



# THE ESSENTIAL PERSONNEL (REGISTRATION) ORDINANCE, 1948



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# THE ESSENTIAL PERSONNEL (REGISTRATION) ORDINANCE, 1948

<sup>1</sup>Ordinance No. X of 1948

[17<sup>th</sup> February, 1948]

*An Ordinance to provide for the compulsory registration of Essential Personnel at Employment Exchanges.*

WHEREAS an emergency has arisen which renders it necessary to take power to require essential personnel to register at Employment Exchanges set up by the Government of Pakistan ;

NOW, THEREFORE, in exercise of the powers conferred by section 42 of the Government of India Act 1935, as adapted by the Pakistan (Provisional Constitution) Order, 1947, the Governor-General is pleased to make and promulgate the following Ordinance:—

**1. Short title, extent and commencement.**—(1) This Ordinance may be called the Essential Personnel (Registration) Ordinance, 1948.

(2) It extends to the whole of <sup>2</sup>[\* \* \*] Pakistan.

(3) It shall come into force at once.

**2. Definitions.** In this Ordinance, unless there is anything repugnant in the subject or context,

(a) “essential personnel” includes all persons normally <sup>3</sup>[exercising or following any of the professions, occupations or employments] specified in Schedule 1 <sup>2</sup>[and persons trained or qualified to exercise or follow any such profession or employment.]

<sup>2</sup>[(b) “Employment Exchanges” means an Employment Exchange set up by the <sup>4</sup>[Provincial Government].

(c) “Manager of an Employment Exchange” means the Officer-in Charge of an Employment Exchange and so appointed by the Government.

<sup>3</sup>[(d) “Schedule” means a Schedule to this Ordinance.]

<sup>1</sup>The Ordinance has been applied to Baluchistan, see Gaz. of P., 1952, Pt. I, p. 146; and extended to the Leased Areas of Baluchistan, by the Leased Areas (Laws) Order, 1950 (G.G.O. 3 of 1950).

It has been applied also in the Federated Areas of Baluchistan, see Gaz. of P., 1953, Pt. I, p. 152.

It has also been extended to —

(i) the Baluchistan States Union, by the Baluchistan States Union (Federal Laws) (Extension) Order, 1953 (G.G.O. 5 of 1953); and

(ii) the Khairpur State, see the Khairpur (Federal Laws) (Extension) Order, 1953 (G.G.O. 5 of 1953); and

(iii) the State of Bahawalpur by the Bahawalpur (Extension of Federal Laws), Order, 1953 (G.G.O. 11 of 1953).

Also applied to PATA (Baluchistan + NWFP) by Reg. I of 1972, Art. 2 + sch.

This Ordinance has been amended in its application to the Province of West Pakistan by West Pakistan Ordinance No. 5 of 1965 (with effect from the 1st April, 1965).

The Ordinance has been and shall be deemed to have been brought into force in Gwadur, with effect from the 8th September, 1958, by the Gwadur (Application of Central Laws) Ordinance, 1960 (XXXVII of 1960), s. 2.

<sup>2</sup>Omitted, added and subs. by Ordinance No. XXXIII of 1960, ss. 2 and 3.

<sup>3</sup>Subs. and added by Act No. XXVIII of 1948, s. 2.

<sup>4</sup>Subs. by Central Adaptation Order of Laws 1964 (President's Order No. 1 of 1964).

**<sup>1</sup>[3. Liability to register at employment exchanges.]**—(1) All essential personnel over the age of 18 and under the age of 60 years, residing in Pakistan, and not being employees of the <sup>2</sup>[Federal] or any Provincial Government, shall be liable to register themselves at an Employment Exchange.

(2) Every person in charge of any institution which trains such essential personnel as aforesaid, or from where such personnel qualify, shall furnish to the Manager of the Employment Exchange concerned such information as he may from time to time require.

(3) All employers other than the <sup>2</sup>[Federal Government] and Provincial Governments shall be liable to get all persons to whom this Ordinance applies and who are employed by them registered at an Employment Exchange, if such persons are not already so registered.

(4) Every person registered under this Ordinance shall notify any change of address, acquisition of new skills and change in employment status, at once to the Employment Exchange where he is registered.]

**4. Place of Registration.**—(1) All persons included within the definition of essential personnel shall register themselves at one of the Employment Exchanges detailed in Schedule III.

(2) In cases where it is not feasible for the essential personnel to call in person at the Employment Exchange to get registered they may submit by registered (acknowledgment due) post their particulars for registration on the form prescribed in Schedule II, to—

- (a) the Manager, Employment Exchange within whose area they reside ; or
- (b) the District Magistrate of the district in which they reside.

**5. Registration Certificate.**—(1) The Employment Exchange to which application is made shall issue within 10 days of the receipt of the application a registration certificate in the form prescribed in Schedule IV.

(2) When the application is made personally the Employment Exchange to which the application is made shall forthwith give to the applicant a memorandum as given in Schedule V acknowledging receipt of the application and specifying the time and date when the applicant should present himself to receive the registration certificate.

(3) When the application is received by post the registration certificate shall be issued within 10 days by registered (acknowledgment due) post to the applicant.

(4) When the application is submitted to the District Magistrate/Deputy Commissioner, he shall then issue to the applicant by registered (acknowledgment due) post a memorandum as specified in Schedule VI acknowledging receipt of the application and shall forward the application to the Employment Exchange whose area covers the district concerned. On receipt of the application from the District Magistrate the Exchange shall register the applicant and issue a registration certificate in respect of the applicant in accordance with section 5 (1) above and forward the registration certificate to the District Magistrate who will then issue it to the applicant concerned.

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<sup>1</sup>Subs. by Ordinance No. XXXIII of 1960, s. 4.

<sup>2</sup>Subs. by Federal Adaptation of Laws Order 1975 (President's Order No. 4 of 1975), Art. 2 and Table.

**6. Penalties and Procedure.**—<sup>1</sup>[(1) Any person who, being within the age limits mentioned in <sup>2</sup>[sub-section (1) of section 3] and normally exercising or following any profession, occupation or employment which is, in pursuance of the provisions of section 7, may be specified in Schedule I, fails without sufficient cause to apply for registration within two months of that profession, occupation or employment being so specified <sup>2</sup>[and any person who otherwise contravenes the provision of section 3], shall be punishable with fine not exceeding five hundred rupees.

<sup>2</sup>[Explanation.— The provisions of this sub-section shall apply—

- (a) to any person normally exercising or following any profession, occupation or employment specified in Schedule I who—
  - (i) enters Pakistan with the intention of permanent residence therein and is within the age-limits mentioned in sub-section (1) of section 3, or
  - (ii) attains the age of eighteen years, or
- (b) to any person who, with the intention of exercising or following such profession, occupation or employment, becomes qualified so to do and is within the said age-limits, as if for the date of specification the date of entry or attainment of that age or qualification, as the case may be, were substituted.]

<sup>1</sup>[(3)] No Court shall take cognizance of the offence except on complaint lodged by or made on the authority of the <sup>2</sup>[Regional Head of Employment Exchanges] of the Region in whose jurisdiction the offence is alleged to have been committed.

<sup>3</sup>[**7. Powers to amend Schedules.** The <sup>4</sup>[appropriate Government] may, by notification in the official Gazette, amend or alter any Schedule.]

<sup>5</sup>[Explanation.— ‘Appropriate Government’ in relation to Schedules I and II means the Federal Government and the Provincial Government and, in relation to other Schedules, the Provincial Government].

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<sup>1</sup>Subs. and re-numbered by Act No. XXVIII of 1948, s. 3.

<sup>2</sup>Subs. by Ordinance No. XXXIII of 1960, s. 5.

<sup>3</sup>Subs. by Ordinance, No. XVII of 1949, s. 2.

<sup>4</sup>Subs. by Central Adaptation Order of Laws 1964 (President’s Order No. 1 of 1964).

<sup>5</sup>Subs. by Federal Adaptation of Laws Order 1975 (President’s Order No. 4 of 1975), Art. 2 and Sch.

## SCHEDULE I

### Schedule of Essential Personnel

1. Engineer (Civil).
2. Engineer (Electrical).
3. Engineer (Mechanical).
4. Engineer (Aeronautical).
5. Engineer (Wireless).
6. Engineer (Sound).
7. Engineer (Marine).
- 7A. <sup>1</sup>[\* \* \*]
8. Chemist.
9. Metallurgist.
10. Geologist.
11. Mineralogist.
12. Meteorologist.
13. Workshop Foreman.
14. Surgeon.
15. Physician.
16. Radiologist.
17. Pathologist.
18. Bacteriologist.
19. Dentist.
20. Public Health Officer.
- 20A. <sup>1</sup>[\* \* \*]
- 20B. <sup>1</sup>[\* \* \*]
- 20C. <sup>1</sup>[\* \* \*]
- 20D. <sup>1</sup>[\* \* \*]
21. Nurse.
- 21A. <sup>1</sup>[\* \* \*]



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<sup>1</sup>Omitted by S.R.O No. 980 (I)/72, dated 20th Dec. 1972, see Gaz. of P., 1972 Ext. Pt. II, dated 25th Oct. 1972, p. 1000.

22. Veterinary Surgeon.

<sup>1</sup>[23. Armourer.

24. Blacksmith.

25. Springsmith.

26. Heavy forge smith.

27. Drop stamper.

28. Boiler maker.

29. Boiler plater.

30. Riveter.

30A <sup>2</sup>[\* \* \*]

31. Bronzer.

32. Lacquerer.

33. Draughtsman (mechanical).

24. Die sinker.

35. Engine driver (steam).

36. Engine driver (internal combustion engines).

37. Fitter (heavy industrial machines).

38. Fitter (gauge and tool).

39. Instrument mechanic.

40. Machinist.

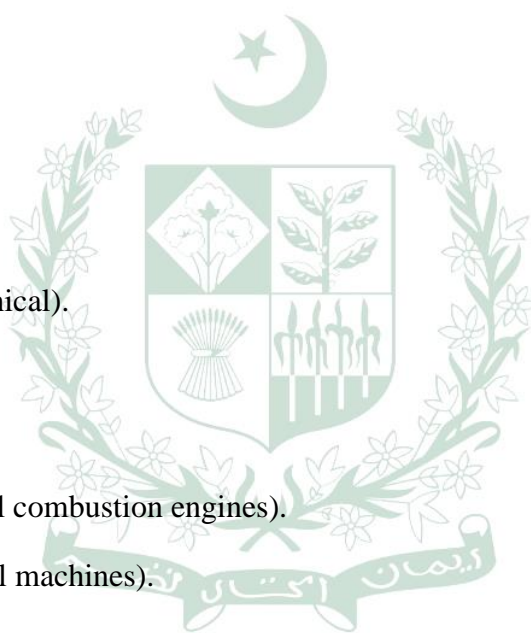
41. Mouldor.

42. Pattern maker.

43. Refrigerator mechanic.

44. Template maker.

45. Tool maker.



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<sup>1</sup>For addition of entries 23 of 80, see Gaz. of P., 1949, Pt. I, p. 58.

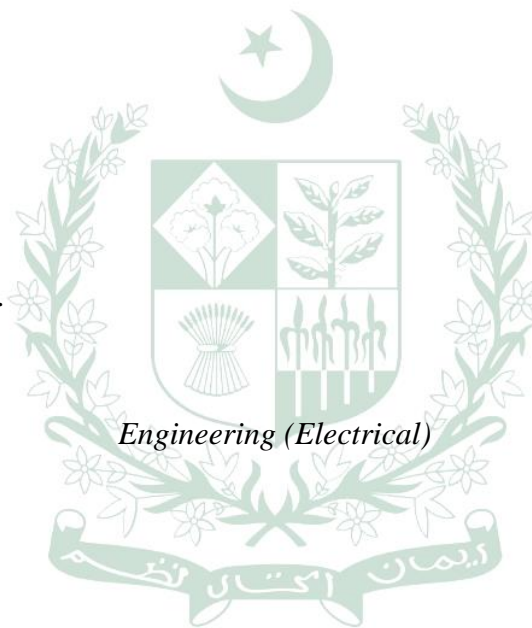
<sup>2</sup>Omitted by S.R.O., 980 (I)/72, dated 20th Oct., 1972 Ext. Pt. II dated 25th Oct., 1972, p. 1000. Engineering (Civil)



46. Welder (oxy-acetylene).
47. Welder (electrical).
48. Aircraft mechanic.
49. Aircraft fitter.
50. Precision grinder (optical).

*Engineering (Power House)*

51. Cable Joiner.
52. Electrician.
53. Linesman (overhead).
54. Main superintendent.
55. Meter reader.
56. Sub-station attendant.
57. Switchboard operator.
58. Wireman.



*Engineering (Electrical)*

59. Armature winder.
60. Electroplater.
61. Fitter.

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*Engineering (Civil)*

62. Draughtsman (architectural).
63. Surveyor.
64. Spray painter.
65. Plumber.

*Miscellaneous*

66. Cabinet maker.
67. Saddler.
68. Harness maker.

- 68A. <sup>1</sup>[\* \* \*]
69. Stenographer (having a speed of 80 words and above).
70. Lithographer.
71. Lithoprinter.
72. Boat builder.
73. Shipwright.
74. Telecommunication mechanic.
75. Crystal cutter (Telecommunications).
76. Coach builder (Railway).
77. Dipper checker (Petroleum storage and supply).
78. Fitter (Petroleum storage and supply).
79. Wireless operator.
80. Aircraft Pilot.]
- <sup>2</sup>[81. Tailors (Machine and hand).
82. Fire Engine Drivers.
83. Fire leaders.
84. Firemen.
85. Vehicle Mechanic.]
- 85A. <sup>1</sup>[\* \* \*]
- 85B. <sup>1</sup>[\* \* \*]
- 85C. <sup>1</sup>[\* \* \*]
- 85D. <sup>1</sup>[\* \* \*]
- 85E. <sup>1</sup>[\* \* \*]
- <sup>1</sup>[86. Radio Mechanic.
87. Foreman excavating machinery.
88. Draftsman topographical.
89. General outdoor mechanic operator.
90. Driver mobile crane.
91. Heavy motor or lorry driver.



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<sup>1</sup>Omitted and added by S.R.O. No. 980 (I)/72, dated 20<sup>th</sup> Oct., 1972, see Gaz. of P., 1972, Ext. Pt. II, p. 1000.

<sup>2</sup>Added by S. R. O. No. E. E. (A) 81 (I) see Gaz. of P., 1954, Pt. I, p. 334.



92. Mechanic (IC).
93. Ordnance artificer.
94. Operator excavating machinery.
95. Operator tele-printer.
96. Tin and copper-smith.
97. Anesthetist.
98. X-ray Technician.
99. Laboratory Technician.
100. Dispenser.
101. Radiographer.
102. Physiotherapist.
103. Operation Theatre-Attendant.
104. Turner.
105. Grinder (General Machine).
106. Barber.
107. Dhobi.
108. ENT Specialist.
109. Ophthalmologist.
110. Dermatologist.
111. Engineer (Electronics).
112. Mental Nursing Assistant.
113. Boiler Attendant.
114. Equipment & Boot Repairer.
115. Cook.
116. Operator Laundry Plant.
117. Storekeeper.
118. Sweeper.

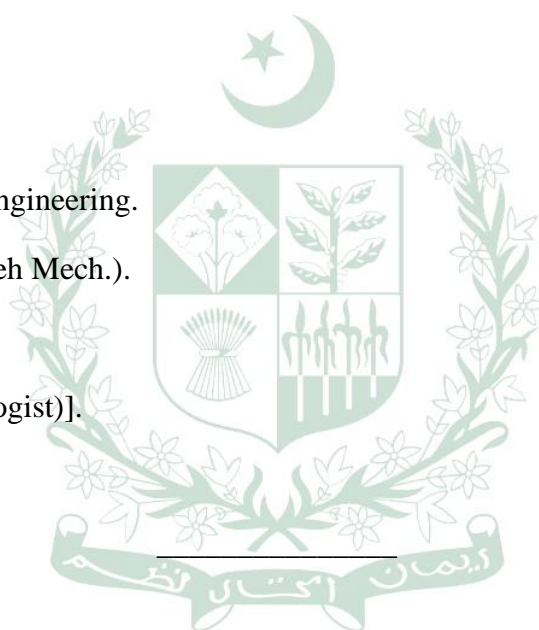


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119. Watchmaker.]
- <sup>1</sup>[120. Dressers. Veterinary.
121. Vulcanizer.
122. upholsterer.
123. Life Saving Equipment Worker.
124. Medical Assistant (Hygienist).
125. Radar Fitter.
126. General Duty Medical Officer.].

<sup>2</sup>[Ep Category  
Number

127. Foreman (Electrical).
128. Draughtsman Civil Engineering.
129. M.T. Fitter (Motor Veh Mech.).
130. Electrician (Auto).
131. Psychiatrist (Psychologist)].



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<sup>1</sup>Added by Manpower Division's Notification No. F. 4(1)/80 MP., dated 26<sup>th</sup> Feb. 1981, see Gaz. of P., I, p. 215.

<sup>2</sup>Added by Notification No. F. 2 (4)/ 79 MP I vol. V, dated 21992, See Gaz, of Pak., Ext. Pt III, dt. 141192, p. 219.

## Registration Form for Essential Personnel

Industry code No	Name of Exchange	category and occupational code No.	S. No.	Year
1	2	3	4	5

**ENTRIES ABOVE THIS LINE TO BE FILLED BY THE EMPLOYMENT EXCHANGE.**

1. Name in full (Block letters).....
2. Father's Name .....
3. Home address.....
4. Present address .....
5. Date (if available), year of birth.....
6. Profession.....
7. Actual occupation.....
8. Religion .....
9. Employed/Un-employed/self-employed .....
10. Educational qualifications (Enclose attested copies of certificates, available):
- (a) General
- (b) Technical.
11. Languages :                      Read                      Speak                      Write
2. Apprenticeship.
- Name of Factory                      Shop in which trained From To
13. Research papers published.
14. Special/Additional qualifications or Courses.
15. Occupational record: —

Name and address of Factory/Institutions/ employers	Post	Date of joining	Date of leaving	Date Leave
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The information recorded above is correct to the best of my knowledge.

Date 19. Signature

Note:— A separate sheet may be attached if the space provided for items 10, 11, 12, 13, 14 and 15 is not sufficient.

Signature.....  
(Manager)

<sup>1</sup>Subs. by S.R.O. 1395 (K)/60, dated the 13<sup>th</sup> Oct., 1960, see Gaz. of P., 1960, P.I, p. 499.

### SCHEDULE III

#### List of Employment Exchangers together with their addresses and area served by them

S. No.	Employment Exchanges	Address	Area served
1	Regional Employment Exchanges, Karachi.	Valika Mahal, Jehangir Sehtna Road, Karachi.	Whole of the Federal Territory of Karachi suburbs excluding areas served by Employment Exchange Industrial Trading Estate, Karachi.
2	Employment Exchange, Industrial Trading Estate, Karachi.	Industrial Trading Estate, Manghopir Road, Karachi	In the south it will be bound by Harris Road, Starting from Karachi Health Association Building going eastward meet Embankment Road, Lea Market Quarters, Harichand Rai Road up to the Crossing of Harichang Rai Road and Sobhraj Chetumal Road from thence the boundary line will go along the north of River Lyari up to the Municipal boundary. On the east the boundary will statrt from the Kyc. Health Association Building and will go along the north nulla up to the sea beach. In the north it will go right up to the sea beach.
3	Employment Exchange Hyderabad.	41/526, Miani Rd. near Ritz Hotel, Hyderabad Contonment.	Hyderabad and Khairpur Divison.
4	Employment Exchange, Quetta.	Barrack No. 2021 Police Line, Jail Road, Quetta.	Quetta and Kalat Division.

5	Employment Exchange, Multan.	Sindhu Hessam Road, near Chowk Nawan Shaher, Multan.	Bahawalpur Division and the District of Multan.
6	Employment Exchange, <sup>1</sup> [Sahiwal].	Station Road, Opposite General Post Office, <sup>1</sup> [Sahiwal].	District of <sup>1</sup> [Sahiwal].
7	Regional Employment Exchange, Lahore.	34, Lawarence Road, Lahore	Districts of Lahore, Sheikhpura.
8	Employment Exchange, Sialkot.	Sufaid Kothi, Paris Road, Sialkot.	District of Sialkot.
9	Employment Exchange, <sup>1</sup> [Faisalabad].	District Board Sarai, <sup>1</sup> [Faisalabad].	Districts of <sup>1</sup> [Faisalabad and Jhang
10	Employment Exchange, Gujranwala.	Road No. 35, Satellite Town, Gujranwala	District of Gujranwala.
11	Employment Exchange, Sargodha.	8A, New Civil Line, Haripur Road, Sargodha.	Districts of Sargodha and Mianwali.
12	Employment Exchange, Jhelum.	Lodhi Building, Tallianwala, Road Jhelum.	Districts of Jhelum and Gujrat
13	Regional Employment Exchange, Rawalpindi.	145, Murree Road, Rawalpindi.	Districts of Rawalpindi and Campbellpur.
14	Employment Exchange, Peshawar.	4, The Mall, Peshawar.	Districts of Peshawar, Mardan and Hazara and the adjoining special Areas.
15	Employment Exchange, Kohat.	1, Hangu Road, Kohat.	Districts of Kohat, Bannu and D.I. Khan and the adjoining Special Areas
16	<sup>2</sup> [ * * * ]		
17	<sup>2</sup> [ * * * ]		
18	<sup>2</sup> [ * * * ]		
19	<sup>2</sup> [ * * * ]		
20	<sup>2</sup> [ * * * ]		

#### SCHEDULE IV

<sup>2</sup>[Government of .....]

(Name of the Province)

Department of .....

(Name of the department concerned)

Directorate of .....

(Name of directorate concerned)]

<sup>1</sup>Subs. by the Federal Laws (Revision and Declaration) Ordinance No. XXVII of 1981, s. 2 and II Sch.

<sup>2</sup>Omitted and subs. by Federal Adaptation of Laws Order 1975 (President's Order No. 4 of 1975), Art. 2 and Sch.

**Employment Exchange**  
**ESSENTIAL PERSONNEL REGISTRATION CERTIFICATE**

[Vide Section 5 (1) of Ordinance No. X of 1948]

It is hereby certified that Mr..... son of  
Mr. ....residing at..... was registered at this  
Employment Exchange on..... <sup>1</sup>[in the category of essential personnel] and that his  
registration number is..... Employment Exchange,  
Signature..... (Manager) Dated ..... 194 .

**SCHEDULE V**

<sup>2</sup>[Government of .....  
Name of the Province  
Department of.....  
(Name of the Department concerned)  
Directorate of .....  
(Name of the Directorate concerned)]  
No..... Employment Exchange, .....  
Dated ..... 194

**MEMORANDUM**

[Vide section 5 (2) of Ordinance No. X of 1948]

The receipt of your application dated.....for registration at this office <sup>3</sup>[in the  
category of essential personnel] in accordance with section 4(1) of Ordinance, No. X of 1948, is hereby  
acknowledged.

2. You are requested to call at this office on ..... at ..... For receiving your  
registration certificate. You should bring this memorandum with you.

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Signature.....

(Manager)

To Mr.....

.....

.....

<sup>1</sup>Subs. by the Government of Pakistan, Ministry of Labour Notification. No. EE (A) 81 (1), dated the 27<sup>th</sup> December, 1954, see Gaz. of p., 1954, pt. I, P. 335.

<sup>2</sup>Amended by Federal Adaptation of Laws Order 1975 (President's Order No. 4 of 1975), Art. 2 and Sch.

<sup>3</sup>Subs. by the Government of Pakistan, Ministry of Labour Notification. No. EE (A)81 (1), dated the 27<sup>th</sup> Dec., 1954, see Gaz. of P., 1954, Pt. I, p. 335.



## SCHEDULE VI

Reference No. ....Office of the District  
Magistrate/Deputy Commissioner..... Dated..... 194.

### MEMORANDUM

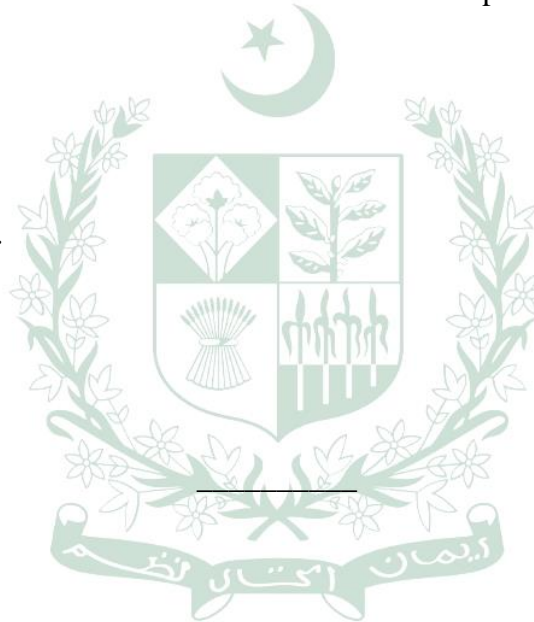
[Vide section 5(4) of Ordinance No. X of 1948]

The receipt of your application dated ..... for registration at an Employment Exchange as an essential personnel in accordance with section 4(1) of Ordinance, No. X of 1948, is hereby acknowledged.

2. On receipt of the registration certificate from the Employment Exchange it will be forwarded to you by registered (acknowledgement due) post.

3. Please quote the above reference number in future correspondence

To Mr .....  
.....  
.....



Signature.....

Designation.....

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RGN Date: 09-08-2024