

PART III

GOVERNMENT OF PUNJAB
DEPARTMENT OF PUBLIC WORKS
(BUILDINGS AND ROADS BRANCH)

NOTIFICATION

The 18th October, 2024

No G.S.R. 61/Const./Art.309/2024.- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules for regulating the recruitment and conditions of service of persons appointed to the Punjab Department of Public Works (Buildings and Roads Branch) Field Offices (Group-C) Ministerial Service, namely:-

RULES

1. **Short title, commencement and applicability.-** (1) These rules may be called the Punjab Department of Public Works (Buildings and Roads Branch) Field Offices (Group-C) Ministerial Service Rules, 2024.
 - (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
 - (3) They shall apply to the posts specified in Appendix 'A'.
2. **Definitions.** - (1) in these rules, unless the context otherwise requires,-
 - (a) 'Appendix' means an Appendix appended to these rules;
 - (b) 'Chief Engineer' means the Chief Engineer, Public Works (Buildings and Roads) Punjab;
 - (c) 'Government' means the Government of the State of Punjab in the Department of Public Works (Buildings and Roads Branch); and
 - (d) 'Service' means the Punjab Department of Public Works (Buildings and Roads Branch) Field Offices (Group-C) Ministerial Service.(2) The words and expressions used, but not defined in these rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
3. **Number and character of posts.-** The Service shall comprise the posts shown in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of 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 Services shall be made by the Chief Engineer.
5. **Pay of the members of the Service.-** The members of the Service shall be entitled to such scales of pay, as may be authorized by the Department of Finance, Government of Punjab from time to time. The Scales of pay, at present, in force are given in Appendix 'A'.

6. Method of Appointment, qualifications and experience.- (1) Appointment to the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment by direct recruitment and by promotion, then, appointment to the Service shall be made by transfer of a person holding a similar or an identical post under the Government of India or a State Government with a minimum experience of three years and the post so filled in shall be counted towards the quota of posts to be filled in by direct appointment, as the case may be.

- (2) No person shall be appointed to a post in the Service unless he possesses the qualifications and experience, as specified against the post in Appendix 'B'.
- (3) All appointments to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

7. Discipline, punishment and appeal.- (1) In the matters of discipline, punishment and appeal, 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 Services (Punishment and Appeal) Rules, 1970, in respect of the members of the Service, shall be the Chief Engineer and the appellate authority thereunder in respect of the member of the Service against an order as specified in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 shall be as per Appendix 'C'.

8. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.- (1) In respect of the matters which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

- (2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix-'D'.

9. Repeal and savings.- The Punjab Department of Public Works (Buildings and Roads Branch) Circle Offices (Class III Ministerial) Service Rules, 1988 in so far as they are applicable to the members of the Service, are hereby repealed:

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

10. Interpretation.- If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel shall decide the same.

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(AGHN 11, 1946 SAKA)

APPENDIX 'A'
[See rules 1(3), 3 and 5]

| Serial No. | Name of the post | Number of posts | | | Scale of pay | Scale of pay for member of service recruited after 17.07.2020 |
|------------|------------------|-----------------|-----------|-------|----------------------------|---|
| | | Permanent | Temporary | Total | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1. | Steno-typist | 73 | Nil | 73 | 21,300-67,800 (Level-5) | Rs. 21,700/- (Level-3) |
| 2. | Clerk | 1165 | Nil | 1165 | 20,200-64000 (Level-3) | Rs.19,900/- (Level-2) |

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APPENDIX 'B'

(see rule 6)

| Serial No. | Name of the post | Percentage for appointment by | | Method of appointment, qualification and experience for appointment by | |
|------------|------------------|-------------------------------|-----------------|---|--|
| | | Direct appointment | Promotion | Direct appointment | Promotion |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | Steno-typist | Ninety percent | Ten percent | As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time. | From amongst the clerks who have an experience of working as such for a minimum period of two years and who qualify the test in stenography to be conducted by the Appointing Authority at such speed as may, from time to time, be specified by it. |
| 2. | Clerk | Eighty-five percent | Fifteen percent | As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time. | From amongst the Group-C employees whose pay is less than that of a clerk and Group-D employees who are working under the control of the Chief Engineer and who are matriculate and who have an experience of working as such for a minimum period of five years and who qualify type test on computer in punjabi and english language, as prescribed by the Government for the post of clerk, to be conducted by the Appointing Authority at such speed as may, from time to time, be specified by it and shall produce at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified within one year from the date of promotion as per Government of Punjab instructions issued vide letter No. 1/3/2014-4P.P1/1093 dated 23.12.2014. |

APPENDIX 'C'

(See rule 7)

| Serial No. | Name of the post | Nature of Penalty/ or Order | Authority empowered to impose penalty or pass order | Appellate authority |
|------------|------------------|-----------------------------|---|-------------------------|
| 1 | 2 | 3 | 4 | 5 |
| 1. | Steno-typist | major and minor penalties. | Chief Engineer | Secretary In- charge |
| 2. | Clerk | | | |