (or any part thereof which shall not have been previously paid); or

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- (e) If in the event of the above bounden_____rejoining the said service in India after having passed the said final examination before the completion of the said fifteen years total service he shall pay the amounts of deposits and initial fees specified in condition (a) hereof to the Punjab Government by deductions from his pay as provided in the orders annexed hereto; or
- (f) If the above bounden_____dies before repayment of the said amounts specified in condition (a) hereof or any part of such amounts: Provided that all repayment already due from him under the foregoing conditions before his death have been duly made and provided that either the said amounts which may be repayable to the aforesaid or the balance that remains due of the aforesaid amounts to the High Commissioner for India whichever sum shall be the less be paid to the High Commissioner for India.

Then the above-written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

Signed, sealed and delivered by the above bounden_____

In the presence of_____.

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(Referred to in Note 7 below rule 6.2)

Terms to be granted to Government employees sent abroad for training under the various schemes

1. When Government employees are sponsored by the various Departments of the State Government for training abroad under the various training schemes of the United Nations, the Colombo Plan, etc., and the schemes operated through non-official channels (Rock-Feller Foundation, Ford Foundation, etc.) the grant of deputation terms will be regulated as follows:—

- (i) **Pay:**—The entire period of the Government employee's absence from his post in India will be treated as period of deputation on full pay which he would have drawn had he remained on duty in India.
- (ii) **Dearness Allowance:**—During the entire period of training the Government employee concerned may be allowed to draw dearness allowance at the rate at which he would have drawn it had he not proceeded on deputation abroad. Apart from dearness allowance temporary allowance will also be admissible according to the instructions for the grant of that allowance.
- (iii) **Compensatory Allowance:**—This allowance would also be admissible at the same rate as he would have drawn in India but for his deputation abroad, during the first six months of absence from his post in India subject to the fulfilment of the conditions laid down in rules 5.3 (b) and 5.5 of the Punjab Civil Services Rules, Volume I, Part I. No compensatory allowance will be admissible during the training period beyond six months.
- (iv) **House Rent Allowance or Recovery of Rent:**—This will be at the same rate as he would have drawn in India but for his deputation abroad, during the entire period of his training subject to the fulfilment of the conditions laid down in rules 5.3 (b) and 5.5 of the Punjab Civil Services Rules, Volume I, Part I. If the Government employee concerned is allowed to retain Government accommodation during the period of deputation, the rent therefor should continue to be charged at the same rate at which he would have been normally charged, had the officer not proceeded on deputation.

2. It should be ensured that the period of deputation of officers sent abroad for training is no longer than absolutely necessary.

3. (i) Further, the training of Government employees abroad under the financially aided schemes and under the schemes operated through non-official channels such as Rockefeller Foundation, Ford Foundation etc.; should invariably be at the instance of the Department concerned. In no case should the Government employees themselves approach or negotiate direct with the Foreign Government or Organisations for scholarships. Before sponsoring a case for training abroad under the

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terms mentioned in para 1 above, it is necessary to ensure that the services of the Government employee concerned will be available to Government at least for a reasonable period, say five years, after the completion of training and that the officer should also possess adequate background of the subject or field in which he would be receiving training. The following conditions should, therefore, generally be satisfied for the grant of deputation terms to a Government employee sponsored by Government for awards under the training Schemes:—

- (a) He should have at least five years to serve after the conclusion of training and is not expected to retire within that period.
- (b) In the case of a Government employee on loan from a Union or State Government or a quasi-Government body, the lending authority should agree to make him available to the Government of Punjab for a period of not less than five years after the conclusion of training, if required.
- (c) In the case of a Government employee in the temporary employ of the Government of Punjab, there should be reasonable chance of his remaining in service for a minimum period of five years after the conclusion of the training and he should be required to give an undertaking in writing that he agrees to serve the Punjab Government for the like period.
- (d) He should have completed a minimum of 5 years' service. The limit may, however, be relaxed in cases where the very nature of the training does not warrant such a restriction e.g. cases where individuals are recruited on the condition that they should undergo training before they are posted to regular duties.
- (e) A period of deputation of 18 months one time should ordinarily be regarded as a suitable maximum in such cases.

(ii) Where a particular scheme provides for any specific conditions to be fulfilled before a person is approved for training, the same should be followed in preference to the general conditions referred to above. For instance, if a scheme prescribes a maximum age limit for the trainees, the same should be adhered to in preference to the general condition of at least five years' service after the conclusion of training laid down in para 3(i) (a) above. Where, however, no specific conditions are laid down by the foreign agency or Government of India, administering the scheme, the general conditions referred to above should invariably be enforced before a person is sponsored for training abroad.

4. The permanent and temporary Government employees deputed abroad for training shall be required to execute bonds in Forms D and E appended to these terms. The bond should be got executed in all cases of deputation on training, irrespective of the periods of training and irrespective also of the fact whether the

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Government employee is allowed deputation terms under para I above or any other terms.

5. The *lump-sum* amount of refund to be specified in the bond should include all moneys paid to the Government employee concerned or expended on his account *e.g.* pay and allowances, leave salary, cost of fees, travelling and other expenses, cost of international travel and cost of training abroad met by the foreign Government/agency concerned.

6. An undertaking to the effect that they will not be accompanied by their wives, children or dependents shall be obtained from the trainees before they are sponsored.

7. An undertaking to the effect that the trainee shall not on his own initiative, on arrival or during his stay in the country of training take up the question of extension or variation of his training with the authority responsible for his training abroad shall be obtained from him. He may, however, if he thinks it necessary, approach his sponsors for extension or variation of his training abroad who after necessary consultation with the authority concerned, will decide one way or the other about it. Where the period of training abroad is extended, a Supplementary Bond as given in forms D.I. and E.I. shall be got executed from such Government employees who are granted extension(s) of training. The *lump sum* amount of refund to be specified in the Supplementary Bond should include all the moneys paid to the Government employee concerned or expended on his account during the extended period of training *e.g.*, pay and allowances, leave salary, cost of fees, travelling and other expenses, cost of international travel and cost of training abroad met by the foreign Government/agency concerned.

8. Actual sanctions in individual cases regarding the deputation terms mentioned above shall be issued only in consultation with the Finance Department in accordance with the existing practice.

FORM D

BOND FOR PERMANENT GOVERNMENT EMPLOYEES
PROCEEDING ABROAD ON DEPUTATION FOR TRAINING

KNOW ALL MEN BY THESE PRESENTS THAT I, _____ resident of _____ in the district of _____ at present employed as _____ in the department/office of _____ do hereby bind myself and my heirs, executors and administrators to pay to the Governor of Punjab (hereinafter called the Government) on demand the sum of Rs. _____ (Rupees _____) on account of my having been placed on deputation for training connected with* _____ for the period from _____ to _____ at _____** _____ at

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the cost of the Government under a foreign aided scheme in terms of Government circular letter No. 3624-(3)-FR II-62/9900, dated the 21st September, 1962 together with interest thereon from the date of demand at Government rates for the time being in force on Government loans, or if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India.

Dated this _____ day of _____ two thousand _____.

WHEREAS THE above bounden _____ is placed on deputation by Government.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS SUCH THAT if in the event of the above bounden _____ resigning or retiring from service without returning to duty after the expiry or termination of the period of training or at any time within a period of five years after his return to duty or in the event of his removal or dismissal from service for any kind of misconduct during the prescribed period, he shall forthwith refund to the Government or may be directed by the Government to refund on demand the said sum of Rs. _____ (Rupees _____) on account of his having been placed on deputation as aforesaid together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

* Particulars of the nature of training.

** Name of countries.

AND upon the above bounden _____ making such refund the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Government of Punjab have agreed to bear the stamp duty payable on this bond.

Signed and delivered by the above bounden _____ in the presence of witnesses.

1. _____
2. _____

In witness whereof, these presents having been signed by a duly authorised officer on behalf of the Governor of Punjab and by the other person(s) party thereto.

For and on behalf of the Governor of Punjab.

** _____ ** Designation of the Officer

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FORM EBOND FOR TEMPORARY GOVERNMENT EMPLOYEES PROCEEDING
ABROAD ON DEPUTATION FOR TRAINING

KNOW ALL MEN BY THESE PRESENTS THAT WE _____ resident of _____ in the district of _____ at present employed as _____ (in the Department/Office of _____ (hereinafter called "the obligor") and Shri _____ son of _____ and Shri _____ son of _____ sureties on his behalf, do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the Governor of Punjab (hereinafter called "the Government") on demand the sum of Rs. _____ (Rupees _____) on account of obligor having been placed on deputation for training, connected with particulars of the nature of training _____ for the period from _____ to _____ at _____ names of countries at _____ at the cost of the Government under a foreign aided scheme in terms of Government circular letter No. 3624-(3)-FRII-62/9900, dated the 21st September, 1962, together with interest thereon from the date of demand at Government rates for time being in force on Government loans, or if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India.

Dated this _____ day of _____ two thousand _____.

Whereas the above bounden _____ is placed on deputation by the Government.

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS SUCH THAT if in the event of the above bounden obligor Shri _____ resigning from service without returning to duty after the expiry of termination of the period of training or at any time within a period of five years after his return to duty or in the event of his removal or dismissal from service for any kind of misconduct during the prescribed period the obligor and the sureties shall forthwith refund to the Government on demand the said sum of Rs. _____ (Rupees _____) on account of the obligor having been placed on deputation as aforesaid together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

And upon the above bounden obligor Shri _____ and/or Shri _____ and/or Shri _____ the sureties aforesaid, making such refund

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the above written obligation shall be void and of no effect; otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS, that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the said obligor before suing the above bounden sureties Shri_____ and Shri_____ or any of them for the amount due hereunder.

The Government of Punjab have agreed to bear the stamp duty payable on this bond.

Signed and delivered by the above bounden_____ in the presence of_____.

Signed and delivered by the surety above named Shri_____ in the presence of_____.

Signed and delivered by the surety above named Shri_____ in the presence of_____.

In witness whereof, these presents having been signed by a duly authorised Officer on behalf of the Governor of Punjab and by the other person(s) party thereto.

For and on behalf of the Governor of Punjab.

Designation of the Officer.

FORM D I

SUPPLEMENTARY BOND FOR PERMANENT GOVERNMENT EMPLOYEES
GRANTED EXTENSION OF DEPUTATION ON TRAINING

KNOW ALL MEN BY THESE PRESENTS THAT I _____ resident of _____ in the district of _____ at present employed as _____ in the Department/Office of _____ do hereby bind myself, and my heirs, executors and administrators to pay to the Governor of Punjab (here-in-after called "the Government") on demand the sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or if payment is made in a country other than India, the equivalent of the said

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amount in the currency of that country converted at the official rate of exchange between that country and India.

Dated this _____ day of _____ two thousand _____.

WHEREAS THE above bounden _____ was placed on deputation on training by Government for the period from _____ to _____ in consideration of which a bond, dated _____ for Rs. _____ was executed by him in favour of the Governor of Punjab.

AND WHEREAS at the request of the above bounden _____ the period of deputation on training is extended from _____ to _____ at _____ (names of countries) at the cost of the Government under the Foreign Aided Scheme, in terms of Punjab Government circular letter No.3624-(3)-FRII/62/9900, dated the 21st September, 1962.

AND WHEREAS in consideration of the Government having agreed to extend the period of deputation on training at its cost on the request of the above bounden _____ the above bounden has agreed to execute the supplementary bond on the conditions hereinafter mentioned.

Now the condition of the above written obligation is that in the event of the above bounden resigning or retiring from service without returning to duty after the expiry or termination of the period of training so extended or at any time within a period of five years after his return to duty or in the event of his removal or dismissal from service for any kind of misconduct during the prescribed period, he shall forthwith refund to the Government _____ on demand the said sum of Rs. _____ (Rupees _____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

AND upon the above bounden _____ making such refund the above written obligation shall be void and of no effect, otherwise the same shall be and remain in full force and virtue.

The Government have agreed to bear the stamp duty payable on this bond.

In witness whereof, these presents have been signed by a duly authorised officer on behalf of the Governor of Punjab and by the other person(s) party thereto.

Signed and delivered by the above
bounden _____ in the
presence of witnesses:—

Signature _____
Date _____
Place _____

1. Signature _____

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Name _____

Address _____

2. Signature _____

Name _____

Address _____

For and on behalf of Governor of Punjab.

*Signature _____

Date _____

Place _____

*Designation of Officer
signing the bond

FORM E-I

SUPPLEMENTARY BOND FOR TEMPORARY GOVERNMENT
EMPLOYEES GRANTED EXTENSION OF DEPUTATION ON TRAINING

KNOW ALL MEN BY THESE PRESENTS THAT WE _____
resident of _____ in the District of _____ at present employed as
_____ in the Department/Office of _____ (hereinafter called
“the obligor”) and Shri _____, son of _____ and Shri _____, son
of _____ sureties on his behalf do hereby jointly and severally bind ourselves and
our respective heirs, executors and administrators to pay to the Governor of Punjab
(here in after called “the Government”) on demand the sum of
Rs. _____ (Rupees _____) together with interest thereon
from the date of demand at Government rates for the time being in force on
Government loans or, if payment is made in a country other than India, the equivalent
of the said amount in the currency of that country converted at the official rate of
exchange between that country and India.

Dated this _____ day of _____ Two thousand
and _____.

WHEREAS THE above bounden _____ was placed on deputation
on training by Government for the period from _____ to _____ in
consideration of which a bond, dated _____ for Rs. _____ was executed
by him in favour of the Governor of Punjab.

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AND WHEREAS at the request of the above bounden_____the period of deputation on training is extended from_____to_____at_____(names of countries) at the cost of the Government under the Foreign Aided Scheme, in terms of Punjab Government circular letter No. 3624-(3)-FR II-62/9900, dated 21st September, 1962.

AND WHEREAS in consideration of the Government having agreed to extend the period of deputation on training at its cost on the request of the above bounden_____the above bounden has agreed to execute the supplementary bond on the conditions hereinafter mentioned.

Now the condition of the above written obligation is that in the event of the above bounden obligor Shri_____resigning from service without returning to duty after the expiry or termination of the period of training so extended or at any time within a period of five years after his return to duty or in the event of his removal or dismissal from service for any kind of misconduct during the prescribed period, the obligor and the sureties shall forthwith refund to the Government on demand the said sum of Rs._____(Rupees_____) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

And upon the above bounden obligor Shri_____and/or Shri_____and/or Shri_____the sureties aforesaid, making such refund the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

PROVIDED ALWAYS that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance act or omission of the Government or any person authorised by them (whether with or without the consent or knowledge of the sureties) nor shall it be necessary for the Government to sue the said obligor before suing the above bounden sureties Shri_____and Shri_____or any of them for the amount due hereunder.

The Government have agreed to bear the stamp duty payable on this bond.

In witness whereof, these presents have been signed by a duly authorised Officer on behalf of the Governor of Punjab and by the other person(s) party thereto.

Signed and delivered by the above bounden_____in the presence of_____. Signature_____

(Obligor)

Signature of witness_____

Date_____

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Signed and delivered by the surety above
named Shri _____
in the presence of _____

Signature _____
(Surety)

Date _____

Signature of witness _____

Signature _____

Surety above named Shri _____
_____ in the presence of _____

(Surety)

Date _____

Signature of witness _____

For and on behalf of the Governor of Punjab

Signature _____

Designation of Officer signing the bond _____

Date: _____

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Omitted

APPENDIX 22

(Referred to in rule 5.32 of Punjab Civil Services Rules, Volume II)

THE PUNJAB CIVIL SERVICES (PREMATURE RETIREMENT) RULES, 1975

Rules framed by the Punjab Government under article 309 of the Constitution of India and all other powers and with the previous approval of the Central Government under sub-section (7) of section 115 of the States Re-organisation Act, 1956 and sub-section (6) of section 82 of the Punjab Re-organisation Act, 1966.

1. Short title and commencement:—

(1) These rules may be called the Punjab Civil Services (Premature Retirement) Rules, 1975.

(2) They shall come into force at once.

(3) They shall also apply to the Secretariat Staff of the Legislative Assembly.

2. Definitions:—In these rules, unless the context otherwise requires the following expressions have the meanings hereby respectively assigned to them, that is to say—

(1) “appropriate authority” means the authority which has the power to make substantive appointments to the post or service from which the Government employee is required or wants to retire or any other authority to which it is subordinate.

(2) “employee” means any person appointed to public services and posts in connection with the affairs of the State of Punjab, excluding those listed in rule 7.

(3) “qualifying service” means service qualifying for pension.

3. Premature Retirement.—

(1) (a) The appropriate authority shall, if it is of the opinion that it is in public interest to do so, have the absolute right, by giving an employee prior notice in writing, to retire that employee on the date on which he completes fifteen years or twenty years or twenty five years or thirty years or thirty five years, as the case may be, of qualifying service or attains fifty years of age or on any date thereafter to be specified in the notice.

(b) The period of such notice shall not be less than three months:

Provided that where at least three months’ notice is not given or notice for a period less than three months is given, the employee shall be entitled to claim a sum equivalent to the amount of his pay and allowances, at the same rates at which he was drawing them immediately before the date of retirement, for a period of three months, or, as the case may be, for the period by which such notice falls short of three months.

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(2) Any Government employee may, after giving at least three months' previous notice in writing to the appropriate authority retire from service on the date on which he completes twenty-five years of qualifying service or attains fifty years of age or on any date thereafter to be specified in the notice:

Provided that no employee under suspension shall retire from service except with the specific approval of the appropriate authority.

(3) (a) At any time after an employee has completed twenty years of qualifying service, he may, by giving notice of not less than three months in writing to the appropriate authority, retire from service.

(b) The notice of voluntary retirement given under this sub-rule shall require acceptance by the appropriate authority.

(c) Where the appropriate authority does not refuse to grant the permission for retirement before the expiry of the period specified in the said notice, the retirement shall become effective from the date of expiry of the said period.

(4) The employee, who has elected to retire under sub-rule (2) or sub-rule (3) and has given the necessary notice to that effect to the appropriate authority, shall be precluded from withdrawing his notice except with the specific approval of the appropriate authority:

Provided that the request for withdrawal shall be made before the intended date of his retirement.

Note 1.—An employee may make a request, in writing, to the appropriate authority to accept notice of less than three months giving reasons therefor and such a request for the curtailment of the period of notice shall be considered on merit and if the appropriate authority is satisfied that such curtailment will not cause any administrative inconvenience it may relax the requirement of notice of three months on the condition that the employee shall not apply for commutation of a part of his pension before the expiry of the notice period of three months.

Note 2.—If an employee retires under sub-rule (2) or (3) above while he is on leave not due, without returning to duty, the retirement shall take effect from the date of commencement of the leave not due and the leave salary paid in respect of such leave shall be recovered as provided in rule 8.119(d) of the Punjab Civil Services Rules, Volume I, Part I.

Note 3.—In computing the notice period of three months referred to in rule 3, the date of service of the notice and the date of its expiry shall be excluded.

4. Retiring Pension and gratuity.—(1) A retiring pension and death-cum-retirement gratuity shall be granted to a Government employee who retires or is required to retire under rule 3.

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(2) (i) While granting proportionate pension and gratuity to an employee retiring under sub-rule (2) or sub-rule (3) of rule 3, as the case may be, his qualifying service, as on the date of intended retirement shall be increased by a period not exceeding five years, so however, that the total qualifying service of the employee as so increased shall not in any case exceed thirty-three years or the period of qualifying service which the employee would have completed had he retired on the date of his superannuation, whichever be less.

(ii) The weightage of five years under clause (i) shall not be admissible in cases of those Government employees who are prematurely retired by the appropriate authority in public interest under sub-rule (1) of rule 3.

(3) The pension and gratuity of the employee retiring under sub-rule (2) or sub-rule (3) of rule 3, as the case may be, shall be based on the emoluments as defined in rule 6.19-C and 6.24 of the Punjab Civil Services Rules, Volume II, and the increase in his qualifying service under sub-rule (2) shall not entitle him to any notional fixation of pay for purposes of calculating pension and gratuity.

(4) The amount of pension to be granted after allowing increase in the qualifying service under sub-rule (2) shall be subject to the provisions of rules 2.2 and 6.4 of the Punjab Civil Services Rules, Volume II.

5. Overriding effect.—The provisions of these rules shall have effect notwithstanding anything inconsistent therewith contained in any other rules for the time being in force.

6. Repeal.—All rules regulating the conditions of service as respects premature retirement of persons appointed to public services and posts in connection with the affairs of the State of Punjab, in force immediately before the commencement of these rules, are hereby repealed:

Provided that—

- (a) such repeal shall not affect the previous operation of the rules hereby repealed or anything done, or any action taken, thereunder ;
- (b) any proceedings under the rules hereby repealed, pending at the commencement of these rules shall be continued and disposed of in accordance with the provisions of these rules as if such proceedings were proceedings under these rules.

7. Saving.—Nothing in these rules shall apply to the members of the All India Services.

8. Interpretation.—If any doubt arises as to the interpretation of any of the provisions of these rules, the matter shall be referred to the Governor or such other authority, as may be specified by the Governor by a general or special order and the Governor or such other authority shall decide it.

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THE GOVERNMENT EMPLOYEES (CONDUCT) RULES, 1966

(RULES FRAMED BY THE PUNJAB GOVERNMENT UNDER
ARTICLES 309 AND 318 OF CONSTITUTION OF INDIA)

1. Short title, commencement and application.— (1) These rules may be called the Government Employees (Conduct) Rules, 1966.

(2) They shall come into force at once.

(3) They shall apply to all persons appointed to Civil Services and posts in connection with the affairs of the State :

Provided that nothing in these rules shall apply to –

- (a) members of the All India Services who are subject to the All India Services (Conduct) Rules, 1954: and
- (b) holders of any post in respect of which the Governor may, by general or special order, declare that these rules do not apply.
- (c) employees of the Punjab State when on deputation to another State Government or Central Government. During the period of deputation they shall be governed by the corresponding rules of the borrowing Government.

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

- (a) ‘the Government’ means the Government of the State of Punjab ;
- (b) ‘Government employee’ means any person appointed to any Civil Service or post in connection with the affairs of the State of Punjab.

Explanation.—A Government employee whose services are placed at the disposal of a company, corporation, organisation or a local authority by the Government shall for the purposes of these rules, be deemed to be a Government employee serving under the Government notwithstanding that his salary is drawn from sources other than from the Consolidated Fund of the State.

(c) “members of family” in relation to a Government employee includes—

- (i) the wife or the husband, as the case may be, of the Government employee, whether residing with the Government employee or not but does not include a wife or husband, as the case may be separated from the Government employee, by a decree or order of a competent court ;

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- (ii) son or daughter or step-son or step-daughter of the Government employee and wholly dependent on him, but does not include a child or step-child who is no longer in any way dependent on the Government employee or of whose custody the Government employee has been deprived by or under any law ;
- (iii) any other person related, whether by blood or marriage to the Government employee or to the Government employee's wife or husband and wholly dependent on the Government employee.
- (d) 'prescribed authority' means:—
 - (a) (i) The Government, in the case of Head of Department and all other officers having the same designation as that of their Head of Department prefixed by the word "Additional" or "Joint" ; and
 - (ii) Head of Department, in case of a Government employee holdings any Class I post or any Class II post excepting those referred to in item (i) :

Provided that if in a case involving a Class I officer any sanction is proposed to be declined, the Government shall be the prescribed authority.
 - (iii) Head of office in the case of Government employees holding any Class III or Class IV post ;
 - (iv) The Chairman of the Punjab Legislative Council in the case of the Secretary of the said Council and the Secretary in the case of all other employees of the Legislative Council ;
 - (v) The Speaker of the Punjab Vidhan Sabha in the case of the Secretary of the said Sabha and the Secretary in the case of all other employees of the Vidhan Sabha ;
 - (b) In respect of the Government employee on foreign service, the parent department on the cadre of which such Government employee is borne or the department to which he is administratively subordinate as member of that cadre.

Explanation.—Foreign service for the purpose of this sub-rule means service in which a Government employee receives his substantive pay with the sanction of Government from any source other than the revenues of the Union or a State Government.

3. General— (1) Every Government employee shall at all times—

- (i) maintain absolute integrity ;
- (ii) maintain devotion to duty ;

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- (iii) do nothing which is unbecoming of a Government employee; and
- (iv) intimate his latest permanent as well as temporary address to his appointing authority.

(2) (i) Every Government employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government employees for the time being under his control and authority.

(ii) No Government employee shall, in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior.

(iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinates shall be avoided, as far as possible. Where the issue of oral direction becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

(iv) A Government employee who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.

Explanation I.—Nothing in clause (ii) of sub-rule (2) shall be construed as empowering a Government employee to evade his responsibilities by seeking instructions from, or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

Explanation II.—Without prejudice to the provisions contained in this rule, no action will be initiated against any Government Employee for not carrying out oral instructions of his official superior in individual cases, relating especially to postings and transfers, giving of loans, permits, or quotas and similar other matters.

Explanation III.—A Government employee, who habitually fails to perform the work assigned to him within the time fixed for the purpose and with the quality of performance expected of him, shall be deemed to be lacking in devotion to duty within the meaning of clause (ii) of sub-rule (2) .

3-A. Promptness and Courtesy.—No Government employee, in the performance of his duties, shall, act in a discourteous manner ; and adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him in official dealings with public or otherwise.

3-B. Observance of Government's Policies.—Every Government employee shall, at all times—

- (i) act in accordance with the policies of the Government regarding age, marriage, preservation of environment, protection of wildlife and cultural heritage ;
- (ii) observe the policies of Government regarding prevention of crime against women.

4. Employment of near relatives of Government employees in Companies or Firms.— (1) No Government employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm.

(2) (i) No Class I Officer shall, except with the previous sanction of the prescribed authority, permit his son, daughter or other dependent to accept employment in any company or firm with which he has official dealings or in any other company or firm having official dealings with the Government:

Provided that where the acceptance of the employment cannot await prior permission of the prescribed authority or is otherwise considered urgent, the matter shall be reported to the prescribed authority and the employment may be accepted provisionally subject to the permission of the prescribed authority.

(ii) A Government employee shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any company or firm, intimate such acceptance to the prescribed authority and shall also intimate whether he has or has had any official dealings with that company or firm:

Provided that no such intimation shall be necessary in the case of Class I Officer if he has already obtained the sanction of, or sent a report to the prescribed authority under clause (i).

(3) No Government employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Government employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

5. Taking part in politics and elections.— (1) No Government employee shall be a member of, or be otherwise associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political movement or activity.

(2) It shall be the duty of every Government employee to endeavour to prevent any member of his family from taking part in subscribing in aid of or assisting in any other manner any movement or activity which is, or tends directly or indirectly to be, subversive

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of the Government as by law established and where a Government employee is unable to prevent a member of his family from taking part in, or subscribing in aid of or assisting in any other manner, any such movement or activity, he shall make a report to that effect to the prescribed authority.

(3) If any question arises whether a party is a political party or whether any organisation takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Government thereon shall be final.

(4) No Government employee shall canvass or otherwise canvass, interfere with, or use his influence in connection with or take part in, an election to any legislature or local authority:

Provided that—

- (i) a Government employee qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted ;
- (ii) a Government employee shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of duty imposed on him by or under any law for the time being in force.

Explanation.—The display by a Government employee on his person, vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-rule.

6. Joining of Associations by Government employees:—No Government employee shall join, or continue to be a member of, an association the objects or activities of which are prejudicial to the interest of sovereignty and integrity of India or public order or morality.

7. Demonstration and Strikes.—No Government employee shall—

- (i) engage himself or participate in any demonstration which is prejudicial to the interest of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or
- (ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with matter pertaining to his service or the service of any other Government employee.

8. Connection with Press or Radio.—(1) No Government employee shall except with the previous sanction of the prescribed authority, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication or in Electronic media.

(2) No Government employee shall, except with the previous sanction of the Government or of the prescribed authority or except in the *bona fide* discharge of his duties participate in the radio broadcast or contribute an article or write a letter to a newspaper or periodical either in his own name or anonymously or pseudonymously or in the name of any other person:

Provided that no such sanction shall be required if such contribution, broadcast or writing is of a purely literary, artistic or scientific character.

9. Criticism of Government.—No Government employee shall in any radio broadcast or electronic media or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion—

- (i) which has the effect of any adverse criticism of any current recent policy or action of the Government of India, Government of Punjab or any other State Government;
- (ii) which is capable of embarrassing the relations between the Government of Punjab and the Government of India or the Government of any other State in India; or
- (iii) which is capable of embarrassing the relations between the Government of India or the Government of Punjab and the Government of any foreign State;

Provided that nothing in this rule shall apply to any statements made or views expressed by a Government employee in his official capacity or in the due performance of the duties assigned to him.

10. Evidence before Committee or any other authority.—(1) Save as provided in sub-rule (3), no Government employee shall, except with the previous sanction of the prescribed authority, give evidence in connection with any enquiry conducted by any person, Committee or authority.

(2) Where any sanction has been accorded under sub-rule (1) no Government employee giving such evidence shall criticise the policy or any action of the Government of India, Government of Punjab or any other State Government.

(3) Nothing in this rule shall apply to : —

- (a) evidence given at an enquiry before an authority appointed by the Government, Parliament or a State Legislature; or
- (b) evidence given in any judicial enquiry; or
- (c) evidence given at any departmental enquiry ordered by authorities subordinate to the Government.

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11. Unauthorised Communication of information.—No Government employee shall except in accordance with the Right to Information Act, 2005 or the rules made thereunder or any general or special order of the Government or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or any information to any Government employee or any other person to whom he is not authorised to communicate such document or information.

12. Subscriptions.—No Government employee shall, except with the previous sanction of the Government or of the prescribed authority, ask for or accept contributions to, or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.

13. Gifts.—(1) Save as otherwise provided in these rules, no Government employee shall accept or permit any member of his family or any other person acting on his behalf to accept, any gift.

Explanation.—The expression ‘gift’ shall include free transport, boarding, lodging, or other service or any other pecuniary advantage when provided by any person other than a near relative or personal friend having no official dealings with the Government.

Note (I). A casual meal, gift or other social hospitality shall not be deemed to be a gift.

Note (II). A Government employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organisations, etc.

(2) On occasions such as weddings, anniversaries, funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice, a Government employee may accept gifts from his near relatives but shall make a report to the prescribed authority if the value of any such gift exceeds –

- (i) Rs. 7,000 in the case of a Government employee holding any Group ‘A’ post ;
- (ii) Rs. 4,000 in the case of a Government employee holding any Group ‘B’ post ;
- (iii) Rs. 2,000 in the case of a Government employee holding any Group ‘C’ post ; and
- (iv) Rs. 1,000 in the case of a Government employee holding any Group ‘D’ post.

(3) On such occasions as are specified in sub-rule (2), a Government employee may accept gifts from his personal friends having no official dealing with him, but he

THE PUNJAB CIVIL SERVICES RULES VOLUME I (PART II)

shall make a report to the prescribed authority if the value of any such gift exceeds :—

- (i) Rs. 7,000 in the case of a Government employee holding any Group ‘A’ post;
- (ii) Rs. 4,000 in the case of a Government employee holding any Group ‘B’ post;
- (iii) Rs. 2,000 in the case of a Government employee holding any Group ‘C’ post;
- and
- (iv) Rs. 1,000 in the case of a Government employee holding any Group ‘D’ post.

(4) In any other case, a Government employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any gift without the sanction of the prescribed authority, if the value thereof exceeds —

- (i) Rs. 1,500 in the case of a Government employee holding any Group ‘A’ or Group ‘B’ post ; and
- (ii) Rs. 500 in the case of a Government employee holding any Group ‘C’ or Group ‘D’ post.

13A. Prohibition to give, take or demand dowry.—No Government employee shall: —

- (i) give or take or abet the giving or taking of dowry ; or
- (ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation.—For the purpose of this rule, ‘dowry’ has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961).

14. Public demonstration in honour of Government employee.—No Government employee shall, except with the previous sanction of the prescribed authority receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour or in the honour of any other Government employee:

Provided that nothing in this rule shall apply to —

- (1) a farewell entertainment of a substantially private and informal character held in honour of a Government employee or any other Government employee on the occasion of his retirement or transfer of any person who has recently quit the service of any Government; or
- (2) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

Note.—Exercise of pressure or influence of any sort on any Government employee to induce him to subscribe towards any farewell entertainment even if it is of a substantially private or informal character, and the collection of subscriptions from Class III or Class IV

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employees under any circumstances for the entertainment of any Government employee not belonging to Class III or Class IV, is forbidden.

15. Private trade or employment.—(1) No Government employee shall except with the previous sanction of prescribed authority engage directly or indirectly in any trade or business or negotiate for or undertake any other employment:

Provided that a Government employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake, or shall discontinue such work if so directed by the prescribed authority:

Provided further that if the undertaking of any such work involves holding of any elective office, he shall not seek election to any such office without the previous sanction of the Government.

Explanation.—Canvassing by a Government employee in support of the business of insurance agency, commission agency, etc. owned or managed by his wife or any other member of his family shall be deemed to be a breach of this sub-rule.

(2) Every Government employee shall report to the prescribed authority if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.

(3) No Government employee shall, without the previous sanction of the prescribed authority, except in the discharge of his official duties, take part in the registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1956 (1 of 1956) or any other law for the time being in force or any co-operative society for commercial purposes:

Provided that a Government employee may take part in the registration, promotion or management of –

- (i) a literary, scientific or charitable society or of a company, club or similar organisation the aims and objects of which relate to promotion of sports, cultural or recreational activities, registered under the Societies Registration Act, 1860 or the Companies Act, 1956 or any other law for the time being in force; or
- (ii) a co-operative society, substantially for the benefit of Government Employees registered under the Punjab Co-operative Societies Act, 1961 or any other law for the time being in force.

(4) No Government employee may accept any fee for any work done by him for any public body or any private person without the sanction of the prescribed authority.

15-A. Sub-Letting and Vacation of Government Accommodation.—(1) Save as otherwise provided in any other law for the time being in force, no Government employee shall sub-let, lease or otherwise allow occupation by any other person of the Government accommodation which has been allotted to him.

(2) A Government employee, after the cancellation of the Government accommodation allotted to him, shall vacate the same within the time-limit prescribed by the allotting authority.

16. Investment, lending and borrowing.—(1) No Government employee shall speculate in any stock, share or other investment.

Explanation.—Frequent purchase or sale or both of shares, securities or other investments shall be deemed to be speculation within the meaning of this sub-rule.

(2) No Government employee shall make, or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties.

(3) If any question arises whether any transaction is of the nature referred to in sub-rule (1) or sub-rule (2) the decision of the prescribed authority thereon shall be final.

(4) (i) No Government employee shall, without previous sanction of the prescribed authority, either himself or through any member of his family or any other person acting on his behalf :—

- (a) lend or borrow money, as principal or agent, to or from any person including Bank and Financial Institution or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person, or
- (b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid;

Provided that a Government employee may, give to or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a *bonafide* tradesman or make an advance of pay to his private employee but such amount shall not exceed twelve months emoluments for the construction of house or purchase of built up house and six months emoluments for the purchase of conveyance and other purposes;

- (ii) When a Government employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-rule (2) or sub-rule (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

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17. Insolvency and habitual indebtedness.—A Government employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. A Government employee against whom any legal proceeding is instituted for the recovery of any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts of the legal proceeding to the prescribed authority.

Note.—The burden of proving that the insolvency or indebtedness was the result of circumstances which with the exercise of ordinary diligence, the Government employee could not have foreseen, or over which he had no control, and had not proceeded from extravagant or dissipated habits, shall be upon the Government employee.

18. Movable, Immovable and Valuable Property.—(1) (i) Every Government employee shall on his first appointment to any service or post submit a return of his assets and liabilities, in such form as may be prescribed by the Government, giving the full particulars regarding—

- (a) the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person;
- (b) shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by him;
- (c) other movable property inherited by him or similarly owned, acquired or held by him;
- (d) debts and other liabilities incurred by him directly or indirectly.

Note I.—Sub-rule (1) shall not ordinarily apply to Class IV employees, but the Government may direct that it shall apply to any such Government employee or class of such Government employees.

Note II.—In all returns, the value of items of immovable property worth less than Rs. 10,000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books etc. need not be included in such return.

Note III.—Where a Government employee already belonging to a service or holding a post is appointed to any other civil service or post, he shall not be required to submit a fresh return under this clause.

(ii) Every Government employee belonging to any service or holding any post in Class I or Class II shall submit an annual return in such form as may be prescribed by the Government in this regard giving full particulars regarding the immovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in the name of any other person.

(2) Every Government Employee shall report to the prescribed authority each transaction of moveable or immovable property made by way of lease, mortgage, purchase, sale, gift or otherwise, either in his own name or in the name of any member of his family, if the actual cost of such transaction exceeds one month's gross salary of such employee.

(3) Omitted

(4) The Government or the prescribed authority may at any time by general or special order, require a Government employee to furnish, within a period specified in the order, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf by any member of his family as may be specified in the order. Such statement shall, if so required by the Government or by the prescribed authority, include the details of the means by which or the source from which, such property was acquired.

(5) The Government may exempt any category of Government employee belonging to Class III or Class IV from any of the provisions of this rule except sub-rule (4). No such exemption shall, however, be made without the concurrence of the Chief Secretary to Government, Punjab (in Services Department).

Explanation I.—For the purpose of this rule—

the expression “movable property” includes—

- (i) jewellery, insurance policies, the annual premia of which exceed Rs.10,000 or one-sixth of the total annual emoluments received from Government whichever is less, share, securities and debentures ;
- (ii) loans and advances by such Government employee whether secured or not; and
- (iii) motor-cars, motor-cycles, horses, or any other means of conveyance; and
- (iv) refrigerators, radios, radiograms and television sets.

Explanation II.—For the purpose of this rule, “lease” means, except where it is obtained from or granted to a person having official dealing with the Government employee, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

18A.—Restriction in relation to acquisition and disposal of immovable property outside India and transactions with foreigner etc.—Notwithstanding anything contained in sub-rule (2) of rule 18, no Government employee shall except with the previous sanction of the prescribed authority –

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- (a) acquire, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India;
- (b) dispose of, by sale, mortgage, gift, or otherwise, or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
- (c) enter into any transaction with any foreigner, foreign Government, foreign organisation or concern—
 - (i) for the acquisition, by purchase, mortgage, lease, gift, or otherwise either in his own name or in the name of any member of his family of any immovable property;
 - (ii) for the disposal of, by sale, mortgage, gift, or otherwise or the grant of any lease in respect of, any immovable property which was acquired or is held by him either in his own name or in the name of any member of his family.

19. Vindication of acts and Character of Government employees.—(1) No Government employee shall, except with the previous sanction of the prescribed authority have recourse to any court or to the press for vindication of any official act which has been the subject matter of adverse criticism or an attack of a defamatory character:

Provided that if no such sanction is received by the Government employee within a period of three months from the date of receipt of his request by the Government, he shall be free to assume that the permission as sought for, has been granted.

(2) Nothing in this rule shall be deemed to prohibit a Government employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in private capacity is taken, the Government employee shall submit a report to the prescribed authority regarding such action.

20. Canvassing of non-official or other influence.—No Government employee shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matter pertaining to his service under the Government.

21. Restriction regarding marriage.—(1) No Government employee who has a wife living shall contract another marriage without first obtaining the permission of the Government, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.

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(2) No female Government employee shall marry any person who has a wife living without first obtaining the permission of the Government.

(3) A Government employee who has married or marries a person other than of Indian Nationality, shall forthwith intimate the fact to the Government.

21-A. Omitted.

22. Consumption of intoxicating drinks and drugs.—A Government employee shall—

- (a) strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (b) not be under the influence of any intoxicating drink or drug during the course of his duty and shall also take due care that the performance of his duty at any time is not affected in any way by the influence of such drink or drug; and
- (bb) refrain from consuming any intoxicating drink or drug in a public place;
- (c) not appear in a public place in a state of intoxication;
- (d) not use any intoxicating drink or drug to excess.

Explanation.—For the purpose of this rule, ‘public place’ means any place or premises (including a conveyance) to which the public have, or are permitted to have, access whether on payment or otherwise.

22-A. Prohibition of sexual harassment of working women.—

- (1) No Government employee shall indulge in any act of sexual harassment of any woman at her work place.
- (2) Every Government employee who is in charge of a work place shall take appropriate steps to prevent sexual harassment to any woman at such work place.

Explanation.—For the purpose of this rule, ‘sexual harassment’ includes such unwelcome sexually determined behaviour, whether directly or otherwise, as—

- (a) physical contact and advances;
- (b) demand or request for sexual favours;
- (c) sexually coloured remarks;
- (d) showing any pornography; or
- (e) any other unwelcome physical, verbal or non-verbal conduct of a sexual nature.

22-B. Prohibition from employing Children below the age of 14 years.—No Government employee shall employ to work, any Child below the age of 14 years.

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23. Interpretation.—If any question arises relating to the interpretation of these rules, it shall be referred to the Chief Secretary to Government, Punjab (in Services Department) whose decision thereon shall be final.

24. Delegation of powers.—The Government may, by general or special order, direct that any power exercisable by it or any head of the department under these rules (except the power under rule 23 and this rule) shall subject to such conditions, if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

25. Repealed and saving.— Any rules corresponding to these rules in force immediately before the commencement of these rules and applicable to the Government employees to whom these rules apply are hereby repealed:

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

APPENDIX 24

Omitted

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TABLE OF FORMS

No. of Form	Rule in which referred	Description	Pages
PB. C.S.R. NO. I	Note below rule 1.4	Model Form of Agreement for use in the case of Government employees engaged on contract	135-137
PB. C.S.R. NO. 2	Note below rule 8.4	Application for leave	138-139
PB. C.S.R. NO. 3-15		Omitted	
PB. C.S.R. NO. I6	8.50	Form of Leave Account under the Revised Leave Rules.	141-142

FORMS

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

AGREEMENT

ARTICLES OF AGREEMENT is made on this____day of____Two Thousand____BETWEEN____son of Shri ____at present residing at____(hereinafter referred to as party of the first part) and the GOVERNOR OF PUNJAB (hereinafter referred to as "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

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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 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 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 ten 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 any right for regularisation or permanent absorption in Government service. He shall not be entitled to any benefit like leave encashment, Provident Fund, Pension, Gratuity, Medical Allowance, Seniority, Promotion etc. or any other benefits available to the Government employees appointed on regular basis. However, if the Government so desires, he may be required to subscribe to the National Pension Scheme.

9. In respect of any matter relating to the conduct, discipline and other conditions of service and in respect of which no provision has been made in this Agreement, the provisions of the Government Employees (Conduct) Rules, 1966 and the Punjab Civil Services (Punishment and 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.

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10. If any declaration given or information furnished by the party of the first part proves to be false or if he is found to have wilfully suppressed any material information, he shall 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 parties hereto have hereunto set and subscribe their respective hands and seal, the day and year herein above written.

Executed by Shri _____
at _____
Name _____
Designation _____
Address _____

WITNESSES

1. _____
2. _____

Executed for and on behalf of the
Governor of Punjab through _____
at _____

Name _____
Designation _____
Address _____

WITNESSES

1. _____
2. _____

FORMS

FORM PUNJAB C.S.R. No. 2

(Referred to in Note to Rule 8.4)

APPLICATION FOR LEAVE OF _____

Note.— Items 1 to 11 must be filled in by all applicants.

1. Name of applicant
2. Leave Rules applicable
3. Post held
4. Department, office and section
5. Pay
6. House-rent Allowance, Conveyance Allowance or other compensatory allowance drawn in the present post.
7. Nature and period of leave applied for and date from which required.
8. Sundays and holidays, if any proposed to be prefixed/suffixed to leave.
9. Ground on which leave is applied for.
10. Date of return from last leave, and the nature and period of that leave.
11. Address during leave.
12. (a) I undertake to refund the difference between the leave salary drawn during leave on full pay commuted leave and that admissible during leave on half pay which would not have been admissible had the rule 8.119(c) of the Punjab Civil Services Rules, Volume I, Part I, not been applied in the event of my retirement from service at the end or during the currency of the leave.

(b) I undertake to refund the leave salary drawn during “leave not due” which would not have been admissible, had rule, 8.119(d) of the Punjab Civil Services Rules, Volume I, Part I, not been applied, in the event of my voluntary retirement or resignation from service at any time until I earn half pay leave not less than the amount of leave not due availed of by me.

Signature of applicant
(with date)

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13. Remarks and/or recommendations of the controlling officer.

(Signature with date)
Designation

Certificate regarding admissibility of leave

14. Certified that _____

(Nature of leave)

for _____ from _____ to _____ is admissible under

(Period)

rule _____ of the _____ Rules.

Signature (with date)
Designation

*15. Orders of the sanctioning authority.

Signature (with date)
Designation

*If the applicant is drawing any compensatory allowance, the sanctioning authority should state whether on the expiry of leave he is likely to return to the same post or to another post carrying a similar allowance.

FORMS

FORMS PB. C.S.R. 3 to 15

Omitted.

FORM PB. C. S. R. No.16

(Referred to in rule 8.50)

Form of Leave AccountGovernment employees subject to Revised Rules (as modified with effect from 1st July, 1959)

Name of Government employee _____ Date of birth _____
 Date of commencement of continuous service _____ Date of compulsory retirement. _____

EARNED LEAVE									HALF PAY LEAVE				HALF PAY LEAVE ON PRIVATE AFFAIRS AND ON MEDICAL CERTIFICATE													
Duty			Leave earned (in days)	Leave at credit (in days)	Leave taken			Balance on return from leave	Length of Service			Credit of Leave		Leave on private affairs or on Medical Certificate			Commutated Leave on medical on full pay (Limited to 240 days in entire service)			Commutated leave converted into half pay leave (twice of col. 20)	Leave not due on Medical Certificate Limited to 360 days in entire service			Total half pay leave taken (col.17 plus 21 plus 24)	Balance on return from leave (cols.14-25)	Remarks
From	To	No. of days			From	To	No. of days		From	To	No. of completed years of service	Leave earned (in days)	Leave at Credit (Cols. 26+13)	From	To	No. of days	From	To	No. of days		From	To	No. of days			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

INSTRUCTIONS

1. This form comes into effect from 1st July, 1959.
2. Omitted.
3. Periods of Extraordinary leave taken should be noted in red ink in column 27 for remarks.

4. The entries in columns 10 and 11 should indicate only the beginning and end of completed years of service at the time the half pay leave commences. In cases where a Government employee completes another year of service while on half pay leave, the extra credit should be shown in columns 10 to 14 by making suitable additional entries and this should be taken into account when completing column 26.

5. Whenever the rate of earning leave changes, the fraction in the earned leave accumulated at an earlier rate should be rounded off to the nearest day, i.e. fraction below half should be ignored and that of half or more should be reckoned as a day.

6. For different rates of earning leave during different spans of service rule 8.116 (i) of the Punjab C. S. R. Volume I, Part I, may be referred to.

7. Omitted.