

The Punjab Panchayat Samitis and Zila Parishads Services Rules, 1965.

1. Short title, commencement and application—(1) These rules may be called The Punjab Panchayat Samitis and Zila Parishads Services Rules, 1965.

(2) They shall come into force at once.

(3) They shall apply to the posts specified in Appendix A to these rules.

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

(a) "Commission " means the Punjab Public Service Commission;

(b) " Direct recruitment" means an appointment other wise than by promotion or transfer;

(c) "Government means the Government of the State of Punjab in the Development and Panchayat Department;

(d) "Recognised university or institute" means—

(i) any university or institute incorporated bylaw in any of teh States of India; or

(ii) In the case of a degree or diploma obtained as aresult of an examination held before 15th August,1947, the Punjab, Sind or Dacca University; or

(iii) any other university or institute which is recognised by the Government for the purpose of these rules;

(e) "Service" means the Punjab Panchayat Samiti and Zila parishads Service.

3. Posts in the Service and their scales of pay(1) The service shall comprise the posts shown in Appendix A to these rules.

(2) The number of posts shall be specified in Appendix B to these rules and the category of posts and scales of pay attached thereto, shall be as specified in columns 2 and 3 of Appendix A to these rules:

Provided that the Government may, from time to time, make additions to or reduction in the cadre of the Service and the pay scales whether permanently or temporarily.

4. Appointing Authority.—(A) All appointments to the service shall be made—

(i) in the case of employees of a Zila Parishad by the Zila Parishad concerned ;and

(ii) in the case of employees of a Panchayat Samiti, and also in the case of Secretary of a Gram Panchayat, by the Panchayat Samiti concerned.

(2) All appointments to the Service shall be made by the appointing authority on the recommendation of the –

(i) Commission where the post carries initial pay of Rs. 300 or more;

(ii) District Committee concerned where the initial pay is less than Rs. 300.

Porvided that a vacancy which could no be anticipated maybe filled in by the Zila Parishad or the Panchayat Samiti, as the case may be, for a period of six months or till a candidate is recommended by the Commissioner or District Committee, as the case may be, whichever is earlier.

(3) The District Committee referred to in sub-rule(2) shall consist of—

- (i) The Chairman of the Zila Parishad,--Chairman
- (ii) The Deputy Commissioner of the District. Member
- (iii) The District Development and Panchayat Officer,--Member
- (iv) The Chairman of the Samiti concerned where the vacancy to be filled up relates to the Cadre of the Samiti—Member

5. Nationality.—(1) No person shall be appointed to the Service by direct recruitment unless he is—

- (a) a citizen of India, or
- (b) a of subject Sikkim, or
- (c) a of subject Nepal or
- (d) a subject of Bhutan, or
- (e) a Tibetan refuge who came over to India before the 1st January , 1962 with the intention of permanently setting in India, or
- (f) a person of India origin who has migrated from Pakistan with the intention of permanently setting in India, or

Provided that a candidate belonging to categories(c),(d),(e) and (f) shall be a person in whose favour a certificate has been given by the competent authority , and if he belongs to category (f) the certificate eligibility will be issued for period of one year, after which such a candidate will be retained in service subject to his having acquired Indian citizenship.

(2) A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission, or any other authority on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being given to him by the competent authority.

6. Age and Physical fitness.—(1) No person shall be appointed to any post in the service by direct recruitment, unless he is not less than 17years and not more than 27 year of age in case of non-technical service and 30 years in the case o f technical service on the last date fixed for receipt of application for that post:

Provided that the maximum age limit is relaxable up to 35year in the case of Head Clerk, Accountant, Taxation Officer, Tax Collector, lady Health Visitor, Driver and up to 40 year in case of Panchayat Secretary:

Provided further that upper age limit may be relaxed up to 52 years in case of ex-servicemen and by five year in the case of persons belonging to schedule castes and Backward Classes.

(2) Notwithstanding any thing contained in sub-rule(1) the appointing authority may, in special circumstances to be recorded in writing, relax the upper age limit with the prior approval of the Commissioner of Division.

(3) Persons appointed to the service by direct recruitment shall be required to produce certificate of physical fitness from the Chief Medical Officer of the District before joining service.. This condition will not, however apply to the persons appointed in a temporary vacancy of less than 3 months duration.

7. Disqualifications.—(1) No person who has more than one wife living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life-time of such spouse shall be eligible for appointment to the Service, and

(ii) No woman, whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage shall be eligible for appointment to the Service.

Provided that the Government may, if satisfied there are special grounds for so ordering, exempt any person from the operation of this rule.

8. Method of recruitment and qualifications.—(1) The method of recruitment to the posts in the Service and their qualifications shall be as specified in columns 4 and 5 of Appendix A to these rules;

Provided that the Government may, if and when necessary alter the qualifications specified for any post in Appendix A to these rules.

(2) The recruitment by promotion to the Service shall be made on the basis of seniority –cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone. Where the seniority is ignored the recruiting authority shall record the reasons therefore in writing.

(3) If a candidate possessing the qualifications specified in column 5 of the Appendix A to these rules is not available for appointment by promotion, that post may be filled in by direct recruitment.

(4) Out of the vacancies to be filled in by direct recruitment, twenty five per centum of the vacancies shall be filled in from amongst candidates belonging to Scheduled Castes or Scheduled Tribes and Five per centum of the vacancies shall be filled in from amongst candidates belonging to backward classes.

9. Departmental Examination.—Government may, by notification, direct that the persons appointed to such posts as may be specified, shall be required to pass a departmental test, the details and syllabus of which may be laid down by Government.

10. Probation—(1) Member of the Service shall remain on probation for a period of two years, if appointed by direct appointment and one year if appointed otherwise;

Provided that an officiating appointment in the Service shall be reckoned as period spent on probations but no person who has thus officiated shall, on completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent post.

(2) If the work and conduct of a person appointed to the Service during the period of probation is, in the opinion of the appointing authority not satisfactory or his integrity is not unquestionable, it may—

(a) if appointed by direct recruitment, dispenses with his services; or

(b) if other wise

(i) revert him to his former post; or

- (ii) deal with him in such other 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 and conduct has, in its opinion, been satisfactory and his integrity is unquestionable.
 - (i) confirm such person from the date of his appointment, if appointed against permanent vacancy; or
 - (ii) confirm such person from the date from which a permanent vacancy exists 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, in its opinion, not been satisfactory or his integrity is not unquestionable—
 - (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 manner as the terms and conditions of his previous appointment permit; or
 - (ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation:

Provided that the total period of extension of probation shall not exceed one year.

11. Seniority of members of service.—The seniority inter se of the members of the Service shall be determined separately for each category of posts shown in Appendix A to these rules by the date of their continuous appointment to a post in that very category; Provided that in the case of members appointed by direct recruitment the order of merit determined by the Commission, or as the case may be, by the District Committee referred to in sub-rule(3) of rule 4 shall not be disturbed and persons appointed as a result of selection shall be senior to those appointed as a result of subsequent selection .

Provided further, that in the case a member who does not join his appointment within two months of the date of the order of appointment his seniority shall be determined by the appointing authority on an adhoc basis after taking into consideration all the circumstances of the case ;

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 1. This rule shall not apply to persons appointed on purely provisional basis, pending their passing the qualifying test.

Note 2. In the case of members whose period of probation is extended under rule 10(3)(ii) 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.

Note 3. The inter se seniority of the employees of the abolished District Boards who have been absorbed in the Service shall not be disturbed.

12. Retirement.—(1) A member of the service shall retire on his attaining the age of fifty eight years

1A A member of the service who has retired under sub-rule(1) on attaining the age of fifty eight years, shall not be re-employed or continued to be re-employed in the service paid from the Panchayat Samiti Funds or the Zila Parishads Funds as the case may be

except on public grounds and in a purely temporary capacity with the sanction of the government

(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 an employee prior notice in writing, to retire that employee on the date on which he completes twenty five year or service or attains fifty year 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 month's notice is not given or notice for a period less than three months is given, the employee shall be entitled to claim a sum equivalent to the amount of this pay and allowances, at the same rates at which he was drawing them immediately before the date of retirement for a period of three months or, as the case may be, for the period by which such notice falls short of three months.

(3) Any member of the service may, after giving at least three months previous notice in writing to the appointing authority retire from service on the date on which he completed twenty five years of service or attains fifty years of age or on any date thereafter to be specified in the notice:

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

13. Liability for vaccination and revaccination—Every member of the service shall get him self vaccinated or revaccinated when the appointing authority so directs by a special or general order.

14. Oath of allegiance. —Every member of the Service, 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 law established.

15. (1) in matters not expressly covered by these rules or nay other rules framed under the Punjab Panchayat Samiti and Zila Parishad Act, 1961. the members of the service shall be governed by the provisions of the Punjab Civil Services Rules as amended from time to time in so far as they are not inconsistent with the provisions of the aforesaid Act, and the rules made there under; Provided that for words "Government " and Government Servants" wherever they occur in the Punjab Civil Services Rules the words " Panchayat Samiti or Zila Parishad, as the case may be" and " members of the Punjab Panchayat Samiti and Zila Parishad Service" shall be deemed to have been substituted, respectively.

(2) The competent authority may construe the provisions of the rules referred to in sub-rule(1) above with such adaptations not affecting the substance thereof as may be necessary or proper in order to adapt them to the matter before such authority:

Provided that if any doubt arises regarding the adaptations with which the said rules should be construed, the matter shall be referred to the Government and the decision of the Government on such reference shall be final.

Explanation:-- "Competent Authority" means Executive Officer of the Panchayat Samiti in the caseof the Panchayat Samiti and Secretary , Zila Parishad in the case of Zila Parishad.

16. Relaxation. —Where the Government is of the opinion that its 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, with respect to any class or category or persons.

17. The Punjab Services(Medical Attendance) Rules, 1940 shall apply mutatus mutandis to the members of the Punjab Panchayat Samiti and Zila Parishad Services in so far as they are not in consistent with the provisions of the Punjab Panchayat Samiti Zila Parishad Act, 1961 and the rules made there under.
Provided that for the word "Government" and the words Government servants where ever occurring in the aforesaid rules, the words Panchayat Samiti or Zila Parishad as the case may be and the words, Member of the Punjab Panchayat Samiti and Zila Parishad Services " shall respectively be deemed to have been substituted.

Appendix A
See Rule 1.3)

| Serial No. | Category of Post | Scale of Pay | Method of recruitment | Qualifications |
|------------|------------------|--|-----------------------|---|
| 1 | 2 | 3 | 4 | 5 |
| 1 | Head Clerk | 150-10-300 | By promotion | <p>(i) Graduate of a recognised university A Degree in Commerce or with Mathematics, or experience of accounts work in a Government officer or in the office of a Local Authority will be preferred ;or</p> <p>(ii) Intermediate or its equivalent with 2 years clerical experience in a Government officer or in the office of a Local Authority; or</p> <p>(iii) Matriculate with 4 years clerical experience in a Government office or in the office of a Local Authority.</p> |
| 2 | Assistant | 116-8-180 /10-250 | By Promotion | <p>(i)Graduate of a recognised university A Degree in Commerce or with Mathematics, or experience of accounts work in a Government officer or in the office of a Local Authority will be preferred ;or</p> <p>(ii)Intermediate or its equivalent with 2 years clerical experience in a Government officer or in the office of a Local Authority; or</p> <p>(iii)Matriculate with 4 years clerical experience in a Government office or in the office of a Local Authority.</p> |
| 3 | Accountants | 106-6-100/ 8-200 with special pay of Rs. 30 per mensem | By Promotion | <p>(i)Graduate of a recognised university A Degree in Commerce or with Mathematics, or experience of accounts work in a Government officer or in the office of a Local Authority will be preferred</p> |

| | | | | |
|----|------------------------------------|---|---|---|
| | | | | ;or (ii)Intermediate or its equivalent with 2 years clerical experience in a Government officer or in the office of a Local Authority; or (iii)Matriculate with 4 years clerical experience in a Government office or in the office of a Local Authority. |
| 4. | Steno Typists | 60-4-80/5-120/5-175 plus Rs. 15 as stenography allowances | By direct recruitment unless a suitably qualified clerk is available in the service | At least Matriculate with a speed of 80 words per minute in Shorthand and 30 words per minute in typewriting. |
| 5. | Clerical Establishment | 60-4-80/5-120/5-175 | By Direct recruitment | Matriculate |
| 6 | Taxation Officer | 175-15-250/15-400 | By Promotion of Tax Collectors | Graduate |
| 7 | Tax Collector | 60-4-80/5-120/5-175 | By Promotion from amongst Panchayat Secretaries | Matriculate |
| 8 | Medical Officer Rural Dispensaries | 150-10-200/15-275/15-380 | By direct recruitment | M.B.B.S OR L.S.M.F |
| 9 | Lady Health Visitor | 100-5-150/7-185 | By direct recruitment | Matriculate, Registered with Punjab State Medical Faculty a lady Health Visitor |
| 10 | Dispenser | 75-5-100/5-125 | By direct recruitment | (i) Matriculate with science (Physics and Chemistry) (ii) Registered Pharmacist with the Punjab Pharmacy Council |
| 11 | Nurse(Dai) | 50-3080 | By direct recruitment | Registered as Nurse(Dai) with Punjab Nurses Registration Council |
| 12 | Hakim/Vaid | 80-50105/5- | By direct recruitment | (a) The Hakim –i-Haziq of the Tibbia |

| | | | | |
|-----|---|--------------|-----------------------------|--|
| | | 135/7-170 | | <p>College, Lahore; or Zubdet-al-Hakma of the Tibbia College, Lahore ;or</p> <p>(b) The Kaviraj of the DAV College; or the Vaidya Vachaspati of the D.A.V.College, Lahore; or</p> <p>(c) The Unani (Arabic) final Fazil-i-Tibo –Jirahat or the Vedic (Sanskrit) final Ayurvedicharya Dhaventri, or the Vedic (Bhasha) final Bhashagacharya Dhanventri of the Ayurvedic and Unani Tibbia College, Delhi.</p> <p>(d) The Haziq-ul-Hukma kof the Bupinder Tibbia College, Patiala ;or</p> <p>(e) A practitioner registered in Part I of the Register maintained by the Board of Ayurvedic and Unani System of Medicines, Punjab, not being in nor having been dismissed from the Service of Government ; or</p> <p>(f) A certificate showing that he has been a pupil of a practicing Hakim or Vaid and has him self continuously and satisfactorily practiced the profession for not less than seven year ;or</p> <p>(g) A sanad Holder of the Takmil-uil-Tib College Lucknow</p> |
| 13. | Up-Vaid | 55-3-70/4-90 | By direct recruitment | Up-Vaidya, or Ayurved Bdishah, a Vaidya Visharad or Vaidya Kavi Raj. |
| 14 | Superintendent/Inspector Vaccination and Rural Sanitation | 80-50110-5 | By Promotion of vaccinators | Sanitary Inspector class Diploma |

| | | | | |
|----|---------------------------------|-----------------------------|--------------------------------------|--|
| 15 | Vaccinators | 45-2-75 | By direct recruitment | Matriculate, Certificate of having undergone training at Punjab Vaccine Institute, Amritsar. |
| 16 | Veterinary Compounding Dressers | 75-5-100/5-125 | By direct recruitment | (i) Matriculate with science ; and (ii) Diploma in Veterinary Compounder Course of one year. |
| 17 | Superintending Arboriculture | 80-60104/8-176 | By direct recruitment | Matriculate and must have successfully completed the course of training prescribed for trainees at the Punjab Forest Guards Training School |
| 18 | Inspector Arboriculture | 60-4-80/5-120/5-175 | By direct recruitment | Matriculate and must have successfully completed the course of training prescribed for trainees at Forest School, Government Garden or Plantation. |
| 19 | Drafts Man | 100-80140/10-200 | By direct recruitment | Matriculate and must have qualified as Draftsman from a recognized Institute. |
| 20 | Overseer | 100-80140/10-230/10-300 | By direct recruitment | Matriculate and must have qualified as Overseer from a recognized Institute. |
| 21 | Road Inspectors | 50-3080/4-100 | By direct recruitment | Matriculate with experience in surveying and leveling |
| 22 | Tracers | 60-4-120/5-150 | By direct recruitment | Matriculate with experience in tracing |
| 23 | Flood Relief Incharge | 60-4080/5-120/5-175 | By direct recruitment | Matriculate with experience in mechanism and operation of outboard motors/motors-boats and knowledge of swimming to be determined through a test to be conducted by the appointing authority |
| 24 | Librarian | 60-4-80/5-120 | By direct recruitment | Matriculate First Division |
| 25 | Record lifter | 37-1/3-1-47-1/2 | By direct recruitment | Matriculate |
| 26 | Driver | 60-3-90 | By direct recruitment | Driving License for light vehicles |
| 27 | Panchayat Secretary | 80-50130 | (consolidated) By Direct recruitment | Matriculate with regional language as first language |
| 28 | Surveyor | 140-6-170/8-210/10-300 | By direct recruitment | Matriculate and must have qualified as surveyor from recognised institute. |
| 29 | Craft Teacher | 110-40130/5-180/6-210/8-250 | By direct recruitment | Middle pass and must have qualified as Craft Teacher with two years diploma course, or one year's |

| | | | | |
|--|--|--|--|---|
| | | | | certificate and one year's Teacher's Training Course from a recognised institute. |
|--|--|--|--|---|

Notes:

- (1) Knowledge of Hindi or / and Punjabi will be essential for all incumbents of post of the extent prescribed by the Government for similar categories employees from time to time in accordance with their policy.
- (2) The employee of the Zila Parishad or Panchayat Samiti who were working in the district Boards immediately before their abolition and have been continuing in service since then shall draw their pay and allowances in the scales held by them immediately before the enforcement of these rules.

Provided that an employee may exercise his option for the scale prescribed in these rules for the post held by him within a period of six month of the commencement of these rules and in that case his pay will be fixed in the scale as provided in these rules in accordance with provisions of note 4 below.

- (3) The concession of rent-free accommodation or in lieu thereof ten percent of their pay subject to a maximum of ten rupees is permissible to the Veterinary Compounders, Nurse Dias and Dispensers working in the Civil Dispensaries
- (4) The Secretaries of Gram Panchayat who were appointed as such before commencement of these rules shall be deemed to have been appointed by the Panchayat Samiti concerned, and their pay will be fixed in the following manner.
 - (a) If the pay drawn by him immediately before the commencement of these rules fits in the new scale, specified in these rules at any stage his pay will be fixed in the new scale at that stage;
 - (b) If the pay drawn by him immediately before the commencement of these rules does not fit in at any stage in the new scale, his pay will be fixed in the new scale at a stage next below the pay which is being drawn by him immediately before such commencement;

Provided that the pay drawn by him immediately before the commencement of these rules will not be affected and the difference between his pay and the stage at which the same is fixed shall be treated as personal pay and shall be absorbed at the time of accrual of the next grade increment.

- (5) The qualifications prescribed for the post of a Craft Teacher shall not be applicable in the case of Craft Teachers already appointed by a Panchayat Samiti in accordance with the Government instructions, prior to the commencement of the Punjab Panchayat Samitis and Zila Parishads Service(Second Amendment)Rules,1975.