

The Punjab Trust Services (Recruitment and Conditions of Service) Rules, 1978

PUNJAB

India

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Rule

THE-PUNJAB-TRUST-SERVICES-RECRUITMENT-AND-CONDITIONS-OF 1978

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The Punjab Trust Services (Recruitment and Conditions of Service) Rules, 1978Published vide Notification No. GSR 108/P.A 4/22/Sections 17 & 73/78, dated 18th October, 1978

1. Short title, commencement and application.

(1)These rules may be called the Punjab Trust Services (Recruitment and Conditions of Service) Rules, 1978.(2)They shall come into force at once.(3)They shall apply to all the posts in the Trust Services specified in Appendix 'A'.

2. Definitions.

- In these rules, unless the context otherwise requires, -(a)'Act' means the Punjab Town Improvement Act, 1922;(b)'Appendix' means an appendix to these rules;(c)'appointing authority' means the authority indicated as the appointing authority against each class of posts in a Service in Appendix 'C';(d)'average pay' means the average monthly pay earned during the ten complete months immediately preceding the month for which the average pay is to be calculated;(e)'Director' means the Director, Local Government, Punjab.(f)'direct recruitment' means an appointment made by selection and otherwise than by promotion or by transfer of an official already in the service of Trust;(g)'duty' includes the service as probationer or apprentice, provided such service is followed by confirmation without any break and also includes joining time;(h)'earned leave' means leave earned in respect of the period spent on duty;(i)'family' means family as defined in rule 2.17 of the Punjab Civil Services Rules, Volume I, Part I :Provided that for the purpose of provident fund or

gratuity, it shall be deemed to mean as defined in the Punjab Town Improvement Trusts Provident Fund Rules, 1945, as amended from time to time.(j)"Government" means the Government of the State of Punjab in the Local Government Department;(k)'leave' means earned leave, maternity leave, leave not due, leave on half pay, medical leave, commuted leave and extraordinary leave but does not include casual leave.(l)'member' means a member of any of the Services mentioned in Appendix 'A'(m)'pay' means the amount drawn monthly by a member of a Service as pay which has been sanctioned for the post held by him substantively or in an officiating capacity and includes special pay or personal pay, if any, or any emoluments which may be specially classed as pay by the Government but save as otherwise provided, does not include any kind of allowance;(n)'recognised university or institution' means, -(i)any university or institution incorporated by law in any of the States of India;(ii)the Punjab, Sind or Dacca University, in the case of degrees or diplomas obtained as a result of examination held by these universities before the 15th August, 1947; or(iii)any other university or institution which is declared by the Government to be a recognised university or institution as the case may be, for the purpose of these rules;(o)'section' means a section of the Act;(p)'Service' means a Trust Service constituted by the Government under sub-section (1) of section 17;(q)'vacancy' means a vacancy in a Service for a period of two months or more whether on account of transfer, leave, suspension or any other reason.

3. Nationality, domicile and character of persons to be appointed to a Service [Section 17]

(1)No person shall be appointed to a 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 1st January, 1962, with the intention of permanently settling in India, or(e)a person of Indian origin who has migrated from Pakistan; Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India :Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of India.(2)A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the recruiting authority 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 recruited to a Service unless his character and antecedents have been verified before hand :Provided that in the case of recruitment to a temporary vacancy required to be made urgently, a person may be appointed in accordance with general directions issued by the Government regarding appointments in anticipation of verification of character and antecedents.

4. Qualification.

- [Section 17]. - The qualifications necessary for direct recruitment and for promotion to the posts in a Service shall be as specified in Appendix 'B' against each such post.

5. Method of recruitment.

- [Section 17 (6)]. - (1) Recruitment to various categories of posts in a Service at the time of its initial constitution shall be made by the appointing authority by absorption of persons already holding corresponding posts in the service of a Trust, provided they are found fit by an authority appointed by the Government in this behalf for becoming member of the Service after taking into consideration their qualifications and service record.(2)After filling in the vacancies under sub-rule (1), the remaining vacancy or vacancies which may occur thereafter shall be filled up in the following manner, namely :-(i)Fifty per cent of the vacancies by direct recruitment; and(ii)Fifty per cent of the vacancies by promotion through selection :Provided that if no suitable candidate is available by direct recruitment or by promotion, the vacancies may be filled up by transfer or on deputation :Provided further that if no qualifications have been laid down in Appendix 'B' for any post to be filled up by promotion, that post shall be filled up by direct appointment.[] [Third Proviso added by PG Notification dated 26.4.1985, and omitted vide G.S.R. 82/P.A./Section /22/Sections 17 and 73/Amendment (7) 87 dated 26.10.1987.][Provided further that the vacancies of Assistant Trust Engineers shall be filled up in accordance with the following roster, namely :-

Source of recruitment	Allocation each source			
	Proportion in a lot of forty vacancies			
1. Direct recruitment	20	4	4	4 4 4 4
2. Promotion from Sectional Officers	12	3	2	2 2 2 3
3. Promotion from Head Draftsmen or Draftsmen	2	-	1	- 1 -
Promotion from Sectional Officer, Head Draftsmen				
4. or Draftsmenwith B.E. OR A.M.I.E. Degree of recognised university	6	1	1	1 2 1 1

Note - If no suitable candidate is available from source No. 4, the vacancies shall be filled up by direct recruitment.][(2-A). Notwithstanding any thing contained in sub-rule (2), the posts of the Punjab Service of Trust Chief Engineer, the Punjab Service of Trust Superintending Engineers and Punjab Service of Trust Engineer shall be filled up 100% by promotion.] [Substituted by Punjab Notification No. 4/77/02-3LG2/1094, Dated 30.6.2008.](3)The recruitment under clause (i) of sub-rule (2) shall be made by the appointing authority on the recommendation of a selection committee constituted under sub-rule (4).(4)[The Government may, from time to time, by notification, constitute a Selection Committee, consisting of at least three officers of the Government and two non-officials who have sufficient experience in the functioning of urban local bodies and different Selection Committees may be constituted for different categories of service :Provided that at least one of the members of the Selection Committee shall being to the Scheduled Castes.] [Substituted by Punjab Government Notification GSR 128/PA 4/22/Sections 17 and 73, dated 8.12.1978.](5)The Selection Committee referred to in sub-rule (4) may associate not more than two persons who are specialists or are experienced in the line keeping in view the nature and duties of the post required to be filled. The person to be associated shall not be less than the rank of a Superintending Engineer in the case of selection of an Engineer and not below the rank of a Joint Director of Health Services in the case of selection of medical staff.(6)While making recruitment

under sub-rule (2), the policy of the Government regarding reservation of appointments or posts for members of the Scheduled Castes and other backward classes and for any other category in relation to the services under it shall be followed.

6. Age on entry and physical fitness.

- [Section 17]. - (1) Except in the case of a person recruited under sub-rule (1) of rule 5, no person shall be appointed to a post in a Service by direct recruitment if he is less than seventeen years or more than thirty-five years of age on the last day of receipt of applications for the posts: Provided that in the case of candidates belonging to the Scheduled Castes and Backward Classes the maximum age limit shall be such as may be fixed by the Government from time to time. (2) A person appointed to the Service by direct recruitment shall be required to produce certificate of physical fitness from the Civil Surgeon of the district concerned before joining the Service. Such a person shall, before being examined, make and sign a declaration in Form I appended to these rules and the Medical Officer shall examine him and furnish a certificate in Form II appended to these rules: Provided that the aforesaid condition shall not apply while filling up a temporary vacancy of less than six months duration.

7. Cadres and the scales of pay.

- [Section 17 (4)]. - (1) The number of posts created from time to time in a Service by the State Government or by an authority empowered by it under sub-section (5) of section 17 shall be deemed to be the cadre of that Service, which shall be subject to variation by the authorities referred to in the aforesaid sub-section. (2) The scales of pay of the posts in various services shall be as given in Appendix 'A': Provided that the Government may from time to time revise these scales of pay. (2A) [A member of a Service recruited under sub-rule (1) of rule 5 may, within a period of thirty days of the date of commencement of the Punjab Trust Services (Recruitment and Conditions of Service) (First Amendment) Rules, 1980, by notice in writing given to the State Government, indicate his intention of retaining the scale of pay which he was drawing immediately before becoming member of that Service.] [Inserted by Punjab GSR 11/PA 4/22/Sections 17 and 73/Amendment (2)/80/dated 6-2-1980, Government Notification dated 6.2.1980.] (3) The appointing authority may, for reasons to be recorded in writing, sanction a higher start of pay than the minimum of the scale to any person.

8. Disqualifications.

- [Section 17] - 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 a 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.

9. Probation.

- (Section 17). - (1) A person appointed to a service shall remain on probation for a period of two years, if appointed by direct recruitment, and one year, if appointed otherwise :Provided that officiating appointment in a Service shall be reckoned as period spent on probation.(2)if the work or conduct of a person appointed to a Service during the period of his probation is, in the opinion of the appointing authority, not satisfactory, it may, -(a)If appointed by direct recruitment, dispense with his services; or(b)if appointed otherwise, -(i)revert him to his former post; or(ii)deal with him in such a manner as the terms and conditions of his previous appointment permit.(3)On the completion of the period of probation of a person, the appointing authority may, -(a)if his work or 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;(b)if his work or conduct has not been, in its opinion, satisfactory, -(i)dispense with his services, if appointed by direct recruitment 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 original period of probation :Provided that the total period of probation including extension, if any, shall not exceed three years.

10. Seniority of members of Service.

- (Section 17). - The seniority inter se of the members of a Service shall be determined separately for each category of posts within that Service from the dates of their continuous appointment to a post in that category :Provided that in the case of members appointed by direct recruitment their inter se seniority shall be in the order of merit in which they have been placed by the Selection Committee :[Provided further that the case of members recruited under sub-rule (1) of rule 5 their inter se seniority shall be determined by the length of their continuous service on a corresponding post in the service of a Trust.] [Proviso added vide Punjab Government Notification dated February 6, 1980.]Provided further that in the case of two or more members appointed on the same date, a member appointed by direct recruitment shall be senior to a member appointed otherwise.Note. - This rule shall not apply to persons appointed on purely provisional basis.

11. Punishment and appeal.

- (Section 17). - (1) The Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time, so far as they are not inconsistent with the provisions of the Act shall apply to the members.(2)The authority empowered to impose penalties and the appellate authority in respect of a category of posts in each Service shall be as specified against the category in Appendix 'C'.(3)The authority to hear an appeal against an order specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, other than an order imposing any of the penalties mentioned in Appendix 'C' shall be the Government.

12. Resignation from service.

- [(Section 17 (6))]. - If a member wishes to resign from service, he shall give one month's notice in writing to the appointing authority. If the member fails to give such a notice, or gives a shorter notice, the appointing authority shall be entitled to recover one month's salary with usual allowances, or salary and allowances for the period by which notice falls short of one month, as the case may be, from such member in lieu of notice.

13. Retirement from service.

- (Section 17). - (1) Members shall retire on the afternoon of the last day of the month in which they attain the age of fifty-eight years :Provided that the Government may re-employ any person after he attains the age of superannuation upto the age of sixty years, if considered necessary in public interest.(2)(a)The appointing authority shall, if it is of opinion that it is in public interest to do so, have the absolute right, by giving a member prior notice in writing, to retire that member on the date on which he completes twenty-five years of 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 of less than three months is given, the member shall be entitled to claim a sum equivalent to the amount of his pay and allowances, at the same rate 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.(3)Any member may, after giving at least three months' previous notice in writing to the appointing authority, retire from service on the date on which he completes [twenty] [Substituted for 'twenty five' vide Punjab Government Notification, dated February 6, 1980.] years of service or attains fifty years of age or on any date thereafter, to be specified in the notice :Provided that no member under suspension shall retire from service except with the specific approval of the appointing authority.

14. Leave, travelling allowance, and other matters.

- [(Sections 17 and 73 (1)(x))]. - In respect of leave, travelling allowance, joining time, suspension, medical facilities, fees, honorarium, house rent allowance, dearness allowance, fixation of pay, grant of increment, crossing of efficiency bar, deputation and other matters not expressly provided for in these rules, members shall be governed by the corresponding provisions contained in the rule and instructions applicable to Punjab Government employees. The authority competent to sanction casual leave, earned leave, increments and efficiency bar will be as given in Appendix 'D'.Provided that a member on transfer shall draw his traveling allowance and joining time benefits from the trust to which he is transferred.

15. Contributory Provident Fund.

- [(Section 17 (6))]. - (1) Members shall be entitled to contribute to the provident fund of the Trust where they are employed for the time being like other subscribers of the Trust and shall be governed

by the rules contained in the Punjab Town Improvement Trusts Provident Fund Rules, 1945 :Provided that on transfer of a member from one Trust to another the balance of provident fund at his credit along with interest accrued thereon up to date shall be transferred to the Trust to which such member has been transferred within fifteen days from the date of his transfer.(2)A separate account of provident fund shall be maintained for each member by Trust where he may be serving for the time being :Provided that the Government may, if it so decides, make arrangements for centralised accounting of the provident fund of members.

16. Gratuity.

- [Sections 17(6) and 73 (xii)]. - (1) Members shall be entitled to gratuity at such rates as may, from time to time, be notified by the Government or to the amount of gratuity to which they may be entitled under the conditions of service applicable to them immediately before becoming member of a Service, whichever is more beneficial to them :Provided that the total service of a member under different Trusts, he has served, shall be taken into account for calculating the amount of gratuity due to him :Provided further that on transfer of a member from one Trust to another the gratuity to which he may be entitled shall be transferred to the Trust to which such a member has been transferred and the member shall be entitled to claim the entire amount of gratuity payable to him from the Trust last served.(2)The incidence of gratuity on the fund of the concerned Trust shall be in proportion to the length of service in each such Trust.

17. Departmental examination.

- (Section 17). - The Government may, by notification, direct that the person appointed to a Service shall be required to pass a departmental examination, the details and syllabus whereof and the consequences for failure to pass the same shall be such as may be notified by the Government.

18. Record of service.

- (Section 17). - (1) There shall be a personal file for every member in which shall be placed all papers, record and other documents, relating to his service. The file shall contain in particular a service book giving history of service from the date of his appointment, particulars of increment, promotion, reward, punishment and all other special events of his career. The service book shall also contain the leave account form showing a complete record of leave, other than casual leave.(2)A confidential file shall also be maintained for each member :Provided that Government may, if it so decides, make such agreements as it may deem necessary to maintain in addition, a centralized record of leave, pay and service of members.

19. Liability for vaccination.

- (Section 17). - Every member shall get himself vaccinated or re-vaccinated when the appointing authority so directs by special or general order.

20. Oath of allegiance.

- (Section 17) - Every member, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by the law established.

21. Power to relax.

- (Section 17) - Where the State Government is satisfied that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules except the educational qualifications and experience, with respect to any class or category of persons.

22. Interpretation.

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

23. Classification.

- For the purpose of these rules the Trust shall be classified as follows :-

Description of Trust	Class
(1) Trust established within whole or part of a city for which a corporation has been established or a trust which is established within whole or part of a municipality of the first class.	I
(2) Trust established within whole or part of a municipality of the second class.	II
(3) Trust established within whole or part of a municipality of the third class.	III

Appendix 'A'[See rules 1 (3), 2 (1) and 7(2)]

Serial No.	Name of Trust Service	Class of Trust	Scale of Pay
1	2	3	4
1.	Punjab Service of Trust Executive Officer	I	600-30-900/40-1,100
		II	500-30-740/40-900
		III	400-25-550/30-700
2.	Punjab Service of Trust Secretaries	I	500-30-740/40-900
		II and III	400-25-550/30-700
3.	Punjab Service of Trust Engineers	All Classes	Grade I : 800-50-1,300/50- 1,600 Grade II : 400-30-700/40-1,100
4.	Punjab Service of Trust Assistant Engineers	All Classes	400-30-700/40-1,100

5.	Punjab Service of Trust Town Planners	All Classes	800-50-1,300/50-1,600
6.	Punjab Service of Trust Assistant Town Planners	All Classes	400-30-700/40-1,100
7.	Punjab Service of Trust Architects	All Classes	800-50-1,300/50-1,600
8.	Punjab Service of Trust Assistant Architects	All Classes	400-30-700/40-1,100
9.	Punjab Service of Trust Law Officers	All Classes	500-30-590/30-830/35-900
10.	Punjab Service of Trust Legal Assistants	All Classes	300-25-500/25-600
11.	Punjab Service of Trust Architectural Assistants	All Classes	300-25-500/25-600
12.	Punjab Service of Trust Superintendents	All Classes	300-25-500/25-600
13.	Punjab Service of Trust Head Draftsmen	All Classes	450-25-500
14.	Punjab Service of Trust Accounts Officers	I	400-30-700/40-1,100
15.	Punjab Service of Trust Accountants	I	300-25-500/25-600
		II and III	220-10-280/15-430/20-450
16.	Punjab Service of Trust Draftsmen	All Classes	200-10-280/15-430/20-450
17.	Punjab Service of Trust Sectional Officers	All Classes	200-10-280/15-430/20-450
18.	Punjab Service of Trust Assistant Superintendents	All Classes	225-15-360/20-500
19.	Punjab Service of Trust Assistant Inspectors, and Head Clerks	All Classes	160-10-280/15-400
20.	Punjab Service of Trust Stenographers	All Classes	160-10-280/15-400
21.	Punjab Service of Trust Planning Assistants	All Classes	300-25-500/25-600
22.	Punjab Service of Trust	All Classes	Rs. 6,400-10,800"

Personal Assistants

Appendix 'B'(See rules 4 and 5)

Serial No.	Name of post	Qualification for direct recruitment	Qualifications for promotion
1	2	3	4
1.	Executive Officer (Class I Trust)	Degree in Law with an experience for a minimum period of seven years on a post not lower than the rank of a Superintendent in a Trust or on an equivalent post in a Department of Government or should have been an advocate for a period of not less than seven years. OR Post-Graduate, at least 2nd Division, with an experience for a minimum period of seven years on a post not lower than the rank of a Superintendent in a Trust or an equivalent post in a Department of the Government. Graduate in law with an experience for a minimum period of four years, on a post not lower than the rank of a Superintendent in a Trust or on an equivalent post in a Department of Government or should have been an advocate for a period of not less than five years.	Should be an Executive Officer of Class II Trust or Secretary of Class I Trust with an experience of working on either or both of these posts for a minimum period of five years.
	Executive Officer Class II Trust and Secretary Class I Trust	OR Post-Graduate, at least 2nd Division with an experience for a minimum period of three years on a post not lower than the rank of a Superintendent in a Trust or on an equivalent post in a Department of Government.	Should be an Executive Officer of Class III Trust or Secretary of Class II or Class III Trust with an experience of working as such for a minimum period of three years.
	Executive Officer Class III Trust and Secretary Class II or Class III Trust	Degree in law with an experience for a minimum period of three years on a post not lower than the rank of a Superintendent in a Trust or on an equivalent post in a Department of	Should be a Superintendent in a Trust or Municipal Committee having experience of working as such for a minimum period of three years.

		Government or should have been an Advocate for a period of not less than three years.	
		OR	
		Post-Graduate, at least 2nd Division, with an experience for a minimum period of one year on a post not lower than the rank of a Superintendent in a Trust or Municipal Committee or experience for a minimum period of one year on a Gazetted post in a Department of Government.	
2. [Trust Engineer Grade I	Such qualifications as are prescribed from time to time by the Government for appointment to the Punjab Service of Engineers, Class I, PWD (Buildings and Roads Branch) or the Punjab Service of Engineers, Class I, Public Works Department (Public Health Branch as the case may be with an experience of working as such for a minimum period of five years in the Government, Municipal Committee or Trust Service.	Should be Trust or Municipal Engineer Grade II or Assistant Trust Engineer or Assistant Municipal Engineer having an experience of working as such for a minimum period of eight years.
	Grade II	Such qualifications as are prescribed from time to time by the Government for appointment to the Punjab Service of Engineers, Class II, P.W.D. (Buildings and Roads Branch) or the Punjab Service of Engineers Class II, P.W.D. (Public Health Branch), as the case may be.	Should be Sectional Officer or Head Draftsman or Draftsman having experience of working as such on any one or more of these posts for a minimum period of ten years, or a Head Draftsman having an experience of working as such for a minimum period of five years, in any Trust or Municipal Corporation or Municipal Committee or should be a Sectional Officer or Head Draftsman or Draftsman with B.E. or A.M.I.E., Degree of a recognised University and having an experience of working as such for a minimum period of two years in any Trust or Municipal Corporation

			or Municipal Committee : Provided that a Head Draftsman or Draftsman will not be considered for promotion to more than ten per cent of the posts to be filled by promotion.]
3.	Assistant Trust Engineers	As prescribed for Grade II Trust Engineers. Post-Graduate Degree or Diploma in Town Planning or Regional Planning making the holder eligible for Associate membership of Institute of Town Planners (India) with an experience for a minimum period of three years on a gazetted post in Town Planning office under a qualified Town Planner after obtaining degree or diploma OR Degree in Architecture or Civil Engineering from a recognised university with an experience for a minimum period of five years, on a Gazetted capacity in a Town Planning Office under a qualified Town Planner after obtaining degree.	As prescribed for Grade II Trust Engineers.
4.	Town Planners		Should be a member of the Trust Service of Assistant Town Planners with an experience of working for a minimum period of eight years.
5.	Assistant Town Planner	A Post-Graduate Degree or Diploma in Town Planning or Regional Planning recognised by the Institute of Town Planners (India) for Associate membership. OR A degree in Civil Engineering with an experience for a minimum period of three years in Town Planning under a qualified Town Planner; OR A degree or diploma in Architecture recognised by the Institute of	Should be a member of Trust Service of Planning Assistants with an experience of working as such for a minimum period of five years in a Trust.

		Architects (India) for its membership with an experience for a minimum period of three years in Town Planning under qualified Town Planner.	
6.	Architect	Degree or equivalent Diploma in Architecture of a recognised university or institution with professional experience for a minimum period of five years on a responsible job in the field of Architecture after obtaining degree or diploma, as the case may be.	Should be a member of a Trust Service of Assistant Architects with an experience of working as such for a minimum period of five years in a Trust.
7.	Assistant Architect	Degree or equivalent diploma in Architecture of a recognised university or institution	Should be a member of Trust Service of Architectural Assistant with an experience of working as such for a minimum period of three years in a Trust.
8.	Law Officer	Law Graduate who should have been an Advocate for a minimum period of seven years.	Should be a Legal Assistant with experience as such for a minimum period of seven years.
9.	Legal Assistant	Law Graduate	Should be a Trust employee not lower than the rank of an Assistant possessing degree in Law.
10.	Architectural Assistant	Inter in Architecture from a recognised institution. OR Three years diploma in Architectural Assistantship awarded by the State Board for Technical Education.	
11.	Superintendent	At least Second Class Graduate with an experience for a minimum period of three years as an Assistant, Inspector or Stenographer in a Trust or a Department of the Government. OR Second Class Graduate with Diploma in a Local Government from a recognised university or	Should be Assistant Superintendent with an experience of working as such for a minimum period of three years or Assistant Inspector or Stenographer with an experience of working as such for a minimum period of five years.

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| | | institution. | |
| | | Diploma in Civil Engineering or certificate in Civil Draftsman awarded by the State Board for Technical Education or from any other recognised institution with an experience for a minimum period of three years in a Trust or Department of the Government as Draftsman. | Should be a member of Trust Service or Draftsman with an experience for a minimum period of five years as a Draftsman in Trust. |
| 12. | Head Draftsman | | |
| | | Should have passed the State Accounts Service Examination and should have experience in accounts and finance for a minimum period of six years. | Should be an Accountant [Grade I] with an experience as such for a minimum period of seven years. |
| 13. | Accounts Officer | | |
| | | Grade I Graduate having passed departmental examination prescribed for Municipal Accountant Grade A. | Should be Accountant of Grade II with a minimum experience of working as such in a Trust for a period of seven years. |
| 14. | Accountant | | |
| | | Grade II Matriculate having passed departmental examination prescribed for Municipal Accountants Grade B. | |
| | | Diploma in Civil Engineering or Certificate in Civil Engineering or Certificate in Civil Draftsmanship awarded by the State Board for Technical Education or from any other recognised institution. | |
| 15. | Draftsman | | |
| | | Such qualification as are prescribed from time to time by Government for direct appointment to the Punjab Sectional Officer/ (Engineering) services, class III Public Works Department (Public Health Branch) or to the Punjab P.W.D. (Building and roads Branch). | |
| 16. | Sectional Officer | | |
| | | Second Class Graduate with at least two years experience as Assistant, Inspector or Stenographer | Should be Assistant Inspector or Stenographer with an experience of working as such for a minimum period of five years. |
| 17. | Assistant Superintendent | | |
| | | OR | |

- Graduate with diploma in Local Government from recognised university or institution.
- Second Class Graduate, preference to be given to be a Graduate with Diploma in Local Government from a recognised university or institution.
18. Assistant, Inspector or Head Clerk Should be clerk with an experience of working as such for a minimum period of five years.
19. Stenographer Second Class Graduate with a minimum speed of 80 words per minute in shorthand and 40 words per minute in typewriting respectively in both English and Punjabi. Should be Stenotypist with an experience of working as such for a minimum period of five years.
20. Planning Assistant National Diploma in Architecture or Bachelor in Architecture from a recognised institution.
21. Personal Assistant Second Class Graduate with a minimum speed of 80 words per minute in shorthand and 30 words per minute in typewriting respectively in both English and Punjabi. Should be a Senior Scale Steno-grapher under the control of the Director in an Improvement Trust with experience of working as such for a minimum period of three years.

[*****] [Substituted by Punjab Notification No. G.S.R. 36/P.A. 4/22/Section 73/Amendment (3)/2005, Dated 13.12.2005.] Appendix 'C' [See rules 2(c) and II]

Sr. No.	Name of post	Nature of Penalty	Appointing authority	Punishing Authority	Appellate authority
1	2	3	4	5	6
1.	Executive Officers and Secretaries	(i) Censure;			
2.	Trust Engineer	(ii) withholding of his promotions:	(1) Government in the case of Executive Officers, Secretaries, Engineers, Town Planners, Architects and Accounts Officer of Class I Trusts	Govt. in respect of item No. (1) under column No. 4	Nil.
3.	Assistant Trust Engineer	(iii) recovery from his pay of the whole or part of any pecuniary loss caused by him to the Trust			

- by negligence or breach or orders :
4. Law Officer (iv) withholding of increments of pay;
- (v) reduction to a lower stage in the timescale of pay for a specified period, with further directions as to whether or not the Trust 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 his pay;
5. Legal Assistant (ii) reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of Trust employee to the time scale of pay grade post or service from which he was reduced with or without further directions regarding condition of restoration to the grade or post or service from which the Trust employee was reduced and the seniority and pay on such restoration to that grade, post or service;
- (2) Director, Local Government Punjab: (i) in the case of Services mentioned in item No. (1) for Class II and above Class III Trust; and (ii) in the case of all other Services for classes of Trusts.
- Director, Local Govt. Government in respect of item No. (2) under column No. 4.
7. Assistant Town (vii) compulsory

- Planner retirement;
(viii) removal from service which shall not be a disqualification for further employment under the Trust;
(ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Trust.
8. Architect
 9. Assistant Architect
 10. Architectural Assistant
 11. Accounts Officer
 12. Accountant
 13. Superintendent
 14. Assistant Superintendent
 15. Inspector and Head Clerk
 16. Planning Assistant
 17. Stenographer
 18. Sectional Officer
 19. Head Draftsman
 20. Draftsman
 21. Personal Assistant.

Appendix 'D'(See rule 14)

Serial No.	Name of power	Name of post	Authority competent to sanction	Extent
1	To grant casual leave	(i) Executive Officers, Secretaries, Engineers, Town Planners, Architects, Law Officers and Accounts Officers (ii) All other posts	Chairman of the Trust in which the incumbent is posted or if there is no Chairman, the Deputy Director Regional, Local Government. Executive Officer, Trust Engineers, Town Planners, Architects and	Full powers Full powers

			Accounts Officer in respect of employees respectively working under them	
2	To grant earned leave	(i) Executive Officers, Secretaries, Engineers, Town Planners, Architects, Law Officers and Accounts Officers.	Director, Local Government, Deputy Director Regional, Local Government.	Full Powers up to sixty days.
		(ii) All other posts.	Deputy Director Regional Local Government Executive Officer.	Full powers upto sixty days.
3	To allow increment	(i) Executive Officer, Secretaries, Engineers, Town Planners, Assistant Town Planners, Architects, Assistant Architects and Law Officers.	Director, Local Government.	Full powers
		(ii) All other posts	Deputy Director Regional, Local Government.	Full powers
4	To allow crossing of efficiency bar	(i) Executive Officers, Secretaries, Engineers, Town Planners, Assistant Town Planners, Architects, Assistant Architects, Law Officers.	Director, Local Government.	Full powers
		(ii) All other posts.	Deputy Director Regional, Local Government.	Full powers

Form No. I [See rule 6(2)] Candidate's Statements and Declaration The candidate must make the statement required below for Medical Examination and must sign declaration appended. Attention is specially directed to the warning given below :-

1. State your name in full (in block letters).
2. State your age and place of birth
3. (a) Have you ever had small-pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease, fainting attacks, rheumatism, appendicitis ?
(b) Any other disease or accident requiring confinement to bed and medical or surgical treatment.
4. When were you last vaccinated ?
5. Have you or any of your near relative affected with consumption, scrofula, gout, asthma, fits, epilepsy, or insanity ?

6. Have you suffered from any form of nervousness due to overwork or any other cause ?

7. Have you been examined and declared unfit for Government or Trust service by a Medical Officer/Medical Board, within the last year ?

8. Furnish the following particulars concerning your family :-

Father's age, if living, and state of health

Father's age at the time of death and cause of death

Mother's age, if living, and state of health

Mother's age at the time of death and cause of death

No. of brothers living, their ages and state of health

No. of brothers dead, their ages at death/the time of death and cause of death

No. of sisters living, their ages and state of health

No. of sisters dead, their ages at the time of death and cause of death

I declare that all the above answers are true to the best of my belief. I also solemnly affirm that, I have not received a disability pension certificate, pension on account of any disease or other conditions.----- (Signature of candidate) Signed in my presence----- (Signature of Medical Officer) Note - The candidate will be held responsible for accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and, if appointed, of forfeiting all claims to superannuation allowance or gratuity. Form No. II Medical certificate of fitness on first entry into trust service Signature of candidate..... I hereby certify that I have examined..... whose signatures are given above and cannot discover that he/she has any disease (communicable or otherwise), constitutional weakness or bodily infirmity, except..... I do not consider this a disqualification for employment in the Trust Service of..... His/Here age is according to his/her own statement,..... years and by appearance about..... years. The candidate has been vaccinated within the last 12 months, or has been re-vaccinated within the last 12 months, or has already has small-pox and shows obvious scars thereof. Marks of Identification..... Left-hand thumb and finger-impression of :-
Fourth or Small finger Third finger Second finger First finger Thumb
Taken before..... Name of Officer..... Designation of Officer..... On (date)..... Caste of Race..... Residence..... name and residence..... Date of birth by Christian era as nearly as can be ascertained..... Exact height by measurement..... Personal mark for identification..... Signature of

Officer.....Signature of the Head of
Office.....I do hereby declare that I have not any time
been pronounced unfit for Government or Trust Service by a duly constituted medical
authority. Signature of Officer [Added vide Punjab Govt. Notification No. G.S.R. 47/P.A
4/22/Sections 17/Amendment (11)/2001, dated 25.1.2001.]