

The Punjab Home Guards and Civil Defence (Field) Class III Service Rules, 1983

PUNJAB

India

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Rule

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The Punjab Home Guards and Civil Defence (Field) Class III Service Rules, 1983 Published vide Punjab Government Notification No. GSR 73/PA8/47/Section 9/83 dated 14th September 1983 in Punjab Government Gazette Part 3 dated 15.9.1983 Page 407 No. G.S.R. 73/P.A. 8/47/Section 9/83. - In exercise of the powers conferred by clause (b) of section 9 of the Punjab Home Guards Act, 1974 (Punjab Act No. 8 of 1947) and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the appointment, and the conditions of service of persons appointed, to the Punjab Home Guards and Civil Defence (Field) Class III Service, namely :-

1. Short title, commencement and extent of application.

- (i) These rules may be called the Punjab Home Guards and Civil Defence (Field) Class III Service Rules, 1983. (ii) They shall come into force on and with effect from the date of their publication in the official gazette. (iii) They shall apply to all the posts specified in Appendix 'A' to these rules.

2. Definitions.

- In these rules, unless the context otherwise requires, -(a)'Battalion Commander' means the Battalion Commander of the Border Wing Battalion of Punjab Home Guards located at Gurdaspur, Batala, Amritsar, Patti, Ferozepur and Fazilka; (b)'Board' means the Subordinate Services Selection Board, or any authority constituted by the Government of Punjab to perform its function; (c)'Clerk' means -(i) Sergeant Clerk; (ii) Havildar Clerk; (iii) Sergeant Accountant; (iv) Corporal Clerk; (v) Lance Corporal Clerk; (vi) Storeman; (vii) Typist; (viii) Volunteer Clerk; and (ix) Clerk (d)'Commandant' means

the Commandant of the combined Punjab Home Guards and Civil Defence Training Institute;(e)'Commandant General' means the Commandant General, Punjab Home Guards and Director Civil Defence, Punjab;(f)'Company Commander' means -(i)Company Commander (Urban and Border Wings);(ii)Commander, District Training Centre (Non-Gazetted);(iii)Battalion Staff Officer,(iv)Administrative Subedar, District Training Centre;(v)Quarter Master Subedar, District Training Centre;(vi)Store Superintendent, Civil Defence;(vii)Senior Inspector, Combined Home Guards and Civil Defence Training Institute.(viii)Administrative Officer(g)'Deputy Commandant General' means the Deputy Commandant General, Punjab Home Guards and Deputy Director, Civil Defence, Punjab;(h)'direct appointment' means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government.(i)'District Commander' means the District Commander of Punjab Home Guards in a district;(j)'Divisional Commandant' means the Divisional Commandant of Punjab Home Guards of Jalandhar, Ferozepur or Patiala Division ;(k)'Government' means the Government of the State of Punjab in the Department of Home Affairs and Justice ;(l)'Platoon Commander' means and includes -(i)Commander;(ii)District Commander;(iii)Defence Inspector ;(iv)Inspector, Combined Home Guards/Civil Defence, Training Institute.(m)'recognised university or institution' means -(i)any university or the institution incorporated by law in any of the State of India; or(ii)in the case or degrees or diplomas obtained as a result of an examination held before the 15th August, 1947, the Punjab, Sind or Dacca University; or(iii)any other university or institution which is recognised by the Government for the purpose of these rules; and(n)'Service' means the Punjab Home Guards and Civil Defence (Field) Class III Service.

3. Number and character of posts.

- The Service shall comprise the posts shown in Appendix 'A' to these rules :Provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Appointing authority.

- Appointment to the posts in the Service shall be made by the authorities noted against each :-
(1)Company Commanders
Commandant General
(2)Platoon Commanders
(3)Armourer (A.S.I. Rank)
(4)Clerks
(5)Draftsman
(6)Quarter Master Sergeant
(7)Sergeant Armourer
(8)Havildar
Instructors
(9)Sergeant Mechanic
(10)Corporal Instructors
(11)Corporal Armourers
(12)Corporal Mechanics
Deputy Commandant General
(13)Demonstrators
(14)Drivers
(15)Despatch Rider/Chowkidar/Orderly Peon
(16)Radio/Wireless Operator
(17)Radio/Wireless Operator (Technician)/Radio Wireless Mechanic
(18)Carpenter
(19)Pipe Band Havaladar
(20)Pipe Band Naik
(21)Pipe Band Lance Naik
(22)Bandsman
(23)Junior Scale
Stenographer
(24)Stenotypist
(25)Bugler

5. Nationality, domicile and character of candidates appointed to Service.

(1) No person shall be appointed to any post in the Service, unless he is -(a) a citizen of India ; or (b) a citizen of Nepal; or (c) a subject of Bhutan; or (d) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India; (e) a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India: Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour of a certificate of eligibility has been issued by the Government of India. (2) A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Board and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India. (3) No person shall be appointed to the Service by direct appointment, unless he -(a) produces a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any; and similar certificate from two responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; (b) produces an affidavit to the effect that he was never convicted for any criminal offence and that he was never dismissed or removed from service of any State Government or Government of India or any public sector undertaking; and (c) produces a medical fitness certificate, as required, vide rule 3.1 of the Punjab Civil Service Rules, Volume-I, Part-I.

6. Disqualification.

- No person -(a) who has entered into or contracted a marriage with a person having a spouse living, or (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the Service : Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

7. Age.

- No person shall be appointed to the Service by direct appointment if he is less than seventeen years or is more than thirty years of age on the first day of January, immediately preceding the last date appointed by the Board for submission of applications or unless he is within such range of minimum and maximum age as may be specifically fixed by the Government from time to time : Provided that in the case of a person appointed to the service at an age less than eighteen years, the period of service rendered above the age of seventeen years upto the age of eighteen years shall be counted as boy's service : Provided further that the condition of upper age limit may be relaxed upto 45 years in the case of a person already in the service of Government of India or of a State Government : Provided further that in the case of candidates belonging to Scheduled Castes, Scheduled Tribes and other Backward Classes the upper age limit shall be such as may be fixed by the Government from time to time. Note. - For age limits in the case of Ex-servicemen the provision of rule 6 of the

Punjab Recruitment of Ex-Serviceman Rules, 1982 apply.

8. Method of appointment and qualifications.

- All appointments to the Service shall be made in the following manner :-(1)In the case of Company Commander. - By promotion from amongst the Platoon Commanders who are matriculates and have an experience of working as such for a minimum period of six years.(2)In the case of Platoon Commander. - (i) Forty per cent by direct appointment from amongst graduates of a recognised university and the persons having the following qualifications will be preferred :-(a)N.C.C. 'C' or 'B' Certificate(b)International Sportsmen; or(c)All India Sportsmen:Provided that five per cent of the posts may be filled from amongst sportsmen who have represented the State or Country.(ii)Five per cent of the posts from amongst Assistant Sub Inspectors or Sub- Inspectors of the Department of Home Affairs and Justice [Police organisation] on deputation.(iii)Forty-five per cent by promotion from amongst Armourers [Assistant Sub-Inspectors rank], Havildar Instructors, Quarter Master Sergeants, Sergeant Mechanics and Sergeant Armourers, who have an experience of working as such for a minimum period of five years in the ratio of the sanctioned strength in these ranks :Provided that the posts of the Assistant District Commanders in the offices of the District Commanders shall be filled from amongst Clerks with at least five years service; and(iv)Ten per cent of the posts by promotion from amongst Clerks who have an experience of working as such for a minimum period of five years.(3)In the case of Armourers (Assistant Sub-Inspector Rank) by promotion from Sergeant Armourers with at least five years service in this rank.(4)In the case of Clerks. - (i) Ninety per cent by direct appointment from persons who are Matriculates :Provided that a person to be appointed as typist shall possess a type-writing speed of thirty words in English or Punjabi languages; and(ii)Ten per cent by promotion from amongst the Class IV employees working at State Headquarters of the field offices under the control of the Commandant General who have at least five years experience as such and have passed the Matriculation Examination with Punjabi as one of the subjects and have also qualified in a test in Punjabi Typewriting at the speed prescribed by the Subordinate Services Selection Board, conducted by the Appointing Authority or any such authority to whom powers for doing so are delegated by appointing authority.(5)In the case of Draftsmen. - By direct appointment from amongst persons who are Matriculates and have done two years diploma course in Draftmanship of the Industrial Training Institute or of a recognised institution.(6)In the case of Quarter Master Sergeant. - By promotion from amongst Clerks possessing at least five years service as such.(7)In the case of Sergeant Armourer. - By promotion from amongst Corporal Armourers, who are qualified military or police armourers, with at least six years service and academic qualifications of middle standard.(8)In the case of Havildar Instructors. - (i) Ninety per cent by promotion from Corporal Instructors and Demonstrators with at least six years service and academic qualification of middle standard, relaxable in deserving case by Deputy Commandant General:Provided further that in the case of Demonstrators one year's service as Corporal Instructor shall be essential.(ii)Ten per cent by deputation from amongst the Constables of Department of Home Affairs and Justice (Police Organisation) who are certified to be fit for appointment by that Department.(9)In the case of Sergeant Mechanics. - By promotion amongst Corporal Mechanics with a minimum service of five years and academic qualifications of middle standard.(10)In the case of Corporal Instructors. - (i) By direct appointment from amongst Matriculates. Preference will however be given to part-time Home Guards of the organisation with at least three years experience

and to those who possess N.C.C. 'A' or Home Guards/Civil Defence certificate ;(ii)A Corporal Instructor will not be entitled to wear stripe before completing three years of service. On completion of three years service, he will be authorised to wear one stripe, on completion of six years two stripes and on confirmation three stripes.(11)In the case of the Corporal Armourer. - By direct appointment from amongst Ex-Serviceman/Police qualified Armourers, with minimum academic qualifications of Middle standard.(12)In the case of Corporal Mechanic. - By direct appointment from amongst Ex-Servicemen/Police, experienced Mechanics or Industrial Training Institute qualified Mechanics, who possess academic qualifications of Middle standard and hold a driving licence.(13)In the case of Demonstrators. - By direct appointment from amongst Matriculates, preference will be given to part-time Home Guards with at least three years experience and to those who possess N.C.C. 'A' certificate/Home Guards or Civil Defence certificate.(14)In the case of Drivers. - By direct appointment from amongst persons who can read and write Punjabi and possess valid driving license for light and heavy vehicles with at least five year experience as Drivers.(15)In the case of Despatch Riders/Chowkidar/Orderly Peons. - (i) Fifty per cent by direct appointment from amongst those who are Matriculates and possess motorcycle driving licence, preference being given to part-time volunteers; and(ii)Fifty per cent by promotion from amongst Class IV staff working at State Headquarters or field offices under the control of the Commandant General who are Matriculates and possess motorcycle driving licence, with experience of at least three years.(16)In the case of Radio Wireless Operator. - By direct appointment from amongst Ex-Servicemen/Police trained Wireless Operators, who are Matriculates.(17)In the case of Radio Wireless Operators (Technician)/Radio Wireless Mechanics. - By direct appointment from amongst Ex-Servicemen/Police-trained Wireless Mechanics who are Matriculates.(18)In the case of Carpenter. - By direct appointment from amongst Middle pass with at least three years experience in carpentry.(19)In the case of Pipe Band Havildar. - By promotion from amongst Pipe Band Naiks who are Middle pass and possess at least three years service as such; and(20)In the case of Pipe Band Naik. - By promotion from amongst Pipe Band Lance Naiks who are Middle pass and possess at least three years service as such.(21)In the case of Pipe Band Lance Naik. - By promotion from amongst bandsmen who are Middle pass and possess at least three years service as such.(22)In the case of Bandsmen. - By direct appointment from amongst Ex- servicemen police-trained Bandsmen knowing Side Drum, Brass Drum and Bag Pipe, and who are Middle pass and possess at least two years experience as such.(23)In the case of Junior Scale Stenographer. - (i) By promotion from amongst steno-typists, who possess at least five years experience as such and pass a test in shorthand and type in English as well as in Punjabi language at such speed as may be specified by the Government from time to time:Provided that if no suitable person is available for promotion, the posts shall be filled in by transfer of steno-typists working in other Departments of the Punjab Government who possess five years experience as such and qualify a test in English as well as in Punjabi language at such speed as may be specified by the Government from time to time;(ii)By direct appointment from amongst persons who are atleast Matriculates and have qualified the Board's test, preference shall be given to a person who is a graduate of a recognized university and who has an experience of atleast two years as Steno-typist:Provided further that appointment in aforesaid manner shall only be made when none is eligible for appointment by promotion or transfer.(24)In the case of Steno-typist. - (i) By promotion from amongst the Clerks who are Matriculates and possess an experience of atleast of one year's service as a Clerk subject to qualifying a stenography test in the English and Punjabi language at such speed as may be specified

by the Government from time to time :Provided that if no suitable person is available for promotion, the post shall be filled in by transfer of steno-typists working in other Departments of the Punjab Government who possess at least five years experience as such and qualify a test in English as well as in Punjabi language at such speed as may be specified by the Government from time to time : (ii) By direct appointment from amongst persons who are Matriculates and have qualified the Board's stenography test in English and Punjabi languages ; provided that appointment in this manner will only be made when none is eligible for appointment by promotion and transfer. (25) In the case of Bugler. - (1) By direct appointment from amongst the Ex-servicemen/Police-trained Buglers, who are Middle pass. (2) Person appointed to the Service may be required to undergo such training as may be specified by the Commandant General and his services may be dispensed with, if he fails to undergo such training within the period so specified. (3) No person shall be recruited to the service by direct appointment unless he possesses knowledge of Punjabi language of Matriculation standard or its equivalent or passes test of equivalent standard to be held by such authority as may be specified by Government in this behalf from time to time: Provided that in cases where the minimum qualifications for appointment to a post in the Service are lower than Matriculation standard, then the standard of Punjabi language shall be lowered accordingly: Provided further that in the case of an Ex-serviceman who does not possess the knowledge of Punjabi language of Matriculation Standard or its equivalent, appointment to the Service may be made subject to the condition that he shall acquire the aforesaid qualification within a period of six months from the date of appointment failing which his services shall be liable to be terminated without any notice. (4) All appointments by promotion shall be made on seniority-cum-merit basis, but no official shall get promotion to the next rank without passing such training courses at various levels, as may be prescribed by the Commandant General from time to time.

9. Probation of members of Service.

(1) Persons appointed to the service shall remain on probation for a period of two years, if recruited by direct appointment, and one year if recruited otherwise : Provided that - Period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation; In the case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service may, at the discretion of appointing authority be allowed to count towards the period of probation; and Period of officiating appointment of the Service shall be reckoned as period spent of probation, but no person who has so officiated shall on the completion of the prescribed period of probation be entitled to be confirmed unless he is appointed against a permanent vacancy. (2) If, in the opinion of the appointing authority, the work or conduct of a person, during the period of probation is not satisfactory, it may - (a) if such person is recruited by direct appointment, dispense with his services or revert him to a post on which he held lien, prior to his appointment to the Service by appointment; and (b) if such person is recruited otherwise - (i) revert him to his former post; or (ii) deal with him in such other manner as the terms and conditions of his previous direct appointment permit. (3) On the completion of the period of probation of a person the appointing authority may - (a) if his work and conduct has, in its opinion, been satisfactory, (i) confirm such person from the date of his appointment if appointed against a permanent vacancy; or (ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or (iii) declare that he has completed his probation

satisfactorily, if there is no permanent vacancy; or (b) if his work or conduct has not been, in its opinion satisfactory, (i) dispense with his services, if appointed by direct appointment or if appointed otherwise, revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or (ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the period of probation specified in sub-rule (1): Provided that the total period of probation, including extension, if any, shall not exceed three years.

10. Seniority of members of Service.

- The seniority inter se of the members of the Service in each cadre shall be determined by the length of continuous service on a post in that cadre of the Service : Provided that in the case of members recruited by direct appointment who join within the period specified in the order of appointment or within such period as may from time to time be extended by the appointing authority subject to a maximum of four months from the date of appointment, the order of merit determined by the Board shall not be disturbed : Provided further that in case a candidate is permitted to join the Service after the expiry of the said period of four months in consultation with the Board, his seniority shall be determined from the date he joins the Service: Provided further that in case any candidate of the next selection has joined the Service before the candidate referred to in the preceding proviso joins, the candidate so referred shall be placed below all the candidates of the next selection who join within the time specified in the first proviso : Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows :-(a) a member recruited by direct appointment shall be senior to a member recruited otherwise; (b) a member appointed by promotion shall be senior to a member appointed by transfer; (c) in the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointment from which they were promoted or transferred; and (d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment; and if the length of such service is also the same an older member shall be senior to a younger member. Note. - 1. Seniority of members appointed on purely provisional basis, shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment. Note. - 2. In the case of members whose period of probation is extended under rule 9, the date of appointment for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended.

11. Pay of members of service.

- Members of the Service shall be entitled to such scales of pay as may be sanctioned by the Government from time to time. The scales of pay at present in force in respect of the posts in the Services are given in Appendix 'A' to these rules.

12. Leave, pension and other matters.

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

13. Discipline, penalties and appeals.

(1) In the matter of discipline, punishment and appeals, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time. (2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the Service shall be as specified in Appendix 'C' to these rules.

14. Liability to serve.

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

15. Liability of members of the Service to transfer.

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

16. Oath of allegiance.

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

17. Liability for vaccination and re-vaccination.

- Every member of the Service shall get himself vaccinated or re-vaccinated when Government so directs by a special or general order.

18. Power to relax.

- Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be reordereed in writing, relax any of the provisions of these rules with respect to any class or category of persons :Provided that the provisions regarding qualifications and experience, unless otherwise provided in these rules, shall not be relaxed.

19. Interpretation.

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

20. Repeal and Saving.

- The Punjab Home Guards Rules, 1963 as these are applicable to the members of the Service are hereby repealed: Provided that any order issued or action taken under the rules so repealed shall be deemed to have been issued or taken under the corresponding provisions of these rules. Appendix 'A' (See Rule 3)

Serial No.	Designation of posts	Number of posts	Scale of pay		
			Total	Permanent	Temporary
1	2	3	4	5	6
1.	Company Commander	67	32	99	Rs. 700-25-800/30-1,000/40-1,200
2.	Platoon Commanders	99	163	262	Rs. 600-20-700/25-850/30-1,000
3.	Armourer (A.S.I. Rank)	2	2	Rs. 525-15-600/-20-700-25-825
4.	Clerks	162	58	220	Rs. 400-10-450/25-525/15-600
5.	Draftsmen	1	1	Rs. 510-15-600/20-700/25-850-30-940
6.	Quarter Master Sergeant	22	21	43	Rs. 450-15-525/15-600/20-700
7.	Sergeant Armourers	3	14	17	Rs. 450-15-525/15-600/20-700
8.	Havildar Instructors	89	12	101	Rs. 450-15-525/15-600/20-700
9.	Sergeant Mechanic	3	3	6	Rs. 450-15-525/15-600/20-700
10.	Corporal Instructors	62	7	69	Rs. 400-10-450/15-525/15-600/20-660 with a start of Rs. 420
11.	Corporal Armourers	6	6	Rs. 400-10-450/15-525/15-600/20-660 with a start of Rs. 420
12.	Corporal Mechanics	6	6	Rs. 400-10-450/15-525/15-600/20-660 with a start of Rs. 420
13.	Demonstrators	2	6	8	Rs. 400-10-450/15-525/15-600/20-660 with a start of Rs. 420
14.	Drivers	49	45	94	Rs. 400-10-450/15-525/15-600

15.	Despatch Riders/Chowkidars/Orderly Peons	105	33	138	Rs. 400-10-450/15-525/15-600
16.	Radio/Wireless Operators	12	12	Rs. 450-15-525/15-600/20-700 (plus Rs. 30 special pay)
17.	Radio Wireless Operators (Technician) Radio Wireless Mechanic	3	15	18	Rs. 400-10-450/15-525/15-600/20-660 plus Rs. 30 special pay.
18.	Carpenter	1	1	Rs. 400-10-450/15-525/15-600
19.	Pipe Band Havildar	1	1	Rs. 450-15-525/15-600/20-700
20.	Pipe Band Naik	3	3	Rs. 400-10-450/15-525/15-600/20-660 with a start of Rs. 420
21.	Pipe Band Lance Naik	3	3	Rs. 400-10-450/15-525/15-600/20-660 with a start of Rs. 420
22.	Bandsmen	11	11	Rs. 400-10-450/15-525/15-600/20-660 with a start of Rs. 420
23.	Junior Scale Stenographer	1	1	Rs. 570-15-600-20-700/25-850/30- 1,000-40-1,080
24.	Stenotypist	2	2	Rs. 400-10-450/15-525/15-600 plus Rs. 25 as special pay
25.	Bugler	1	1	Rs. 400-10-450/15-525/15-600/20-660 with a start of Rs. 420

Appendix 'B'(See rule 13)

Serial No.	Designation of the official	Nature of penalty or order	Authority empowered to impose penalty or pass order	Appellate Authority
Minor Penalties				
1.2.	Company Commanders Platoon Commanders	(i) censure;(ii) withholding of promotion(iii) recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of order :(iv) withholding of increments of pay;(v) reduction to a	Battalion Commander or District Commander or Commandant	Commandant General

lower scale in the time scale of pay for aspecified period with further directions as to whether or not theGovernment employee will earn increments of pay during the periodof such reduction and whether on the expiry of such period thereduction will or will not have the effect of postponing thefuture increments of pay;(vi) reduction to a lower time scale ofpay, grade, post or service which shall ordinarily be a bar tothe promotion of Government employee to the time scale of pay,grade, post or service from which he was reduced, with or withoutfurther direction regarding conditions of restoration to thegrade or post or service from which the Government employee wasreduced and his seniority and pay on such restroration to thatgrade, post or service;(vii) Compulsory retirement,(viii) removal fromservice which shall not be a disqualification for futureemployment under the Government;(ix) dismissal from service which shallordinarily be a disqualification for future employment under theGovernment.

Major penalties				
			Battalion Commander or District Commander or Commandant	Commandant General
3.	Armourers (ASI)	(i) censure		
4.	Clerks	(ii) withholding of promotion		
5.	Draftsman	(iii) recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of order		
6.	Quarter Master Sergeant	(iv) withholding of increments of pay;		
7.	Sergeant Armourers			
8.	Havildar Instructor			
		(v) reduction to a lower scale in the time scale of pay for a specified period with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of pay;		
91011	Sergeant Mechanic Corporal Instructor Corporal Armourer			
12	Corporal Mechanics			
13	Demonstrators			
14	Drivers			
151617	Despatch Rider/ Chowkidar/ Orderly Peon Radio/Wireless Operator Radio Wireless Operator (Technician Radio	(vi) reduction to a lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of	Deputy Commandant General	Commandant General

	WirelessMechanics)	pay,grade, post or service from which he was reduced, with or withoutfurther direction regarding conditions of restoration to thegrade or post or service from which the Government employee wasreduced and his seniority and pay on such restoration to thatgrade, post or service;		
18	Carpenter			
19	Pipe Band Havildar			
20.	Pipe Band Naik	(vii) compulsory retirement;		
		(viii) removal from service which shall not		
21	Pipe Band Lance Naik	bedisqualification for future employment under the Government;		
		(ix) dismissal from service which shallordinarily be		
2223	BandsmenBugler	disqualification for future employment under theGovernment;		
24.	Orderly Peon (in respect of DivisionalCommandant's Office)	Minor Penalties(i) Censure;(ii)Withholding of promotion;		
		(iii) recovery from pay of the whole or part ofany		
25.	Junior Scale Stenographer	pecuniary loss caused to the Government by negligence orbreach of order	Divisional Commandant	Commandant General
26.	Steno-typist	(iv) Withholding of increments of pay;(v) reduction to a lower scale in the time scaleof pay for a specified period with further directions as towhether or not the	DeputyCommandantGeneral	CommandantGeneral

Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of pay; (vi) reduction to a lower time scale of pay, grade post or service which shall ordinarily be a bar to the promotion of the Government employee to the time scale of pay, grade, post or, service from which he was reduced, with or without further direction regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to the grade, post or service. (vii) compulsory retirement; (viii) removal from service which shall not be a disqualification for future employment under the Government; (ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.