Name of the Deptt. : Irrigation Department, Punjab

A Manual of Irrigation Practice Vol. II

APPENDIX – E

DWS 9181 Codes
Dated 14/5/05

PREFACE TO THE SECOND EDITION, 1954

(Re-print 1962)

The Partition of the Punjab and other constitutional changes have necessiatated the revision of the Manual of Administration, 1st Edition, 1945.

2. Correction slips and amendments issued to the Administration Manual up to Correction Slip No. 11 of 11th April, 1959, have been incorporated in this edition. Amendments issued subsequently may be taken as modifying the corresponding paragraphs in this edition. They will be reissued, in due course, as correction slips to this Manual.

3. All Government servants who notice any errors or omissions in the Manual are requested to bring them to the notice of their Superintending Engineers in the case of Circle Offices and the Administrative Officer in the case of Irrigation Branch, Head Office, who will submit their proposals to the Undersigned for necessary action.

INTRODUCTION

The Manual of Administration (Establishment) is designed to serve as a guide to those concerned in the control of establishment in the Irrigation Branch. With the growth of the Irrigation Branch, the Organisation particularly on the establishment side, has become more complex. Authority is delegated to controlling officers of different ranks by specific orders of Government. The degree of authority so delegated varies with the different cadres. It is essential, therefore, for officers in the Irrigation Branch to know what authority they possess in establishment matters, in respect of each cadre. At present, directions in this regard are scattered amongst numerous codes and official letters. The primary purpose of this Manual of Administration is to assemble those orders in so far as they concern the Irrigation Branch and also to indicate the primary authority for all procedure connected with the establishment.

2. The opportunity has been taken to record briefly the growth of organisation of the Irrigation Branch. A chapter is devoted to the composition of the various units and schedules are incorporated giving the present strength of cadres and limiting scales. Thereafter, the various aspects of the subject are treated as separate chapters, e.g., recruitment, examinations and training, records of service, promotion, punishment, leave, transfer, pay, allowances and pensions.

3. Under Article 16 of the Constitution of India, it is the avowed intention of Government that every citizen in the Punjab shall share in the staffing of the Government Service and there shall be equality of opportunity for all citizens in matters relating to employment or appointment to any office under the State and no citizen shall on the grounds only of religion, race, caste, sex; descent; place of birth; residence or any of them, be ineligible for; or discriminated against in respect of, any employment or office under the State. The proportion fixed from time to time by the Government for the members of Scheduled Castes and Scheduled Tribes must be adhered to.

4. Office routine has a chapter to itself. With the achievement of independence and formation of popular Government under the Constitution of India, it has become necessary to record and to report the transactions of the Government officials in far greater detail than before. For this reason alone, the organisation of offices has attained a complexity and importance which they did not possess before.

5. It is clear that all others are subject to change with the continued growth of the Department, the strength of cadres and liniting scales will alter. Addenda and corrigenda to this Manual will be frequently required. With the issue of the addenda and corrigenda, there always comes a stage when a chapter should be rewritten and replaced. To faciliatate such replacement when rewritten, each chapter has been printed as a separate pamphlet and the whole is bound between loose covers. This arrangement in turn necessitates the use of the true decimal system in numbering chapter, sections and paragraphs. Chapters are to the left of the decimal point and the sections and paragraphs to the right. Reference will be facilitated if the reader remembers that the notation to the right of the decimal point is itself a decimal system thus 13.3 follows 13.29 and 16.142 precedes 16.15.

6. The Manual is not paged in the ordinary sense. To facilitate quick reference, the number of the first paragraph on a left-hand page is printed in the top left-hand corner. Somilarly the number of the last paragraph on a right-hand page is printed in the top right-hand corner.

7. This system permits of the removal and replacement of any number of paragraphs and also the interpolation of any number of new paragraphs without disturbing the numbering of the remainder.

8. The Chief Engineers take this opportunity to emphasise the importance of the responsibility of Superintending Engineers in respect to establishment. The well being and contentment of a large staff depend upon the zeal and efficiency with which the Superintending Engineers discharge this responsibility.

9. Superintending Engineers are expected to have a sound knowledge of the basis upon which establishments are built up, the service rules and the rights and obligations of Government to its servants. Recruitment (with its reservation for the members of Scheduled Castes and Scheduled Tribes) transfer, promotion and disciplinary cases must invariably receive the careful condideration of Superintending Engineer and must never be left to his office staff for disposal. Divisional Officers also have certain responsibilities in respect to minor establishment and Superintending Engineers should make it their business to see that these duties are recognised and properly discharged.

B. S. DINA,

CHANDIGARH :

The 25th August, 1962.

Chief Engineer,
Irrigation Works, Punjab.

MANUAL OF ADMINISTRATION

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$C_1(1)$	=	Punjab Civil Services Rules, Vol. I, Part I.
$C_1(2)$	=	Punjab Civil Services Rules, Vol. I, Part II.
C_2	=	Punjab Civil Services Rules, Vol. II.
C_3	=	Punjab Civil Services Rules, Vol. III.
D	=	Departmental Financial Rules.
F	=	Fundamental Rules.
L	=	Law Department Manual.
P	=	Public Works Department Code (2nd edition) (3rd reprint).
P_1	=	Punjab Financial Rules, Vol. I.
P_2	=	Punjab Financial Rules, Vol. II.
R	=	Revenue Manual (4th edition).
T	=	Treasury and Sub-Treasury Rules.

Note.—Through this Manual, a reference to "Rule" is an indication that the paragraph so designated has a legal or other authoritative foundation.

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CHAPTER 1

Organization

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CHAPTER 1

Organization

HISTORY OF THE ORGANIZATION OF THE IRRIGATION BRANCH

PART I—*Pre-partition Organization*

Early history of the Public Works Department.

1.111. A properly organized department for carrying out public works was formed originally in the Punjab in 1849 by Captain Napier, R.A. (later Field Marshal Lord Napier of Magdala) and the successful administration of this body led to the creation of regular public works departments in all the provinces under the control of the Central Government. The Military Board, however, continued to remain in control of all military works until 1854, when all engineering works in the Punjab, civil, military or public, were placed under one department with Colonel Napier as the Chief Engineer. The canal branch was at the same time put under a "Director of Canals".

At that time, the staff of engineers was drawn from Royal Engineers and other sources including Thompson Civil Engineering College at Roorkee which had been founded in 1847, primarily with the object of imparting civil engineering education to European and Indian officers and subordinates, to fit them for employment on the Ganges Canal which was then under construction.

The designation "Director of Canals" was changed to "Chief Engineer of Irrigation Works" in September, 1854. The general branch (Buildings and Roads) and Irrigation were separated in 1869; the senior Chief Engineer used to be Secretary to the Local Government and the junior was a Joint Secretary. In September, 1892, the Government of India agreed to Chief Engineers of both the branches being designated as Secretaries for their respective branches.

Transfer of certain Public Works to Local Bodies.

1.112. In 1893, in accordance with the recommendations of the Aitchison Commission on the Indian Public Services, the Provincial Service was created for the more extensive employment of Indians from the engineering colleges in Inida. By 1895, the Public Works Department had become a purely Civil Department and was responsible only for Civil Works including irrigation. Soon after this, with the development of Local Self Government, certain classes of public works were entrusted, to an extent varying in different provinces, to the control of district boards and municipalities. This decentralization was extended further as a result of the recommendations of a committee appointed in 1916 to enquire into and report generally upon the organization and the system of administration of the Buildings and Roads Branch of the Public Works Department. The main recommendation made at that stage was that the declared policy in India should be the transfer of public works, excluding irrigation, from the Public Works Department to local bodies.

Public Works Accounts.

1.113 Prior to the formation of the Public Works Accounts Department in 1870, the executive engineer received complete and full monthly accounts from his assistants and subordinates. A divisional cash account (current) was prepared monthly by the executive engineer and submitted with his subordinates accounts, to the central office of accounts under the control of the Chief Engineer. The executive engineer also submitted a half-yearly account (current) to the Accountant to the Local Government sending a copy of the same to the Superintending Engineer for submission to the Chief Engineer. The Public Works Accounts Department was formed in 1870 as a result of the findings of a commission of enqury into Indian accounts, instituted in 1864. This department performed all audit and accounts work connected with the Railway and ordinary branches of the Public Works Department.

In 1910, the Railway accounts works was separated from the Public Works Department accounts. The administration of Railways at that time was under the Railway Board and the Irrigation Works and Civil Buildings and Roads were under the direct supervision of the Local Government. It was considered desirable that the arrangements for audit and accounts should follow, as far as possible, the administrative

arrangements and the Railway accounts work was accordingly transferred to a separate officer. This also involved the abolition of the office of the Accountant-General, Public Works Department, and the accounts of Irrigation Works and Civil Buildings and Roads were amalgamated with those of the Civil Accountant-General with effect from the accounts for October, 1910.

Public Works Department Secretariat Building.

1.12. The Public Works Department Secretariat was originally housed in the Block of old barracks situated on the present site of the University chemical laboratories. The barracks were handed over to the Education Department. A new office was constructed in 1908, a third storey to which was added in 1944.

Start of irrigation in the Punjab.

1.13. In 1850, that is just after the annexation of the Punjab, the surveys of the canal, now known as the Upper Bari Doab Canal, were started. The canal was opened in 1859 with the object of settling disbanded soldiers. This was the first irrigation work undertaken by the British Government in the Punjab under its first Chief Engineer, Field Marshal Lord Napier of Magdala, who was in charge of the Public Works Department from July, 1849 to February, 1856. Lord Napier and his successors, up to 1894, were all Royal Engineers, the last being Colonel J.W. Ottley, who in 1894, made over charge of his duties to the first Civil Engineer, Sir Thomas Higham, author of the Departmental Code and some other books of reference.

In 1872, the Sirhind Canal was opened. The Muzaffargarh and Dera Ghazi Khan Canals were transferred to the charge of the Irrigation Branch in 1880 and the Shahpur Canals in 1894. The Swat River Canal (now known as the Lower Swat Canal) of the North-West Frontier Province was also in the charge of the Punjab Irrigation Branch at that time.

The Sidhnai Canal was opened in 1886; and in 1892, the Chenab Canal (subsequently known as the Lower Chenab Canal) was opened. The Lower Jhelum Canal was opened in 1901.

Creation of the post of a second Chief Engineer.

1.14 The number of circles existing in 1905 in the Irrigation Branch was thus as follows :—

(1) Western Jumna Canal Circle,

(2) Sirihind Canal Circle.
(3) Upper Bari Doab Canal Circle.
(4) Lower Chenab Canal Circle.
(5) Lower Jhelum Canal Circle.
(6) Derajat Circle (dealing with inundation canals in Dera Ghazi Khan and Muzaffargarh districts).
(7) Swat River Canals Circle.

A second post of Chief Engineer and Joint Secretary to Government was sanctioned for the Irrigation Branch, Punjab, by the Secretary of State for India at this time, following upon the decision to construct the triple canals. The second Chief Engineer became "Secretary" about 1906. The construction of these canals involved the creation of the following additional circles, thus bringing up the total number of circles to 10:—

(1) Lower Bari Doab Canal Circle.
(2) Upper Chenab Canal Circle.
(3) Upper Jhelum Canal Circle.

Separation of North-West Frontier Province irrigation from the Punjab.

1.15. In view of the expansion in the Irrigation Branch, Punjab, the Swat River Canal Circle (comprising the Swat River Canal, the Kabul River Canal and the Paharpur Canal) was transferred to North-West Frontier Province in 1915. This involved the separation of the North-West Frontier Province irrigation from that in the Punjab.

Creation of the post of a third Chief Engineer and further expansion.

1.161. Sutlej Valley Project was sanctioned in 1921 and a third Chief Engineer and Secretary to Government was sanctioned for its construction. It was completed in 1933.

The Haveli Canal was started in 1937, and was completed and opened in 1939.

The Central Designs Office in the Secretariat was opened on a temporary basis in order to centralise the design work for the Haveli Project. This organization became a regular part of the Irrigation Branch, and was made "permanent" on 1st January, 1945.

On account of the development of irrigation on the Sutlej Valley Project another permanent circle called the Mailsi Canal Circle was opened with effect from 15th October, 1943.

Research.

1.162. The appointment of a trained scientist to undertake research in connection with the various irrigation problems was proposed by Sir Thomas Ward, the then Chief Engineer, as early as in 1915, but the proposal had to be deferred in view of the financial stringency, due to the war then in progress.

The Punjab Irrigation Research Institute may be regarded as having come into being with the appointment of Mr. B.H. Wilsdon as Scientific Research Officer in 1924. He had a mathematical officer and two assistant resarch officers to assist him at the time. The laboratory was housed in a wing of the Punjab University laboratories up to 1928, when it was moved to a new building provided for it opposite the Public Works Department Secretariat. The land reclamation, hydraulic, statistical chemical and physics sections were added in 1931 and 1932.

The Hydraulic Research Station at Malikpur on the Upper Bari Doab Canal near Pathankot was established in 1925 and has been considerably enlarged since, for the purpose of testing all problems connected with river training, etc.

A soil survey and cement testing laboratory was attached to the Institute in 1943. In view of the expansion of work in connection with reclamation, a new post of Director, Land Reclamation, was created with effect from 17th January, 1945. That post as well as that of the Director, Irrigation Research Institute, was for the time being held by an officer of Superintending Engineer's rank.

Drainage.

1.163. Active drainage investigation was considered necessary for the first time in 1918, when a Drainage Board was formed in the Province. Subsequently in 1926 this was divided into—

(i) the Urban Sanitary Board, and
(ii) the Rural Sanitary Board.

The former was placed under the control of Director of Public Health, whereas the Rural Sanitary Board, which dealt with areas outside the irrigation limits, was under the control of Chief Engineer, Buildings and Roads Branch. A drainage division was constituted in the Upper Bari Doab Canal Circle in 1920 and this developed into the post of a Drainage Engineer. In 1925 a Water logging Enquiry Committee was constituted to advise Government, and at the same time the

post of Superintending Engineer, Water logging Investigation was formed in the Irrigation Branch. In 1928, the function of the Rural Sanitary Board were taken over by the Irrigation Branch though the scope of the work still related to areas outside irrigation limits. The Water logging Enquiry Committee was also replaced by the existing Water logging Board to deal with the water logging problems within the irrigation areas.

Thus in 1930, there were three posts for the drainage works in the Irrigation Branch:—

(*a*) Drainage Engineer,
(*b*) Superintending Engineer, Water logging Investigation,
(*c*) Superintending Engineer, Rural Sanitary and Improvement Board.

The last two posts were amalgamated the same year.

In 1932, Government abolished the Rural Sanitary Board and Irrigation Branch was vested with the responsibility for all drainage and embankment works, exclusive of purely sanitary works. The Superintending Engineer in charge was then designated Superintending Engineer, Drainage Circle.

In 1937, it was decided to reorganise the Drainage Circle, abolishing the Jullundur Drainage Division and creating two new divisions called (i) Chaj, and (ii) Rechna, to deal with the *doabs* of those names—which work previously had been in charge of the Lower Jhelum Canal, Lower Chenab Canal (East) and Lower Chenab Canal (West) Circles, respectively. Concurrently, the Beas Sub-division and the Surusti Sub-division were transferred to the Jandiala Division of the Upper Bari Doab Canal Circle and Hissar Division of the Western Jumna Canal Circle, respectively.

In 1939, by reason of the extremely large drainage construction programmes in progress, the Chaj and Rechna Drainage Divisions were amalgamated with the Upper Jhelum Canal and the Lower Chenab Canal (East) Circles, respectively. The Lahore Drainage Division was also opened, the chief object being to control problems in areas outside irrigation boundary—mainly in the Bist Doab.

In 1942, the control of the Dragline Division, which is responsible for the maintenance and working of excavators

employed on drainage channels was transferred from the Drainage Circle to the temporary Aviation Circle and on its closing in 1944, it was attached to the temporary Mechanical Circle.

In 1944, a new temporary circle called the 'Northern Drainage Circle' was formed to undertake the construction of drains in the Chaj and Rechna Doabs.

The permanent Drainage Circle (Southern) also dealt with the compilation of water table statistics and undertook occasional investigation and advisory work on drainage problems, as suggested by the Chief Engineer.

Workshops.

1.164. During the construction of Rupar, Rasul and Khanki Headworks it was realised that much of the steelwork being made at these headworks could have been made more economically at a larger workshops properly equipped for the work. It was also obvious that the maintenance of the numerous sluice-gates and other irrigation machinery installed on the various canals called for a central organization to deal with their upkeep. The Central Workshops were accordingly opened in 1901.

The site selected for these workshops was Amritsar, a good centre for skilled labour and situated centrally in regard to the Punjab's irrigated area. It also enabled the workshops to have a railway siding; a very essential adjunct at that time, as pucca roads and road transport hardly existed.

The workshops originally started in a humble manner as a few acres of ground with old machine tools brought in from headworks workshops. In 1905, however, the machine shop was modernized, woodworking machines added and eventually the workshops covered 15 acres of ground. For 20 years these workshops manufactured numerous small sluice-gates for the Punjab canals and maintained all the irrigation machinery and structural steel work that had been installed. Many other classes of useful work were also undertaken such as improved type of falling shutters, tubewell strainers, borehole pumps and water level recorders.

The first major canal construction job which the Central Workshops undertook was the design and manufacture of the sluice-gates and machinery, etc., for the headworks of the Lower Bari Doab Canal at Balloki in 1913. This was followed during 1922 to 1925 by the undersluices and regulator gates

for the remodelling of the Khanki headworks of the Lower Chenab Canal, and in 1927 by the sluice-gates for the barrage across the Sutlej river at Islam. The last named order was by far the largest the Central Workshops had undertaken up to that time, comprising, as it did, the manufacture of a large number of 60 feet span heavy sluice-gates.

In 1937, the workshops secured the contract for the supply of the sluices for the Emerson Barrage at Trimmu in open competition with firms from all over the world. In addition to the sluices for the barrage itself, the workshops also undertook the design and manufacture of the gates and machinery for the head regulator of the Haveli Canal and all the main line and subsidiary regulators. The whole of this work including the erection at site was completed within two years and, in the case of the barrage itself, at less than the contract price. Immediately after finishing the gates for the Haveli Project, work was started on the sluices for the Kalabagh Barrage of the Thal Project—one of the largest barrages in India,—and despite the outbreak of the Second World War, this job was completed before the end of 1941.

About this time the Government of India asked for assistance in munition production for the Second World War. The workshops were handed over for this purpose and renamed an Ordnance Factory by the Government of India.

Another workshop was accordingly started at Moghulpura to carry out repairs to machinery, pumps, gates and gearing, etc., in use on various headworks. A small workshop at Shahadara, which originally had been set up for dragline machinery only, was also absorbed in those workshops. At the time of the partition of the Province, the workshops at Moghulpura were occupying two acres of ground, and doing very useful work not only in the maintenance of the machinery installed already but also in connection with the construction of new tubewells.

Stores.

1.165. In the early days, officers were empowered to obtain necessary stores from any source available. It was not long before Government began to organize stores purchase with particular reference to employ jails and other Government institutions. With institution of the Indian Stores Department in 1922, the purchase of stores received a high degree of organization. The Indian

Stores Department framed rate contracts for articles in common use, which rates were at the service of departments of provincial Governments. The provincial Government, however, continued to insist on certain classes of stores being obtained from the jails and others from Government Weaving Factory, Shahdara, etc., with a view to ensuring a certain minimum continuous work for Government sponsored organizations.

In 1929, the question of reserve stock limits came under review by Government. It was found that stocks and materials much in excess of requirements had been purchased by executive officers. Apart from the loss in interest on dead stock, Government found that sanction to write off deteriorated materials had reached appreciable proportions. In 1939, the Punjab Stores Department was formed which was intended to replace the Indian Stores Department for the supply particularly of goods and materials originating within the Province. Detailed rules for the purchase of stores and materials became more complex. With increased complexity, executive officers were found making "irregular" purchases due, in a large measure, to ignorance of the rules or difficulty in applying them for small quantities needed urgently for work in the field.

These considerations led Government to sanction the formation of a stores division in the Irrigation Branch on 15th April, 1944. This division formed a purchasing agency for all stocks in common use in the Irrigation Branch with the exception of certain building materials such as bricks, cement, timber, etc., and also maintained necessary stocks of materials and other stores, in common use in the department to ensure prompt supply to the divisons when required. The Stores Division not only complied with all the rules on the subject of stores purchase, but also by centralising the purchases, enabled avoidance of errors and reduced to a minimum the amount of dead stock.

A further duty of the Stores Division was to scrutinise the stocks held by all executive engineers in the Irrigation Branch and to ensure that stocks required in one division were made available by another, before fresh stocks were purchased.

Creation of the posts of fourth and fifth Chief Engineers.

1.171. By about the end of 1944, Irrigation in the combined Punjab came to be more highly organised than in any other Irrigation Department in India. The Government insisted upon highly accurate distribution and also on continued and detailed check of the revenue side. Investigations and experiments were always proceeding and modifications and improvements became an ever present feature of

the activities of every irrigation officer. This responsibility of 20 highly organised circles (including the Irrigation Research Institute) and other activities of the department, proved too much for the three Chief Engineers and a fourth post of a Chief Engineer and Secretary to Government, Punjab, was sanctioned with effect from 1st January, 1945, and yet another from 2nd December, 1946, for the Thal Project.

A post of Deputy Secretary was also sanctioned from 1st March, 1946, to relieve Secretary, Central, of the routine work to enable him to pay more attention to the organization of the mechanical side of the department.

Number of permanent and temporary circles.

1.18. At the time of Partition of Punjab (15th August, 1947), the canal system in the province comprised the following permanent and temporary circles:—

Permanent

1. Western Jumna Canal Circle,
2. Sirhind Canal Circle,
3. Upper Bari Doab Canal Circle,
4. Lower Bari Doab Canal Circle,
5. Lower Chenab Canal West Circle,
6. Lower Chenab Canal East Circle,
7. Upper Chenab Canal Circle,
8. Upper Jhelum Canal Circle,
9. Lower Jhelum Canal Circle,
10. Ferozepore Canal Circle,
11. Nili Bar Circle,
12. Mailsi Canal Circle,
13. Haveli Canals Circle,
14. Derajat Circle, and
15. Drainage Circle.

Temporary

1. Projects Circle—for carrying out Surveys and designs of Post-War Projects.
2. Thal Circle—for the execution of the Thal Project.
3. Mechanical Circle—to administer draglines and pumping, tube-wells, Moghulpura, Workshops etc.

4. Northern Drainage Circle—for the construction of drains in the Chaj Doab.
5. Bhakra Civil Circle
6. Nangal Circle
7. Bhakra Mechanical Circle

} for the execution of Bhakra-Nangal Projects.

Another temporary circle, viz., Aviation Circle, existed from 1942—44 to undertake the construction of aerodromes in the Province on behalf of the Defence Department.

In addition to the 22 Circle detailed above, the charges of the Irrigation Research Institute and Land Reclamation Organisation were held by officers of Superintending Engineer's rank.

There was also the possibility of further extension in connection with the Rasul Hydel Project, the Gurgaon Project and the construction of certain high dams.

Division of work between Secretaries.

1.21. At the time of the Partition of the Province, the Irrigation Department was divided into five administrations as below :—

Northern Administration—the 5 linked canals, viz., Upper Jhelum Canal, Lower Jhelum Canal, Upper Chenab Canal, Lower Chenab Canal (two circles), and Lower Bari Doab.

Southern Administration—the 3 old canals of the Punjab, viz., Upper Bari Doab, Sirhind and Western Jumna; also Ferozepore, Nilibar and Mailsi Circles.

Western Administration—Derajat, Haveli, Northern Drainage, Southern Drainage, and Tube-well Circles; and also Land Reclamation Organisation.

Central Administration.—Establishment for the Irrigation Branch, Irrigation Secretariat Organization, Irrigation Branch Enquiry Agency, General Cases, General Revenue Cases, Irrigation Research Institute Mechanical and Aviation Circle and Liaison Agency.

Project Administration—Thal Circle, Project Circle, 1st Bhakra Circle, Nangal and Bhakra Mechanical Circles; and also Central Design Office.

1.22. The five Secretaries in charge of these administrations were assisted in their work by one Liaison Officer, one Deputy Secretary and 9 Under-Secretaries, who dealt with the following items :—

Division of work between Under-Secretaries, etc.

Liaison Officer—all matters relating to purchase of surplus stores through the Government of India for all Departments of the Punjab Government and also assisted in the Administration of the Government Central Workshops, Amritsar.

Deputy Secretary, Establishment—assisted Secretary (Central) in establishment matters.

Under-Secretary, Estabilshment (U.S.E.)—dealt with all cases relating to first appointments and promotions, disciplinary cases, service rules, postings and transfers of officers, Secretariat establishment and Manual of Administration.

Additional Under-Secrtary, Establihment (A.U.S.E.)—dealt with all other establishment matters not dealt with by Under-Secrtary, Establishment.

Under-Secretary, North (U.S.N.)—dealt with all works cases relating to the Northern Administration, and also those relating to fuelwood and charcoal supply.

Under-Secretary, South (U.S.S.)—dealt with all works cases relating to the Southern Administration.

Under-Secretary, West (U.S.W.)—dealt with all works cases relating to the Western Administration. Also acted as Secretary, Waterlogging Board and Conferences and in addition dealt with Discharge Division work.

Under-Secretary, Central (U.S.C.)—dealt with all works cases relating to the Central Administration. In addition dealt with Central Board of Irrigation work.

Under-Secretary, Projects (U.S.P.)—dealt with all works cases relating to Thal Project, 1st Bhakra Civil, Nangal and Bhakra Mechanical Circles, and also the cases relating to the Indus Commission.

Under-Secretary, Revenue (*U.S.R.*)—dealt with revenue cases, revenue budget, statistics, general budget cases and statistical work of Southern Drainage Circle.

Under-Secretary, General (*U.S.G.*)—dealt with general accounts and general works matters, specific accounts cases of all Administrations and other general cases such as control orders, petrol rationing, steel and fixing of rates of monthly wages of work-charged establishment.

The organization of the Irrigation Secretariat along with the distribution of sections at the time is shown in the diagram in Appendix I.

Number of posts in the Irrigation Branch.

1.23. The number of posts (as on 1st April, 1947) in the Irrigation Branch was as follows :—

Name of post		Permanent	Temporary
Chief Engineer and Secretaries	..	4	1
Under-Secretaries	..	4	5
Special Officers	..	..	15
Circles	..	17+1*	7+1†
Divisions	..	59	22
Sub-Divisions	..	153	80
Overseers' sections	..	656	502
Canal Collectors	..	..	3
Deputy Collectors	..	42	12
Zilladars' sections	..	335	..

*Director, Irrigation Research Institute.

†Director, Land Reclamation.

Cadre strength of P.S.E. I and P.S.E. II.

1.24. The total strength of the P.S.E. I cadre, which is based on the total number of permanent superior posts was 141, inclusive of the I.S.E. (an absolescent cadre). The total strength of the P.S.E.II cadre was 148, including sub-engineers (an absolescent cadre). A large number of temporary engineers was

also employed, to provide a certain amount of flexibility in the cadre, against various temporary posts sanctioned for the construction and preparation of projects, etc.

PART II—*Post-partition Organization*

Partition of Punjab.

1·311. Irrigation development in the Punjab described above, was conceived against the geographical unity of the "Land of Five Rivers". The political division effected under the Indian Act of Independence, 1947, however, shattered the economic unity of the region and left an area which is now Punjab (I) manifestly uncatered in respect of irrigation supplies and incapable of producing sufficient food to meet the demand of this truncated State. Against a population of 45 per cent which came to the share of the State, it obtained only 20 per cent of the irrigated area. The political division not only divided the territory of Punjab but even cut off the irrigation systems of certain areas. The Upper Bari Doab Canal system was cut into two, a part supplying Punjab (I) and a part supplying Punjab (P). Similarly, the irrigation system with its headworks at Ferozepur fell partly in Punjab (I) and partly in Punjab (P). Punjab (I) was bereft of important irrigation systems and only the following canals fall within its now reduced political boundaries:—

(i) Western Jumna Canal.

(ii) Sirhind Canal.

(iii) Upper half of Upper Bari Doab Canal.

(iv) Eastern Canal.

(v) Ghaggar Inundation Canal.

(vi) Surusti Canal.

Bhakra-Nangal Project.

1·312. The Bhakra-Nangal Project which had been undertaken previous to partition came to acquire a vital significance as on it depended both industrial development and agricultural self-sufficiency of the Punjab (I). The Bhakra-Nangal Project could transform the entire economic structure of the State and efforts were made to speed up construction on this Project.

To enable greater attention to design, planning and execution of the dam, the Bhakra Civil Circle was split up into two, viz., (i) Bhakra Dam Circle, and (ii) 1st Bhakra Main Line Circle, on 3rd November, 1947. The former was charged with the construction of the dam and appurtenant works and the latter with the construction of the Irrigation system which was to be fed from the tail end of the Nangal Canal. To enable proper attention to be given to the construction of irrigation system so that integrated development may take place, two more circles named II Bhakra Main Line Circle and Narwana Circle were created on 16th May, 1949, and 11th October, 1951, respectively.

Harike Project.

1·321. A weir combined with bridge will be constructed at Harike about 2 miles below the confluence of the rivers Sutlej and Beas and will be used for heading up river water to feed Ferozepur Feeder and Makhu Canal. The Sirhind Feeder will take off on the left of Ferozepur Feeder. The construction of Harike Barrage was actually taken in hand in June, 1950, and the Project is expected to be completed by 1957.

Procurement and Focal Agency.

1·322. The liaison agency was established in 1945 for the purchase and despatch of Disposals' surplus stores, tools and plant, machinery and other miscellaneous stores required primarily for the Bhakra-Nangal Project. After partition of the Province, its activities increased still further with the acceleration of work on the Bhakra-Nangal and Harike Projects. This agency helps not only the Irrigation Branch but also other Departments of the Punjab Government and also remained for some time in administrative charge of the Government Central Workshops at Amritsar.

Irrigation Research Institute.

1·323. The highly developed and organized Research Institute at Lahore having been left in Pakistan, a new one was set up at Amritsar immediately after the partition as important investigations demanded immediate attention to facilitate finalising the designs in connection with Bhakra-Nangal Project and the construction work thereon. The work on the Project being comparatively of novel and intricate nature, relatively more investigations and experiments were needed to help evolving economical and satisfactory designs. Accordingly the work of the Institute came to be expanded gradually.

Reorganization of Western Jamna Canal Circle.

1·33. The work in this circle became excessively heavy on account of number of projects and schemes taken in hand and it became difficult to deal with them expeditiously. To augment canal irrigation, tube-well investigations were also started in all the districts of Ambala Civil Division and the Delhi State. This circle was, therefore, reorganized and split into two circles (Western Jumna Canal East Circle and Western Jumna Canal West Circle) with effect from 1st October, 1948.

Creation of third post of Chief Engineer and Secretary, and the post of General Manager, Bhakra Dam and *ex-officio* Secretary to Government, Punjab. P. W. D., I. B.

1·341. The activities on the Bhakra-Nangal and other projects by 1948 had expanded considerably and embraced practically the whole of the State and it was seen that it was not possible for two Chief Engineers and Secretaries to carry on their manifold duties. To assist Chief Engineer, Projects, a post of Deputy Secretary was brought into existence with effect from 7th December, 1948, to relieve him of his onerous responsibilities. This post was later on converted into that of Chief Engineer and Secretary to Government, Punjab, from 9th September, 1949, and charged with the construction of the canals in connection with Bhakra-Nangal Projects and Harike Project.

On a decision being taken to execute the Bhakra Dam through Departmental Agency, recruitment of specialists from U.S.A. was decided upon and Mr. M.H. Slocum, an eminent Dam Construction Engineer, was engaged as Director of Construction and Plant Design, Bhakra Dam, from 24th February, 1952. Consequent upon the arrival of Mr. Slocum, more American Specialists were engaged and the tempo on the construction of Bhakra Dam and ancillary works was speeded up. Chief Engineer and Secretary, Bhakra Dam, was very heavily overworked and to relieve him it was decided to create the post of Deputy Secretary and Deputy Chief Engineer from 29th August, 1952.

On account of increased activity on the construction of the Bhakra-Nangal Project, Harike Project, and other projects, it became necessary to abolish the post of Deputy Secretary and create a fourth Administration on 24th November, 1952, for dealing with the construction of Bhakra Dam and appurtenant works under the control of General Manager, Bhakra Dam.

Bhakra Control Board.

1·342. A Board called Bhakra Control Board consisting of the representatives of the Government of India and the three States of Punjab, PEPSU, and Rajasthan with the Governor of Punjab in his personal capacity as Chairman, and the Consulting Engineer to the Government of India as Vice-Chairman was constituted, in September, 1950, to take over-all charge of technical and financial aspects relating to the construction of Bhakra-Nangal Project.

Partition organization and third party claims office.

1·343. The Partition Organization was created to deal with highly involved references from the Pakistan Dominion relating to water dispute between the two Punjabs, implementation of award of the Arbitral Tribunals and decisions of the Partition Committee, financial adjustments of stores of the combined Punjab and duplication of cases of common interest to both Punjabs.

The Third Party Claims Office was charged with the scrutiny and settlement of claims of Government contractors of both sides for services rendered or supplies made to theJoint Punjab Government before the date of partition (15th August, 1947).

Organization.

1·411. Irrigation Branch, Punjab (India), is at present divided into four administrations:

Name of Administration	Secretary-in-charge	Short designation
Running Canals Administration	Secretary, Running Canals	Secy. R.C.
Bhakra Canals Administration	Secretary, Bhakra Canals	Secy. B.C.
Project Administration	Secretary, Project	Secy. P.
Bhakra Dam Administration	General Manager and *ex-officio* Secretary, Bhakra Dam	G. M. B. D.

Division of work between Secretaries.

1·412. These administrations comprise the following charges:—

Secretary, Running Canals.—He is in charge of Upper Bari Doab Canal Circle, Western Jumna Canal East Circle, Western

Jumna Canal West Circle, Ferozepur Canal Circle, Partition, Revenue and General.

Secretary, Projects—He is in charge of all Irrigation Branch establishment and Projects, viz., Nangal Canal Circle, Government Central Workshops, Amritsar, Irrigation and Power Research Institute, Amritsar, and Central Designs.

Secretary, Bhakra Canals—He is in charge of Sirhind Canals Circle, 1st Bhakra Main Line Circle, 2nd Bhakra Main Line Circle, and Narwana Circle.

General Manager and Secretary, Bhakra Dam. He is in charge of Directorate of Construction and Plant Design, Directorate of Bhakra Dam Designs, Directorate of Inspection and Control, Bhakra Dam Circle, Procurement and Focal Office, Special Enquiry Agency, Bhakra Control Board. Rehabilitation of Oustees from Bhakra Reservior and Conservation of Sutlej Catchment Area above Bhakra Dam.

Sec. A.&C. No. 10 EG dated the 9th May 1958

Division of work between Under-Secretaries, etc.

1.413. The four Secretaries in charge of these administrations are assisted in their work by one Superintending Engineer, One Procurement and Focal Officer, six Under-Secretaries and one Additional Under-Secretary who deal with the following items:—

Director, Central Designs (*D.C.D.*)—Deals with cases relating to designs of work and all matters relating to pre-partition period and water dispute cases. In addition he deals with the revision of Canal Act and drafting of Betterment Fee.

Procurement & Focal Officer (*P.F.O.*)—Deals with all matters relating to purchase of surplus stores through theGovernment of India for all Departments of the Punjab Government and also assist in the procurement of new machinery required for Bhakra Canals, Running Canals, Harike Barrage, and Nangal Canal, etc.

Under-Secretary, Establishment (*U.S.E.*)—Deals with all cases relating to first appointments and promotions, disciplinary cases, fundamental cases, posting and transfer of officers, and Secretariat Establishment and Manual of Administration.

Under-Secretary, Running Canals (*U.S.R.C*).—Assists Secretary, Running Canals, in all works cases of Running

Canals Administration and Waterlogging Board and Conference cases.

Under Secretary, Bhakra Dam (*U. S. B. D.*)—Assists Secretary, Bhakra Dam, in all works cases relating to Bhakra Dam Administration and all cases connected with the Bhakra Control Board, Irrigation and Hydro-Electric Sub-Committee.

Under-Secretary, Projects (*U. S. P.*)—Deals with works cases of Irrigation Research Institute, Labour complaints, Compensation under Workmen's Compensation Act, Government Central Workshops.

Under-Secretary, Bhakra Canals (*U. S. B. C.*)—Deals with Sirhind Canal Circle, 1st Bhakra Main Line Circle, 2nd Bhakra Main Line Circle, Narwana Circle, Irrigation Research Institute, Bhakra Control Board, Irrigation and Hydro-Electric Sub-Committee, and Crop Planning Committee.

Under-Secretary, Revenue and General (*U. S. R. & G.*)—Deals with revenue cases, revenue budget, statistics, general budget cases, gen eral accounts cases, and general works matters and specific accounts cases of all Administrations. Also revision of various I.B. reference Books.

Additional Under-Secretary (*Establishment*) *A.U.S.E.*)—Deals with all cases relating to first appointments and promotions, disciplinary cases, fundamental cases, posting and transfer of non-gazetted establishment of provincial cadre and revision of service rules of various categories of Establishment.

The organization of the Irrigation Secretariat along with the distribution of sections is shown in the diagram in Appendix II.

Number of posts of the Irrigation Branch

1.414. The number of posts (as on 27th July, 1954) in the Irrigation is as follows :—

Name of post	Permanent	Temporary
Chief Engineers and Secretaries ..	2	2
Under-Secretaries ..	4	2
Additional Under-Secretary ..	..	1
Officer on Special Duty ..	..	1

Name of post		Permanent	Temporary
Special Officers (S.E's rank)	..	1*	3†
Circles	..	8+1†	3+1a
Directorates	..	..	3a
Divisions	..	24	41+1a
Sub-Divisions ¶	..	69	236
Overseers' sections	..	260 Civil+15 Mech.	100 Civil+217 Mech.
Deputy Collectors	..	14	4
Zilladars' sections	..	115	67

*Director, Central Designs, Shimla.

†Secretary, Bhakra Control Board and Administrative Officer, Directorate of C. & P Designs, & S.E. Area No. 1.

†D.I.R.

aG.C. Workshops.

Joint Directors, Bhakra Dam Designs Directorate, Construction and Plant Design Directorate and Inspection and Control Directorate.

†Third Party Claims Officer.

Cadre strength of P.S.E.I. and P.S.E. II.

1.415. The total strength of the P.S.E.I. cadre, which is based on the total number of permanent superior posts, is 73, inclusive of the I.S.E. (an obsolescent cadre). The total strength of the P.S.E. II cadre including Sub-Engineers (an obsolescent cadre) is 62. A large number of temporary engineers have also been employed, to provide a certain amount of flexibility in the cadre, against various temporary posts sanctioned for construction and preparations of projects, etc.

CHAPTER 2

Composition of various Units in the Irrigation Branch

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CHAPTER 2

Composition of various Units in the Irrigation Branch*

COMPOSITION OF A CIRCLE

General

2.11. The circle is administrative unit in the Irrigation Branch, and is in charge of a Superintending Engineer. The post of a Superintending Engineer may be held by either an I.S.E., or a P.S.E. (Class I) Officer.

Categories of circles.

2.12. Irrigation Branch circles can be divided into two categories :—

(a) open canals or permanent circles.

(b) Project or construction circles, which are temporary

Open canals circles usually comprise one canal system, but exceptions are made wherever found necessary. For example, the Western Jumna Canal is divided into two circles, East and West.

Construction circles are organized as a temporary measure to carry out extensive construction works. Likewise project circles are created to carry out surveys and preparation of schemes for major works.

Composition of a circle.

2.13. A permanent circle ordinarily consists of two or three revenue divisions. A construction circle will generally include three or four construction divisions and a project circle may have two or moredivisions.

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*The scales of pay of various classes of establishment are given in Chapter 16.

Executive Engineer under direct control of Superintending Engineer.

2.14. The executive engineers in charge of divisions are directly under the control of the superintending engineer in charge of the circle.

Various Branches of the Circle and their strength.

2.15. The circle office staff in a permanent circle is ordinarily divided into the following branches :—

(a) Correspondence.
(b) Revenue.
(c) Accounts.
(d) Drawing.

The normal strength of these branches is as follows :—

(*a*) *Correspnndence Branch*

One superintendent.	
One stenographer.	
One record-keeper.	S.D.C. by rank.
One despatcher	Assistant clerks by rank.
One typist	
One establishment clerk	
One assistant record-keeper.	

(*b*) *Revenue Branch*

One circle revenue clerk.	
One assistant to the revenue clerk (assistant clerk).	Leave reserve clerk if and when available.

(*c*) *Accounts Branch*

One accounts clerk.	
One assistant to the accounts clerk (assistant clerk).	

(*d*) *Drawing Branch*

One circle head draftsman,
or
One divisional head draftsman.
One draftsman.
One tracer.

Strength of Class IV Establishment.

2.16. The strength of class IV establishment normally is :—

One *Jamadar.*
Four peons.
One *Khalasi* (irrespective of whether ferro work is done or not).
One *daftri.*
One *chowkidar.*
One sweeper.

The *khalasi* is not employed when the Superintending Engineer recesses at a hill station.

Extra staff in a construction circle.

2.17. A construction circle, as its name implies, is one organized expressly for the construction of works. It is organized on a basis similar to an open canal circle except that usually there are one or more additional assistant clerks in the correspondence branch and an additional draftsman and tracer in the drawing branch to cope with the heavy work during contruction. An additional tracer with a *khalasi* is also provided if the quantity of reproduction work justifies. This additional establishment may be exceeded if the amount of work justifies.

A construction or project circle is also generally strengthened by two *khalasis* where there is ferro work, and one cycle *sowar*, but where there is no ferro work one *khalasi* should be employed.

COMPOSITION OF A DIVISION.

General.

2.21. The division is the executive unit in the Irrigation Branch. The post of divisional canal officer may be held by any one of the following ranks :—

Executive Engineer

Assistant Executive Engineer
Assistant Engineer
Temporary Enginee:

Divisional canal officers are directly under the control of the Superintending Engineer in charge of the circle.

Categories of Divisions.

2.22. Irrigation Branch divisions can be divided into two main categories :—

(*a*) Revenue or permanent divisions.

(*b*) Construction or project divisions which are temporary.

Divisions may also be organized for special purposes and allowed staff suiting the purpose for which they are organized.

Composition of a Division.

2.23. A revenue division ordinarily consists of three sub-divisions. A few divisions comprise only two sub-divisions. These are usually the headworks divisions. The responsibility of the headworks compensates for the small number of sub-divisions.

Some divisions consist of four sub-divisions, but these are unduly heavy, and should be avoided where at all possible.

Sub-divisional Officers and Deputy Collector under direct control of Executive Engineer.

2.24. The sub-divisional officers in charge of sub-divisions are directly under the control of the divisional canal officer in charge of the division. In addition the divisional canal officer in a revenue division is assisted by the deputy collector (*see* para. 2.27.)

Various branches in the Divisional Offices and their strength.

2.25. Work of revenue divisional officer is ordinarily divided into four branches :—

(*a*) Correspondence.

(*b*) Accounts.

(*c*) Drawing.

(*d*) Vernacular.

The normal strength of these branches is as follows :—

(a) Correspondence Branch

One head clerk.	
One revenue clerk	Accounts clerk by rank.
One record-keeper	Assistant clerks by rank.
One camp clerk	Camp Clerk if employed as steno draws Rs. 15 per mensem as steno-allowance.
One despatcher	
One leave reserve	

(b) Accounts Branch

One accountant ..	Draws special pay of Rs. 20 per mensem for holding charge of divisional accounts subject to pay and special pay not exceeding Rs. 150/132 per mensem.
One accounts clerk.	
(N-1) Assistant accounts clerks (assistant clerks by rank).	

Where N is the number of sub-division in the division.

(c) Drawing Branch

One divisional head draftsman.	
One draftsman.	
One tracer.	

(d) Vernacuiar Branch

One head vernacular clerk	(divisional reader).
One assessment clerk	
One assistant assessment clerk	
One vernacular clerk	
One vernacular record-keeper	
One assistant vernacular clerk ..	(Assistant divisional reader).

Strength of Treasure Guard and Establishment.

2.26. The strength of the treasure guard is one *daffadar* and three *barkandazes ;* where a Government treasury or sub-treasury exists, the number of *barkandazes* employed is only one.

The strength of the Class IV establishment is four peons, two *khalasis* (irrespective of whether ferro work is done or not), one *chowkidar* and one sweeper.

Deputy Collector and his staff.

2.27. In a revenue division, the divisional canal officer is assisted by the deputy collector and his staff. The deputy collector is a gazetted officer. His staff consists of his reader (vernacular clerk), one revenue peon and one *khalasi.*

His duties are to advise the divisional canal officer in all revenue matters in respect to which he occupies a position analogous to that of a sub-divisional officer. Since the deputy collector is responsible for all work appertaining to assessments, he is also placed in charge of the asessment clerk's office.

Extra staff in the construction division.

2.28. A construction division, as the name implies, is one organized expressly for the construction of works. It is organized on a similar basis to a revenue division except that there is no vernacular branch.

The correspondence branch is ordinarily strengthened by one typist.

The accounts branch is ordinarily strengthened to the extent of one assistant clerk per sub-division. An additional accounts clerk is also provided. The drawing branch is strengthened to the extent found necessary—usually 3 draftsmen and 3 tracers in each division with an additional divisional head draftsman, for the headworks division. A construction or project division is strengthened by two *khalasis* (irrespective of whether ferro work is done or not).

COMPOSITON OF A SUB-DIVISION

General.

2.31. A sub-division, as its name implies is a sub-unit of the irrigation division. The post of sub-divisional officer may be held by any one of

the following ranks :—

Assistant Executive Engineers (P.S.E. I).	
Assistant Engineers (P.S.E. II).	
Temporary Engineers.	
Overseers (Overseer Engineering Service).	When officiating as sub-divisional officers, draw officiating pay, as admissible under the rules, in the time scale of Rs. 250—25—550/25—750.

Categories of Sub-divisions.

2.32. The composition of a sub-division depends on whether it is a—

(i) Headworks sub-division,
(ii) Revenue sub-division,
(iii) Construction sub-division.

The above excludes special sub-divisions for specific purposes which naturally require a staff expressly for the purpose in view.

Composition of a Sub-division

2.33. A headworks sub-division is ordinarily composed of one or two headworks sections, including an "hydraulic section" and the main line of the canal or a considerable stretch thereof, which may be divided into one or two sections. The headworks sub-division normally has no revenue sections attached to it.

In addition, there is usually a "workshop section" in charge of a mechanical overseer. It consists of the sub-divisional artificers on temporary establishment *plus* such work-charges artificers as are found necessary from time to time.

A revenue sub-division ordinarily consists of three to four engineering sections and two to three *zilladari* sections.

A construction sub-division generally consists of four or five overseers' sections.

2.34. The staff of a headworks sub-division normally consists of :—

Strength of Staff in a Headworks Sub-Division.

Four or five overseers. One sub-divisional clerk One peon One *Khalasi* One *daffadar* Two or three *barkandazes*	Draw fixed T.A.

In addition to the above, the following staff in a sub-division under the control of the sub-divisionl officer :—

Storekeepers (senior or junior grade).
Signallers.
Telephone attendants.

2.35. The staff of a revenue sub-division ordinarily consists of :—

Strength of Staff in a Revenue Sub-Division.

Three or four overseers. One sub-divisional clerk One sub-divisional vernacular clerk One peon One *knalasi* One *daffadar* Two or three *barkandazes*	Draw fixed T.A.

Signallers and telephone attendants also are under the control of the sub-divisional officer.

Each sub-division is usually provided with a sub-divitional artificer who is borne on temporary establishment.

2.36. The staff of a construction sub-division ordinarily consists of :—

Strength of Staff in a Construction Sub-Division.

Five overseers (with additional surveyors where necessary). One Sub-divisional clerk One assistant clerk;	Draws fixed T.A.

One Peon
One *khalasi*
One *daffadar*
Two or three *barkandazs*
} Draw fived T.A.

There may or may not be signallers or telephone attendants in a construction sub-division.

Extra assistant clerk in a heavy Sub-division.

2.37. In an unusually heavy sub-division additional clesical assistance may be required. The post of assistant sub-divisional clerk can be sanctioned by competent authority and is filled by an assistant clerk (by rank).

COMPOSITION OF AN ENGINEERING "SECTION"

General.

2.41. The smallest unit on the engineering side is a "Section". The charge of a section is held by a member of the Overseer Engineering Service.

Categories of section.

2.42. The composition depends upon whether the section is :—

(a) a headworks section ;
(b) a maintenance section ;
(c) a construction section.

There are, of course, other sections constituted for special works, e.g., a drainage section; a river discharge section, a workshop section, etc. Their composition is determined by the special work they are required to carry out.

Composition of a Headworks Section.

2.43 Ordinarily, the overseer-in-charge, of a headworks section has no revenue to attend to. He will probably have a small work-charged staff for taking discharges, soundings, etc. He will be in control of the headworks regulation staff, consisting of one or more gauge readers, the *jamadars* and regulation beldars.

At most headworks, there is a small workshop, in which a blacksmith, a carpenter, etc., are kept in regular employ.

The overseer-in-charge of a headworks section will also probably be assisted by a work-charged *mistri* and/or mates, in continuous employ. The repair and maintenance work of

headworks often involves individual works of considerable magnitude. It is customary to employ work-charged *mistri* and mates to supervise these individual works.

He will also have a work-charged *khalasi* attached to him to run messages, carry instruments, etc.

Composition of a maintenance section.

2.44. In a maintenance section, the section-holder is usually assisted by a work-charged *mistri* or mate and a *khalasi*. The section-holder has the following establishment subordinate to him:—

Gauge readers and the staff at important regulating sites, staff employed at rest-houses and the regular work-charged gangs employed on the maintenance of channels, drains and plantations.

Composition of a construction section.

2.45. In a construction section, the section-holder has a number of work-charged *mistris* and mates to assist him in addition to a *khalasi*. The number will depend upon the number and importance of the works in his charge.

Horse or Cycle Allowance

2.46. Each section-holder who is required to tour extensively within a radius of 5 miles and maintain a horse is entitled to horse allowance. In Some sections, a bicycle is considered adequate and a cycle allowance is admissible.

See A & C No, 11, dated 11th April, 1959.

Size of a maintenance section.

2.47. The normal size of a miantenance section is determined primarily by the mileage of channels in its charge (excluding drains and drainages). The average is about 50 miles.

COMPOSITION OF A *Zilladari* SECTION

General.

2.51. The smallest unit in the I.B. revenue organization is a "*zilladari*" section which may be held by any one of the following ranks :—

Zilladar .
Head vernacular clerk.
Vernacular clerk.

Vernacular and head vernacular clerks, when officiating as *zilladars*, draw officiating pay, as admissible under the rules.

Extent of a Zilladari Section.

2.52 A *zilladar* supervises the work of about 10 to 14 *patwaris*. Each *patwari* is supposed to book at least 3,000 acres of irrigation per annum. It follows that the *zilladar* is supposed to supervise approximately 30,000 to 42,000 acres of irrigation per annum.

Normal jurisdiction of a Zilladar.

2.53. The jurisdiction of a *zilladar* normally extends over the area irrigated by two or three distributary channels. If the channels are small, the jurisdiction may extend to more than three channels.

Strength of Staff.

2.54. The *zilladar's* staff consists of his reader, one revenue peon and one *khalasi*. The reader receives fixed T.A.

The pay of the peon is charged to 'Establishment', whereas the *khaiasi's* pay is charged to 'Contingencies'. Both draw fixed T.A. in addition.

Maintenance of horses and fixed T.A.

2.55. The *zilladar* is required to maintain one riding horse and either a pack-horse or a camel. The latter is intended for the carriage of office records while on tour.

The *zilladar* receives fixed T.A. which is supposed to cover the maintenance of two horses (or one horse and one camel), and the travelling expenses in connection with his in touring.

CHAPTER 3

Strength of cadres and limiting scales

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CHAPTER 3—Strength of cadres and limitaing scales (with effect from 1st April, 1946)

3.1—Limiting scales of the Secretariat cadres of permanent superintendents assistants and clerks, Irrigation Branch.

Serial No.	Name of post	Sanctioned cadre	Remarks
1	2	3	4
1	Superintendents ..	10	
2	Deputy Superintendents ..	3	
3	Assistants ..	45(*a*)	(*a*) Includes three seasonal posts for Budget Section from 1st October to 31st March each year, and five leave reserve posts.
4	Stenographers ..	10	
5	Librarian ..	1	
6	Cashier ..	1	
7	Clerks, 1st grade ..	37(*b*)	(*b*) Includes one seasonal post for Budget Section from 1st October to 31st March and three leave reserve posts.
8	Clerks, 2nd grade ..	60(*c*)	(*c*) Includes one seasonal post for Budget Section from 1st October to 31st March and one for circulation from 1st October to 30th April each year and five leave reserves.
9	Restorers ..	8	..

3.12—Limiting scale of the Sectretariat permanent drawing establishment

Serial No.	Name of post	Sanctioned cadre	Remarks
1	2	3	4
1	Chief draftsman, Central Designs	1	
2	Secretariat head draftsmen ..	4	
3	Draftsmen ..	11	
4	Tracers ..	10(*a*)	(*a*) Includes one for ferro-printing work.
5	Overseers ..	2(*b*)	(*b*) Also included in paragraph 3.3.
6	Computors ..	2	..

3.2—Limiting scales of the permanent provincial and circle cadre of clerk

Serial No.	Name of circle	NUMBER OF PERMANENT OFFICES			TOTAL		CIRCL STRENGTH											Remarks
							*Accounts Clerks			*Sub-Divisional Clerks			†Assistant Clerks					
		Circle Office	Divisional Offices	Sub-Divisional Offices	†Circle superintendents	†Head clerks	Circle office	Divisional offices	Total	Circle office	Sub-Divisional offices	Total	Circle office	Divisional Offiecs		Sub-Divisional offices	Total	
														Correspondence branch	Accounts branch			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	Upper Jhelum ..	1	2	5	1	3	2	4	6	2	5	7	5	9	3	..	17	
2	Lower Jhelum ..	1	3	8	1	4	2	6	8	2	8	10	5	13	5	2	25	
3	Upper Chenab ..	1	3	8	1	4	2	6	8	2	8	10	5	14	5	..	24	
4	Lower Chenab (West) ..	1	4	9	1	5	2	8	10	2	9	11	5	18	5	1	29	
5	Lower Chenab (East) ..	1	3	9	1	4	2	6	8	2	9	11	5	15	6	1	27	
6	Lower Bari Doab ..	1	4	10	1	5	2	8	10	2	10	12	5	14	5	2	26	
7	Northern Drainage ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
8	Upper Bari Doab ..	1	4	11	1	5	2	8	10	2	11	13	7	18	8	2	35	
9	Sirhind ..	1	5	13	1	6	2	10	12	2	13	15	5	18	7	..	30	
10	Western Jumna ..	1	5	16	1	6	2	10	12	2	16	18	10	23	11	2	46	
11	Ferozepore ..	1	4	11	1	5	2	7	9	2	11	13	5	18	8	1	32	
12	Nili Bar ..	1	3	9	1	4	2	6	8	2	9	11	5	13	6	1	25	
13	Mailsi ..	1	3	7	1	4	2	6	8	2	7	9	5	13	4	2	24	
14	Southern Drainage ..	1	1+2(a)	4 5 (a)	1	3+2 (a)	2	2+4 (a)	4+4 (a)	2	3+5 (a)	5+5 (a)	5	7+10 (a)	2+3 (a)	1	15+13 (a)	(a) Indicates figures for Chaj and Rechna Drainage Division
15	Thal ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
16	Derajat ..	1	3	10	1	4	2	6	8	2	10	12	5	13	6	3	27	
17	Haveli ..	1	3	8	1	4	2	6	8	2	8	10	5	14	5	3	27	
18	Irrigation Research Institute	..	..	1	1	1	3	..	3	2	1	3	10	..	..	..	10	
19	Mechanical ..	1	2	3	1	3	2	5	7	2	5	7	5	9	7	..	21	
20	Chief Engineer's reserve out of 20 per cent of the number of permanent sub-divisions ..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	8	8	
	Total ..	16	54	147	17	72	35	108	143	34	148	182	97	239	96	29	461	

*All accounts clerks, sub-divisional clerks and assistants clerks are borne on circle cadres.
†Circle superintendents and head clerks are borne on provincial clerks

43

ANNEXURE A TO PARA 3.2

Statement shEwin? 42 steno. alliiwances of Rs. 200 her mensem sanctioned for Irrigation Branch Divisions,—*vide* Irrigation Branch jstters No. 12325-39-C/5-22, dated 3rd April 1944 and 16926/27-E/698/43, dated 25th March 1966, including Chief Engineer's reserve.

Serial No.	Name of Circle	Name of DivMsion	Remarks
1	2	3	4
1	Upper Jhelum ..	1. Gujrat	
2	Lower Jhelum	2. Sargodha 3. Rasul	
3	Upper Chenab ..	4. Gujranwala 5. Sheikhupura	
4	Lower Chenab (West) ..	6. Hafizabad 7. Khanki	
5	Lower Chenab (East) ..	8. Burala 9. Upper Gugera 10. Lower Gugera	
6	Lower Bari Doab ..	11. Chichawatni 12. Khanewal	
7	Northern Drainage ..	13. Chaj 14. Rechna	
8	Upper Bari Doab ..	15. Majitha 16. Raiwind	
9	Sirhind ..	17. Ludhiana 18. Ferozepore	
10	Western Jumna ..	19. Delhi 20. Rohtak 21. Karnal 22. Hissar	
11	Ferozepore ..	23. Hussainiwala 24. Eastern 25. Chunian 26. Khanwah	
12	Nili Bar ..	27. Western Bar 28. Suleimanke	
13	ailsi ..	29. Lodhran 30. Panjnad	
14	Southern Drainage ..	31. Discharge	
15	Thal ..		
16	Derajat	32. Muzaffargarh 33. Dera Ghazi Khan	
17	Haveli ..	34. Trimmu 35. Multan Canals	
18	Irrigation Research Institute ..		
19	Mechanical ..	36. Stores 37. Excavators	
20	Chief Engineer's reserve ..	5	
	Total ..	42	

ANNEXURE B TO PARA. 3.2

Statement showing distribution of 29 permanent hosts of additional typists (assistant clnrks by rank) in the divisional offices. This number is included in the limiting scale of clerkr as contained in para 3.2 of this manual.

Serial No.	Name of Circle	Divisional office	Remarks
1	2	3	4
1	Upper Jhelum ..	1. Gujarat	
2	Lower Jhelum ..	2. Sargodha	
3	Upper Chenab ..	3. Sheikhupura 4. Gujranwala	
4	Lower Chenab (West) ..	5. Jhang 6. Hafizabad	
5	Lower Chenab (East)	7. Upper Gugera 8. Lower Gugera 9. Burala	
6	Lower Bari Doab ..	10. Khanewal 11. Montgomery	
7	Northern Drainage ..	12. Rechna 13. Chaj	
8	Upper Bari Doab ..	14. Majitha 15. Raiwind	
9	Sirhind ..	16. Ferozepore 17. Bhatinda	
10	Western Jamuna ..	18. Karnal 19. Hariana 20. Hissar	
11	Ferozepore	21. Khanwah 22. Chunian	
12	Nili Bar ..	23. Western Bar	
13	Mailsi ..	24. Lodhran	
14	Southern Drainage ..	25. Discharge	
15	Thal ..		
16	Derajat	26. Dera Ghazi Khan	
17	Haveli ..	27. Trimmu 28. Multan Canals	
18	Irrigation Research Institute ..	..	
19	Mechanical	29. Stores	
20	Chief Engineer's reserve ..	..	

3.3 Limiting scale of permanent overseers

Serial No.	Name of Circle	No of sanctioned posts		Remarks
		Civil	Mechanical	
1	2	3	4	5
1	Upper Jhelum ..	23	..	
2	Lower Jhelum ..	37	1	
3	Upper Chenab ..	32	1	
4	Lower Chenab (West) ..	48	..	
5	Lower Chenab (East) ..	37	..	
6	Lower Bari Doab ..	41	1	
7	Northern Drainage ..	27	..	
8	Upper Bari Doab ..	44	..	
9	Sirhind ..	52	..	
10	Western Jumna ..	59	1	
11	Ferozepore ..	38	1	
12	Nili Bar ..	35	1	
13	Mailsi ..	27	2	
14	Southern Drainage ..	11	..	
15	Thal ..	21	..	
16	Derajat ..	44	..	
17	Haveli ..	36	1	
18	Irrigation Research Institute ..	5	..	
19	Mechanical ..	..	23	
20	Secretariat ..	2	..	
	Total ..	619	32	

3.4 Limiting scale of permanent provincial and circle cadre of draftsman and tracers

Serial No.	Name of Circle or office	Number of sanctioned posts				Remarks
		Circle Head draftsmen	Divisional Head draftsmen	Draftsmen	Tracers	
1	2	3	4	5	6	7
1	Upper Jhelum ..	1	2	4	4	
2	Lower Jhelam ..	1	3	5	5	
3	Upper Chenab ..	1	3	5	5	
4	Lower Chenab (West)	1	4	6	6	
5	Lower Chenab (East) ..	1	3	5	6	
6	Lower Bari Doab ..	1	4	6	6	
7	Northern Drainage ..	..	..	..	..	
8	Upper Bari Doab ..	1	4	6	6	
9	Sirhind ..	1	5	7	7	
10	Western Jumna ..	1	5	8	8	
11	Ferozepore ..	1	4	6	6	
12	Nili Bar ..	1	3	5	5	
13	Mailsi ..	1	3	5	5	
14	Southern Drainage ..	1	2+2*	6+2*	5+2*	
15	Thal ..	..	..	..	..	
16	Derajat ..	1	3	5	5	
17	Haveli ..	1	3	5	5	
18	Irrigation Research Institute	1	..	1	4	
19	Mechanical ..	1	1	3	4	
20	Temporary reserve in cadre from 1st June 1946 ..	3	..	..	94—9†	
	Total	20	54	90	103	

*Indicates figures for Chaj and Rechna Drainage Divisions.

†9 posts of leave reserve tracers, the allotment of which among the various circles is as below :—

Western Jumna ..	1	Lower Chenab (West)	1	Mailsi	1
		Lower Chenab (East) ..	1	Haveli	
Sirhind	1	Upper Chenab	1	Derajat	1
Ferozepore		Southern Drainage			
Upper Bari ..	1				
Lower Bari Doab	1	Upper Jhelum	1		
Nili Bar	1	Lower Jhelum			

3-51 Limiting scale of permanent zilladars

Serial No.	Name of circle	No. of sanctioned posts	Remarks
1	2	3	4
1	Upper Jhelum ..	10	
2	Lower Jhelum ..	23	
3	Upper Chenab ..	20	
4	Lower Chenab (West) ..	24	
5	Lower Chenab (East) ..	29	
6	Lower Bari Doab ..	29	
7	Northern Drainage ..	..	
8	Upper Bari Doab ..	36	
9	Sirhind ..	36	
10	Western Jumna ..	28	
11	Ferozepore ..	25	
12	Nili Bar ..	23	
13	Mailsi ..	15	
14	Southern Drainage ..	..	
15	Thal ..	12	
16	Derajat ..	6	
17	Haveli ..	16	
18	Irrigation Research Institute ..	..	
19	Mechanical ..	..	
20	Chief Engineer's Reserve	3	
	Total ..	335	

3-52 Limiting scales of permanent vernacular clerk

Serial No.	Name of circle	Number of sanctioned posts								Remarks.
		Divisions.	Sub-divisions.	Deputy Collectors	Ziladars.	Head Vernacular Clerks	Vernacular clerks including Assessment clerks and AssistantAssessment clerks.	Assistant vernacular clerks	Duty allowance to Assessment clerks.	
1	2	3	4	5	6	7	8	9	10	11
1	Upper Jhelum ..	2	5	1	10	1	6	13	1	
2	Lower Jhelum	3	8	3	23	3	16	29	3	
3	Upper Chenab ..	3	8	7	20	3	16	26	3	
4	Lower Chenab (West)	4	9	3	24	4	18	35	4	
5	Lower Chenab (East)	3	9	3	27	3	18	36	3	
6	Lower Bari Doab ..	4	10	5	29	4	22	42	4	
7	Northern Drainage ..	2	5	..	..	..	..	..	..	
8	Upper Bari Doab ..	4	11	3	36	4	21	47	4	
9	Sirhind ..	5	13	5	36	4	22	50	4	
10	Western Jumna ..	5	16	4	25	5	29	42	5	
11	Ferozepore ..	4	11	3	25	3	19	34	3	
12	Nili Bar ..	3	9	3	23	3	17	30	3	
13	Mailsi ..	3	7	2	15	3	11	22	3	
14	Southern Drainage ..	1	4	..	..	..	..	..	..	
15	Thal ..	..	..	..	..	..	..	..	..	
16	Derajat ..	3	10	3	6	3	16	12	3	
17	Haveli ..	3	8	2	16	3	12	21	3	
18	Irrigation Research Institute ..	..	1	..	..	..	..	..	..	
19	Mechanical ..	2	3	..	..	..	..	..	..	
20	Chief Engineer's Revenue	..		..	3	..	3	..	..	
	Total ..	54	147	43	321	46	246	439	46	

aDesignation changed from 1st June, 1946.

3.53 Limiting scales of permanent patwaris

Serial No.	Name of circle	Number of sanctioned posts	Remarks
1	2	3	4
1	Upper Jhelum ..	110	
2	Lower Jhelum ..	275	
3	Upper Chenab ..	226	
4	Lower Chenab (West) ..	272	
5	Lower Chenab (East) ..	321	
6	Lower Bari Doab ..	255	
7	Northern Drainage ..	..	
8	Upper Bari Doab ..	349	
9	Sirhind ..	356	
10	Western Jumna ..	373	
11	Ferozepore ..	255	
12	Nili Bar	233	
13	Mailsi ..	145	
14	Southern Drainage ..	..	
15	Thal ..	126	
16	Derajat	57+ 150 mirabs	
17	Heveli ..	72	
18	Irrigation Research Institute ..	..	
19	Mechanical ..		
20	Secretariat ..	..	
	Total ..	3,562+ 150 mirabs	

3.6 Limiting Scale of the permanent signallers.

Serial No.	Name of Circle	Number of sanctioned posts	Remarks
1	2	3	4
1	Upper Jhelum ..	29	
2	Lower Jhelum	31	
3	Upper Chenab ..	30	
4	Lower Chenab (West) ..	43	
5	Lower Chenab (East) ..	38	
6	Lower Bari Doab ..	25	
7	Northern Drainage ..	..	
8	Tubewell ..	1	
9	Upper Bari Doab ..	36	
10	Sirhind ..	47	
11	Western Jumna ..	49	
12	Ferozepore ..	22	
13	Nili Bar ..	26	
14	Mailsi ..	22	
15	Southern Drainage ..	..	
16	Thal ..	..	
17	Derajat ..	21	
18	Havli ..	21	
19	Irrigation Reaserch Institute ..	..	
20	Mechanical ..	..	
21	Secretariat ..	..	
	Total ..	441	

Note.—Apprentice signallers may be appointed up to a limit of 12 · per cent of the scale of permanent signallers fixed for the circle by a superintending engineer, but ordinarily a limit of 10 per cent should not be exceded.

3.7 Limiting scales of permanent dispensers attached to the canal dispensaries *not* open to the public

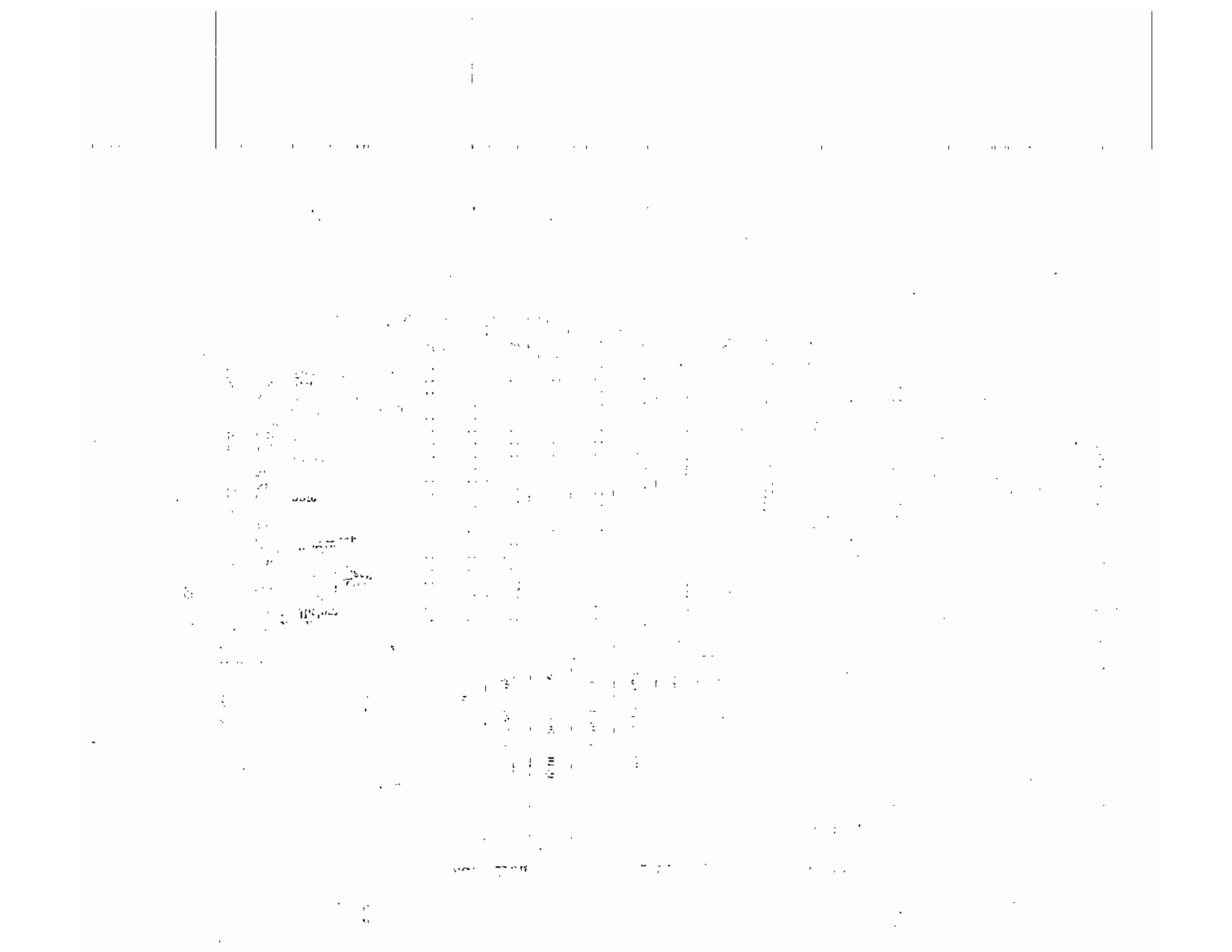
Serial No.	Name of Circle or office	No. of sanctioned posts	Remarks
1	2	3	4
1	Upper Jhelum ..	..	
2	Lower Jhelumn ..	..	
3	Upper Chenab ..	1	
4	Lower Chenab (West) ..	2	
5	Lower Chenab (East) ..	1	
6	Lower Bari Doab ..	2	
7	Northern Drainage ..	..	
8	Upper Bari Doab ..	..	
9	Sirhind ..	5	
10	Western Jumna ..	3	
11	Ferozepore ..	3	
12	Nili Bar ..	2	
13	Mailsi ..	4	
14	Southern Drainage ..	..	
15	Thal ..	2	
16	Derajat ..	..	
17	Haveli ..	3	
18	Irrigation Research Institute ..	..	
19	Mechanical ..	..	
20	Secretariat ..	..	
	Total ..	28	

Note.—These posts are borne on the cadre of the Medical Department.

3.8. Limiting sclaes of permanent petty establishment

Serial No.	Name of Circle or office		Cashiers	Store-Keepers	Navigation munshis	Desk munshis	Telephone attendants	Daftris	Jamadars	Daffadars	Peons			Barkandazes	Gauge Readers	Remarks
											Office	Revenue	Tejegraph			
1	2		3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Upper Jhelum	..	..	..	..	..	2	1	1	8	18	11	23	19	43	
2	Lower Jhelum	..	..	1	..	..	6	1	1	9	25	26	5	27	97	
3	Upper Chenab	..	..	1	..	..	1	1	1	11	25	23	12	30	57	
4	Lower Chenab (West)	..	1	2	..	..	..	1	1	11	30	27	11	33	92	
5	Lower Chenab (East)	..	..	..	..	..	..	1	1	9	26	32	17	28	100	
6	Lower Bari Doab	..	..	1	..	..	20	1	1	13	31	33	15	36	55	
7	Northern Drainage	..	..	..	..	..	..	..	..	6	13	..	..	17	14	Indicates
8	Upper Bari Doab	..	..	..	..	..	..	1	1	13	32	39	13	36	65	figures for
9	Sirhind	..	..	1	..	..	2	1	1	18	38	40	19	54	133	Chaj and
10	Western Jumna	..	..	..	5	..	3	1	1	21	42	32	22	54	142	Rachna
11	Ferozepore	..	..	1	..	..	2	1	1	11	32	28	10	34	11	Drainage
12	Nili Bar	..	..	1	..	..	4	1	1	11	26	26	1%	31	49	divisions
13	Mailsi	..	..	2	..	..	4	1	1	8	24	17	11	24	7	
14	Southern Drainage	..	..	..	..	..	..	1	1	1	13	..	..	2	25	
15	Thal	..	..	..	..	..	..	..	..	..	..	..	..	..	..	
16	Derajat	..	..	..	..	..	7	1	1	12	27	24	8	34	2	
17	Haveli	..	..	1	..	..	18	1	1	9	25	18	12	25	387	
18	Irrigation Research Institute	..	..	1	..	..	..	1	1	..	12	..	..	..	..	
19	Mechanical	..	..	5—3*	..	..	..	1	1	4	18	..	..	13	..	
20	Secretariat	..	..	..	..	..	..	6	6	..	45	..	..	..	..	
21	Chief Engineer's reserve	..	..	..	..	..	..	..	..	..	..	3	..	..	..	
	Total	*M*	1	20	5	..	69	23	23	176	502	379	190	498	935	

*Five senior store-keepers and 3 junior store-keepers.



3.92 Standard strength of a "construction" circle

Serial No.	Name of post	Circle office No.	Divisional office No.	Sub-Divisional No.	Remarks
1	2	3	4	5	6
1	Superintending Engineer	1	..	..	
2	Superintendent ..	1	..	..	
3	Circle Revenue Clerk ..	1	..	..	
4	Head Clerk ..	..	1	..	
5	Accounts clerks ..	2	2	..	
6	Sub-divisional clerks (including circle Record-Keeper and Stenographer	2	..	1	Circle Stenographer draws Rs. 15 per mensem as Steno allowance and ordinary travelling allowance while on tour.
7	Assistant Clerks ..	6	8*	1	*See Paragraph 3.2 in: Assistant clerk who works as a stenographer to the executive engineer draws Rs. 15 as steno allowance and fixed travelling allowance at Rs. 14 per mensem.
8	Circle he d draftsmen ..	1	..	..	
9	Divisional head draftsman	..	1—(1)**	..	**(For head works divisons).
10	Draftsmen ..	2	3	..	
11	Tracers ..	2	3+(1)***	..	*** (For reproductio n work).
12	*Dafiri* ..	1	..	..	
13	*Jamadar* ..	1	..	..	
14	Peons ..	5	4	1	Divisional and Sub-divisional *Khalasis* and peons who tour with officers draw fixed travelling allowance at Rs. 4 per mensem.
15	*Khalasis* ..	2	3+(1)*	2	* (For reproduction work).
16	*Chowkidars* ..	1	1	1	Headworks division is allowed 4 *chowkidars*
17	Sweeper ..	1	1	1	

Serial No.	Name of post	Circle office No.	Divisional office No.	Sub-Divisional office No.	Remarks
1	2	3	4	5	6
18	Executive Engineer ..	..	1	..	
19	Accountant ..	..	1	..	
20	*Daffadars** ..	..	1	1	*(1) Combined guard to be employed where there are more than one office at the same headquarters.
					(2) Where there is a Government treasury or sub-treasury only one *bark ndaz* is to be employed.
21	*Barkandazes* ..	..	3	3	(3) Fixed travelling allowance at Rs. 4 per mensem.
22	Sub-divisional Officer ..	..	..	1	
23	Overseers ..	..	..	6	Fixed travelling allowance at Rs. 35 per mensem.
24	Storekeeper ..	..	..	1	
25	Signallers ..	..	..	1	Per telegraph office.
26	Telephone attendants ..	(As and when required)			
27	Artificers ..	..	..	1	Fixsd travelling allowance at Rs. 5 per mensem where necessary
28	Cycle *Sowards* ..	1	1	..	
29	Sub-assistant surgeon ..	..	..	..	These classes of establishment are employed according to actual requirements.
30	Compounder ..	..	..	..	
31	Hospital coolie ..	..	..	..	
32	Hospital sweeper ..	..	..	..	
33	Telegraph peons ..	..	..	..	

Note.—The scales and rates of pay of various classes of establishment are given in Chapter 16 of this Manual.

3.91 Standard strength of an "open" circle

Serial No.	Name of post	Circle office No.	Divisional office No.	Sub-divisional office No.	Remarks
1	2	3	4	5	6
1	Superintending Engineer	1	..	..	
2	Superintedent ..	1	..	..	
3	Circle revenue clerk ..	1		..	
4	Head clerk ..	..	1	..	
5	Accounts clerks ..	2	2	..	
6	Sub-Divisional Clerks (Circle Record-keeper and stenographer)	2	..	1	Circle stenographer draws Rs. 20 per mensem as steno allowance and ordinary travelling
7	Assistant clerks	5	6*	..	An assistant clerk in a divisional office when employed as a stenographer with proper sanction will draw Rs. 20 as steno. allowance and fixed travelling allowance at Rs. 14 per mensem.
8	Circle head draftman ..	1	..	..	
9	Divisional head draftsman	..	1	..	
10	Draftsman ..	†1+1 L.R.	1	..	
11	Treasuerrs ..	1+1‡	1	..	‡See paragraph 3·4
12	*Daftri* ..	1	..	..	
13	*Jamadar*	1	..	..	
14	Peons	5	4	1	Divisional and Sub-divisional *khallasis* and sional *khallasis* and peons who tour with officers officers draw fixed travelling allowance at Rs. 4 per mensem
15	*Khallasi* ..	1	3	2	
16	*Chowkidar*	1	1	1	
17	Sweepers ..	1	1	1	

*See paragraph 3·2. †L.R.—Leave Reserve. ‡For reoroduction work.

Serial No.	Name of post	Circel office No.	Dvisional office No.	Sub-divisional office No	Remarks
1	2	3	4	5	6
18	Exceecutive Engineer ..	..	1	..	
19	Accountant ..	..	1	..	
20	Head vernacular clerk ..	..	1	..	
21	Vesnacular clerks ..	..	2	1	Assessment clerk draws a duty allowance at Rs.10 per mensem
22	Assistant vernacular clerks	..	3	..	
23	*Daffadars** ..	..	1	1	*(1) Fixed travelling allowances at Rs. 4 per mensem
24	*Barkandazes** ..	..	3	3	(2) Combined guard to be be employed where there are more than one office at the same headquarters (3) Where there is a treasury, or sub-treasury, the number of *darkandazes* to be employed is only one.
25	Deputy collector ..	..	1		
26	Deputy collector's reader ..	..	1		Fixed Travelling allowance at Rs. 14 per mensem
27	Deputy collector's peon	..	1	..	Fixed travelling allowance at Rs. 4 per mensem
28	Deputy collector's *khalasi* ..	...	1	..	
29	Sub-divisional officer ..	..	..	1	
30	Overseers ..	..	.. L.R.	1 per section	Fixed travelling allowance at Rs. 35 per mensem
31	Store-keeper ..	..	..	1	
32	Signallers ..		..	1	Per telegraph office with additional number at circle and divisional headquarters or at transit stations

Serial No.	Name of post	Circle office No.	Divisional office No.	Sub-divisional office No.	Remarks
1	2	3	4	5	6
33	Telephone attendants ..	..	..	..	As and when necessary
34	Artificer ..	..	..	1	Fixed travelling allowance at Rs. 5 per mensem where considered necessary
35	*Zilladar* ..	..	..	1 per section	Fixed travelling allowance at Rs. 60 per mensem
36	*Zilladar's reader* ..	..	..	1 per section	Fixed travelling allowance at Rs. 14 per mensem
37	*Zilladar's* peon ..	..	..	1 per section	Fixed travelling allowance at Rs. 4 per mensem
38	*Zilladar's khallasi* ..	..	..	.. per section	
39	Sub-assistant surgeon ..	..	..	..	These classes of establishment are employed according to actuzl requirements
40	Compounder ..	..	..	..	
41	Hospital coolie ..	..	..	..	
42	Hospital sweeper ..	..	..	..	
43	Gauge readr ..	..	..	..	
44	Telegraph peons ..	..	..	..	

No te.—The scales and rates of pay of various classes of establishments are givein Chapter 16 of this Manual

CHAPTER 4

Duties of Officers

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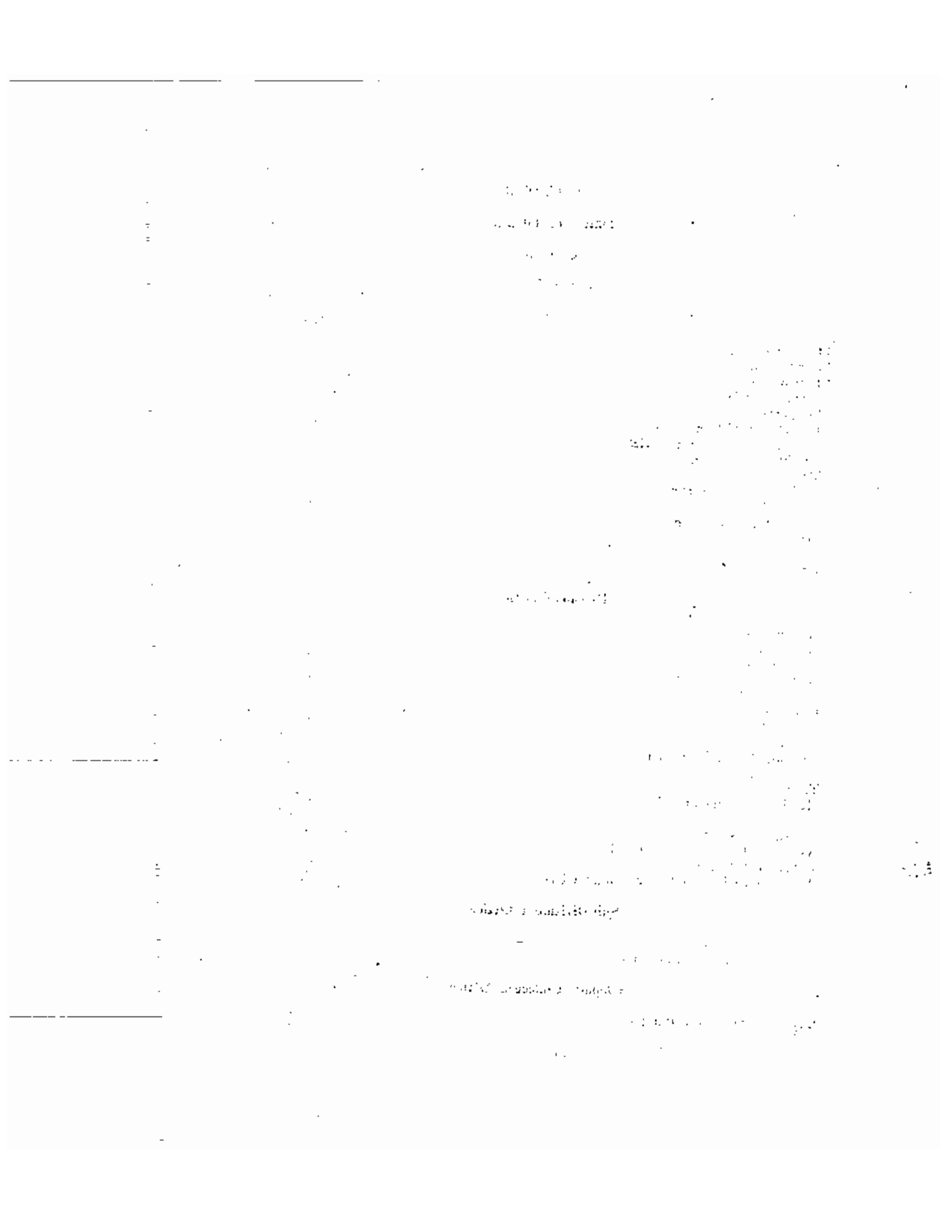

CHAPTER 4

Duties of Officers

4.1 Sectional Officer

(1) Maintenance of all channels, works and gardens in his charge.

(2) Maintenance of plantations and plantation register; growing of new avenues and numbering of trees.

(3) Proper execution of work and taking measurements thereof.

(4) To put up measurement books regularly to his Sub-Divisional Officer for orders of payment at least twice a month.

(5) To make arrangements for labour.

(6) Preparation of minor estimates.

(7) Is responsible to check (count, weigh or measure as the case may be) each half-year, all the stores in his charge and to prepare half-yearly distribution lists for stock and yearly for T. & P. showing the closing balances and to certify distinctly that he has checked the stores, recording the result of such check. To submit survey reports for unserviceable stock and T. & P.

(8) When holding an imprest, is responsible for the exercise of proper care in the custody of cash and in case of loss the onus of proof that proper care was exercised, will lie with him.

(9) To maintain outlet notebooks and to inspect all outlets in his charge once a month, while the channels are in flow and state in the modularity register whether the outlets are working modularly or not. Should submit the register to the Sub-Divisional Officer on the 18th of each month.

(10) Hydraulic and other surveys.

(11) Maintenance of "H" register.

(12) Discharge observations.

(13) Water distribution and check of tail discharges.

(14) Preparation, upkeep and submission, in time, of the rolls of work charged establishment, muster-rolls and daily reports.

(15) Control over the work of artificers and gangmen and maintenance of gang register.

(16) In the case of headworks section, to perform all duties specified in the regulation rules of the canal concerned.

(17) Observation of wells.

(18) Check and count of distance marks within 10 days of his taking over charge of the section and yearly in April, each year.

(19) To check the visitors register of all rest-houses in his charge at least once a month and oftener, if possible.

(20) To manufacture and to keep sufficient quantity of fuelwood and charcoal for touring officers and their establishment.

(21) To supply all information regarding works, stores, etc., when required.

(22) Preparation and submission of sectional progress report and T.A. bills.

CIRCLE OFFICE

4.21 SUPERINTENDENT

(1) To control the entire staff of the Circle office and the division of works between the various branches. Is empowered to require any member of the staff to give such assistance as he may consider necessary in any other branch of the office and is responsible for the discipline of all the Government servants employed in the Circle Office.

(2) Is responsible to see that the officials employed in the various branches of the office attend punctually and start their work at the appointed hour.

(3) Is responsible to see that members of the general public are not admitted to the rooms in which clerks are working and that no assistant or clerk in the office gives any information to any outsider.

(4) To open the mail addressed to superintending engineer when the latter is not at his headquarters. In no case should thi opening be left to the assistant or other junior clerks.

(5) To see the local mail daily before registration.

(6) To deal with all confidential work of the office and to keep in his personal custody all confidential records other than those with the superintending engineer and to maintain a proper receipt, issue and return register for these records.

(7) Is responsible to see that office notes are treated as strictly confidential documents and are not removed from the office on any pretext whatever. Office files should not be removed by any one except with his express permission.

(8) Is responsible to see that the records and library are kept properly and the record-keepers do their duty. Is also responsible for the destruction of old records.

(9) To see that the record-keepers puts up necessary reminders on letters requiring reply, on due dates.

(10) To deal with all recruitment and posting of the staff. All orders on establishment cases will be taken by him from the superintending engineer.

(11) To check the office furniture with the actual T. & P. and stock every year in April and get a fresh distribution list prepared by the accounts clerk who is responsible for the maintenance of the register as well as of the list.

(12) To scrutinize all drafts on cases passing through him and satisfy himself that all references have been correctly quoted, and to see that where there has been previous correspondence on the subject, a reference to that correspondence is invariably given. To see that all necessary enclosures to a letter are noted on the left hand side at the foot.

(13) (*a*) To see that the imprest account is correctly maintained by the accounts clerk and to exercise proper care in the custody of cash.

(*b*) To make payment to the circle office staff, or at times authorise the Accounts clerk to do so on his behalf.

(*c*) To see that the cash books are correctly maintained by the Accounts Clerk and to check each entry and put his initials against it in token of check.

(14) To keep a check on the receipt and issue of service stamps and to check and sign the stamp register not less than once a month and certify the correctness of the balances in hand.

(15) To keep stationery and forms in the custody of a responsible and trustworthy person and maintain a record of the receipts, issues and balances, and to verify the stock annually.

(16) To see that —

(i) copies of notes and correspondence submitted to the Secretariat invariably show the name and rank of the officer writing them, together with the dates thereof,

(ii) unless there are specific orders to the contrary, all letters and correspondence for the Secretariat is copied on full scap paper,

(iii) the subject of a letter is given as a heading ,

(iv) the enclosures to a letter are distinctly marked as enclosures to letter No.————, dated———— and that the tag-holes are properly reinforced to avoid parts being lost or mislaid.

(17) Maintenance and safe custody of service books.

(18) To see that a page relating to security deposits is pasted into the service book or service roll of each depositor and kept up to date.

(19) Personally to check all agreements before they are placed in safe custody and to record a certificate to this effect.

(20) To see that no undue delay takes place in the preparation and completion of the pension papers of the individuals whose date of retirement has been fixed.

(21) To see to the proper cleanliness of the office.

(22) To see that fire extinguishers and fire buckets are always in order.

4.22. REVENUE CLERK

(1) To deal with all revenue cases and petitions from *zamindars* and submit them direct to the superintending engineer. Where an establishment matter is mixed with a revenue case, it must be submitted through the superintendent.

(2) To maintain an up-to-date list of all returns and statements relating to revenue matters as herein defined which are due for submission, from or to other offices on fixed dates.

(3) Preparation of financial and revenue statements and annual administration reports.

(4) Preparation and punctual submission of various statistical statements and revenue returns.

(5) Is responsible for the correctness, completeness and accuracy of the various budgets prepared by the accounts clerk and all such cases will pass through him and will be sent by him direct to the superintending engineer.

(6) Preparation and submission of—

(a) waterlogging report,
(b) drainage report,
(c) budget estimates of revenue receipts.

(7) To deal with cases and correspondence relating to *thur* and land reclamation.

(8) To deal with indents of current meters, note books, discharge note books, level and field books, outlet note books and all correspondence relating to them.

(9) Is responsible for comparing all typed or manuscript work dealt with by him.

4.23. ACCOUNTS CLERK

(1) To deal with all correspondence relating to budget and accounts matters and the distribution of budget grants.

(2) To check all details regarding allocation on estimates and provision of funds before submitting the same for sanction and to carry out all correspondence connected therewith.

(3) Is responsible for the correct consolidation of works and establishment budget, etc., and the accounts returns of the circle and their punctual submission.

(4) Disposal of all inspection reports of Accountant-General, Punjab, Superintending Engineer and Executive Engineers.

(5) To accompany the superintending engineer on his inspection of divisional offices and prepare replies to the inspection report and write audit notes on matters not covered by the inspection report, after examination of accounts and records, for scrutiny and approval by the superintending engineer.

(6) Maintenance and writing up of the T.A. check register in the circle office.

(7) Check of salary and T.A. bills and absentee statements prepared by the assistant accounts clerk.

(8) Maintenance of the register of office furniture and distribution lists of the same. To count with the help of the superintendent, each article borne on the register, at least once a year in the beginning of April and record count certificate which the superintendent should also countersign.

(9) To maintain the Cash and Imprest Books. Is responsible for the money, for the safeguard of which he should exercise proper care.

(10) To carry out correspondence regarding buildings, stock, T. & P., petrol, tenders, agreements, schedule of rates and purchase of articles manufactured in jails or other Government institutions.

(11) Maintenance of the register of contractors and to carry out all correspondence connected therewith.

(12) Preparation and submission of all indents for forms and correspondence ralating thereto.

(13) Maintenance of the register of typewriters.

(14) Maintenance of an up-to-date list of all returns and statements relating to his branch, which are due for submission to other offices on fixed dates.

(15) Verification of service in the service books.

(16) Is responsible for the comparison of all typed and manuscript work of his branch.

4.241. STENOGRAPHER

(1) To type all drafts and notes dictated by the superintending engineer and send these complete with enclosures for despatch to the superintendent. When at headquarters, to do such type work as is given to him by the superintendent in addition to drafts and notes dictated or written by the superintending engineer.

(2) To accompany the superintending engineer in camp and make arrangements for the receipt and despatch of mail from camp to the headquarters. To issue proper and timely instructions to the superintendent for the despatch of mail from headquarters.

(3) While in camp, to see that mail is correctly received and put up to the superintending engineer. To see that no case is returned to headquarters unless all p.u.cs. in it have been seen by the superintending engineer and orders passed thereon.

(4) Preparation of superintending engineer's T.A. bill as well as his own and the other camp followers.

(5) To attend to the disposal of the divisional progress reports and preparation of the circle progress report for submission to chief engineer and correspondence connected therewith. To deal with, scrutinize and record the weekly weather reports received from the divisional offices and deal with all correspondence in that connection.

(6) To deal with the despatch and receipt work of all demi-official and confidential letters with the superintending engineer and to maintain a register therefor.

(7) To deal with water accounts.

(8) To deal with correspondence regarding gauge slips and to maintain the gauge register.

(9) To deal with permits for driving motor cars, etc. on canal banks and correspondence connected therewith.

(10) To deal with reservation of rest-house and correspondence connected therewith.

(11) To keep all reference books (including personal copies) with the superintending engineer posted up to date.

4.242. HEAD RECORD-KEEPER

(1) Custody and proper maintenance of all records in his charge including all accounts and revenue records not required for current use in the accounts and revenue branches.

(2) To check the numbers of all letters with the numbers noted on the outside of the covers and to see that all letters have been correctly received. To check the enclosures to each letter and record "enclosures checked" on each such letter.

(3) To set right any discrepancies in the entries in the register with the numbers noted on the covers as pointed out by the receipt clerk, by bringing this to the notice of the superintendent, if necessary.

(4) To affix rubber stamp shown below :—

Page number_____

See correspondence page

Action taken,—*vide page*_____

on the first page of all incoming letters as well as outgoing letters, on the right hand top cover. To see that no letters or numbers come under the stamp so as to make them difficult to read. For this purpose all typists in various offices should leave a blank space of about 1" on the top of the first page of each letter.

(5) To affix another rubber stamp shown below on a suitable and available place on the first page of the office copy of any letter which issues from the office and which requires a reply and to fill in dates therein when the remindars are issued.

1st reminder issued on_____

2nd " " " _____

3rd " " " _____

4th " " " _____

5th " " " _____

6th " " " _____

7th " " " _____

(6) To maintain a diary for noting the dates when reminders have to be issued and to keep it up to date, so as to indicate the next date for the issue of further reminders and to see that reminders on letters requiring reply are put up in due course according to the nature and subject of each letter.

(7) To see that loose papers are not put up to officers and to ensure that all papers are dealt with in the relevant files or a new file opened under the orders of the superintending engineer. In case of a file, to which a fresh receipt relates, is not available to bring the fresh receipt in question on to routine notes and put up to superintending engineer (or other officer responsible for passing orders) for information and orders as to its disposal within 3 days of its receipt, unless it is immediate or urgent, in which case it should be put at once. In the absence of the appropriate file, to put up the papers in a flying cover with separate noting sheet and to incorporate these in the appropriate or new file with as little delay as possible.

(8) To see that all references in p.u.cs., are correctly marked on them and put them up to facilitate disposal of the p.u.c. and to complete all cross references before putting up or filing a letter.

(9) To see that all cases, which are put up for action on p.u.cs., are properly laced, the noting and the correspondence parts are correctly paged up to date in red ink and the covers are all in order and neat and that no letters are damaged or torn.

(10) To see that no blue prints, drawings or other plans are filed in the case, but that all such documents are handed over to the head draftsman whose acknowledgment should be recorded in the noting file.

(11) To examine all mail to be sent to superintending engineer for disposal and see that all references and connected cases are intact and that spare blank note sheets are added to the noting part of the file when necessary.

(12) To sort out mail to be sent to superintending engineer either in camp or on recess and prepare *challans* for the same, and check the incoming mail from superintending engineer with the *challans*.

(13) To see that all demands for cases or references from the members of the office staff in connection with the disposal of p.u.cs. are promptly complied with.

(14) To see that all files are opened in such a way that the page number of correspondence and of the notes, run from left to right and a letter with its enclosures is paged serially from end to end. The correspondence volume should not contain more than 200 pages and the noting volume should also be closed with the correspondence volume.

(15) In the absence of definite orders to the contrary, to keep a systematic memorandum of all files leaving the record room, cancelling the entries as the files are received back. To draw superintendent's attention to any file which is not returned within a week.

(16) To see that when cases are sent back to him after despatch, all letters have been correctly despatched and entered in the noting part of the file and that no enclosures which should have accompanied the letter, are left behind and to point out any other discrepancies in the despatch of letters that may come to his notice. To carefully file all letters after disposal and keep a note in the diary book of the numbers to be issued.

(17) To see that all letters are properly punched and that the tag holes are properly reinforced to avoid parts being lost or mislaid.

(18) To consult lists of periodical returns due from or to other offices, with the heads of different branches and take steps to see that returns are received on the dates prescribed for their submission and, if not, to put up cases to heads of branches and ask for instructions as to the issue of reminders, etc.

(19) To keep separate receipt registers for letters received from chief engineer, Accountant-General, Punjab, miscellaneous officers and for each executive engineer in the circle, and himself to diarise and put up letters received from chief en-engineer and Accountant-General, Punjab.

(20) To prepare the list of unanswered references every month and to obtain thereon the orders of the superintending engineer through the superintendent.

(21) To see that a list of all records due for destruction is put up to the Superintendent periodically, say, after every six months in April and October.

(22) To supervise the working of the assistant record-keeper.

(23) To see that all case books are neatly kept and there is no difficulty in tracing out the case numbers and that all cases are correctly kept in their proper place and that no cases are allowed to remain on the floor of the room before he leaves office in the evening.

4.251. Assistant to Accounts Clerk

To act as an assistant to the accounts clerk and do all work of an ordinary routine as is given to him by the accounts clerk. He will pass all his work through the Accounts Clerk.

4.252. Establishment Clerk

(1) To prepare all cases of establishment before submission to the superintendent for disposal.

(2) To maintain and keep up to date a list of all returns due from and to various offices in connection with establishment.

(3) To keep in his custody the stationery, mail bags, bastas and dusters and maintain their accounts, etc. and to prepare indents and do all other correspondence connected with them.

(4) To maintain up to date—

(a) lists of all classes of establishment employed in the Circle ;

(b) registers of establishment in the prescribed form ;

(c) gradation list of all classes of establishment ;

(d) service books and service rolls of establishment with the register of service books ;

(e) register of general particulars of establishment for all classes of establishment ;

(f) incumbency register ;

(g) register of temporary establishment ;

(h) register of candidates for all classes of establishments ;

(i) register showing names of retired and re-employed Government servants of all classes;

(k) register of Government servants of all classes showing dates of their annual increments and crossing of efficiency bars ;

(l) register of personal registers ;

(m) register of prescribed employees ;

(n) register of establishment transferred from his parent circle to another circle and vice versa.

(5) Preparation of increment certificates.

(6) Maintenance of casual leave accounts.

(7) To compare all typed and manuscript work done by him or the Superintendent in connection with establishment.

4.253. Typist

(1) To type all letters and statements drafted and prepared by various clerks or draftsmen in the Circle Office. Revenue and accounts statements and statements of drawing branch, of which only one copy is required and which it is not easy to type, will be copied in manuscript by the Clerks preparing the original statement at the discretion of the superintendent.

(2) To do all duplicating work on the duplicator if one is provided for the office.

(3) To see that the typewriters in his charge are properly maintained and kept clean. Also that the typewriters are covered and locked after he has finished his day's work.

(4) To maintain the machine cards up-to-date and be responsible for the proper use and safe custody of the typewriters while in his charge.

4.254. Assistant Record-keeper

(1) To assist the record-keeper in the quick and accurate disposal of his work and do whatever work is entrusted to him.

(2) To do all other work of the record branch, which is not covered by the duties of the record-keeper.

4.255. DESPATCHER

(1) To despatch all mail.

(2) To see that all enclosures are correctly noted at the bottom left hand corner of a forwarding letter and that they are correctly attached to it. Also that the tag holes are properly reinforced, when there are sufficient enclosures to be attached to a letter. To see that each enclosure has an enclosure slip pasted at the back of it on the left hand top side and the number and date of the letter to which it is an enclosure, is entered in red ink in the blank space on the enclosure slip.

(3) To keep all library books in his charge in proper condition. To maintain the register of library books and keep a proper account of all receipts and issues of the books.

(4) To see that the issue number and date of a letter is correctly entered on the letter itself as well as in the noting part of the file. Simultaneously to note the C. P. number or numbers on the office copy of the letter as well as in the noting file.

(5) To make all entries in the stamp register, which should be put daily to the superintendent or the circle revenue clerk, as may be necessary, for scrutiny and initials in token of check.

(6) To keep all forms in his charge and help in the preparation of annual indents for the various kinds of forms by filling up the columns of annual consumption and balance in hand on date of indents.

(7) To maintain files of all kinds of journals which are received in the circle office and enter them in a register to watch their receipt, etc. To record all gazettes in chronological order and arrange for their binding when they are ready, complete with index, etc.

(8) To prepare the quarterly review of the use and consumption of service stamps for submission to the superintending engineer through the superintendent for information.

4.261. HEAD DRAFTSMAN

(1) Preparation of designs and estimates of new works as well as remodelling of old ones.

(2) (*a*) To see that his office is supplied with record and completion plans, or with the necessary data so that he can prepare them himself, as soon as a work is actually constructed.

(*b*) To see that all plans and drawings, especially record and completion plans, are properly authenticated and dated as required in paragraph 2.131, Public Works Department Code. Unsigned plans are of practically no value. He should see particularly that the value and site of referring bench marks are given, and that the actual dates of observing the levels, etc., are given and not merely recorded as "existing" data or "last design" data. When a fresh plan is made by copying wholly, or in part, from an earlier plan a clear reference to the former should be made on the new plan.

(*c*) The recording and maintenance of the plans specified for his office in paragraph 2.127, Public Works Department Code, and the maintenance of registers, as required for each class of plans.

(*d*) To see that copies of plans are supplied to higher offices as required by paragraph 2.127 (5) of the Punjab Public Works Department Code, and to prepare the statement required by paragraph 2.130 (5) of the Punjab Public Works Department Code. When copies of plans are sent to a higher office, the number and date of the forwarding letter must be noted on the original plan and in the register to ensure easy check that the orders in paragraph 2.127 (5) of the Punjab Public Works Department Code are complied with.

(3) To maintain the registers of buildings and prepare the annual returns showing additions and alterations for submission to superintending engineer or chief engineer and Accountant-General.

(4) (*a*) To prepare and check remodelling schemes for channels and outlets.

(*b*) To prepare, maintain and keep up to date all *chak* plans.

(*c*) To keep up the laced file for each Sub-Division with index, recording approved copy of alteration forms therein.

(5) To check estimates and plans received from subordinate offices and write a clear note pointing out discrepancies found therein during the course of check, and suggest improvements on the proposals.

(6) To record a certificate on all estimates to be checked that the quantities and amounts have been checked (and corrected where necessary) by him or an assistant under his control. Where the material supplied in the shape of drawings or statements is insuffcient to enable a thorough check to be carried out, the estimate should be returned for completion to the office from which it originated.

(7) To maintain the well measurement record and correspondence connected therewith.

(8) The upkeep and care of drawing instruments, the indenting and careful issue of drawing office stationery of all kinds.

(9) To keep a register of correspondence to and from his office.

(10) To supervise ferro-printing work, keep account of ferro-paper and chemicals, and prepare indents for fresh supplies.

(11) To keep up to date the divisional index plans and also the plan showing telegraph and telephone systems.

(12) To deal with the forecasts of telegraph and telephone requirements submitted by divisional officers and prepare the connected plans for submmission to superintending engineer, chief engineer and the divisional engineer (Telegraphs).

(13) To prepare the annual water consumption diagrams.

(14) To maintain registers of rainfall data and prepare the rainfall statements required in connection with the annual report, etc.

(15) To prepare drafts on technical matters of an ordinary nature.

(16) To prepare and check the annual indents of long and cross section papers and tracing cloth and water consumption diagram forms.

(17) To check the capital costs in the rental statements with the register of buildings before they are approved by superintending engineer.

(18) To deal with the case of schedule of rates so far as

works items are concerned. (Rates for establishment are dealt with by accounts clerk).

(19) To check and scrutinize the notifications, land plans and area statements, etc., connected with land acquisition cases.

(20) To prepare the consolidated plan of drainages and rainfall statements to accompany the annual drainage report of the circle.

(21) To deal with outlet efficiency diagrams of the various divisions.

(22) To deal with "H" registers.

(23) To deal with annual headworks and annual river survey reports.

(24) Custody and upkeep of the record of maps of prohibited categories and submitting the report regarding their scrutiny by the superintending engineer in the divisional and circle offices.

(25) To prepare and check the return of mileage of channels for submission to superintending engineer/chief engineer. Generally to train, instruct and supervise his assistants, maintain efficiency in the drawing office, and cooperate with other branches of his office.

(26) Comparison of typed letters relating to drawing branch.

(27) Any other work that may be entrusted to him by the superintending engineer.

4.262. DRAFTSMAN

(1) To prepare drawings and estimates of works.
(2) To check the work done by the tracer.
(3) To check estimates received from subordinate offices.
(4) To prepare and check remodelling and *chakbandi* schemes.

(5) To record and maintain all sorts of drawing records and registers pertaining to them as laid down in the P.W.D. Code and I.M.O. and to keep the head draftsman duly informed of—

(*a*) all completion plans which are not properly authenticated by the dated signatures of the Officer by whom or under whose orders they are prepared.

(*b*) the plans which are not properly signed,

(*c*) the plans which do not bear the value and site of the reference bench marks, where this is necessary,

(*d*) all plans partly or wholly copied, and which do not show a clear reference to their original source,

(*e*) all necessay and desirable improvements required for the upkeep of the records.

(6) To copy maps, plans and drawings on tracing cloth or tracing paper in emergent cases, at the discretion of the head draftsman, when the quantity of this sort of work is beyond the capacity of the tracer.

(7) To act as a general assistant to the head draftsman in the performance of his duties.

4.263. TRACER

(1) To copy map, plans and drawings on tracing cloth or tracing paper.

(2) To ink pencil drawings, when necessary.

(3) To work out the column of "quantities" in the detailed estimate and that of "amount" in the abstract of cost.

(4) To prepare drawings and estimates of works of small magnitude, if the draftsman is busy in preparing estimates and drawings of more important works.

(5) To help the draftsman and the head draftsman in the performance of such duties as the latter delegates to him, e.g.—

(*i*) retouching of blue prints,

(*ii*) writing up registers of buildings, well measurements, bench-marks, etc.

(*iii*) preparing the forms and plans in connection with alterations to outlets and remodelling and *chak-bandi* schemes.

4.27. RESEARCH ASSISTANTS

Duties of research assistants shall comprise :—

(*i*) carrying out research work under the guidance of officer in charge, viz., the head of section or the assistant research officer.

(*ii*) compilation of research data for the preparation of reports on the work done or the preparation of the research publication of the work ;

(*iii*) carrying out additions and alterations to models or apparatuses for examining the alternative proposals ordered to him from time to time ;

(*iv*) control of laboratory attendants, observers and labour working under him ;

(*v*) preparation of estimates for the various experiments ;

(*vi*) preparation, upkeep and submission of the rolls in time of the class IV staff (work-charged) working under him ;

(*vii*) maintenance of all accounts items of all the expenditure on material ; apparatus and labour under his charge for the experiments that he is conducting.

DIVISIONAL OFFICE

4.31. ACCOUNTANT

4.311. (1) The functions of the divisional accountant are threefold :— General.

(*i*) as accountant, i.e., as the compiler of the accounts of the division in accordance with the prescribed rules and from the data furnished to him ;

(*ii*) as primary auditor, i.e., as the representative of the Audit Department, charged with the responsibility of applying certain preliminary checks to the initial accounts, vouchers, etc.;

(*iii*) as financial assistant i.e., as the general assistant and adviser to the divisional officer in all matters relating to the accounts and budget estimates or to the operation of financial rules generally. (Departmental Financial Rule 2.14 and Article 2.15, Audit Code).

(2) To discharge the above duties he should keep himself fully conversant with all sanctions and orders passing through the office and with any other proceedings, which may affects the estimates or accounts of actual or anticipated receipts and charges. (Rule 2.16, Departmental Financial Rules).

(3) The divisional accountant is responsible to the divisional officer for work of the accounts branch. He should see and initial the letters received and issued by the divisional office.

(4) He should control and allot work to his assistants and exercise a centage check over their work.

Note.—The clerical work in connection with duties contained in paragraph 4.313 to 4.318 and other duties which have not been specifically provided in this Manual will be allowed by the divisional accountant to his assistant.

Personal duties.

4.312. The divisional accountant is personally responsible—

(1) for the verification of all increment certificates, leave accounts, the admissibility of leave and the annual detailed statements of establishment as they stand on 1st April, each year. (Article 223, Audit Code) ;

(2) for the maintenance of accountant's note book of important orders and the register of accountant's objections. (Article 226, Audit Code) ;

(3) for the accuracy of the amounts of unvouched and stock charges as stated in schedule dockets. (Rule 8.17, Departmental Financial Rules) ;

(4) for the correctness of the contractor's ledger and for reconciling, month by month, the balances detailed in the works abstracts and the corresponding balances of the accounts in the ledger. (Departmental Financial Rules, Rule 7.95) ;

(5) for working out future issue rates and to write up his report in Part III of the half-yearly register of stock (Form P.W. 11, Departmental Financial Rules) and submit it to the divisional officer for review and remarks, (Departmental Financial Rules, Rule 6.32) ;

(6) for bringing prominently to the notice of the divisional officer at least once a month all irregular transactions on which action has not already been taken by the latter. (Departmental Financial Rules, Rule 2.36, Note 2) ;

(7) for checking at the time of annual check, 10 per cent of the value of total measurements recorded in each measurement book since his last review. [Irrigation Manual of Orders, Article 1.13 (14)] ;

(8) for making a second inspection of the accounts records of sub-divisional offices on the lines of the inspection carried out at the time of annual inspection by the divisional officer in the form of replies to the following questions to the inspection report (Forms Stereo I.B. No. 313) :—

2, 4(*a*) and (*b*), 5(*a*) and (*b*), 6(*a*) to (*f*), 7, 8(*a*) to (*c*), 9(*a*) to (*e*), 10(*a*) to (*d*), 11(*a*) to (*c*), 12, 13, 14, 16, 17(*a*) to (*c*), 23(*a*) and (*b*), 27(*a*) to (*d*), 28(*a*) and (*b*), 29, 30(*a*) and (*b*), 31(*a*) to (f), 34(*n*), (*o*) and (*p*) and 37 ;

(9) for giving advice to the divisional officer, when required in any matter connected with the accounts or application of financial rules and orders. (Rule 2.17, Departmental Financial Rules) ;

(10) for giving expert advice and help in all matters connected with the personal claims of Government servants included in bills presented direct at treasuries by the divisional officer. (Note under Rule 2.17, Departmental Financial Rules) ;

(11) to see that all corrections in the accounts of the year are specially brought to the notice of the divisional officer. (Rule 9.25 Departmental Financial Rules) ;

(12) for allocation of estimates and noting admissibility of funds ;

(13) to keep in safe custody the key of the ordinary lock of the divisional chest, the key of the special lock being kept in charge of the divisional second clerk. [Para 4.10 (2), Punjab P.W.D. Code] ;

(14) for calling and dealing with tenders ;

(15) for training of officers posted by chief engineer or superintending engineer, accountants posted by the Accountant-General, Punjab, from time to time and new clerks posted by the superintending engineer. (Para 1.102, Punjab P.W.D. Code) ;

(16) to prepare a memorandum reviewing the accounts of the division at the time of his making over charge and to hand over his successor a list of registers and records in his personal coustody. (Rule 2.18 , Departmental Financial Rules);

4.313. The divisional accountant as Head of the accounts branch is responsible—

Payments.

(1) to audit all pay bills of work-charged establishment and get them approved by the divisional officer for payment. [Para 1.129(6), Punjab P.W.D. [Code];

(2) for the preparation of salary and T.A. bills in accordance with the rules, and for seeing that sanctions of temporary posts are quoted in all pay bills of temporary establishment;

(3) for examination of the cash book of the sub-divisional officer and to see that the total amount of cheques drawn by him during that month does not exceed the prescribed limit. (Rule 8.7, Departmental Financial Rules).

4.314. The divisional accountant, as head of the accounts branch is also responsible —

Maintenance of registers and records.

(1) to see that every order or sanction affecting expenditure to be accounted for in the monthly accounts is noted at once in a suitable register. (Rule 8.8, Departmental Financial Rules);

(2) for maintenance of reference books, registers of irregularities of common occurrence, quinquennial revision of rent, appropriation, interest bearing securities, cheque and receipt books and sub-divisional office inspection, etc.

(3) to enter the cheque book or receipt book which has been brought into use for the first time as new item in the register of cheque and receipt books maintained by him, [Rule 3.26(b), Departmental Financial Rules];

(4) for maintenance and writing up of the travelling allowance check register and checking travelling allowance bills of the gazetted officers and the establishment;

(5) to lay before the divisional officer for review monthly or as required, the several registers, books and accounts as are maintained in the divisional or Sub-divisional offices. [Rules 2.12 Departmental financial Rules);

(6) for periodical review of suspense registers so as to take action regarding outstanding items, and adjustments of the time-barred items in the deposit Schedule. (Rule 8.23, Departmental Financial Rules);

(7) to prepare rent statements and assess and recover rents correctly. (Rule 4.8, Departmental Financial Rules) ;

(8) for comparing the Statements in Form D.F.R. (P.W.5) received during the month from the Accountant-General, Punjab, with the corresponding entries in the register of rents of build ings and lands to see that no statement pertaining to the treasury has been omitted to be sent by the Accountant-General and to take steps to revise the assessment of rents of Government servant whose rates of emoluments have been altered by the accountant-General, Punjab, (Rule 4.9, Departmental Financial Rules);

(9) for preparing and maintaining capital and revenue accounts of building s and to carry out a periodical review of the standard rents as well as the allowances fixed for maintenance and repairs where necessary, in accordance with the prescribed rules and procedure. (Rule 8.29, Departmental financial Rules);

(10) to note the date fixed for completion of each work in red ink at the top of the folio set apart for the work in the register of works. (Para 2.45, VI, Punjab P.W.D. Code)

(11) to bring to the notice of the divisional officer at least three months before the date fixed for the completion of work that the progress on it is slow. (Para 2.45, VII, Punjab P.W.D. Code);

(12) to See that there are no excesses over sanctioned estimates and to watch the register works carefully each month and be in a position to bring to the sub-divisional officer's notice any estimates on the verge of exceeding;

(13) for the safe custody and preservation of the current account registers and records in use in his branch ;

(14) to prepare the annual review from the register of irregularities of common occurrence for submission to the superintending engineer (Article 1.26, Irrigation Manual of orders).

Compilation of accounts.

4.315. The divisional accountant is responsible—

(1) for checking and examination of vouchers before submission with monthly accounts and for seeing that these are complete in respect of signatures, stamps, etc. (Rule 8.11, Departmental (Financial Rules);

(2) for cent per cent check of the arithmetical accuracy of all vouchers being exercised efficiently under his supervision. (Para 215, Audit Code);

(3) for completing the works abstracts on receipt from the sub-divisional office in respect of direct charges and adjustments and checking and closing them. (Rules 7.80, Departmental Financial Rules) ;

(4) to see that there is a clear authority of the responsible disbursing officer of his division for transfer advised to other divisions or departments (Rule 2.23, departmental Financial Rules) ;

(5) to see that when a transfer advised to other divison for adjustment is responded to provisionally, the objection raised thereon is pursued with a view to ensuring speedy Settlement. (Rule 2.23, Departmental Financial Rules) ;

(6) for the detailed audit of petty vouchers and stock accounts. (Rule 8.17, Departmental Financial Rules);

(7) to see that the resignation of the sanctioning authority (executive engineer, superintending engineer or chief engineer), is noted on a bill along with the number of the contract agreement so that accountant-General's office while auditing the very first bill against an agreement, may be able to call for a copy of the agreement sanctioned by higher authority, if not already received from the sanctioning authority ;

(8) to deal with correspondence regarding reconciliation statements;

(9) for submission of the following returns :—

(a) Statement showing recoveries on account of audit and account charges.

(b) Schedule of annual certificate of balances.

(c) Limit of reserve stock.

(d) Quarterly demand statements (where necessary).

4.316. The divisional accountant is responsible—

Audit.

(1) to review the measurement books of a sub-division from time to time and to exercise a thorough check at the time of annual check and scrutiny. [Article 1.13 (14), Irrigation Manual of Orders]

(2) for disposal of accountant-General, superintending engineer and executive engineer's inspection reports and audit notes and statements of objectionable items received from the accountant-General, Punjab.

4.317. The Divisional Accountant is responsible for—

Financial control.

(1) to see that the amounts of receipt on account of recoveries of expenditure are not made available

for expenditure in excess of that authorized the estimates for the work. (Rule 8.10, Departmental financial Rules);

(2) to examine the accounts of the disposal of money received against bills presented direct at treasuries by the divisional officer. (Note under Rule 2.17, Departmental Financial Rules) ;

(3) for watching recoveries due to Government on works. (Rule 8.9 and note under rule 8.10, Departmental Financial Rules) ;

(4) to compile budget, first and second list of excesses and surrenders, and variation and reappropriation statements and to deal with connected correspondence.

Miscellaneous

4.318. The divisional accountant is responsible for comparison of all typed letters relating to his branch.

4.32 Head Clerk

(1) Is responsible to the divisional officer for the work of the correspondence branch.

(2) To bring to the notice of the divisional officer, the late attendance of any member of the office, if it occurs more than twice a month

(3) To see that members of the general pubilc are not admitted to the rooms in which clerks are working and that no assistant clerk in the office gives any information on any subject to any outsider.

(4) To open all postal main personally when the divisional officer is not at his headquarters and to see the local mail daily before registration.

(5) To deal with all confidential work in the divisional office and to keep all confidential records, other than those with the divisional officer. in his personal custody.

(6) To make proper arrangements for the safe custoday of the library books in the divisional office.

(7) To see that the records are kept properly and the record-keeper does his duty.

(8) To maintain a register of destruction of old records concerning his branch and to take steps for the destruction of such records as are due for destruction in accordance with the rules.

(9) To see that the record-keeper puts up necessary reminders on letters of his branch requiring reply.

(10) To deal directly with the divisional officer in all matters relating to establishment which should be dealt with in the correspondence branch.

(11) Maintenance of stock and tools and plant registers, and preparation and transmission of monthly returns relating to them, to the accounts branch. The head clerk is responsible for all stock and tools and plant in the divisional office.

(12) To maintain the imprest account and be responsible for the imprest .

(13) Custody of all service stamps, maintenance of their account and submission of the same every quarter to the divisional officer for his scrutiny and signatures. To check and sign the stamp register not less than once a month and certify the correctness of the balance in hand on that date.

(14) Safe custody of all the stationery (excluding drawing stationery) and forms and maintenance of the register of receipts and issues. Is responsible for getting the register initialled by the divisional officer after striking monthly balances.

(15) Is responsible to see that—

(a) copies of notes and correspondence submitted to the circle office invariably show the name and rank of the officer writing them, with dates thereof,

(b) unless there are specific orders to the contrary, all letters and correspondence meant for transmission to the Secretariat is copied on foolscap paper,

(c) the subject of a letter is given as a heading,

(d) the enclosures to a letter are distinctly marked as enclosure to letter No. ————, dated ————, and that the tag holes are properly reinforced to avoid parts being lost or mislaid.

(16) Maintenance and upkeep of service books.

(17) Is responsible for the correct execution of all agreements for security deposits and should see that the prescribed sheets relating to security deposits are pasted into the service books and kept up to date.

(18) To see that no undue delay takes place in the preparation and completion of pension papers of individual whose date of retirement has been fixed.

(19) To deal with correspondence relating to all cases excluding revenue, accounts and budget.

(20) Safe custody of all measurement books, level books, note and discharge books, etc., and the correct maintenance of the registers relating to them.

(21) To examine each measurement book on receipt and see that each page is correctly numbered and a check certificate recorded on the inside of the cover. To compare these, at the time of annual check and scrutiny of measurement books by the divisional officers, with the entries in the register of measurement books, and to bring to the divisional officer's notice any inaccuracies that may come to light.

(22) Annual verification of stock and recording a certificate to this effect in the register which has to be signed by the divisional officer.

(23) To put up to the divisional officer the half-yearly report of *Zilladars* and overseers on probation at the end of February and August each year.

(24) Is responsible to see that all files are treated as strictly confidential documents and are not removed from the office by any of the staff except under orders of the divisional officer. Is responsible to see that office files are not carried home by the clerks except with his previous permission.

(25) To see that all necessary enclosures to a letter are noted at the bottom left hand corner.

(26) Is responsible for granting receipts for money received on behalf of government for sums less than Rs. 500. The receipt book should be kept in his personal custody and should be compared with the cash book and remittance book on 8th, 15th and 22nd of each month. He should record a certificate on the cash book that this has been done.

(27) Preparation and punctual submission of all returns relating to the correspondence branch.

(28) To see that increment certificates are prepared and scrutinized by the divisional accountant and all increments due are sanctioned well in time to admit of their being drawn in the salary bills of the month in which due.

(29) To maintain the list of surplus stores and submission of connected returns.

(30) To maintain and keep up-to-date the register of contractors and carry on the correspondence relating to the registration of contractors, names, etc.

(31) Is responsible for the comparison of all typed letters of his branch.

(32) Is responsible for the proper cleanliness of the office.

(33) To see that fire extinguishers and fire buckets are always in order.

4.331 Revenue Clerk

(1) Disposal of all cases relating to irigation and revenue works in the divisional office.

(2) Upkeep of cheque books, receipt books and cash books (main and subsidiary) in use in the divisional office and remittance of cash to treasury.

(3) To make all payments and be responsible for the contents of the chest as well as the safe custody of the key of the special lock of the chest.

(4) Maintenance of—

(a) Register of property yielding revenue.
(b) Post office pass books.
(c) *Register of Patwaris* and all correspondence regarding *Patwaris.*
(d) Register of tender forms.
(e) Register of extra supply of water for orchards and gardens and all correspondence relating to them.
(f) Plantation register and all correspondence relating to plantations.

(g) Outlet and irrigation registers.

(h) Lace files of alteration forms and verification of all certificates in connection with alterations to outlets.

(5) Preparation of bills for rents of mills and water supplies to tanks belonging to railway, municipalities factories and other departments and to watch recoveries of amounts due from them on this account.

(6) Correspondence regarding sale and auction of trees fuelwood, charcoal and manufacture of the same.

(7) Correspondence regarding notices of suits and assembly questions.

(8) Correspondence relating to thur and land reclamation.

(9) Preparation of statement showing rates for volumetric and contract supplies.

(10) Calculation of seigniorage charges due from States on account of water supply.

(11) To report on distributaries, the authorized full supply discharges of which have exceeded during the previous *kharif* or *rabi*

(12) Checking of monthly statements of daily head gauges and discharges of canals and their submission to the chief engineer.

(13) Preparation of statements relating to canal and distributary discharge tables.

(14) To deal with the annual check reports of outlets.

(15) Is responsible for the maintenance and upkeep of service books of *Patwaris*.

4.332 ACCOUNTS CLERK

(1) Preparation of salary bills and audit and compilation of travelling allowance bills of establishment.

(2) Preparation of absentee statements.

(3) Preparation of expenditure statement under the head "Establishment".

(4) Preparation of P.W.A. Forms No. 41 and 26, the suspense schedules and contingent bills in connection with the

monthly accounts and disposal of Accountant-General's appendices concerning them.

(5) Compilation of budget, I and II lists of excesses and surrenders and variation statements under the head "Establishment" and to deal with all correspondence connected with them.

(6) Preparation of part I of the half-yearly stock return of one sub-division and audit of the sub-divisional returns.

(7) Preparation of annual income-tax returns.

(8) Maintenance of registers of suspense, rent of buildings, fixed charges and establishment note book of the entire division and contractors' ledger of one sub-division.

(9) To accompany the accountant with a view to assist him in the inspection of sub-divisions by the divisional officer.

(10) Entire audit of one sub-division, e.g., T. & P. return sub-divisional accounts of cash, stock and adjustments work abstracts and vouchers, work orders, muster rolls, work-charged establishment rolls, initial scrutiny of measurement books and register of check measurements.

(11) Disposal of inspection audit note by divisional officer of one sub-division and to deal with the entire correspondence in connection therewith.

(12) Verification of services of all establishment from records (salary bills, cash books and acquittance rolls, etc.).

4.341. ASSISTANT ACCOUNTS CLERKS No. 1

(1) Compilation of P.W.A. Forms Nos. 27, 37 and 38 in connection with the monthly accounts and to dispose of Accountant-General's appendices concerning these schedules.

(2) Audit and compilation of part I of stock return of one sub-division.

(3) Preparation of indents of P.W.A. and accounts and treasury forms and all correspondence relating to them.

(4) Writing up of adjustment books.

(5) Preparation of expenditure statement under the head "Works".

(6) Compilation of memos of estimates sanctioned by the divisional officer.

(7) Checking of completion reports.

(8) Disposal of inspection audit note by the divisional officer of one sub-division and to deal with corresponedence in connection with this.

(9) Entire audit of one sub-division, e.g., tools and plant returns, sub-divisional accounts of cash, stock and adjustments, work abstracts; vouchers; work orders, muster rolls; work-charged establishment rolls, initial scrutiny of measurement books and register of check measurements.

(10) Maintenance and posting of registers of works, manufacture, fixed charges, contractor's ledger of one sub-division, transfers awaited, materials-at-site account, cheque and receipt books, progress of sub-divisional accounts and cash books, sanctioned estimates, miscellaneous sanctions, forms, vouchers slips and sub-divisional inspections.

ASSISTANT ACCOUNTS CLERK No. 2

(1) Preparation of P.W.A. forms No. 9 and 24 and disposal of audit notes in connection therewith.

(2) Compilation of part I of stock return of one sub-division and check of tools and plant return.

(3) Complete audit of one sub-division.

(4) Disposal of audit notes of one sub-division.

(5) Maintenance and posting of registers of works manufactured, fixed charges; contractors' ledger of one sub-division, transfers awaited, material-at-site account, cheque and receipt books, progress of sub-divisional accounts and cash books. sanctioned estimates, miscellaneous sanctions; forms; voucher slips and sub-divisional inspection.

(6) To assist the accounts clerk.

(7) To do type work of the accounts branch.

Note.—The above covers the normal divisional strength of three sub-divisions. Where there is only one assistant accounts clerk, some of the duties of the second assistant accounts clerk will be taken up by him and some by the accounts clerk.

4.342. CAMP CLERK

(1) To take dictation of drafts and notes from the divisional officer and do all typing work of the divisional office.

(2) To accompany the divisional officer in camp and make arrangements for the receipt and despatch of mail from camp to the headquarters. To issue proper and timely instructions to the head clerk for the despatch of mail from headquarters.

(3) To maintain a register of weekly *Shudkar* figures as reported by the *zilladars* with the weekly weather reports,so as to facilitate check of the reported figures with those entered in the *Khasrajs*.

(4) To see that the weekly weather report is correctly prepared and despatched to cheif engineer's office at Chandigarh on Saturday and posted so as to be cleared at the post office on that day.

(5) Upkeep of—

(*a*) gauge and rainfull registers,
(*b*) register of cuts and breaches,
(*c*) register of discharge tables,
(*d*) register of permits for the occupation of rest-houses,
(*e*) register of permits for driving motor cars on canal banks, and

(*f*) register of contractors.

(6) Preparation of monthly progress reports.

(7) To keep and account of pertol and deal with correspondence connected therewith.

(8) To keep and maintain up to date demi-official and confidential papers file with him.

4.343. RECORD KEEPER

The duties are the same as for record-keepers in circle offices, except where there not applicable owing to the less leborate nature of work in a divisional office .

4.344. Despatcher

The duties are the same as for circle office despatchers, except that the library books will not be in his charge and he will help the camp clerk in type work, especially when the latter is touring in camp with the divisional officer.

4.351. Divisional Head Draftsman

As in paragraph 4.261.

4.352 Draftman

As in paragraph 4.262.

4.353. Tracer

As in paragraph 4.263.

4.361. Head Vernacular Clerk

(1) To deal with all vernacular correspondence received in the divisional office .

(2) To accompany the divisional officer on tour for the disposal of vernacular cases.

(3) To guide the divisional officer with regard to rules and regulations regarding *tawan*, *kharaba* remissions and *warabandi* cases and to keep himself fully conversant with the rules in the Canal Act, Revenue Manual, Canal Revenue Procedure rules, Douie's Settlement Manual, etc.

(4) To maintain and keep up to date the registers of petitions, *warabandi* and *tawan* cases, *partal*, *etc*.

4.362. Assessment Clerk

Fasli work—Rabi and Kharif

(1) Comparison of *tanazas* left over from last *fasl* and such *tanazas* which are received within 7 days before the despatch of the *khataunt to tehsil*, with the *khataunis* to see that these items have been all duly incorporated therein; also comparison of all amounts, due on account of special charges, with the *khataunis* and to see that necessary details of such remissions and additions on account of *tanazas and tawan* cases are incorporated in the proper registers.

(2) Comparison of revenue forms 12, 33-C and 34 with the *khataunis*.

(3) Despatch of the *khataunis* to *tehsils* after signature by the deputy collector and the divisional officer.

(4) Preparation of *Patwaris'* bonus statement.

(5) Verification of the *lambardari* fees .

(6) Comparison of breach files with the divisional or sub-divisional breach registers.

(7) Check of form No. 3 of *zaid rabi* and *zaid kharif* crops with the *khataunis* for *kharid* and *rabi*,—*vide paragrap* 1.23 Revenue Manual (4th edition).

Ordinary Routine Work

(1) To maintain a register showing all remissions, additions and special charges.

(2) To maintain a register of all *kacha* and pacca partal including *Patwaris'* mistakes.

(3) Preparation of budget and indents for English and country stationery.

(4) Preparation of indents for revenue forms and *shudkar khasrahs*,.

(5) Verification of areas of outlet alteration forms with the outlet register and *Chakbandi* files.

(6) Maintenance of registers of *tawan*, remissions, stationery, tanks and library books.

(7) Checking and fixing charges for copy works for *zamindars*.

(8) Works in conjuction with the revenue clerk, viz., assistance—

(*a*) in the preparation and comparison of the monthly *shudkar* statements ;

(*b*) in the check and comparison of the yearly revenue statements ;

(*c*) in the entry of irrigation figures for the crop in the divisional outlet register .

(9) Work in conjuction with the head draftsman, viz., supplying information occasionally regarding alteration in *chak* boundary cases.

(10) Any other special work ordered by the divisional officer or deputy collector.

4.363. ASSISTANT ASSESSMENT CLERK

Fasli Work—Rabi and Kharif

(1) Comparison of revenue forms 12, 33-C and 34 with the *Khataunis.*

(2) Checking of *Khataunis.*

(3) Responsible to see that all *shudkar khasrahs* issued to various *Patwaris* are duly returned from them at the end of the crop and receipt issued in the form laid down,—*vide* paragraph 5.14 of the Revenue Manual Manual (4th edition).

(4) Preparation of an abstract of lift and flow irrigation and comparing it with the *Khatauni.*

(5) Preparation of revenue statements by tehsils and other half-yearly statements.

(6) Comparing *Peleva (raoni sabiqa)* lists with the *shudkar khasrahs* and to check the *raoni shikastagi* items and to see that they are shown separately from the ordinary *raoni* items.

Ordinary Routine Work

(1) Preparation of divisional revenue statements of *Kacha and pacca partal by officers.*

(2) Receipt and issue of the following and maintenance of a register therefore :—

(a) Revenue and other forms.
(b) *Shudkar khasrahs.*
(c) *Shajrahs* or village maps.
(d) Blank registers.

(3) Preparation of monthly *Shudkar* statement.

(4) Maintenance of register for forms 13, 13-A and 15.

(5) Preparation of lists of *Khasrahs* which are over 3 years old and to take orders for their destruction.

(6) Completion of outlet register kept in the assessment clerk's office.

4.364. ASSISTANT TO ASSESSMENT CLERK

Fasli work—Rabi and Kharirf

(1) Comparison of revenue farms 12, 33-C and 34 with the *Khataunis*.

(2) Checking of *Khataunis*.

(3) Preparation of the half-yearly and annual returns (in English) mentioned in paragraph 5.9 of the Revenue Manual (4th edition).

(4) Comparison of *tawan* remission cases by field numbers with the *Khasrah shudkar*.

Ordinary Routine Work

(1) Comparison half-yearly of the list of sanctioned special *Wari* gardens with entries in the *Khasrah shudkar*.

(2) Preparation of copies of *Khasrah shudkar entries* in cases of *kharaba* applications received after the despatch of *Khataunis*.

(3) Any other special work ordered by the assessment clerk.

(4) Despatch and receipt work.

(5) Completion of file book or book of standing orders.

(6) To file *Patwari's* diaries with *shudkar khasrahs*.

4.365. VERNACULAR RECORD-KEEPER

Fasli work—Rabi and kharif

(1) Checking of *Khataunis*.

Ordinary Routine Work

(1) Issue and receipt back of cases as required.

(2) Maintenance of the despatch/receipt register of cases leaving the office.

(3) Maintenance and care of all records in the record room.

(4) Any other special work ordered by the assessment clerk.

Note.—The vernacular record-keeper will work directly under the assessment clerk and not under the head vernacular clerk.

4.366. *Warabandi/Chackbandi* VERNACULAR CLERK
Fasli work—Rabi and kharif

(1) Checking of *khataunis.*

Ordinary Routine Work

(1) Maintenance of *Chakbandi* files up to date.

(2) Maintenance of register of authenticated lists of corrections in the *jamabandis*.

(3) Comparison of *chackbandi* files with the authenticated lists of corrections.

(4) Correction of divisional field books (*khasrah bandobast*) according to authenticated lists of corrections.

(5) Comparison and maintenance up to date of all *shajrahs* with athenticated lists of corrections and *chackbandi* files.

(6) Maintenance of registers of $\frac{\textit{warabandi}}{\textit{chakbandi}}$ cases.

(7) Marketing *chakbandi* on new *shajras* to be supplied to *Patwaris*.

Checking of *Patwaris'* copies of field books with authenticated lists of corrections once in every four years.

Note.—Where there is no separate *warabandi/Chakbandi* vernacular clerk, these duties will be distributed among others.

SUB-DIVISIONAL OFFICE

4.41. SUB-DIVISIONAL CLERK

(1) To carry out all the work in the office and to render every possible help to the sub-divisional officer in the disposal of office work.

(2) To accompany the sub-divisional oficer on tour.

(3) To see that all letters are properly filed in the cases concerned and the record in the sub-divisional office is kept up to date.

(4) To see that no files or documents are removed from the office by overseers, *zilladars* and others without the permission of the sub-divisional officer.

(5) To see that all DOs. and confidential letters are properly entered in separate receipt and despatch registers and kept in safe custody in the sub-divisional office.

(6) To keep steps for the destruction of all record which are due for destruction.

(7) To campare all typed and copied letters.

(8) To see that overseers and *zilladars* do not delay replying to correspondence and that they submit their returns etc., on due dates and that reminders are issued where necessary to get replies to correspondence.

(9) To keep an account of the receipt and issues of service stamps and get the correctness of the balance in hand certified by the sub-divisional officer at least once a month and on receipt of fresh supply from the treasury office.

(10) To see that all returns due in the divisional office are put up to the sub-divisional officer in time to ensure their punctual submission .

(11) To look after the library books and keep them in good order.

(12) To prepare receipts for sub-divisional officer's signatures for money received on behalf of Government in cash from any source .

(13) To help the sub-divisional officer in the disbursement of money.

(14) To carry out an arithmetical check of all calculations entered in a measurement book and to initial (with date) each account in the book in token of having so checked it.

(15) To submit fortnightly, copy of main cash book and the cash balance report to the divisional office.

(16) Preparation of bills from the entries in the measurement books.

(17) To make entries in the bill books after comparing them with previous entries, if any, in the book or earthwork register and submit the bill, bill book, measurement book and earthwork register (where necessary) to the sub-divisional officer for verification, etc., immediately prior to making payment.

(18) To compile the monthly accounts and to see that these are forwarded to the divisional office on due dates.

(19) To keep the works abstract by works, posted up to date.

(20) To prepare the yearly stock and T & P. returns and see that these are submitted on due dates.

(21) To prepare and compile the acquittance rolls of regular and contingent establishment attached to the sub-division.

(22) To check rolls of work-charged establishment as received from the sectional overseers, with the sanctions accorded by the divisional officer in respect to each work.

(23) To maintain the following registers:—

(a) Register of unpaid items.
(b) Register of incumbency.
(c) Register of service labels.
(d) Portfolio of certified copies of L. sections of all channels.
(e) Register of sanctions for the use of water for purposes other than irrigation.
(f) Separate files for reports on checking of outlets and correspondence.
(g) Despatch and receipt registers.
(h) Register of casual leave enjoyed.
(j) Register of library books.
(k) Register of estimates/requisitions sanctioned.
(l) Register of contractors.
(m) Register of cuts in Government channels.
(n) Register of stationery.
(o) Drainage register.

(p) Register of measurement/standard measurement books.

(q) Register of receipt and cheque books.

(r) Register of level, field and note books.

(s) Register of work order books.

(t) Register of plantations.

(u) Register of discharges of channels.

(v) Register of bench-marks.

(w) Register of check measurements.

(x) Register of tender forms.

(24) To attend to the cleaniliness of the office.

4.42. Assistant Sub-Divisional Clerk

An assistant sub-divisional clerk, where provided, is entrusted with the receipt, despatch, type and filing work of the office, under the supervision of the sub-divisional clerk.

DEPUTY COLLECTOR'S OFFICE

4.5. Deputy Collector's Reader

To act as a vernacular reader or scribe to the deputy collector under whom he works, and to whom he is responsible for the due performance of his duties. Has no responsibility in the work of measurement and assessment.

CHAPTER 5

Recruitment

CONTENTS

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CHAPTER 5

Recruitment

Recruitment to the various services.

5.1 Recruitment to the various services in the Irrigation Branch is made in accordance with the service rules prescribed by the Government for each service. In making appointments, merit alone should count and no other consideration, and also no discrimination should be made against anyone on grounds of religion, race, caste, sex or place of birth.

Re-employment of retrenched and demobilized personnel.

5.21. Establishments are reviewed periodically by the State and Central Governments, with a view to effect economy in expenditure and a number of defence forces and civil personnel, both technical and non-technical, are rendered surplus. Where such demobilized/retrenched hands are available, they should always be appointed in preference to raw hands in view of their previous experience, provided the person so re-emloyed produces a certificate from the Defence Forces/Departments/Offices, in which he last served that he had had continuous service for a period of not less than 6 months under that Defence Force/Department/Office and was discharged because of the demobilisation/reduction in establishment not more than three years prior to the date of his registration at an employment exchange or date of application for employment. Such a person should also be required to produce satisfactory evidence that he is suitable for re-employment under the Government.

No general relaxation of educational and other qualifications, excepting age, normally prescribed for recruitment shall be made in favour of a person so re-employed.

For appointments made otherwise than on the basis of open competitive tests held by the Punjab Public Service Commission, the period of service of a demobilized persons/retrenched official is deducted from his actual age and, if the resultant

age does not exceed the prescribed maximum age limit, he should be deemed to satisfy the condition for appointment to the post in question in respect of the maximum age.

Re-employment of dismissed persons.

5.22 Dismissed persons should not be re-employed. On receipt of an application for an appointment, the authority competent to sanction the appointment should ascertain if the applicant has ever been in Government service before and should refer to his previous employer if the reasons for discharge are not clear; the applicant should be required to produce his character book or other record of service. concealment of true antecedents is sufficient cause for dismissal.

Re-employment of persons in private service.

5.23. When a person in private service seeks employment under Government without producing the written permission of his employer, the officer with whom the appointment rests should always communicate with the latter before appointing the applicant. The appointment of persons brought out from Europe by private firms and societies should be avoided as far as is consistent with the interests of the public service, and when such an appointment is contemplated the employer should be consulted before an offer is made.

Note.—This ruling does not apply to men employed on daily labour.

Representation of scheduled castes and scheduled tribes in services.

5.24. In view of the protection afforded to the Scheduled Castes in Article 335 of the Constitution of India, Punjab Government have decided to reserve 21 per cent of the vacancies in the services for Scheduled Castes and Scheduled Tribes, and the vacancies reserved for that community are not to be filled up by members of the other communities without the approval of the Government in the Welfare and General Branch or even on receipt of non-availability certificate from the employment exchange. This reservation should, however, continue to be subject to the conditions and restrictions as detailed below :—

(a) the minimum qualifications are not to be lowered with a view to accommodating any Scheduled Caste or Scheduled Tribe candidate ;

(b) the reservation of percentage of appointments for Scheduled Castes and Scheduled Tribes is to be brought into force while making new appointments. It will not apply to promotions which are to be governed by considerations of seniority and merit alone;

(c) members of the Scheduled Castes and Scheduled Tribes who are in service and are otherwise qualified and suitable and there are no complaints against them, should not ordinarily be brought under reduction or retrenchments, so long as their total strength does not exceed 21 percent.

The half-yearly statement in the revised form prescribed in Punjab Government Memorandum No. 6807-WG-51/3743, dated the 26th September, 1951, should continue to be sent as usual. A list of the Scheduled Castes and Scheduled Tribes in the Punjab is given in Appendix I.

If any difficulty is experienced in finding a suitable candidate of Scheduled Castes and Scheduled Tribes for any post, assistance should be sought from the nearest employment exchange direct or failing that from the District Employment Office, Simla , who maintains a Master Register of candidates on All-Punjab basis giving them the following particulars :—

1. Name of the office with Headquarters.
2. Name of the post (whether temporary/permanent).
3. Place of appointment.
4. Scale of pay.
5. Minimum educational qualifications required.
6. Other qualifications required.
7. Remarks.

Re-employment of pensioned soldiers.

5.25. Pensioned soldiers should prove particularly suitable for appointment to posts which involves security functioning and require proficiency in the use of arms'. They should be given preference in the undermentioned classes of establishment in the Irrigation Branch and every effort should be made to appoint these men when vacancies occur in these

establishments. If pensioners are not available, demobilized persons and ex-soldiers should be appointed, if available :—

1. *Sowars.*
2. *Jamadars.*
3. *Chaprasis.*
4. Gauge readers.
5. Canal patrols.
6. *Chowkidars.*

In the matter of pay on re-employment in Irrigation Branch, the pensioned soldiers shall be governed by the provisions of Rule 7.20, Punjab Civil Services Rules, Vol II.

Applications for the services of pensioned soldiers and ex-soldiers should be made to the recruiting officer of the district or the District Soldier's Board of the area from which personnel is required.

Educational qualifications on first appointment.

5.3. (1) The rules regarding educational qualifications for appointments which were made in the Irrigation Branch, after 12th February, 1902, are reproduced in Appendix II and are amplified in the schedule appended hereto. These are applicable to appointments made prior to 1st September, 1929 .

(2) In all establishments, a man appointed temporarily prior to 1st September, 1929, and appointed permanently subsequently will be governed by the rules of 1902. It will not be obligatory for such a person to pass the educational test herein laid down before appointment to higher grades. A man appointed temporarily prior to 1st September, 1929, whose services were terminated and who was re-appointed subsequently will come under the operation of the existing service rules .

(3) The minimum educational qualification s necessary for recruitment to each service as now in force are prescribed in the service rules for that service, contained in Chapter 7 of this Manual.

SCHEDULE

Appointments falling under Rule 1(i) of the Rules of 1902 (*vide* Appendix II)

(1) Storekeepers.

Appointments carrying pay from Rs. 25 to Rs. 150 for which the lowest test will be the Entrance Examination

(2) Clerks.

(3) *Zilladars.*

(4) *Daroghas.*

(5) Vernacular Clerks.

Note.—The term Entrance Examination in this rule includes all other equivalent tests such as those detailed in Rule I of Appendix II, and the School Leaving Certificate Examination.

Appointments falling under Rule I(ii)

(1) Deputy collectors.
(2) Clerks on Rs. 151 per mensem and upwards.

Note.—For appointments on less than Rs. 25 per mensem no educational tests are laid down, but candidates who are better educated, may be preferred.

Appointments falling under Rule II(1)

(1) Canal patrols.
(2) Gauge readers.
(3) *Chowkidars.*
(4) *Daftries.*

Appointments which are exempt under Rule V(b)

(1) Draftsmen.
(2) Lower subordinates.
(3) Signallers.
(4) Artificers.
(5) Cashiers.
(6) Boatmen.
(7) *Tindals. Khalasis*
(8) *Sowars.*
(9) Dak runners.
(10) *Jamadars. Chapraris.*
(11) *Daffadars. Barkandazes.*

APPENDIX I

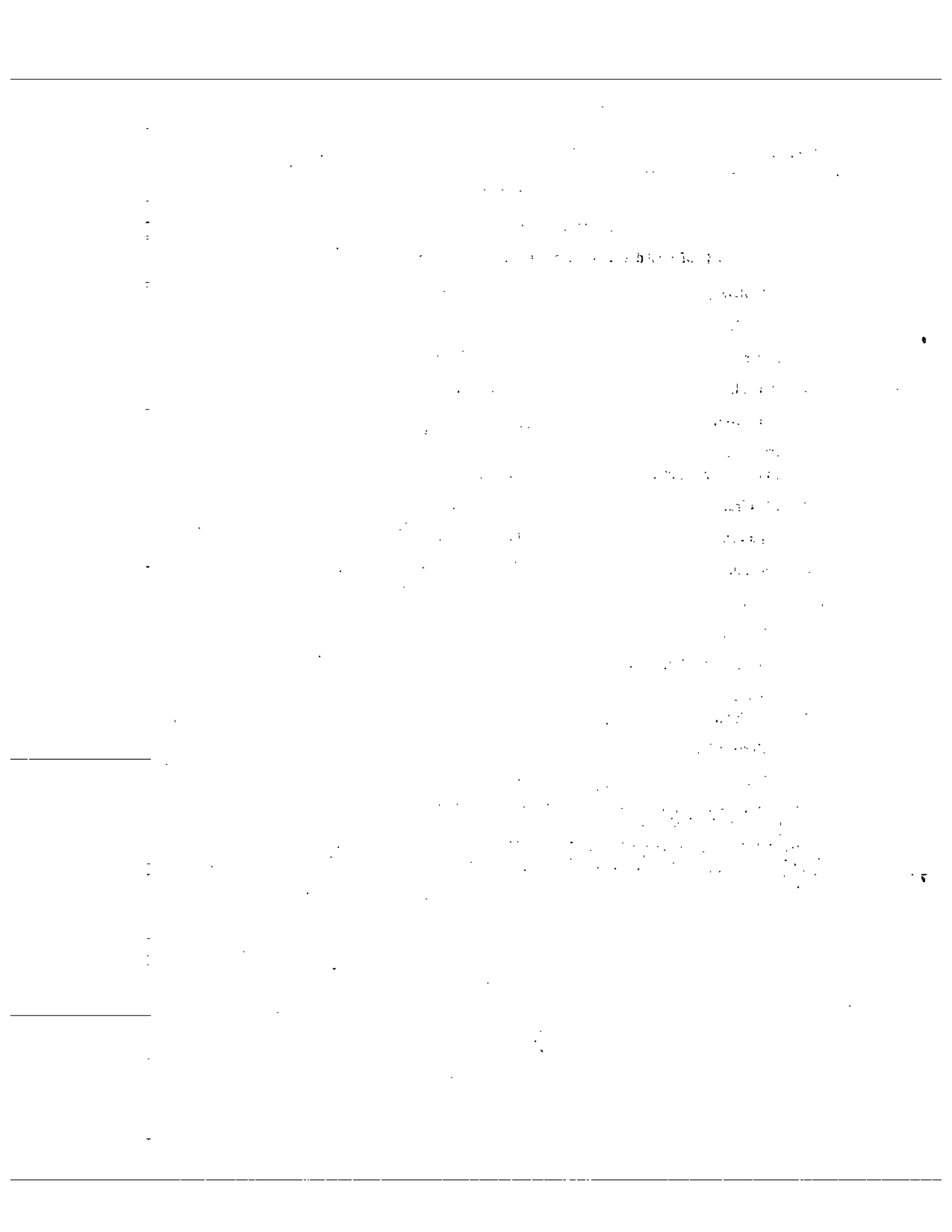
(Referred to in Rule 5.24)

A list of Scheduled Castes in the Punjab State

1	Ad-Dharmi.	18.	Kori or Koli.
2	Bangali	19.	Marija or Marecha.
3	Barar.	20.	Mazhabi.
4	Batwal.	21.	Megh
5	Banwaria.	22.	Nat.
6	Bazigar.	23.	Od
7	Balmiki or Chura.	24.	Pasi
8	Bhanjra.	25.	Perna.
9	Chamar.	26.	Pherera.
10	Chanal.	27.	Ramdasi or Ravidasi.
11	Dagi.	28.	Sanhai
12	Dhanak.	29.	Sanhal.
13	Dumna or Mahasha.	30.	Sansi.
14	Gagra.	31.	Sapela.
15	Gandhila.	32.	Serera.
16	Kabirpanthi.	33.	Sikligar.
17	Khatik.	34.	Sirkiband.

Note.—No person who professes a religion different from Hinduism shall be deemed to be member of a Scheduled Caste :

Provided that every member of the Ramdasi, Kabirpanthi, Mazhabi or Sikligar caste resident in Punjab or the Patiala and East Punjab States Union shall, in relation to that State, be deemed to be a member of the Scheduled Castes whether he professes the Hindu or the Sikh religion.



APPENDIX II

(Referred to in Rule 5.3)

RULES OF 1902

Educational Qualifications required of candidates for admission to the Public Service and, in certain cases, for promotion therein.

Rule I.—No person shall be eligible for any appointment under the Punjab Government unless he has passed the following examinations :—

(*i*) When the pay is from Rs. 15 to Rs. 150 a month, the Final Middle School Standard Examination recognized by the Education Department;

(*ii*) When the pay is Rs. 151 a month or upwards, the Entrance Examination of an Indian University, the High School Examination of European Schools, the Clerical and Commercial Examination of the Punjab University, the Science Course of the Aitchison College, Lahore, the Cambridge Senior Local Examinations or the Senior Commercial Examination of the London Chamber of Commerce.

Proviso :—(*a*) * * * *

(c) No person will be appointed to a post in which clerical duties have to be performed unless he is competent to read and write English numerals.

(d) These rules apply to all appointments under the Punjab Government but in case any candidate for an appointment can show that owing to his having been privately educated, or for any other satisfactory reason, he has been disqualified from appearing at an examination prescribed in these rules, such person may, by order of the head of the department in which the appointment is included, be held to be eligible as a candidate if, by teacher's certificate or other reliable evidence, he satisfies the head of the department that he has been educated up to the required standard.

* * * * *

Rule II.—(1) As between candidates for appointments with pay less than Rs. 15 a month, and between candidates for higher appointments who are possessed of the above minimum educational qualifications, preference will be given to the better educated, unless the candidate with inferior education be specially preferred on one or more of the following grounds :—

(a) Special or technical experience or acquirements.

(b) The tried loyalty and distinguished service of the family to which he belongs.

(c) Good social status and influence in the country.

(d) General capability and strength of character.

(2) If the appointment is one of which the pay is Rs. 50 a month or upwards, and special preference is given to the candidate with inferior education, the reasons for such preference shall be recorded.

Rule III.—The standards and conditions prescribed in Rules I and II shall apply to the promotion of persons hereafter appointed to the public service in departments in which promotion is not at present regulated by departmental rules, but shall not apply to promotions which are so regulated.

Rule IV.— Nothing in these rules shall be taken to—

(a) lower, or dispense with, or otherwise affect any higher or special tests required in any department, or

(b) affect competitive tests as between qualified candidates.

Explanation:—The rules are intended to prescribed the minimum educational qualifications without the possession of which candidates for the public service will be considered disqualified *in limine*. On the one hand, candidates who have been educated to a higher standard than is prescribed in Rule I have fulfilled the requirements of these rules. On the other hand, candidates possessing the qualifications required by these rules must still satisfy other tests where such other tests are prescribed.

Rule V.—(a) These rules apply to temporary appointments, but any person selected for a temporary appointment may be specially exempted from qualifying by the tests prescribed above with the consent of the commissioner of the division or the head of the department concerned.

(b) These rules do not apply to the following employments, officers and appointments, namely :—

* * * * * *

(3) Treasurers.

(4) Draftsman.

(5) Workmen and artificers.

* * * * * *

(7) *Patwaris*, in which term canal *Patwaris* are included.

CHAPTER 6

Examination and Training

CONTENTS

Instructions regarding the training of the Punjab Services of Engineers and temporary engineers	..	6.1
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Training of *zilladars*	..	6.4
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ADDENDUM AND CORRIGENDUM TO THE MANUAL OF ADMINISTRATION (2nd Edition)

No. 15, Dated 1st June, 1963

The following shall be substituted for sub-para (1) to (x) under Chapter 6.1 to the Manual of Administration :—

(i) Each Young Engineer on appointment to the Punjab Service of Engineers and Temporary Engineers may be given 6 months training as per syllabus of training detailed in Appendix 'A'. The break up of the training should be as under :—

1.	Running Canal	1½ months
2.	Canal Construction	15 days
3.	Engineering Designs and Projects	1 month
4.	Drainage Organisation	10 days
5.	Tube-well Organisation	10 days
6.	Research Institute	10 days
7.	Dam Organisation	1 month
8.	Head works	1 month

(ii) Each trainee would maintain a separate note book of fullscape size for each branch of Engineering and enter in it in his own handwriting the details of the work on which he remained employed. This note book should be put up to the local Executive Engineer every 10 days. At the end of the training in each branch of Irrigation Engineering, this note book should also be put up to the Superintending Engineer for any instructions and suggestions that might like to supplement.

Apart from learning procedures and practices in various branches of irrigation Engineering Young Engineers should also get familiar with the professional code of conduct and in that regard the local Executive Engineer and Sub-Divisional Engineers should interview trainees and hold discussions with them at least twice a month.

(iii) Director, Central Designs in consultation with the Superintending Engineer where the officers are posted for training will report to the Chief Engineer about their fitness for holding independent charge of a Sub-Division after completion of the training period.

Director, Central Designs shall be responsible for arranging proper training of newly recruited Engineers in various branches of Irrigation Engineering for the requisite period. He would also ensure that detailed instructions on various matters are given to the trainees by the special training staff in collaboration with the field staff.

The existing sub-para may be re-numbered as (iv).

APPENDIX 'A'

SYLLABUS OF TRAINING

1—Running Canal Organisation.

(a) Engineering—

1. Recording of measurements of earthwork and masonry works in measurement books. These M. Bs. will not be used for making payments but should be compared with the measurement as recorded by the Engineering Officer incharge of the works.

1. (a) Recording measurements of materials received from firms and coal, etc.

2. Preparation and examination of annual maintenance and repair estimates of the division and preparation of Sub-Estimates for works such as buildings, masonry works, earthwork, etc.

2. (a) Preparation of estimates of special repairs and manufacture estimates.

3. Special maintenance problems such as closing of a breach in an irrigation channel, repairing gharas in embankments and rat holes .

3. (a) Analysis of rates of principle items of work to be done on through rate basis and new items not covered by the Schedule.

4. Observation of discharges of main canals, distributaries and outlets.

5. Observation of tail gauges, recording of rain gauges and well measurements.

6. Double levelling and Triple levelling.

7. Preparation of hyrdaulic survey of Irrigation channels, observation of working heads of outlets, plotting cross sections and redesigning L-sections.

8. Study of working statistics of irrigation, outlet registers, gauge registers, etc.

(b) Accounts work—

1. Acquisition of the working knowledge of the Sub-Divisional accounts by assisting the Sub-Divisional Clerk to prepare bills and write up the cash book, work abstracts and preparation of monthly accounts of a Sub-Division.

1. (a) Posting of a manufacture estimate and its closing.

(b) Writing up of measurement books and check measurement.

2. Preparation of material-at site accounts-forms 30 and 31.

3. Preparation of budget and list of excesses and surrenders.

4. Compilation of divisional accounts and posting of works registers.

5. Disposal of audit notes and inspection notes and draft paras.

6. Clearance of A.T.Ds. and Schedules of P.W.D. Miscellaneous Advances, purchases and deposits.

(c) *Revenue Work.*—

1. Checking of Irrigation in fields, writing of Khasras, preparation and checking of Khatauni demand slips and actual measurements of irrigated fields.

2. Checking of Patwari Roznamchas.

3. haraba inspections and making a comparison between the settlement and average out-turn of crops by studying the crops in the fields.

4. Assessment of water rates, Schedule of occupier's rate, betterment levy, water advantage rate.

5. Study of rules regarding remission of the mixed crops.

6. Study of cases regarding unauthorised irrigation, levy of special charges, cases concerning supplies and sale of water for purposes other than irrigation.

7. Special provisions regarding acquisition of land for watercourses under the Canal Act.

8. Special rules regarding remission of water rates in lands damaged by floods and natural clamatics.

9. All actions under the Northern India Canal and Drainage Act.

II. Canal Construction.—

1. Layout of works and alignments.

2. Compaction of embankments.

3. Study of basic Schedule of rates and analysis of rates of various items of work in progress such as lining, masonry reinforced concrete, shuttering , etc.

4. Design of concrete mixes and quality control in its production.

5. Use of concrete moxes and vibrators.

6. Dewatering arrangements, working and maintenance of pumps.

7. Arrangements for power and light.

8. Observations of geological data, dry bulk density, classification of soil mechnical analysis of soil, bearing capacity of soil, etc.

9. Arrangements made for water required for construction purposes.

10. General Planning requird for execution of works.

11. Earthwork machinery such as Draglines, Shovels, dozres, tractors dumpers, etc.

12. Pozzolana and its use and manufacture.

III. Engineering Designs and Projects.—

1. Design of simple structures such as Canal falls, Canal regulators drainage syphons, tail clusters, etc.

2. Design of bridges for various road loadings.

3. Preparation of L-sections of canals and drains.

4. Computation of uplift pressures under masnory structutes founded on premeable soils.

5. Study of detailed specifications for various items of work such as concrete, earthwork lining masnory, etc.

6. Study of development of irrigation in Punjab and Schemes planned in various plans.

7. Preparation of Project reports and financial forecasts.

8. Field investigations, their planning, organisation and equipment.

I. Drainage Organisation.—

1. Study of water table maps.

2. Computation of maximum flood discharge by Unit hydrograph method and other empirical formula being used in the Irrigation Branch

3. Alignment of drains and their excavation.

4. Maintenance of drains.

5. Other Anti-water logging operations.

6. Presentation of results as a measure of achievement in on anti-waterlogging Project.

V. Tubewall Organisation.—

1. Construction of tube-wells, boring, shrouding, mechanism of vartious types of pumps

2. Yield of tube-wells

3. Operational and maintenance of tube-wells

4. Lining of watercourses.

5. Selection of tube-well areas and Exploratory work.

6. Location of individual tube-wells and fixation of their chaks.

VI. Research Institute.—

1. Study of models concerning surface flow in channels and seepage flow under masonry works.

2. Study of other hydraulic models.

3. Materials testing laboratory.

4. Soil testing laboratory.

5. Repairs to surveying instruments, current meters and other instruments.

6. Design of concrete mix and control of quality of concrete.

VII. Dams Organisation.—

1. Plant Design and layout of construction equipment, Such as aggregate recovery, aggregate transportation aggregate processing, aggregate cooling, concrete mnufacture, concrete transportation and placing and earthmoving machinery, etc.

2. Study of instruments embeded in dams and their specific purpose

3. Foundation treatment, grouting and drainage of foundations.

4. Regulation and operation of river outlets.

5. Storage bins and silos.

6. Steel shuttering.

7. Processing Plant for aggregates.

8. Vibrating equipments for concrete.

9. Batching and mixing plant for concrete.

10. Pozalana, its use and manufacture.

11. Cooling of aggregate and the cooling plant.

12. Temperature control of concrete after placing.

13. *Tunnels.*—
(a) Constructions methods.
(b) Supports.

14. Serdimentative surveys.

15. Inspection aspects of concrete Dam.

16. Inspection aspect of Earth, rock, gravel dams.

17. Personnel Planning for departmental construction.

18. Safety.

19. Design of concrete mix and quality control, in its production.

20. Power Houses—

(a) Drainage System.

(b) Heating and ventilating system.

(c) Operation of Draft Tube Gates.

(d) Fire protection system .

VIII. Headworks.—

1. River surveys.

2. Observation of river discharges.

3. Pressure pipe observations.

4. Study of silt exclusion and silt ejection arrangements.

5. Sampling of silt and silt analysis.

6. Regulation rules.

7. Maintenance of gates and gearing and other structures.

8. Maintenance of river training works.

9. Annual Headworks report .

CHAPTER 6

EXAMINATIONS AND TRAINING

INSTRUCTIONS REGARDING THE TRAINING OF THE PUNJAB SERVICES OF ENGINEERS AND TEMPORARY ENGINEERS

6.1. To secure uniformity of procedure and action, the following instructions regarding the training of Punjab Services of Engineers and temporary engineers may be taken as a general guide and implemented according to individual requirements and the opportunities available :—

(*i*) Each officer may be given 3 month's training at a headworks and 3 months in a revenue division. The total period may be reduced to 3 months if the superintending engineer satisfies the chief engineer that in any individual case an officer is competent to assume independent charge and he is prepared to accept him as a sub-divisional officer in his own circle. The period of training in a revenue division should not be less than two months.

(*ii*) Each officer must maintain a notebook of foolscap size and enter in it each day in his own handwriting the details of the work on which he was employed. The notebook should be put up to the executive engineer every two weeks and to the superintending engineer every month.

(*iii*) Superintending engineers and executive engineers will be held personally responsible that the engineers are given a practical insight into all work normal to the division to which the officer is attached. The executive engineer concerned should also see the officer concerned at least twice a month.

(*iv*) Each officer should be taught the use of measurement books and should take measurements of works independently. Such measurements will not be used for payments but should be compared with the official measurements.

(*v*) Each officer should acquire a thorough knowledge of the work of the sub-divisional clerk by assisting the clerk to prepare bills, write up the cash book, works abstracts, etc., and in fact complete the monthly accounts of a sub-division.

(*vi*) Each officer should study the annual river survy of the headworks. He should be required to take the discharge of a river, main canal, distributary and outlet.

(*vi*) Each officer should study the maintenance and repairs estimates of the division and prepare sub-estimates for works.

(*viii*) Each officer should study working statistics and maintenance of gauges. irrigation and outlet registers. Where remodelling is in progress. he should make a special study of the reasons that may have led up to the necessity for this, under stand the hydraulic survey of a channel and appreciate clearly the procedure in regard to alterations in *chakbandi*. He should also be required to carry out *partal* and check *khasras* and *patwari's roznamchas*.

(*ix*) Each officer should accompany the sub-divisional officer or deputy collector on *partal* and *kharaba* inspections and make a comparison between settlement and average out-turn of crops in the division by studying the crops in the fields. He should know the recognized fodder crops and understand the rules regarding remission to mixed crops.

(*x*) Each officer should study some cases of unauthorized irrigation and wastage of water and cases (if any) in the division for a contract supply and sale of water for purposes other than irrigation. It should also be explained to him what action is to be taken in regard to notices of suit against Government in revenue matters.

(*xi*) Each officer should be guided in studying the Mannuals of Irrigation Practice and Administration, Irrigation Manual of Orders, Punjab Public Works Department Code, Revenue Manual, etc., and his attention drawn to the irregularities of common occurrence.

As soon as a candidate is fit to be posted to a subdivision, the superintending engineer should report on him and ask the chief engineer for his posting orders.

PRACTICAL TRAINING OF STUDENTS FROM THE PUNJAB ENGINEERING COLLEGE, OR OTHER SIMILAR INSTITUTIONS

6.2. All superintending engineers including Director, Irrigation and Power Research Institute, Punjab, and Superintendent, Government Central Workshops, Amritsar, shall report annually by the 15th March to the Chief Engineer, the number of Civil, Mechanical and Electrical Engineer students to whom facility for practical training can be afforded in their respective circles during the ensuing year. Similarly, the Principal of the Punjab Engineering College shall intimate by the middle of March each year, the number of engineer students (separately for each of the three categories) whom he wishes to give practical training on engineering works in the Punjab. Similar applications, if received from Heads of other Engineering Colleges in India, will be added to those received from the Principal, Punjab Engineering College. Selections willl then be made on the following basis :—

(1) First preference will be given to the students engineers from the Punjab Engineering College. Any vacancies left shall be filled by the engineer students domiciled in the Punjab (India) and neighbouring States but studying in other colleges and universities in India in the order of receipt of applications through their respective colleges or universities. Further vacancies, if any, shall be allotted to the engineer students belonging to other States in India.

(2) When students so selected are posted to a circle for practical training in the Irrigation Branch by the Chief engineer, the superintending

engineers should attach each student to different officers from time to time and see that he is given every opportunity of obtaining experience in all branches of the work. Care should be exercised in the selection of these officers. The training shall be free and no honorarium or fee shall be paid to the officers under whom students are placed for training. If, however, any college or university charges any fees from such students in respect of the training period, amajor portion of it will be payable to the Irrigation Branch.

(3) The students will not be entitled to any salary or travelling allowance while attached to the Irrigation Branch. They will be permitted to occupy one room, when available, in any rest-house on a rent of Rs. 5 per mensem, to be recovered in advance.

(4) Student engineers are not permitted to forward their applications to the Public Service Commission through this Branch. Students may, however, be granted certificates by the officers under whom they have worked.

Training of Overseers

6.3. (1) Overseers recruited direct from the Government School of Engineering, Punjab (India) require training to enable them to discharge their duties as in charge of a section properly. The accepted candidates shall be given training for a period of six months and shall be termed as "apprentice overseers" during that period. Each apprentice will be posted by the superintending engineer of the circle to which he is allotted, to a division and the divisional canal officer in turn will post him to a sub-division. He should be attached for the first two months to an ordinary sub-division followed by a month in the sub-divisional officer. During the next 2 months he should be attached to another ordinary sub-division, after which he should spend a month in a headworks sub-division.

(2) The apprentice must as far as possible be trained in and given a practical insight into every ordinary class of work which he is likely to meet in his future career as a works section subordinate on an open canal.

(3) He should be taught the use of measurement books and stock papers in the first sub-division. As regards the former, he should first accompany the sub-divisional officer or a reliable overseer when measurements are being made. After that he should be sent out to take measurements of works independently. Such measurements will not be used for payment, but the apprentice should compare his measurements with the official ones.

(4) As regards stock papers, he should copy out the stock register of a section, check the stock and write up the stock papers, in duplicate, for two months.

(5) The apprentice should work for the third month in the sub-divisional office in the first sub-division as an assistant sub-divisional clerk on the preparation of bills and accounts. During this period he should pick up the accounts orders which concern a sectional subordinate and the general rules in force. In particular he should go through the list of Ususal mistakes made by the subordinates,—*vide* the printed statement Stereo. I.B. No. 397 and learn how to aviod them.

(6) The apprentice has to be taught the following miscellaneous works by practical experience of each of them :—

(a) Observation of discharges of—

(*i*) Watercourses.
(*ii*) Minors.
(*ii*) Distributaries.

(b) The setting out of a small masonry work.

(c) The hydraulic survey of a chennel.

(d) The check of outlets.

(e) The preparation of the standard measurements of a buildings.

(f) The preparation of an estimate for—

(*i*) Raising banks of a channel.
(*ii*) Repairs to masonry works.
(*iii*) Repairs to buildings.

(g) Well measurements and their use.

(h) Controlling the work of gangmen.

(i) The correct use of muster rolls.

(j) Working out detailed analysis of rates of the following items from practical observations—

(*i*) Earthwork (basket, donkey and *Kassi*).

(*ii*) Masonry work.

(*k*) Practical method of berm formation by spurs, floating and fixed.

(*l*) *Gharabandi*.

(*m*) Clossing a breach.

(*n*) Revenue cases.

(7) Each sub-divisional office shoud keep a record of the apprentice's training call him up at least once a moth and satisfy himself as to the man's progress and report on him monthly to the executive engineer stating how he has been occupied.

(8) Each sub-divisional officer will prepare a statement of the work done in his sub-division by the apprentice and pass it with him to the next sub-division in order that the next sub-divisional officer can frame a programme for the work to be done in his sub-division.

(9) All written or drawing work done by the apprentice should be carefully preserved by him so as to be available for inspection by officers at any time.

(10) In the last month of the six months' training, the executive engineer will send for the apprentice and put him through and oral examination in the syllabus detailed above, after which he will report to the suerintending engineer in accordance with the instructions contained in paragraph 6.3. (14).

(11) During the period of training, the apprentice overseer will remain outside the limiting cadre of the circle concerned and will be paid Rs. 45 per mensem, *Plus* dearness allowance sanctioned by the Government for the time being. Their names will be specifically shown in the pay bills as 'apprentice overseers'

(12) If at the end of the six months' period as apprentice overseer the superintending engineer considers that the man is unfit to be placed in charge of a section, he should report to the chief engineer, recommending that the period as apprentice at

Rs. 45 per mensem should be extended up to a certain date, or that the apprentice be discharged immediately if he has shown that he is never likely to become suitable for confirmation in the Overseer Engineering Service. Orders will then be issued from the Secretariat for the creation of a special post for a further period or for the discharge of the apprentice. At the end of the period of extension the apprentice must be placed in charge of a section, and count against the Overseer Engineering Service's cadre unless the superintending engineer is of opinion that the man should be discharged, in which case he should report accordingly to the chief engineer. A second extension of the period will not be considered except in very unusual circumstances, and when these exist, the superintending engineer should give full details in support of any proposal for a further extension.

(13) If the apprentice overseers under training are placed in charge of a section during a temporary leave vacancy, the sub-divisional officer should keep an eye on them and report their actual defects or shortcomings to the sub-divisional officer or the executive engineer under whom they were being trained, so that the later may adjust their methods of training accordingly.

(14) The apprentices under training should be encouraged to bring their dufficulties freely to the notice of the officers and overseers, who should give them all possible help. They should even ingore minor irrgularities committed by the apprentices which may be due to defective training at the collage or to inexperience. The executive engineers should make a point of inspecting the work of the apprentices and seeing that the sub-divisional officers under whom they are posted are taking proper interest in their training. Executive engineers will thus be expected to report on them from personal knowledge. Superintending engineers should also be able to make some remarks from their own personal observations.

TRAINING OF *Zilladars**

6.4. It is the duty of the deputy collector and executive engineer to take a personal interest in the training of probationary *zilladars* and not leave them to their own resources.

*Orders regarding the training of *Zilladars* candidates for appointment as *Zilladars* will be found in Appendix B to the *Zilladars* Service Rules, contained in para 7.32 of this Manual

They must avoid being is such a position that at the end of the two year's period of probation, they can, due to lack of personal knowledge, only give a colourless recommendation for confirmation or extension of probationary period.

(2) The usual faults of a probationer are due to inexperience and youth, specially in the case of non-departmental men-and *Patwaris* and *zamidars*, some of whom habitually give trouble by intrigue, petitions, etc., are sure to take advantage of a probationer's inexperience.

(3) In posting a probationer to a section, it should first be ascertained that this section is a reasonably light one and readily supervised by the deputy collector it must on no account be a notorously difficult section or one that is in bad condition and far form the deputy collector's headquarters.

(4) Special attention should be paid to the *zilladar's* reader who should be an experienced man and able to assist the probationer in every way possible : a good reader can be of as musch assistance in the training of the probationer as the deputy collector himself.

(5) If the probationer is found to be slow over dealing with cases or unreliable in his reports, the deputy collector must find out to what extent the reader is at fault and take action accordingly without delay. Any such faults that are recorded in the half-yealry report should be brought promptly to the probationer's notice by the superintending engineer.

(6) By the end of the first year it should be obvious to the executive engineer and the superintending engineer as to which faults are due to lack of supervision and trining, or to inexperience, and which are inherent ; the former are curable and steps should be taken accordingly.

(7) It must be realized that an outsider candidate comes fresh to the work. Not only has he to learn how to deal with *Patwaris* and *zamindars*, but he also has to learn the office routine as well as the technical side of his duties. A departmental man, on the other hand, has less to learn. The former, therefore, needs a lot of consideration and superintending engineer is responsible to see that this is given.

(8) The accounts matters with which *zilladars* have to deal are so very elementary that the requisite measure of efficiency can be attained merely by a careful study and ovservation of the instructions printed on the forms used for

the maintenance of the various accounts. The supply of text-books to the *Zilladars* is unnecessary. The probationary *Zilladars* should be properly instructed at the divisional office head-quarters in accounts matters, as far as they relate to their work and the executive engineer, when reporting on their work at the end of the probationary period should clearly sta te that this has been done.

(9) Agricultural College and Civil Department candidates are termed "selected" candidates while under training and "apprentice *zilladars*" after satisfactory completion of their training. Apprentice *zilladars* are guaranteed appointments and are appointed to the *zilladar* establishment in vacancies reserved for them, immediately on completion of the necessary training. "Accepted candidates" must always make way for "apprentice *zilladars*". Apprentice *zilladars*, selected from the Civil Department, are however to be posted as *zilladars* in a circle other than the circle in which they are trained.

(10) Chief Engineer should always be informed when candidates are sent out for civil training and also on completion of this training.

(11) Those candidate *zilladars* who have completed their training and cannot be employed as officiating *zilladars* within the circle should be definitely attached to a *zilladar* or an office as supernumerary so as to do useful work. There is also no objection against the employment of candidate *zilladars* as officiating assistant clerks, if vacancies can be found for them as such. If required, they may also be employed as reader when they should be paid the subsistence allowance and not the pay of a reader. They will also be entitled to ordinary travelling allowance and not to any fixed travelling allowance.

SUB-DIVISIONAL OFFICERS TO INSTRUCT THEIR SUBORDINATES

6.5. Officers should see that their subordinates thoroughly understand and strictly adhere to the details of the estimates for works on which they are employed. It is not sufficient simply to hand over estimates and plans to subordinates and to assume that they will be understood and the work correctly carried out, but detailed instructions should be freely and

patiently given on all points regarding which a subordinate has any doubt, and he should be encouraged to ask for information on such points.

It is a part of the duty of officers to train subordinates, and the manner in which subordinates perform their duties is generally a good test of the usefulness of the officers under whom they are employed.

EXAMINATION FOR *Zilladar* CANDIDATES

6.6. The examination for *zilladar* candidates referred to in Appendix B under paragraph 7.32 will be held on the group system and the following procedure will be observed :—

(1) The circles shall, for the purpose of this examination, be divided into three groups as follows :—

(*a*) *Western group*—For candidates attached to Ferozepore Canal, Upper Bari Doab Canal and Sirhind Canal Circles.

(*b*) *Central group.*—For candidates attached to 1st Bhakra Main Line, Narwana, Bhakra Dam, Directorate of Construction and Plant Design and Nangal Circles.

(*c*) *Eastern group*—For candidates attached to Western Jumna Canal (East), Western Jumna Canal (West) and Second Bhakra Main Line Circles.

(2) The superintending engineers of the circles in each group shall convene the committee of examination for each group in rotation in the order of circles given above or by mutual arrangement.

(3) The committee shall consist of the superintending engineers convening the board, as president, with one executive engineer and one deputy collector from his circle who shall be nominated by him.

(4) The examination shall ordinarily be held twice a year in April and October at such dates, time, centre and place as may be fixed by the superintending engineer whose turn it is to convene the committee.

A candidate desiring to appear at an examination in April or October should apply to his divisional officer for permission to do so by 1st February or 1st August, respectively.

The divisional officer shall transmit such applications to his superintending engineer by the 15th February or the 15th August, respectively.

The superintending engineer of each circle shall report the names of candidates by 1st March or 1st September, respectively, to the examiner of the group, whose turn it is to arrange and supervise the examination.

(5) The examination centre for each group will be the circle headquarters in rotation within that group, as per clause (2) above, or as otherwise directed by the chief engineer.

(6) The superintending engineer of the circle determined by clause (2) will also supervise the examination with the assistance of the executive engineer and deputy collector selected by him,—*vide* clause (3).

(7) The papers will be set by the examier and the executive engineer and the deputy collector selected by him for his assistance and will be examined and marked by the officer setting the paper, the marks being subject to revision after scrutiny by the examiner.

(8) 100 markes will be assigned to each subject. The canal Act and Revenue Manual papers will be of six questions with a time limit of two hours for each paper. The time limit for the *Khatauni* paper will be 3 hours.

(9) The result will be communicated by the examiner to chief engineer and to the superintending engineers concerned.

(10) The conditions of one's appearance in the examination as laid down in Appendix B referred to under paragraph 7.32 will normally be strictly enforced. An excuse for failure on account of sickness will not be accepted unless the candidate produces suitable certificates at the time and satisfies the examincr that he is unfit to appear.

If a superintending engineer recommends that a candidates be given a second opportuinty to pass

the examination he should at the same time report as to the candidates general work and probable suitability for appointment to the superior revenue establishment . There is no point in giving a candidate a second chance if he is obviously unlikely to be a good *zilladar*.

(11) The answer papers are to be destroyed after one year by the examinor as soon as the results have been intimated to the chief engineer and superintending engineers concerned.

FEES TO BE CHARGED FROM OTHER STATES' CANDIDATES WHO APPEAR IN THE DEPARTMENTAL EXAMINATIONS OF THE IRRIGATION BRANCH

6.7. Other States' candidates who appear in the departmental examination held by the Irrigation Branch of the Punjab Public Works Department, are required to deposit a fee of Rs. 10 per head before they are allowed to sit for any such examination. Candidates who fail in one subject and are eligible to reappear in that subject only, will be required to pay a fee of Rs. 5 per head. Such fees should be remitted by money order to the examiner who will open an account with the Imperial Bank and deposit this amount with the bank as and when received.

Supervising officers should make a report to the examining officers when sending papers for marking , as to the number of such candidates and the amount paid by them.

The examining officers will report to the chief engineer the names of the officers who set and marked the papers with recommendation as to how the fees are to be distributed. On receipt of chief engineer's approval, the amount should be withdrawn from the bank and distributed to the examiners concerned.

If such a candidate gives timely notice of his inability to appear in the examination this fee will be refunded to him. If not, half of it will be credited to the Punjab Government and the other half distributed between the examiners.

Note 1.—Three weeks' notice shall be considered as "timely notice" in the case of candidate who do not attend the examination.

Note 2.—In cases of sudden illness during the last week before the examination, if supported by a medical certificate from a registered medical practitioner, no notice is necessary.

Note 3.—In exceptional cases in which an officer is prevented from attending the examination due to circumstances beyond his control, each case will be considered on its merits.

7.7. THE PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), SIGNALLERS' STATE SERVICE, CLASS III, RULES, 1955.

No. 263/Codes/1006/51, dated the 20th May, 1955. 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 the Punjab is pleased to make the following rules for regulating recruitment to, and conditions of service of persons in, the Punjab Public Works Department (Irrigation Branch), Signallers' State Service, Class III.

PART I—GENERAL

Short title and Commencement.

1. (1) These rules may be called the Punjab Public Works Department (Irrigation Branch), Signaller's State Service, Class III, Rules, 1955.

(2) These rules shall come into force at once and supersede the rules published with Punjab Government notification No. 7008-C/544/35, dated the 23rd February, 1944.

Definitions.

2. In these Rules, unless there is anything repugnant in the subject or the context :—

(*a*) "Government" means the Government of the State of Punjab in the Administrative Department;

(*b*) "Department" means the Irrigation Branch of the Public Works Department of the Government;

(*c*) "Chief Engineer" means any or all of the Chief Engineers, Punjab Public Works Department, Irrigation Branch ;

(*d*) "Superintending Engineer" means an officer in charge of a canal system or area known as a Circle;

(*e*) "Director" means the officer in charge of Irrigation and Power Research Institute; Construction and Plant Design Directorate; Bhakra Dam Designs Directorate; Central Designs Directorate and Inspection and Control Directorate;

(*f*) "Divisional Officer" means an officer in charge of a portion of a canal system or area known as a Division ;

(*g*)"Recognized University" means—

(*i*) any university incorporated by law in any of the States of India ;

(*ii*) in the case of degrees or diplomas obtained as the result of examinations held before the 15th August, 1947, the Punjab, Sind or Dacca University;

(*iii*) any other university which is declared by the Government to be a recognised university for purposes of these rules;

(*h*) "Service" means the Punjab Public Works Department (Irrigation Branch), Signallers' State Service, Class III ; and

(*i*) "Direct appointment" means an appointment made otherwise than by promotion within the Service or by transfer of an official already in the service of the Government of a State or of the Union.

PART II—POSTS AND QUALIFICATIONS

Number of posts.

3. The Service shall comprise the posts shown in Appendix A to these rules:

Provided that nothing in these rules shall be deemed to affect the right of Government to make additions to or reductions in the number of such posts either permanently or temporarily.

Nationality and domicile of the candidates.

4. No person shall be appointed to the Service unless he—

(*i*) is a citizen of India; or

(*ii*) has migrated from Pakistan with the intention of permanently settling in India and has not become a citizen of India under the Constitution ; or

(*iii*) is a subject of Nepal or of Sikkim or of a Portuguese or French possession in India; and, if he comes under category (*ii*) or (*iii*) must be a person in whose favour a certificate of eligibility has been given by the Government of India or the Government of Punjab. A candidate in whose case such a certificate is necessary may, however, be admitted to an examination or interview conducted by the Punjab Public

Service Commission or other recruiting authority on his furnishing proof that he has applied for the certificate and he may also be provisionally appointed, subject to the necessary certificate being eventually given to him by the Government ; and

(*iv*) is domiciled in the Punjab or Delhi States.

Age of candidates.

5. (1) No person shall be appointed to the Service who is less than 18 or more than 25 years of age on the date of appointment, provided that the appointing authority may, in special circumstances to be recorded in writing, appoint a person exceeding 25 years in age. Provided further that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes shall be such as may be prescribed by Government in this behalf from time to time, in respect of entry of such candidates into service under Government.

(2) The appointing authority or any other officer authorized by him shall verify the date of birth of every person appointed to the Service and shall note in his service book the mode of verification adopted in each case. Only the following documents shall be accepted for purposes of verification—:

(*i*) the Matriculation certificate or a certified copy of the notification publishing the result of the Matriculation Examination of a recognized university;

(*ii*) certified copies of extracts from Gazette notifications containing the results of other examinations if the age or date of birth is given therein ;

(*iii*) certified extract from birth register, provided the name of the person concerned is specifically mentioned therein ; and

(*iv*) certified copies of entries made in school and college registers.

Note.—Alternative (*iii*) and (iv) above shall only be resorted to if alternative (i) or (ii) is not available.

(3) In the case of a person who is already a Government Servant, the date of birth in his service book shall be treated as final.

Qualifications for appointment.

6. No person shall be appointed directly to the Service unless he—

(*a*) has passed the Matriculation or School Leaving Certificate Examination of a recognised university or its equivalent ;

(*b*) has good handwriting;

(*c*) has passed the telegraphy examination which is held periodically by the Posts and Telegraphs Department for candidates seeking admission to the service and selected for training by the Superintending Engineer, or the Director :

Provided that other things being equal, preference will be given to a candidate who has himself worked for the cause of national independence or has rendered some outstanding social or public service.

PART III—APPOINTMENTS

Appointing authority.

7. All appointments to posts in the Service shall be made by the Superintending Engineer/Director.

Appication for appointment.

8. No person shall be appointed to the Service unless he produces—

(*i*) a certificate of character from the Principal academic officer of his university, college or school last attended ;

(*ii*) similar certificates from two responsible persons who are not related to him and who are well acquainted with him in private life and are not connected with his university, college or school; and

(*iii*) a medical certificate of fitness for Government service in the form prescribed in Rule 3.1 of the Punjab Civil Services Rules, Volume I, Part 1.

Method of recruitment.

9. (1) Appointment to the various grades of Service shall be made—

(*a*) in the case of head signallers, by promotion from amongst the signallers;

FIRST SCHEDULE

PART III-A

Indian Service of Engineers

Posts in the Punjab (Irrigation Branch)

Chief Engineers	..	8 (including D.I.&P.R.)
Superintending Engineers	..	260
Executive Engineers	..	41
Sub-Divisional Officers	..	831
Total	..	1,140

PART III-B

Indian Service of Engineers

Note—Holders of the posts marked (a) are graded with holders of divisiona posts.

Posts in the Punjab (Building and Roads Branch)

Chief Engineer	..	1
Superintending Engineers	..	3
Under-Secretary (a)	..	1
Divisional Posts		5
Total		10

(b) in the case of signallers :—

(*i*) by promotion from amongst the temporary signallers ; or

(*ii*) if no suitable person is available from amongst the temporary signallers, by promotion from amongst the apprentice signallers ; or

(*iii*) if no apprentice signaller is available, by promotion from amongst the persons already in the service of the Government who desire to be transferred to the Service ; or

(*iv*) failing suitable qualified persons under (*i*), (*ii*) and (*iii*) above, by direct appointment.

(2) A signaller recruited by direct appointment shall not be made permanent till he has served for two years continuously in the department and earned four good half-yearly reports, in succession, on his work as a signaller. Confirmation, however, shall be considered only on the occurrence of a permanent vacancy.

(3) Notwithstanding anything in the above rules, appointment to the Service shall be made purely by selection and no official shall be entitled to such appointment as of right.

PART IV—CONDITIONS OF SERVICE

Probation of members of the Service.

10. (1) Subject to the provisions of sub-paragraph (2) of rule 9 persons who are appointed against permanent vacancies in the Service, shall remain on probation, in the first instance, for a period of two years in the case of persons recruited by direct appointment, and one year in the case of persons appointed otherwise. During the period of probation all persons shall be allowed pay in the time-scale. They shall also be eligible to draw increments during the period of probation provided their work is satisfactory.

Explanation—Officiating service shall be reckoned as period spent on probation, but no person who is officiating in any appointment shall, on the completion of the requisite period of one or two years in such appointment, be entitled to be confirmed until he is appointed against a permanent vacancy. Service spent on deputation to a corresponding or higher post may be allowed to count towards the period of probation fixed under this rule.

(2) If the work or conduct of any person during his period of probation is, in the opinion of the appointing authority, not satisfactory, the appointing authority may, at any time during the period of probation, dispense with his services if recruited direct, or revert him to his former post, if he had been recruited otherwise than by direct appointment.

(3) On the completion of the period of probation of any person, the appointing authority may, either confirm such person in his appointment, or if his work or conduct has, in the opinion of the appointing authority, not been satisfactory, dispense with his services, or, as the case may be, revert him to his former post, or extend the period of his probation, and thereafter pass such orders as could have been passed on the expiry of the first period of probation, provided that the total period of probation, including extensions, if any, shall not exceed three years.

Seniority of members of the Service.

11. The seniority of members of the Service in each grade shown in Appendix A to these rules shall be determined by the date of confirmation in that grade provided that if two or more members are confirmed in a grade on the same date—

(a) a member recruited by promotion shall be considered senior to a member recruited otherwise ;

(b) a member recruited by transfer from a cadre in any department of a State or of the Union other than the Punjab Public Works Department (Irrigation Branch), Signallers' State Service, Class III cadre, shall be senior to a member recruited by direct appointment ;

(c) in the case of members recruited by promotion, seniority shall be determined according to the seniority in the grade from which the members are promoted ;

(d) in the case of members who are recruited by transfer from a cadre in any department of a State or of the Union, other than the Punjab Public Works Department (Irrigation Branch), Singnallers' State Service, Class III cadre, seniority shall be determined according to the seniority in the appointments previously held in that cadre;

(*e*) in the case of members who are recruited by transfer from different cadres in any Department of a State or of the Union other than the Punjab Public Works Department (Irrigation Branch), Signallers' State Service, Class III cadre seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment and if the rate of pay drawn is the same, an older member shall be senior to a younger member ; and

(*f*) in the case of members recruited by direct appointment, seniority shall be determined by their age, an older member being senior to a younger member.

Pay of members of the Service.

12. Members of the Service shall be entitled to such pay scales as are given in Appendix A, provided that the scales of pay may be altered by the Government as and when necessary.

Liability to transfer and authority empowered to order transfer

13. Members of the Service are liable to transfer —

(*a*) from the station to another within a Division by the Divisional Officer ;

(*b*) anywhere within a Circle/Directorate by the Superintending Engineer/Director ; and

(*c*) from one Circle to another within the State of Punjab or any other place where irrigation works are being carried out under the control of the Government, by the Chief Engineer.

Authorities empowered to impose penalties.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, provided that the nature of penalties which may be inflicted, the authority empowered to impose such penalties and, subject to the provisions of any law or the rules thereunder made under Article 309 of the Constitution of India, the appellate authority shall be as specified in Appendix B.

(2) The authority competent to pass an order under clause (*c*) or (*d*) Rule 10 of the Punjab Civil Services (Punishment and Appeal) Rules, and the appeallate authority shall be as apecified in Appendix C.

Publication of grounds of dismissal.

15. If a member of the Service is dismissed by Government or other competent authority as a result of a departmental enquiry or a conviction on a criminal charge by a court, Government may publish in the Government Gazette the reasons for such dimissal if it is of the opinion that such publication is desirable in the public interest.

Leave, Pension and other cognate matters.

16. In respect of all other matters not specifically mentioned in these rules, members of the Service shall be governed by the Punjab Civil Services Rules and all other rules and regulations issued from time to time by Government.

Liability for vaccination and revaccination.

17. Every member of the Service shall get himself vaccinated and re-vaccinated if and when Government by a special or general order so directs. This rule shall not, however, by applicable to members of the Service who were in Government service on the 8th March, 1926, except with their concurrence.

APPENDIX A

(Referred to in Rules 3, 11 and 12)

Designation of post	Number of posts	*Pay per mensem*						Remarks
		Rising from	By annual increments of	To	And then by annual increments, if any, of	To	With an efficiency bar at	
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
Head Signaller ..	2	80	4	100	5	125	100	
Signaller ..	120	50	3	80	4	100	80	
Apperentice Signaller ..	*	42½						

*Apprentice Signallers may be appointed up to a limit of 12 per cent of the scale of permanent Signallers for his Circle/Directorate by a Superintending Engineers/Director, but ordinarily a limit of 10 per cent should not be exceeded.

APPENDIX B

[Referred to in Rule 14 (i)]

Designation of member the service	Nature of penalty	Punishing authority	Appellate authority	Second Appellate authority	Authority empowered to entertain revision application
1	2	3	4	5	6
Apprentice Signaller, Signaller and Head Signaller	(a) Censure	Divisional Officer	Superintending Engineer or Director	Chief Engineer	Government
	(b) Withholding of increments including stoppage at an efficiency bar	Superintending Engineer or Director	Chief Engineer	Government	
	(c) Reduction to a lower post or a time scale or to a lower stage in a time scale				
	(d) Recovery from pay of the whole or a part of any pecuniary loss caused to Government by negligence or breach of order				
	(e) Suspension				
	*(f) Removal from the service of the Government which does not disqualify from future employment				
	(g) Dismissal from the service of the Government which ordinarily disqualifies from future employment				

*Excludes cases falling under Rule 5.32 (b) of the Punjab Civil Services Rules, Volume II (1st Edition).

APPENDIX C

[Referred to in Rule 14 (2)]

Designation of member of the Service	Nature of case	Authority empowered to pass original orders	First appellate authority	Second appellate authority
1	2	3	4	5
Apprentice Signaller, Signaller and Head Signaller	(a) Reducing the maximum amount of ordinary pension admissible under the rules governing pensions	Superintending Engineer or Director	Chief Engineer	Government
..	(b) *Terminating the appointment of a member of the Service otherwise than upon his reaching the age fixed for superannuation or otherwise than as penalty	Ditto	Ditto	Do

*Applies to cases falling under rule 5.32 (b) of the Punjab Civil Services Rules Volume II (1st Edition).

7.8. THE PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), STORE-KEEPERS' STATE SERVICE, CLASS III, RULES, 1955.

No. 295/Codes/772/52, dated the 17th September, 1955.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Punjab is pleased to make the following rules for regulating recruitment to, and conditions of service of persons in, the Punjab Public Works Department (Irrigation Branch) Store-keepers' State Service Class III.

PART I—GENERAL

Short title and commencement

1. (1) These rules may be called the Punjab Public Works Department (Irrigation Branch), Store-keepers' State Service Class III, Rules, 1955.

(2) They shall come into force at once.

Definition

2. In these rules, unless there is anything repugnant in the subject or the context—

(*a*) "Government" means the Government of the State of Punjab in the Administrative Department ;

(*b*) "Department" means the Irrigation Branch of the Public Works Department of the Government ;

(*c*) "Chief Engineer" means any or all of the Chief Engineers, Punjab Public Works Department, Irrigation Branch ;

(*d*) "Superintending Engineer" means an officer in charge of a canal system or area known as a Circle ;

(*e*) "Director" means the officer in charge of Irrigation and Power Research Institute, Construction and Plant Designs Directorate, Bhakra Dam Designs Directorate, Central Designs Directorate and Inspection and Control Directorate;

(*f*) "Superintendent" means the officer in charge of Government Central Workshops ;

(*g*) "Divisional Officer" means an officer in charge of a portion of a canal system or area known as a Division ;

(*h*) "Recognised University" means —

(*i*) any university incorporated by law in any of the States of India ;

(*ii*) in the case of degrees or diplomas obtained as the result of examinations held before the 15th August, 1947, the Punjab, Sind or Dacca University ; and

(*iii*) any other university which is declared by the Government to be a recognised university for purposes of these rules ;

(*j*) "Service" means the Punjab Public Works Department (Irrigation Branch), Store-keepers' State Service, Class III ; and

(*k*) "Direct appointment" means an appointment made otherwise than by promotion within the Service or by transfer of an official already in the service of the Government of a State or of the Union.

PART II.—POSTS AND QUALIFICATIONS

Number of posts.

3. The Service shall comprise the posts shown in Appendix A to these rules :

Provided that nothing in these rules shall be deemed to affect the right of Government to make additions to, or reductions in the number of such posts whether permanently or temporarily.

Nationality of the candidates.

4. No person shall be appointed to the Service unless he—

(*i*) is a citizen of India ; or

(*ii*) has migrated from Pakistan with the intention of permanently settling in India and has not become a citizen of India under the Constitution ; or

(*iii*) is a subject of Nepal or of Sikkim or of a Portuguese possession in India ;

and, if he comes under category (*ii*) or (*iii*) is a person in whose favour a certificate of eligibility has been given by the Government of India or the Government of Punjab. A candidate in whose case such a certificate is necessary may, however, be admitted to an examination or interview conducted by the Punjab Subordinate Services Selection Board or other recruiting authority on his furnishing proof that he has applied for the certificate and he may also be provisionally appointed, subject to the necessary certificate being eventually given to him by the Government.

Age of candidates.

5. (1) No person shall be appointed to the Service who is less than 18 years or more than 25 years of age on the date of appointment, provided that the appointing authority may, in special circumstances to be recorded in writing, appoint a person exceeding 25 years in age. Provided further that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes shall be such as may be prescribed by Government in this behalf from time to time, in respect of entry of such candidates into service under Government.

(2) The appointing authority or any other officer authorised by it, shall verify the date of birth of every person appointed to the Service and shall note in his service book the mode of verifications adopted in each case. Only the following documents shall be accepted for purposes of verification :—

(*i*) the Matriculation certificate or a certified copy of the notification publishing the result of the Matriculation Examination of a recognised university;

(*ii*) certified copy of extract from Gazette notification containing the results of other examinations, if the age or date of birth is given therein ;

(*iii*) certified extract from birth register, provided the name of the person concerned is specifically mentioned therein ; and

(*iv*) certified copy of entry made in the school and college registers.

NOTE—*Alternatives* (*iii*) and (*iv*) above shall only be resorted to if alternative (*i*) or (*ii*) is not available.

(3) In the case of a person who is already a Government servant, the date of birth in his service book shall be treated as final.

Qualifications for appointment.

6. No person shall be appointed to the Service unless he has passed the Matriculation or School Leaving Certificate Examination of a recognised university or its equivalent Preference shall be given to those possessing higher qualifications and having experience in store-keeping :

Provided that, in the case of direct appointment, other things being equal, preference will be given to a candidate who has himself worked for the cause of national independence or has rendered some outstanding social or public service.

Disqualifications for appointment.

7. No person who has more than one wife shall be eligible for appointment to the Service :

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

PART III.—APPOINTMENT

Appointing authority.

8. All appointments to posts in the Service shall be made by the Superintending Engineer, Director or Superintendent, as the case may be.

Application for appointment.

9. No person shall be appointed to the Service unless he produces—

(*a*) a certificate of character from the principal academic officer of his university, college or school last attended, if any ;

(*b*) similar certificates from two responsible persons who are not related to him and who are well acquainted with him in private life and are not connected with his university, college or school ; and

(*c*) a medical certificate of fitness for Government service in the form prescribed in Rule 3.1 of the Punjab Civil Services Rules, Volume 1, Part 1.

10. (1) Appointments to the Service shall be made—

Method of recruitment.

(*a*) in the case of senior store-keepers :—

(1) by promotion from amongst the junior store-keepers ; or

(2) by transfer of an official already in the service of the Government of a State or of the Union ; or

(3) by direct appointment.

(*b*) in the case of Junior Store-keepers—

(1) by direct appointment ; or

(2) by transfer of an official already in the service of Government of a State or of the Union.

(2) When any vacancy occurs or is about to occur in the Service, the appointing authority shall determine in what manner such vacancy shall be filled.

(3) Notwithstanding anything in the above rules, appointment to the Service shall be made purely by selection and no official shall have any claim to such appointment as of right.

PART IV. CONDITIONS OF SERVICE.

11. (1) Persons who are appointed against permanent vacancies in the Service, shall remain on probation, in the first instance, for a period of two years in the case of persons recruited by direct appointment, and one year in the case of persons appointed otherwise. The completion of such a period of probation shall not be deemed to confer, by itself, any right to be confirmed unless he has earned two good yearly reports in succession on his work as a Store-keeper. During the period of probation all persons shall be allowed pay in the time-scale, They shall also be eligible to draw increments during the period of probation provided their work is satisfactory.

Probation of members of the Service.

Explanation.—Officiating service shall be reckoned as period spent on probation, but no person who is officiating in any appointment shall, on the completion of the requisite period of one or two years in such appointment, be entitled to be confirmed until he is appointed against a permanent vacancy. Service spent on deputation to a corresponding or higher post may be allowed to count towards the period of probation fixed under this rule.

(2) if the work or conduct of any person during his period of probation is, in the opinion of the appointing authority, not satisfactory, the appointing authority may, at any time during the period of probation, dispense with his services if recruited direct or revert him to his former post, if he had been recruited otherwise than by direct appointment.

(3) On the completion of the period of probation of any person, the appointing authority may, either confirm such person in his appointment, or if his work or conduct has, in the opinion, of the appointing authority not been satisfactory, dispense with his services, if recruited direct, or, as the case may be, revert him to his former post, if he had been recruited otherwise than by direct appointment, or extend the period of his 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 probation, including extensions, if any, shall not exceed three years.

Seniority of members of the Service.

12. The seniority of members of the Service in each grade shown in Appendix A to these rules shall be determined by the date of confirmation in that grade, provided that if two or more members are confrmed in a grade on the same date :—

(*a*) a member recruited by promotion shall be considered senior to a member recruited otherwise ;

(*b*) a member recruited by transfer from a cadre in any department of a State or of the Union other than the Punjab Public Works, Department (Irrigation Branch), Store-keepers State Service, Class III cadre, shall be senior to a member recruited by direct appointment ;

(*c*) in the case of members recruited by promotion, seniority shall be determined according to the seniority in the grade from which the members are promoted ;

(*d*) in the case of members who are recruited by transfer from a cadre other than the Punjab Public Works Department (Irrigation Branch), Store-keepers' State Service, Class III cadre, seniority shall be determined according to seniority in the appointments previously in that cadre ;

(*e*) in the case of members who are recruited by transfer from different cadres other than the Punjab Public Works Department (Irrigation Branch), Store-keepers' State Service, Class III cadre seniority shall be determined according to pay; preference being given to a member who was drawing a higher rates of pay in his previous pointment and if the rate of pay drawn is the same, an older member shall be senior to a younger member ; and

(f) in the case of members recruited by direct appointment, seniority ahsll be determined in accordance with the order of merit determined by the Punjab Subordinate Services Selection Board.

Pay of members of the Service.

13. Members of the Service shall be entitled to such pay scales as are given in Appendix A, provided that the scales of pay may be altered by the Government as and when necessary.

Liability to transfer and authority empowered to order transfer.

14. Members of the Service are liable to transfer—

(a) anywhere within a Division by the Divisional Officer ;

(b) anywhere within a Circle/Directorate by the Superintending Engineer/Director; and

(c) anywthere within the State of Punjab or any other place where irrigation works are being carried out under the control of the Government by the Chief Engineer.

Authorities empowered to impose penalties.

15. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time provided that the nature of penalities which may be inflicted, the authority emprowered to impose such penalties and, subject to the provisions of any law or the rules thereunder made under Article 309 of the Constitution of India the appellate authority shall be as specified in Appendix B.

(2) The authority competent to pass an order under clause (c) or (d) of Rule 10 of the said Rules, and the appellate authority shall be as specified in Appendix C.

Publication of grounds of dismissal.

16. If a member of the Service is dismissed by Government or other competent authority as a resut of a departmental enquiry or a conviction on a criminal charge by a court, Government may publish in the Government Gazettee the reasons for such dismissal if it is of the opinion that such publication is desirable in the public interest.

Leave, pension and other cognate matters.

17. In respect of all other matters not specifically mentioned in these rules, members of the Service shall be governed by the Punjab Civil Services Rules and all other rules and regulations issued from time to time by Government.

Liability for vaccination and re-vaccination.

18. Every member of the Service shall get himself vaccinated and re-vaccinated if and when Government by a special or general order so directs. This rule shall not, however, be applicable to members of the Service who were in Government service on the 8th March, 1926, except with their concurrence.

Relaxation of rules in favour of Members of the Services.

19. Where the Governor of Punjab is satisfied that the operation of any of these rules, causes undue hardship in any particular case, he may be order dispense with or relax the requirement of that rule to such extent and subject to conditions as he may consider necessary for dealing with the case in a just and equitable manner.

APPENDIX A

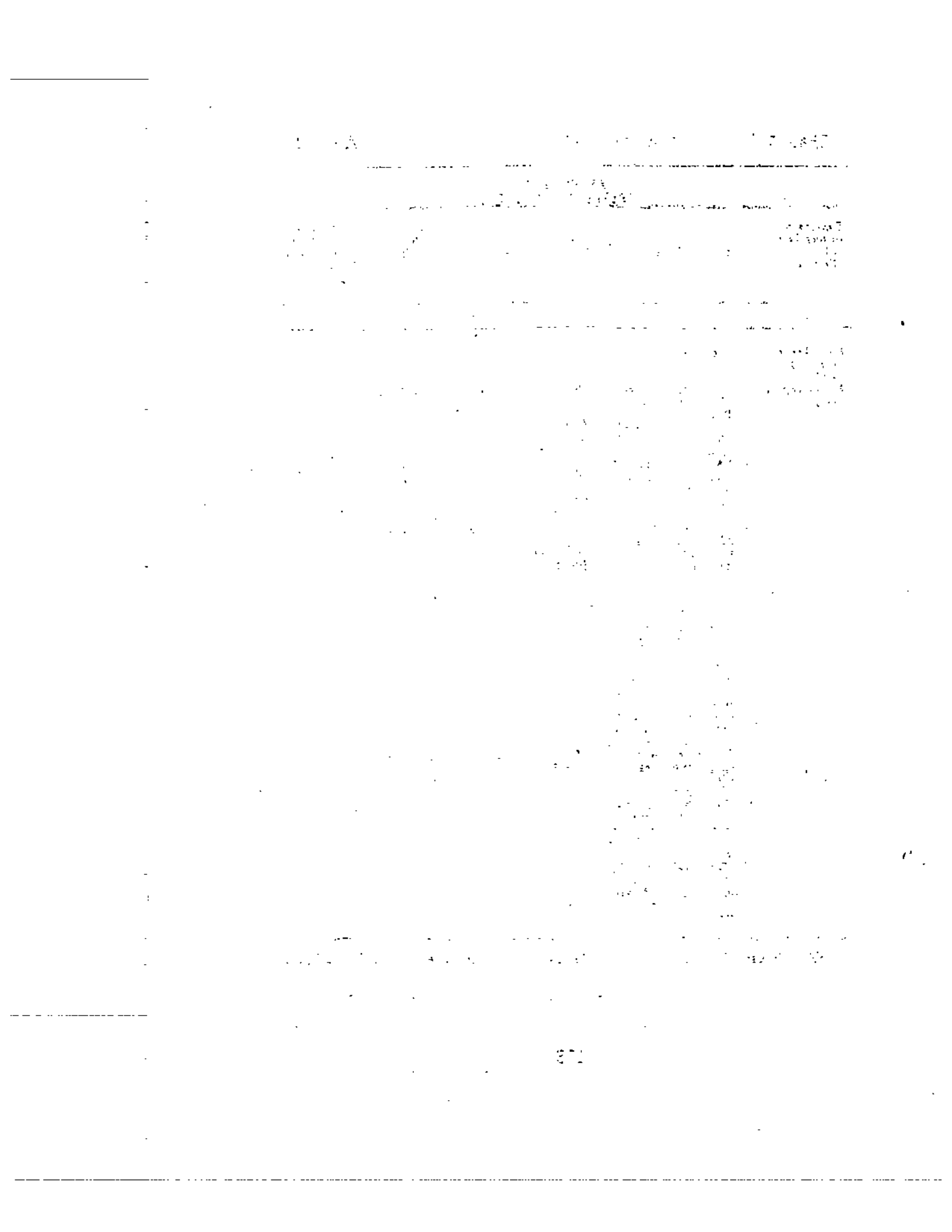
(Referred to in Rules 3, 12 and 13)

Designation of post	Number of posts	Pay per mensem					With an efficiency bar at	Remarks
		Rising from	By annual increments of	To	And thereby annual increment, if any of	To		
Store-keepers (Senior)	1	106	6	160	8	200	160	..
Store-keepers (Junior)	2	50	3	80	4	100	80	..

APPENDIX B
[Referred to in Rule 15 (1)]

Designation of members of the Service	Nature of Penalty	Punishing authority	Appellate authority	Second Appellate authority	Authority empowered to entertain revision application
1	2	3	4	5	6
Store-keepers (Senior) and Store-keepers (Junior)	(a) Censure ..				
	(i) Members employed under the Divisional Officer	Divisional Officer	Appointing Authority	Chief Engineer	
	(ii) Members employed under the Superintending Engineer	Appointing authority	Chief Engineer	Government	
	(iii) Members employed under the Superintendent, Government Central Workshops	Superintendent Government Central Workshops	Ditto	Do	
	(iv) Members employed under the Director, Irrigation and Power Research Institute, Punjab	Director, Irrigation and Power Research Institute, Punjab	Ditto	Do	
	(b) Withholding of increments or promotion including stoppage at an efficiency bar (c) Reduction to a lower post or a time-scale or to a lower stage in a time-scale (d) Recovery from pay of the whole or a part of any pecuniary loss caused to Government by negligence or breach of orders (e) Suspension .. *(f) Removal from the service of the Government which does not disqualify from future employment (g) Dismissal from the service of the Government which ordinarily disqualifies from future employment	Appointing Authority	Ditto	Do	

*Excludes cases falling under Rule 5.32 of Punjab Civil Services Rules, Volume II (1st Edition).



APPENDIX C

[Referred to in Rule 15 (2)]

Designation of members of the service	Nature of case	Authority empowered to pass original orders	First Appellate authority	Second Appellate authority
1	2	3	4	5
Store-keepers (Senior) and Store-keepers (Junior)	(a) Reducing the maximum amount of ordinary pension admissible under the rules governing pensions	Appointing authority	Chief Engineer	Government
	*(b) Terminating the appointment of a member of the Service otherwise than upon his reaching the age fixed for Superannuation.	Ditto	Ditto	Do

*Applies to cases falling under Rule 5.32 of Punjab Civil Services Rules, Volume II (1st Edition).

7.11. THE PUNJAB SERVICE OF ENGINEERS CLASS 1, PUBLIC WORKS DEPPARTMENT (IRRIGATION BRANCH), SERVICE RULES, 1956.

No. 411/Codes/1069/51, dated the 22nd October ; 1956.— 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 recruitment to, and conditions of service of persons in, THE PUNJAB SERVICE OF ENGINEERS, CLASS I, PUBLIC WOWKS DEPARTMENT (IRRIGATION BRANCH).

PART 1—GENERAL

Short title and Commencement.

1. (1) These rules may be called the Punjab Service of Engineers, Class 1, Public Works Department (Irrigation Branch), Service Rules, 1956.

(2) These rules shall come into force at once and shall supersede the rules published with Punjab Government notification No. 6042-SE/877/1938, dated the 11th September, 1941 as amended from time to time.

Definitions.

2. In these rules unless there is anything repugnant in the subject or context—

(*a*) "Government" means the Government of the State of Punjab in the Administrative Department ;

(*b*) "Commission" means the Punjab Public Service Commission ;

(*c*) "Department" means the Irrigation Branch of the Public Works Department of the Government ;

(*d*) "Chief Engineer" means any or all of the Chief Engineers, Punjab Public Works Department, Irrigation Branch ;

(*e*) "Superintending Engineer" means an officer in charge of a canal system, or area known as Circle ;

(*f*) "Executive Engineer" means an officer in charge of a portion of a canal system, or area known as a Division ;

(*g*) "Recognised University" means—

(*i*) any university incorporated by law in any of the States in India ;

(*ii*) in the case of degrees or diplomas obtained as the result of examinations held before the 15th August, 1947, the Punjab, Sind or Dacca University ;

(*iii*) any other university which is declared by the Government to be a recognised university for purposes of these rules ;

(*h*) "Service" means the Punjab Service of Engineers, Class I, in the Public Works Department (Irrigation Branch) ;

(*i*) "Assistant Executive Engineer" means a member of the P.S.E. Class I, in the junior scale of pay;

(*j*) "Class II Service" means the Punjab Service of Engineers, Class II, in the Public Works Department (Irrigation Branch) ;

(*k*) "Temporary Engineer" means an engineer in the service of the Department whose appointment is non-pensionable and temporary within the meaning of the punjab Civil Services Rules; and

(*l*) "Direct appointment" means an appointment made otherwise than by promotion from the Class II Service or by transfer of an official already in the service of Government of a State or of the Union.

PART II—APPOINTMENT

Cadre

3. The cadre of the Service shall consist of 47 posts in senior scale and 26 posts in junior scale, i.e., 73 posts in all. Government shall have full power to increase or reduce these numbers as it may deem fit.

Appointment to be made by the State Government.

4. All appointments to the Service shall be made by Government from time to time as required, and any member of the Service holding a particular post may be transferred to a similar post in the Service.

5. Appointment to the Service shall be made in the following proportion :—

Proportion Recruitment.

(*a*) By direct appointment or by transfer of an officer of Class I in Government service in India.	50 per cent.
(*b*) By promotion from the Class II Service.	50 per cent ; provided suitable candidates, who are fully qualified for promotion, are forthcoming.

Note 1—Class II Officers, Specialist Officers and Temporary Engineers, whose age is less than 30 years on the 1st day of August preceding the date of selection may be permitted by the Chief Engineer to apply for an appointment under Rule 5 (a).

Note 2—To safeguard the interests of a large number of Engineering Officers already in service who have been recurited in recent past, Government may reserve upto 66.6 per cent of the vacancies that occur during the next five years for being filled by promotion.

6. No person shall be appointed to the Service unless he—

Nationality of the Candidates.

(*i*) is a citizen of India ; or

(*ii*) has migrated from Pakistan with the intention of permanently settling in India and has not become a citizen of India under the Constitution ; or

(*iii*) is a subject of Nepal or of Sikkim or of a Portugues possession in India ;

and, if he comes under category (*ii*) or (*iii*) is a person in whoes favour a certificate of eligibility has been given by the Government of India or the Government of Punjab. A candidate, in whose case such a certificate is necessary may, however, be admitted to an examination or interview conductd by the Commission or other recruiting authority on his furnishing proof that he has applied for the certificate and he may also be provisionally appointed, subject to the necessarycertificate being eventually given to him by the Government.

Qualification for Appointment.

7. No person shall be appointed directly to the Service unless he—

(*a*) possesses one of the university degrees or other qualifications prescribed in Appendix B to these rules

(*b*) has, in the case of a candidate for appointment on the advice of the Commission, passed such competitive examination or such other test as the Commssion may prescribe for appointment to the Service; and

(*c*) has obtained from a Standing Medical Board in the State of Punjab, a certificate of mental and physical fitness as prescribed by the regulations in Appendix C and is considered by the Board to be fit in all respect for active outdoor duty.

Provided that in the case of officers belonging to the class II Service the State Government may, after consultation withthe Commission, waive the qualifications required by clause (*a*).

Provided further that other things being equal, preference will be givento a candidate who has himself worked for the cause of national independence or hasrendered some outstanding social or public service.

Disqualifications for Appointment.

8. No person who has more than one wife living shall be eligible for appointment to the Service;

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

Method of Recruitment.

9. Subject to the provisions of rules 6, 7 and 8, the recruitment to the Service shall be made by any of the following methods :—

(*1*) by direct appointment in accordance with rule 10 ;

(*2*) by promotion from the Class II Service ;

(*3*) by transfer of an officer of Class I in Government Service in India in accordance with rule 11.

Recruitment by Selection.

10. A candidate for direct appointment must have attained the age of 21 years and must not have attained the age of 25 years on the 1st day of August, preceding the date of appointment by Government. The selection of candidates shall be made by the Commission through a competitive examination in accordance with the syllabus as prescribed in Appendix E. Those candidates who obtain at least 40 per cent marks in each paper and 50 per cent marks in aggregate shall be considered to have qualified in the examination. Only those candidates shall be called up for interview who satisfy these conditions.

Provided that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes, and other Backward Classes shall be such as may be prescribed by Government in this behalf from time to time, in respect of entry of such candidates into service under Government. In the case of candidates who are already in Service in Class II or as Temporary Engineers or as Specialist Officers in the Public Works Department (Irrigation Branch), the maximum upper age limit for appointment to the Service shall be 30 years in ordinary cases.

Recruitment by Transfer.

11. Government may in special cases and after consulting the Commission accept by transfer of a Class I Officer in Government service in India to the Service.

Consequences of Failure to Join when Appointed.

12. If a person appointed to the Service is unable, for any reason other than the orders of Government, to join his appointment within one month from the date of the orders of appointment, Government may cancel the orders of appointment and if such person is subsequently appointed, may assign to him seniority in accordance with the date of the revised orders of appointment.

PART III—CONDITIONS OF SERVICE

Eligibility for Appointment to all Grades of the Service.

13. Subject to any rules or orders made or to be made by the State Government or the Government of India with reference to the prior claims of the members of the Indian Service of Engineers, members of the Service shall be eligible for, appointment to all grades of the Service, namely Chief Engineer Superintending Engineer, Executive Engineer and Assistant Executive Engineer ;

Provided that—

(a) all first appointments to the Service, except as hereinafter provided in the case of promotions from the Class II Service, shall be to the post of Assistan Executive Engineer ;

(b) appointment to a post of Superintending Engineer or Chief Engineer shall be made by strict selection from amongst the members of the Service ; and no member of the Service shall have any claim to such appointment as of right.

Probation of Members of the Service.

14. (1) Directly recurited members of the Service shall remain on probation, in the first instance, for a period of two years except in the case of Class II Officers, Specialist Officers, or Temporary Engineers, who have already served the Department for more than three years, in whose case the period of probation shall be one year.

(2) If the work or conduct of any member of the Service during the period of probation, is, in the opinion of Government ; not satisfactory, Government may at any time dispense with his services; if recruited direct or revert him to his former post if recruited otherwise.

(3) On the conclusion of the period of probation of any member, Government may confirm such member in his appointment, or if his work or conduct has, in the opinion of Government, not been satisfactory, Government may dispense with his services, if recruited direct or revert him to his former post if recruited otherwise, or may extend his period of probation by such period as it may deem fit, and on the expiry of such extended period of probation may pass such orders as it could have passed on the expiry of the first period of probation.

Provided that the total period of probation, including extensions, if any, shall not exceed three years.

Note 1.—During the period of probation they shall be allowed to dr2w pay in the time scale as shown in Appendix A but increment during this period shall not be drawn xcept with the approval of Government.

Note 2.—If a probationer is confirmed at the end of a period of probation exceding twelve months, he is entitled to claim retrospectively the increments, which but for his probation he would have received in the ordinary course.

Siniority of Members of the S3rvice.

15. (1) The relative seniority of members of the Service recruited by direct appointment in any one batch shall be fixed by the Commission at the time of recruitment.

Provided that Government shall decide in each indiv ida case, the senirity to be accorded to a member whsoe period of probation has been extended under the provisions of sub-rule (3) of Rule 14.

(2) If the order of appointment of any member is canel-led and such member is subesquently appointed in the Service the date of appointment to the Service for the purpose of this rule shall be the date of such subsequent appointment.

(3) The seniroty of members, who have already been declared fit to hold charge of a Division shall not be disturbed. by any subsequent promotion to the Service.

(4) In the case of members promoted from the Punjab Service of Engineers, Class II, the equivalent length of serivce shall determine the senirority. this will be worked out as under:—

(a) Service in the Punjab Service of Engineers, Class I.	Full
(b) Service in the Punjab Service of Engineers, Class II	0.8
c() Service as Temporary Engineer	0.64
(d) Service as Officiating Sub-Divisional Officer or Assistant Design Engineer (Non-gazetted)	0.4.

Note 1.—For purpose of calcuation, the length of service will be calculated up to the neares d2y, provided that the seniority *inter se* of officers joining the departm nt within one month of one another shall not be distrubed.

Note 2.—The Seniotiry of members fixed according to the abo ve rule shall determine the order of promotion to the rank of Executive Engineers, provided that relative seniority of officers promoted from Class II on the same date will remain unaltered.

(5) The seniority of members of the Service shall not be dependent on the rate of pay drawn, and seniority shall not be affected by loss of increment in the ordinary time-scale of pay. A member of the Service whose prormotion to the rank of Exective Engineer has been postponed shall, when such promotion is approved, resume his orginal position of seniority.

(6) A member directly recruited to the Service who is reported to be fully qualified to hold charge of a Division will be promoted as Executive Engineer on completing ten years service but such promotion shall not establish the right to be placed in charge of a Division or draw pay in the senior scale of pay unless Divisional charge is available.

(7) A member recruited by promotion from Class II Service, who is reported to be fully qualified to hold charge of a Division will be promoted as Executive Engineer on completing 10 yeats qualifying service as in sub-rule (4) above, but such promotion shall not establish the right to be placed in charge of a Division or draw pay in the senior scale of pay unless a Divisional charge is available.

(8) In the case of members recruited by transfer, seniority shall be determined in such manner as the Government may decide.

Pay of members of the Service.

16. (1) A member of the Service holding a post of Chief. Engineer shall be entitled to pay on the scale of Rs. 2,000 a month. rising by annual increments of Rs. 75 a month to Rs. 2,150 a month; and then rising by annual increments of Rs. 100 a month to Rs. 2,250 a month.

(2) A member of the Service holding a post of Superintending Egineer shall be entitled to pay on the scale of Rs. 1,500 a month, rising by annual increments of Rs. 50 a month to Rs. 1,750 a month.

(3) The member of the Service other than those specified in sub-rules (1) and (2) shall be entitled to pay on the ordinary time-scale at the rates shown in Appendix A.

Provided that—

(*a*) Specialist Officers in the Irrigation Branch, if selected under Rule 10 to the Service, shall start at the minimum scale of pay, in the junior scale of Class I, irrespective of the pay drawn by them as Specialist Officers ;

(*b*) pay on the junior scale will be drawn by members holding charges of less importance than a Division and that no such member will be allowed to draw more than the pay of the tenth year of service in the junior scale unless he is reported to be fully qualified to hold charge of a Divison ;

(*c*) except as provided in clasue (d) of this rule, an officer holding a charge of not less importance than a Division, will draw pay in the senior scale at the stage which corresponds to that drawn in the junior sacle or Rs. 625 which ever is more

(*d*) the pay of an officer in Class II Service shall on promotion to the Service be regulated as follows:—

(*i*) On promotion to the Service he will be brought on the junior scale at the rate of pay next above that of which he was in receipt in Class II Service subject to proviso (b) of this sub-rule and his pay being refixed on confirmation with reference to the pay of the substantive post held immediately before confirmation in a post carrying either the junior or senior scale of pay ;

(*ii*) when placed in charge of a Division, he will be entitled to the rate of pay on senior scale corresponding to the stage in the junior scale as determined under clause (i) or Rs. 625 whichever is more :

Provided that if an officer drew on the last occasion when officiating as Executive Engineer, a higher pay than would be admissible to him under this clause, he will be entitled to the rate of pay in the senior scale not less than that which he drew on the last occasion unless he was drawing Rs. 1,275 in which case his pay will be the same has on the last occasion.

(*iii*) Officiating service in any stage of the senior scale shall count for increment in that stage and laso in the corresponding stage of the Junior scale if and when officers of the Class II, service are promoted substantively to the Class I Service.

Departmental Examination.

17. (*a*) Members of the Service provided they have not already done so, shall pass the exminations prescribed in the Punjab Public Works Department Code, provided that Government may extend the period within which any member is required to pass such examination, or may exempt any member recruited under Rule 9 (3) from passing any or all such examinations.

(*b*) The increment of an officer, who fails to pass the examinations prescribed above, within the prescribed period shall be with-held.

(*c*) No officer holding charge of the post of an Executive Engineer whether in a substative or officiating capacity shall draw more than the minimum pay of the senior scale unless he has passed the prescribed examination or has been exempted from passing the same by the Government.

Liability to Transfer.

18. Every member of the Service shall be liable to transfer under the orders of Government anywhere within the states of Punjab, Delhi or any other state in India, in which Irrigation Works are being executed under the administrative control of Government.

Authorities Empowered to Impose Penalties.

19. (1) In matters relating to discipline, penalties and appeals, members of Service shall, without prejudice to the provisions of Public Servants (Inquiries) Act, be governed by the Punjab Civil Services (Punishment and appeaj) Rules, 1952, as amended from time to time, provided that the nature of penalties which may be inflicted, the authority empowered to impose such penalities and subject to the provisions of any law or the rules. thereunder made under Article 309 of the Constitution of India the appellate authority shall be as specified in Appendix D.

(2) The authority competent to pass an order under clause (c) or (d) of Rule 10 of the said Rules, and the appellate authority shall be as specified in Appendix D.

Publication of Grounds of Dismissal.

20. If a member of the Service is dismissed by Government as a result of a departmental enquiry or an enquiry under the Public Servants inquiries Act; [1850 or a conviction on a criminal charge by a court, Government may publish in the Government Gazette the reasons for such, dismissal if it is of the opinion that such publication is desirable in the public interest.

Leave, Pension and other Cognate Matters.

21. In respect of all other matters not sepecifically mentioned in these rules, memebers of the Service shall be governed by the Punjab Civil Services Rules and all other rules and regulations issued from time to time by Government.

Liability for vaccination and re-vaccination.

22. Every member of the Service shall get himself vaccinated and re-vaccinated if and when Government by a special or general order so directs. This rule shall not, however, be applicable to members of the Service who were in Government service on the 8th March, 1926, except with their concurrence.

Relaxation of rules in favour of members of the service.

23. Where the Governor of Punjab is satisfied that the operation of any of these rules, causes unduly hardship in any particular case, he may by order dispense with or relax the requirement of that rule to such extent and subject to conditions as he may consider necessary for dealing with the case in a just-and equitable manner.

APPENDIX A

Referred to in Rule 16

Monthly rates of pay of Assistant Executive Engineers and of Executive Engineers

Year of Service	Scale of pay	
	Junior	Senior
	Rs	Rs.
1st year ..	375	..
2nd year ..	405	..
3rd year ..	435	..
4th year ..	465	..
5th year ..	495	..
6th year ..	525	625
7th year ..	565	665
8th year ..	605	705
9th year ..	645	745
10th year ..	685	785
	Efficiency bar	
11th y ar ..	725	825
12th year ..	765	865
13th year ..	805	905
14th year ..	845	945
15th year ..	885	985
16th year ..	925	1,025
		Efficiency bar
17th year ..	..	1,075
18th year ..	..	1,125
19th year ..	..	1,175
20th year ..	..	1,225
21st year and over ..	..	1,275

APPENDIX B

Referred to in Part II, Rule 7(a)

SCHEDULE I

A candidate for appointment to the Punjab Service of Engineers, class I, P.W.D. (Irrigation Branch), must—

(1) (a) have passed the B.Sc. (Engineering) Degree Examination of the Punjab University whether in Civil, Mechanical or Electrical Engineering; of

(b) have passed the 'A' Class Diploma Examination in Mechanical and Electrical Engineering of the Maclagan Engineering College (now known as the Punjab College of Engineering and Technology, Lahore), or

(2) hold the Engineering Certificate of the Thomson Civil Engineering College, Rorkee; or

(3) have passed parts A and B of the Associate Membership Examination of the Institute of Engineers (India) or

(4) have passed one of the Examinations mentioned below :—

(*i*) B.E. of Bombay University.

(*ii*) B.E. of Calcutta University (College of Engineering, Sibpur)

(*iii*) B.E. of Madras University.

(*iv*) B.E. of Patna University.

(*v*) B.Sc (Engineering) of the Rangoon University.

(*vi*) B.Sc (Engineering) of the Banaras Hindu University.

(*vii*) B.E. of the Mysore University in Civil and Mechanical Engineering.

(*viii*) The examination for the Certificate in Electrical Technology of the Indian Institute of Science, Bangalore.

(*ix*) The examination for Sections A and B of the Associate Membership Examination of the Institution of Civil Engineers.

(*x*) The Associateship Examination of the City and Guilds Institute (Imperial College of Science and Technology, South Kessington) in Engineering.

(*xi*) The Associate Membership Examination of the Institution of Mechanical Engineers or have satisfied the educational requirements for Associate Membership of the Institution of Electrical Engineers.

(*xii*) The examination for the Diploma of Faraday House, London.

(*xiii*) The Associate Examination of the Bengal Engineering College in Mechanical Engineering.

(*xiv*) The examination for an Engineering Degree of one of the Universities mentioned in the Annexure to this Appendix under the conditions mentioned in that Annexure.

(*xv*) The examination for such Degree and Diploma as entitle their holders to exemption from Sections A and B of the Associate Membership Examinations of the Institutions of Civil, Mechanical and Electrical Engineers, London, and the Institution of Engineers (India).

(*xvi*) The examination for such other Diploma or distinction in Engineering as the Governor of the Punjab on the advice of the Commission may specify in this behalf.

Note.—The above qualifications will be given due weight as between Civil, Mechanical and Electrical branches of Engineering according to the requirements of any particular post.

Annexure to Appendix B

Oxford—B.A. with Honours in the Engineering Science Final Honours School.

Cambridge.— B.A. With Honours in Mechanical Science Teripos or ordinary Degree (B.A.) in Engineering provided the Graduate has passed in the principal subjects Engineering I, Engineering II and Engineering III.

St. Andrew.—B.Sc. in Engineering (Honours or ordinary Degree).

Glasgow.—B.Sc. in Civil or Mechanical or Electrical Engineering or in Naval Architecture (Honours or ordinary Degree).

Edinburg.—B Sc. in Engineering (Honours or ordinary Degree).

Dublin.—B.A.I. (Ordinary or with Honours in Engineering).

Durham.—B.Sc. in Civil or Mechanical or Electrical or Marine Engineering or in Naval Architecture (Honours or ordinary Degree).

London.—B.Sc. (Internal Degree) in Engineering Ordinary or with Honour- (Not including the B.Sc. in Engineering (Mining) or the B.Sc. in Engineering (Metallurgy). The External Degree is also accepted to the same extent, provided it is recognised by the Institution of Civil Engineering as exempting from Sections A and B of the A.M.I.C.E. Examination.

Victoria University (Manchester).—B.Sc. in Engineering (Honours Degree or ordinay Degree). B.Sc. Technical in Mechanical, Electrical or Municipal and Sanitary Engineering.

Birmingham.—B.Sc. in Civil Mechanical or Electrical Engineering(Honours or ordinary Degree).

Liverpool.—B. Eng. in Civil, Mechancial, Electrical or Marine Engineering or Naval Architecture (Honours or ordinary degree).

Leeds.—B.Sc. in Civil, Mechanical or Electrical Engineering (Honours or ordinary Degree).

Shaffield.—B. Eng. in Civil, Mechanical or Electrical Engineering (Honours Degree or ordinary Degree with a first class in the Final Examination). A first class in the Final Examination will not be required in the cases of Degrees obtained in or after June, 1930.

Bristol.—B.Sc. in Civil or Mechanical or Electrical Engineering (Honours or ordinary Degree)..

University of the Wales.—B.Sc. in Civil Mechanical or Electrical Engineering.

National University of Ireland.—B.E.

Queen's University Belfast.—B.Sc. in Engineering.

Aberdeen.—B.Sc. in Engineering (Honours or ordinary Degree).

APPENDIX C

[Referred to in Part II, Rule 7(c).]

REGULATIONS FOR THE MEDICAL EXAMINATION OF CANDIDATES, FOR ADMISSION TO THE PUNJAB SERVICE OF ENGINEERS, CLASS I PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH).

1. To be passed as fit for an appointment as an officer of the Punjab Service of Engineers, Class I, P.W.D. (Irrigation Branch), a candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties of his appointment.

2. In the matter of the correlation of age, height and chest-girth of candidates, it is left to the Medical Board to use whatever correlation figures are considered most suitable as a guide in the examination of the candidates.

3. The candidates height will be measured as follows :—

He will remove his shoes and be placed against the standard with his feet together, and the weight on the heels and not on the toes or outer side of the feet; will stand erect without rigidity, and with the heels, calves; buttocks and shoulders touching the standard; the chin will be depressed to bring the vertex of the head level under the horizontal bar, and the height will be recorded in inches and parts of an inch to quarters. No fixed limit of heigh is enforced.

4. The candidate's chest will be measured as follows:—

He will be made to stand erect with his feet together, and to raise his arms over his head. The tape will be so adjusted arouned the chest that its upper edge touches interior angles of the shoulders blades behind and its lower edge the upper part of the nipple in front. The arms will then be lowered to hang loosely by the side; and care will be taken that the shoulders are not thrown upwards or backwards so as to displace the tape. The candidate will then be directed to take a deep inspiration on several times; and the maximum expansion of the chest will be carefully noted. The minimum and maximum will then be recorded in inches 33—35, 34—36½ etc. In recording the measurements, fractions of less than ½ inch should not be noted.

5. The candidate will also be weighted and his weight recorded in pounds. Fractions of a pound should not be noted.

6. The candidate's eyesight will be tested in accordance with the following rules. The results of each test will be recorded :—

(*i*) *General.*— The candidate's eyes will be submitted to a general examination directed to the detection of any disease or abnormality. The candidate will be rejected if he suffers from any squint or morbid conditions of eyes, eyelids or contiguous structures, of such a sort as to render, or to be likely at a future date to render him unfit for service.

(*ii*) *Visual Acuity.*— (a) The examination for determining the acuteness of vision, includes two tests, one for distant, and the other for near, vision. Each eye will be examined separately.

Snellen's test types will be used for the text for distant vision, without glasses at a distance of 20 feet and for the test for near vision without glasses at any distance selected by the candidate.

(b) No candidate will be accepted whose visual acuity falls below the following standards :—

	Better eye	Worse eye
Distant vision without glasses ..	6/24	6/24
Corrected with glasses ..	6/6	6/12
Manifest Hypermetropia ..	1·5	1·5
Near vision with or without glasses ..	0·8	1

(*iii*) *Colour perception, night blindness and field vision.*—

(a) Each eye will be examined separately and the lids must be kept wide open during the test.

(b) Inability to distinguish the principle colours will not be regarded as a cause for rejection but the fact will be noted in the proceedings and the candidates will be informed.

(c) Each eye must have a full field of vision as tested by hand movements.

(*iv*) The degree of acuteness of vision of all candidates for appointment will be entered in the proceedings in the followings manner :—

V.R. .... with glasses Reads ..

V.L. .... with glasses Reads ..

(v) In the cases of serious abnormality the opinion of an opthalmic specialist should be obtained.

Note.—No candidate will be accepted for appointment if his vision does not come up to the requirements specified above without the use of contact glasses. (A contact glass or lens is defined as a glass shall the concavity of which is in contact with the globe of the eye, a layer of liquid being interposed between the lens and the cornea. The meaning of the word 'glasses' wherever used above is to be interpreted as not covering contact glasses.

7. The urine (passed in the presence of the examiner) should be examined and the result recorded.

8. The following additional points should be observed :—

(a) that the candidate's hearing in each ear is good and that there is no sign of disease of the ear;

(b) that his speech is without impediment;

(c) that his teeth are in good order, and that he is provided with dentures where necessary for effective masticulation (well-filled teeth will be considered sound);

(d) that his chest is well formed , and his chest expansion sufficient; and that his heart and lungs are sound; and that his blood pressure is within normal limits;

(e) that there is no evidence of, say, abdominal disease;

(f) that he is not ruptured;

(g) that he does not suffer from a severer degree of hydrocele, varicoele. varicase, veins or piles ;

(h) that his limbs, hands and feet are well formed and development and that there is free and perfect motion of all his joints;

(i) that he does not suffer from any inverterate skin disease;

(j) that there is no congental malformation or defect;

(k) that he does not bear traces of acute or chronic disease pointing to an impaired constitution; and

(l) that he bears marks of efficient vaccination. When any defect is found it must be noted, and the medical examiners should state their opinion as to whether or not it is likely to interfere with the efficient performance of the duties which will be required of the candidate. If the condition is remediable by operation it should be so stated. He should (unless he has already had smallpox and shows obvious scars thereof) have been successfully vaccinated or re-vaccinated within the previous 12 months.

ANNEXURE TO APPENDIX C

FORM OF DECLARATION AS TO HEALTH TO BE COMPLETED BY CANDIDATES FOR APPOINTMENT TO THE PUNJAB SERVICE OF ENGINEERS, CLASS I, PUBLIC WORKS DEPARTMENT, (IRRIGATION BRANCH).

The candidate must make the statement required below prior to his medical examination, and must sign the Declaration appended thereto in the presence of the Medical Board.

(1) State your name in full (in block letters)——————————————.

(2) State place of birth——————————————

(3) State your age and date of birth——————————————.

(4) Furnish the following particulars concerning your family :—

Father's age, if living and state of health	Father's age at death and cause of death	Number of brothers living, their ages and state of health	Number of brothers dead, their ages at and cause of death	Mother's aags is living and state of health	Mother's age at death and cause of death	Number of sisters living, their ages and state of health	Number of sisters dead, their ages at and cause of death

(5) Have any of your near relations suffered from tuberculosis (Consumption—Scorfula), cancer, asthama, fits, epilepsy, insanity or any other nervous disease ?

(6) Have you ever served in the Navy, Army, Air Force, or in any Government department ?

(7) Have you ever been examined (a) for life Insurance or and (b) by any Government Medical Officer or State Medical Board, Civil or Military ? If so, state details and with what result.

(8) Have you ever—

(a) had smallpox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, inflammation of lungs, pleurisy, heart disease, fainting attacks, rheumatism, appendicitis, epilepsy, insanity, or other nervous disease, discharge from or other disease of the ear, syphils, gonorrhoea; or

(b) had any other disease or injury which required confinement to bed or medical or surgical treatment; or

(c) undergone any surgical operation; or

(d) suffered from any illness, wound or injury sustained while on active service during the war which began in 1939 ?

(9) Have you rupture ?

(10) Have you vericocele, vericase veins or piles.

(11) Is your vision in each eye good? (Candidates who wear spectacles are requested to bring the prescription for their glasses with them.)

(12) Is your hearing in each ear good ?

(13) Have you any congential or acquired malformation, defect or deformit ?

(14) When were you last vaccinated ?

(15) Is there any further matter concerning your health not covered by the above questions which should be communicated to the Medical Examiner(s) ?

DECLARATION BY CANDIDATE.

To be signed in the presence of the Medical Examiner (s)].

I declare all the foregoing answers to be, to the best of my belief true and correct.

I wilfully reveal to the Medical Examiner(s) all circumstances within my knowledge that concern my health and fitness for the appointment for which I am a candidate.

Brick Masonry.—Types and their uses Bond. Closers, Bedding. Moisture. Scaffolding, Precautions against settlement. Racking back. Plastering. Pointing. Coping. Cornice. Blocking course. Parapet. Eaves course. Corbel Lintel Jamb Reveal. Sill footing. Drip-course. Pise walling. Dhajji-walling. Hollow masonry. Reinforced brickwork.

Analysis of rates of usual items of works in schedule of rates.

(*ii*) *Design of Structures.*—

Buildings.—Design of a residential bungalow, with special reference to selection of site, construction of walls, damp-proof courses, water-supply, drainage and ventilation.

Fire-proof construction.

Reinforced brick-work design; beams, floors, etc.

Thomsons principles of similar structures as regards their strength, stability, deflections, etc.

Reinforced concrete-nature uses, properties, advantages and disadvantages of Reinforced Concrete over other types of construction, Assumption made in theory of Design of reinforced concrete beams.

Theory and design of simple beams, T-beams and slabs for different conditions of loading.

(*iii*) *General principles governing the design of Roads, Railways, bridges and other works.*—

Roads.—Formation and permanent-way. Types of roadways, Hill roads, Ruling Gradients, Resistance of vehicles, Drainage, Tramways.

Bridges.—Selection of site, Determination of discharge of river by consideration of area of watershed, intensity or rainfall, and by zoning, Waterway to be provided, Depth of scour.

Design of Foundation.—Box; crate; well; pile; continuous masonry; reinforced concrete slab piers, ordinary and abutment. Floors and curtain wall.

Railways.—Formation and permanent way. Ganges. Tractive force Tunnelling. Light railways and mountain railways.

River Training Work.—Spurs. Groynes.

Bell Bunds.—Streamline Bonds, Mattresses, Aprons.

Miscellaneous.—Piles and piledriving; sheet and screw pilling. Diving operations, reclamation and dredging. Retaining walls. Depth of foundation. Counterforts and buttresses. Revetments. Construction and sinking of Masonry wells. Simple masonry dams. Technical names of various parts.

5. *Irrigation Engineers and Hydraulics.*—

(*i*) *Irrigation Engineering.*—

Irrigation from open wells and construction of open wells and tubewells.

Preliminary Surveys.—Location and layout of headworks, longitudinal sections and cross sections of main canals, land plans, location and alignment of distributaries, area, command and draw off statements, chak plans and alignment of watercourses, masonry works and estimating.

Hydraulics and Control of Large Rivers.—Types of wear afflux, waterway over weirs, effect of weirs on the regime of rivers, silt control at canal headworks, guide banks and marginal bunds, moveable weir crests and shutters, gate lifting arrangements, and theory of the design of weirs on sand foundations.

Irrigation Channels.—Hydraulic formulae, Kennedy's silt theory and Lacey's silt theory for design of irrigation channels.

Lining of Channels.—Different types of lining and their suitability, compaction of back fills and banks, drainage of storm water, lining in reaches with high spring level, losses from lined channels, construction of brick and concrete lining.

Cross-Drainage Works.—Acqueducts, syphons, superpassages and level crossings.

Falls and Meter Flumes.—Different types of falls, trepizoidal notch falls and calculations for the design of notches, destruction of energy of falls, cisterns, meter-flumes, power available from canal falls, flour mills run by grid wheels.

Syphons and Spillwoys.—Types of spillways, syphons and spillways for high dams.

Storages and Dam.—Storage reservoirs or tanks, earth dams, rock fill dams, gravity dams (masonry or concrete), arch or multiple arch dams, buttresses or reinforced concrete dams.

(*ii*) *Hydraulics* :—

Hydraulics.—Definitions, relating to flow of water, stream-line motion, Bernoulli's theorem, Venturimeter.

Flow of water through small and large orifices, drowned orifices, sudden enlargements and contractions in flow of water; time of emptying tanks. Flood absorptive capacity of tanks.

Flow of water over notches and weirs.

Flow of water through pipes, hydraulics gradients, losses of head due to bends, contraction and sudden enlargements, losses of head through syphons. Impacts at bends and thrust blocks.

Flow of water in open channels, and in pipe, Chezy, Bazin, Kutters and other formulae and their applications, cross sections of greatest efficiency.

Calculations of afflux and back-water curves.

Gauging the flow of water in open channels, water meters.

Hydraulics and hydrostatics of weirs and other canal works.

Hydrokinetic.—Uniforms and steady flow, stream line and turbulent motion. Bernoulli's theorem and its application.

Discharge through orifices and mouth-pieces, and other notches and weirs. Variable heads, Laws of fluid friction. Head lost due to friction.

Hydraulic machinery.—Impact of water on fixed and moving vanes : Turibines : impulse and reaction. Description of different types of turbines.

Determination of Vane Angles.—Efficiencies of turbine plant Governing.

Pumps.—Reciprocating, centrifugal and turbine.

6. *Viva Voce.*—

General topics of Engineering, social and political life of India and oral questions pertaining to the syllabus of various subjects mentioned above.

General questions to gauge the aptitude of the candidate in respect of his brain, mind and temperament.

(*b*) *Optional.*—

1. *Prime Movers.*—

Fuel Gas Plans and Boilers.

(*a*) *Fuel.*—Coal wood, petroleum gas, petrol alcohol. etc., physical characteristics, approximate chemical composition, heat of combustion.

(*b*) *Gas Plant.*—Gas producers; pressure and suction plants; arrangements and working.

(*c*) *Boiler.*—Draught; natural, forced and induced. Ordinary forms of stationery locomotive, marine, water-tube, and other type; heating surface, firegrate area, boiler efficiency; superheaters, feed-water heaters, accessories and managements.

(*a*) *Theory of Heat Engines.*—Thermodynamical principles, Carno's cycle, perfect heat engines, second law.

(*b*) *Air Engines.*—Stirling and other forms.

(*c*) *Internal Combustion Engines.*—Gas, oil and petrol engines with fluid pistons; types and working; features of cycles, proportioning of mixtures, efficiencies.

(*d*) *Steam.*—Thermodynamics of the generation, expansion and condensation of steam; heat diagrams, etc.

(*e*) *Steam Engines and Turbines.*—With special reference to modern developments.

(*f*) *Refrigerating plants.*—Theory and general arrangement of the more common types.

(*g*) *Air Compressers.*—Theory of pneumatic working. Generating plants, accessories and details :—

(*a*) General arrangements and construction of the more important types.

(*b*) Condensers, air pumps, circulating pumps, cooling tanks, etc.

(*c*) Carburettors, and systems of ignition.

(*d*) Cylinders, pistons cross heads, guides, connecting rods; cranks, governors, fly wheels, valves, and valve gears, glands and pipes.

(*e*) *Engine Testing.*—Consumption of steam and fuel gas and oil, brakes; and dynamo meters; indicators and indicators diagrams.

2. *Sanitary Engineering and Water-Supply*:—

General.—Elementary Bacteriology and Chemistry of water and sewage.

Water-Supply.—Hisotry and development of public water-supplies.Sources of supply. Standards of purity for public water supplies. Quality supplied *per capita*. Intake . Pumping and gravity schemes. Water towers. Purifi cations, slow and rapid sand filtration, Sterilisation Clear water reservoirs Softening pipes, valves and fittings. Distribution of water. Detection and pre vention of waste. Metering.

Sanitation.—Site and oreintation of buildings, Damp proof courses, venti ation, air conditioning House drainage. Conservancy and water-borne systems Sanitary appliances. Construction and testing of house drains. Pail depots Public latrines and urinals.

Prevention of malaria incidental to engineering construction.

Sewage.—Separate, combined and partially separate systems. Form cross sections, capacities and inclinations of sewers. Construction of sewers. Calculation of storm water. Storm water overflows.Syphons lifts ejectors and pumps for sewage. Manholes and lamp eyes. Flushing of sewers.

Sewage Disposal.—Characteristics and compostion of sewage. Essentials with regard to sewage treatment. Selection of site for disposal works. Dispesa al dilution and land treatment. Simple sedimentation and chemical precipitation Contract beds. Percolating filters. Septic tanks, imhaff tanks. Activated sludge process. Sluge disposal by various methods.

Refugse.—Collection and disppsal of refuse.

3. Soil Engineering :—

(1) History of soil studies.
larity of soils, freezing of soils, soil colloids.

(2) Geology of soil formations.—The earth's crust, the soil body, whea thering of sedimentary rocks, water-borne deposits, flood plain deposits, alluvial deposits, organic deposits.

(3) Soil characteristics, absorption, base exchange, free mositure, gravi tational mositure, permeability of soils; capillarity of soils, freez ing of soils, soil colloids.

(4) Soil properties—Settlement, consolidation, shear strength.

(5) Soil testing—Soil survey, Mechanical analysis, liquid limit, plastic limit moisutre equivalents, shrinkage properties.

(6) Effect of salts on soil behaviour—useful salts, detrimental salts.

(7) Engineering Classification of soils.

(8) *Soil compaction.*—Optimum moisture proctor Tests.

(9) *Soils stabilization.*—Blending of soils, mechanical and chemical stabilization, gravel roads stabilization. stabilization of roads with soft aggregates, surfacing of stabilized soil roads stablized soil buildings.

(10) Plastic theory of soils, stability of earth-slopes, flow of water through earth.

4. *Syllabus for the paper on Design of Irrigation Structures.*

ELEMENTARY

1. Alignment of Main Canals and Branches, Distributaries and Drains.

2. Designs of channels (in alluvium):—

(*i*) By Kennedy's method.

(*ii*) By Lacy's theory.

Comparison of Kennedy's and Lacey's concepts.

3. Design of lined channels—Types and economics of Canal lining—Drainage behind Canal lining.

4. Design of Watercourse Chaks main and branch water-courses and Nakkas.

5. (*a*) Design of various types of outlets in common use.

(*b*) Remodelling of outlets.

6. Design of structures on permeable foundation:—

(*a*) Falls with and without regulators.

(*b*) Headregulators of branches and distributaries.

(*c*) Flumes broad and narrow crested.

(*d*) Canal syphons.

(*e*) Drainage syphons.

(*f*) Aqueducts.

(*g*) Super passages.

(*h*) Level Crossing.

(*i*) Silt Ejectors.

(*j*) Silt vanes.

(*k*) Other silt excluding devices like silt table, etc.

(*l* Breast and retaining walls of masonry and concrete.

(*m*) Other minor canal works.

7. Design of Gates, shutters, and Mechanical Equipment for Weirs, Type of law head gates; Crest gates and shutters; Gate hoists; Gate and pier sizes,

8. *Design of Bridges.*—Design of Masonary R.C. and arch bridges T. Beam Bridges Bridges, with parapet type girders, inverted Tee-beam bridges and steel bridges, Hand railing various classes of loading for bridges.

9. *Design of Dams.*—Analysis of Straight Gravity Dams; Stability analysis of Earth Dams, Bunds and Embankments; General Layout of Dams and Appurtenant Works.

10. *Design of Spillways.*—Types of Spilways ; Sbuitability to type of dams Determination of spilway capacity.

11. Design of Economics of Tubewells.

12. Concrete Mix Design and Manufacture; Mix design; caorse aggregate fine aggregate, water-cement ratio air entertainment in concrete, puzzolana, etc.

13. Design of Surface and Seepage Drains.

14. Design of R.C. Columns and flat slabs.

5. *Syllabus for Paper on Design of Irrigation Structures.*

(ADVANCED)

1. "*Design of Weirs and Diversion Dams*".

Layout of Headworks, maximum flood discharge, waterway of under sluices and weir portions of the barrage pond level, weir crest and, profile , guide banks, divide walls; design of undersluices and weir

portion of the barrage, sheet piles, cut-off walls, inverted filters,- fish ladder, ejectors, silt excluders, friction and staggered blocks pervious and impervious protection.

2. Design of Canal Headregulators.

3. *Design of Dams.*

Design of arch and buttres dams.

Twist load analysis.

Irrigation Outlets.

Stability Factors.

Gallery System.

Foundation treatment and Grouting.

Penstock.

Contraction Joints in Concrete Dams.

Selection of type of dam.

4. *Spillways.*

Design of Spillway Capacity Energy Dissipation : Control of Spillway Cres Spillway Training Walls, Spillway Tunnels .

5. Design of Lining of tunnels in good, medium and bad rocks, design o tunnel portals. f

6. *Hydro-electric Power Studies*:

Size, Number and Location of Generating Units ; Type and size of Turbinies; Relation of Power Studies and Irrigation and Flood Control requirements.

7. *Methods of Construction .*

Manual *versus* Mechanized Construction of Irrigation Works; Construc tion Planning on a canal, powerhouse and dam; Construction Plant Layout; Equipment Selection.

8. *River Diversion at Construction Site.*

Different Methods for Dams, and Weirs, Diversion Tunnels—number and size; Time of Diversion ; Coffer Dams.

9. *Miscellaneous.*

Project Planning, Works Specifications Design and Constructio n Supervision; Coordination of Civil Mechanical and Electrical Operations.

6. Practical designs of weirs on sand foundations, designs of irrigation channels, earthen as well as lined. Design of masonary and reinforced concrete bridges. Cross drainage works and falls on canals. Design of syphons, spillways for high dams, earth dams and masonry and concrete dams.

Note 1.—From the marks assigned to candidates in each subject such de-duction will be made as the Commission may consider necessary in order to secure that no credit is allowed for merely superficial knowledge.

Note 2.—If a candidates' handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accuring to him.

Note 3.—Credit will be given for good English including orderly, effective and exact expression combined with due economy of words in all subjects of the examination and not only in subjects which are specially devoted to English.

Note 4.—Special attention, will be paid in the *viva voce* test to assessing the candidates' capacity for leadership initative and intellectual curiosity, tact and other social qualities, mental and physical energy, powers of practical application and integrity of character.

7.21. THE PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), RESEARCH ASSISTANTS' STATE SERVICE, CLASS III, RULES, 1956.

No. 395/Codes/803/52, dated the 19th September, 1956.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Punjab is pleased to make the following rules for regulating recruitment to, and conditions of service of persons in, the PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), RESEARCH ASSISTANTS' STATE SERVICE, CLASS III.

PART I.—GENERAL

Short title and Commencement.

1. (*1*) These rules may be called the Punjab Public Works Department (Irrigation Branch), Research Assistants' State Service, Class III, Rules, 1956.

(*2*) These rules shall come into force at once.

Definitios.

2. In these rules unless there is anything repugnant in the subject or the context—

(*a*) "Government" means the Government of the State of Punjab in the Administrative Department ;

(*b*) "Institute" means the Irrigation and Power Research Institute, of the Punjab Public Works Department, Irrigation Branch ;

(*c*) "Chief Engineer" means any or all of the Chief Engineers, Punjab Public Works Department, Irrigation Branch ;

(*d*) "Director" means the officer in charge of the Institute ;

(*e*) "Recognised university" means—

(*I*) any university incorporated by law in any of the States of India ;

(*ii*) in the case of degrees or diplomas obtained as the result of examinations held before the 15th August, 1947, the Punjab, Sind or Dacca University ;

(*iii*) any other university which is declared by the Government to be a recognised university for purposes of these rules.

(*f*) "Service" means the Punjab Public Works Department (Irrigation Branch), Research Assistants' State Service, Class III ; and

(*g*) "Direct appointment" means an appointment made otherwise than by promotion within the Service or by transfer of an official already in the service of the Government of a State or of the Union.

PART II.—POSTS AND QUALIFICATIONS.

Number of posts.

3. The Service shall comprise the posts in the various grades shown in Appendix A to these rules :

Provided that nothing in this rule shall affect the right of Government to make additions to or reductions in the cadre of the Service either permanently or temporarily.

Nationality of candidates.

4. No person shall be appointed to the Service unless he—

(*i*) is a citizen of India ; or

(*ii*) has migrated from Pakistan with the intention of permanently settling in India and has not become a citizen of India under the Constitution ; or

(*iii*) is a subject of Nepal or of Sikkim or of a Portuguese possession in India ; and ;

if he comes under category (*ii*) or (*iii*) is a person in whose favour a certificate of eligibllity has been given by the Government of India or the Government of Punjab. A candidate in whose case such a certificate is necessary may, however, be admitted to an examination or interview conducted by the Punjab Public Service Commission or Punjab Subordinate

Services Selection Board or other recruiting authority on his furnishing proof that he has applied for the certificate and he may also be provisionally appointed, subject to the necessary certificate being eventually given to him by the Government.

Age of candidates.

5. (*1*) No person shall be appointed directly to the Service who is less than 18 years or more than 25 years of age on the date of appointment, provided that the appointing authority may, in special circumstances to be recorded in writing, appoint a person exceeding 25 years in age. Provided further that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes shall be such as may be prescribed by Government in this behalf from time to time, in respect of entry of such candidates into service under Government.

(*2*) The appointing authority or any other officer authorized by it shall verify the date of birth of every person so appointed to the Service and shall note in his service book the mode of verification adopted in each case. Only the following documents shall be accepted for purposes of verification :—

(*i*) the Matriculation certificate or a certificate copy of the notification publishing the result of the Matriculation Examination of a recognised university ;

(*ii*) certified copies of extracts from Gazetted notifications containing the results of examinations if the age or date of birth is given therein ;

(*iii*) certified extracts from birth registers, provided the name of the person concerned is specifically mentioned therein ; and

(*iv*) certified copies of entries made in school and college registers.

Note.—Alternative (iii) and (iv) above shall only be resorted to if alternative (i) or (ii) is not available.

(*3*) In the case of a person who is already a Government servant, the date of birth in his service book shall be treated as final.

Qualifications for appointment.

6. No person shall be appointed directly or by transfer to the Service unless he—

(*a*) In the case of Grade "C"—has passed the intermediate examination in Science in the 1st Division of a recognised university.

(*b*) In the case of Grade "B"—possesses B.Sc./B.A. Degree in the 1st Division of a recognised university.

(*c*) In the case of Grade "A"—has passed M.Sc./A.A. Degree examination in First or Second Division of a recognised university :

Provided that other things being equal, preference will be given to a candidate who has himself worked for the cause of national independence or has rendered some outstanding social or public service.

Disqualifications for appointment.

7. No person who has more than one wife living shall be eligible for appointment to the Service :

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

PART III.—APPOINTMENT.

Appointing authority.

8. All appointments to posts in the Service shall be made by the Chief Engineer.

Application for appointment.

9. No person shall be appointed directly to the Service unless he produces—

(*a*) a certificate of character from the principal academic officer of his university or college, last attended, if any ;

(*b*) similar certificates from two responsible persons who are not related to him but are well acquainted with him in private life and are not connected with his university or college ; and

ADDENDUM AND CORRIGENDUM TO THE PUBLIC WORKS DEPARTMENT, IRRIGATION BRANCH

(MANUAL OF ADMINISTRATION II EDITION)

No. 17/*OS*, *Dated 28th August*, 1965

Insert the words "or by transfer" between the words "No person shall be appointed directly" and "to the service unless he" in Rule 6 of the Punjab Public Works Department (Irrigation Branch) Research Assistants State Service Class III, Rules, 1956 as incorporated in Chapter 7 (Para 7.21) of this Manual.

2. For note below Rule 10 of the said Rules, substitute the following new sub-rule:—

"(4) Appointments to the various grades of the service in accordance with the procedure laid down in sub-rule(1), shall be made in the following ratios:—

(*a*) In the case of Research Assistants Grade 'A'.

(*i*) 40 per cent by direct recruitment;

(*ii*) 10 per cent by transfer and

(*iii*) 50 per cent by promotion

(*b*) In the case of Research Assistants Grade 'B'

(*i*) 25 per cent by direct recruitment:

(*ii*) 8 per cent by transfer, and

(*iii*) 67 per cent by promotion.

(*c*) In the case of Research Assistants Grade 'C'

(*i*) 67 per cent by direct recruitment;

(*ii*) 8 per cent by transfer:

(*iii*) 25 per cent by promotion.

S. S. GREWAL,
Secretary to Government, Punjab,
Irrigation and Power Departments.

(*c*) the medical certificate of fitness for Government service in the form prescribed in Rule 3.1 of the Punjab Civil Services Rules, Volume I, Part 1.

Method of recruitment.

10. (*1*) Appointment to the various grades of the Service shall be made—

(*a*) in the case of Research Assistants, Grade A:—

(*i*) by promotion from amongst Research Assistants Grade B; or

(*ii*) by transfer of an official already in the service of the Government of a State or of the Union ; or

(*iii*) by direct appointment ;

(b) in the case of Research Assistants, Grade B:—

(*i*) by promotion from amongst Research Assistants Grade C; or

(*ii*) by transfer of an official already in service if the Government of a State or of the Union ; or

(*iii*) by direct appointment;

(*c*) in the case of Research Assistants, Grade C:—

(*i*) by promotion from amongst Analysts or Silt Analysts or other ranks already working in the Institute or Laboratories under the control of Institute, provided the official so promoted is reported to be fit for research work expected of Research Assistants and has worked in the Institute or Laboratories for at least 5 years and has also passed the F. Sc. examination of a recognised university; or

(*ii*) by transfer of an official already in service of the Government of a State or of the Union ; or

(*iii*) by direct appointment.

(*2*) For promotion from Grade C to Grade B and from Grade B to Grade A, a Research Assistant must have crossed the efficiency bar in the Grade from which he is promoted.

(3) Appointment to any post to be filled either by the promotion of officials already in the Service or by the transfer of officials already in the service of the Government of a State or of the Union shall be made purely by selection and no official shall have any claim to such appointment as of right.

A & C No. 17 /Os dated 28-8-65

(4) Appointments to the various grades of the service in accordance with the procedure laid down in sub rule (1), shall made in the following ratios:—

(a) In the case of Researcch Assistants Grade'A'.
  (i) 40 percent by direct recruitment;
  (ii) 10 per cent by transfer and
  (iii) 50 per cent by promotion
(b) In the case of Reserch Assistants Grade(B)
  (i) 25 per cent by direct reoruitment;
  (ii) 8 per cent by transfer, and
  (iii) 67 per cent by promotion.
(c) In the case of Research Assistants Garde(c)
  (i) 67 per cent by direct recruitment;
  (ii) 8 per cent by transfdr;
  (iii) 25 per cent by promotion.

Note —When any vacancy arises and the recruitment is to take place though the Punjab Public Service. Commission the method of recruitment shall always bo decided in consultation with them.

PART IV.—CONDITIONS OF SERVICE.

Probation of Members of the Service.

11. (*1*) Persons who are appointed against permanen vacancies in the Service, shall remain on probation, in the first instance, for a period of two years in the case of persons recruited by direct appointment, and one year in the case of persons appointed otherwise. During the period of probation all persons shall be allowed pay in the time scale. They shall also be eligible to draw increments during the period of probation provided their work is satisfactory.

Explanation.—Officiating service, shall be reckoned as period spent on probation, but no person who is officiating in any appointment shall, on the completion of the requisite period of one or two years in such appointment, be entitled to be confirmed until he is appointed against a permanent vacancy.

Service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation fixed under this rule.

(2) If the work or conduct of any person during his period of probation is, in the opinion of the appointing authority, not satisfactory, the appointing authority may, at any time during the period of probation, dispense with his services, if recruited direct, or revert him to his former post, if he had been recruited otherwise than direct appointment.

(3) On the completion of the period of probation of any person, the appointing authority may either confirm such person in his appointment, or , if his work or conduct has, in the opinion of the appointing authority, not been satisfactory, dispense with his services. if recruited direct, or, as the case may be, revert him to his former post, if he had been recruited otherwise than by direct appointment, or extend the 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 probation including extensions, if any shall not exceed three years.

Seniority of Members of the Service.

12. The seniority of members of the Service in each grade shown in Appendix A to these rules shall be determined by the date of confirmation in that grade provided that if two or more members are confirmed in a grade on the same date:—

(*a*) a member appointed by promotion shall be considered senior to a member recruited otherwise;

(*b*) in the case of members appointed by promotion, seniority shall be determined according to the seniority in the grade from which the members are promoted;

(*c*) in the case of members who are recruited by transfer from different cadres other than the Punjab Public Works Department (Irrigation Branch), Research Assistants, State Service, Class III cadre, seniority shall be determined according to pay, preference being given to a member who

was drawing a higher rate of pay in his previous appointment and, if the rate of pay drawn is the same, an older member shall be senior to a younger member;

(*d*) in the case of members recruited by direct appointment, seniority shall be determined in accordance with the order of merit determined by the Punjab Public Service Commission/Punjab Subordinate Services Selection Board, as the case may be ; and

(*e*) a member recruited by transfer from a cadre in any department of a State or of the Union other than the Punjab Public Works Department (Irrigation Branch) Research Assistants' State Service, Class III cadre, shall be senior to a member recruited by direct appointment.

Pay of Members of the Service.

13. Members of the Service shall be entitled to the pay scales as are given in Appendix A, provided that the scales of pay may be altered by Government as and when necessary.

Liability to transfer and authority empowered to order transfer.

14. Members of the Service are liable to transfer anywhere within the State of Punjab or to any other place where irrigation works are being carried out under the control of the Government by the Director.

Authorities empowered to impose penalities.

15. (*1*) In matters relating to discipline, penalties and appeals, members, of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time, provided that the nature of penalties which may be inflicted, the authority empowered to impose such penalties and, subject to the provisions of any law or the rules thereunder made under Article 309 of the Constitution of India, the appellate authority shall be as specified in Appendix B.

(*2*) The authority competent to pass an order under clause

(*c*) or (*d*) of Rule 10 of the said Rules, and the appellate authority shall be as specified in Appendix C.

Publication of grounds of dismissal.

16. If a member of the Service is dismissed by Government or other competent authority as a result of a departmental enquiry or a conviction on a criminal charge by a court, Government may publish in the Government Gazette the reasons for such dismissal if it is of opinion that such publication is desirable in the public interest.

Leave, pension and other cognate matters.

17. In respect of all other matters not specifically mentioned in these rules, members of the Service shall be governed by the Punjab Civil Services Rules and all other rules and regulations issued from time to time by Government.

Liability for vaccination and re-vaccination.

18. Every member of the Service shall get himself vaccinated and re-vaccinated if and when Government by a special or general order so directs. This rule shall not, however, be applicable to members of the Service who were in Government service on the 8th March, 1926, except with their concurrence.

Relaxation in favour of rules in of the of Members service.

19. Where the Governor of Punjab is satisfied that the operation of any of these rules, causes undue hardship in any particular case, he may by order dispense with or relax the requirement of that rule to such extent and subject to condition as he may consider necessary for dealing with the case in a just and equitable manner.

APPENDIX A

[Referred to in Rules 3, 12 and 13]

Designation of post	Number of posts	PAY PER MENSEM						REMARKS
		Rising from	By annual increments of	To	And then by annual increment, if any, of	To	With an efficiency bar at	
		Rs	Rs	Rs	Rs	Rs	Rs	Rs
1. Research Assistants, Grade "A"	4	185	15	275	..	..	..	
2. Research Assistants, Grade "B"	4	135	10	185	15	275	185	
3. Research Assistants, Grade "C"	6	100	7	135	10 15	185 and 852	135 and 185	

APPENDIX B

[Referred to in Rule 15(1)]

Designation of members of the service	Nature of penalty	Punishing Authority	Appellate Authrity	Second Appellate Authority	Authority empowered to entertain revision application
1	2	3	4	5	6
Research Assistan ts Grade "A" "B" and "C"	(a) Censure	Director	Chief Engineer	Govt.	
	(b) Withholding of increments including stoppage at an efficiency bar				
	(c) Reduction to a lower, post or a time scale or to a lower stage in a time scale	Chief Engineer	Govt.	..	..
	(d) Recovery from pay of the whole or a part of any pecuniary loss caused to Government by negligence or breach of orders				
	(e) Suspension				
	†(f) Removal from the Service of the Government which does not disqualify from future employment				
	(g) Dismissal from the Service of the Government which ordinarily disqualifies from future employment				

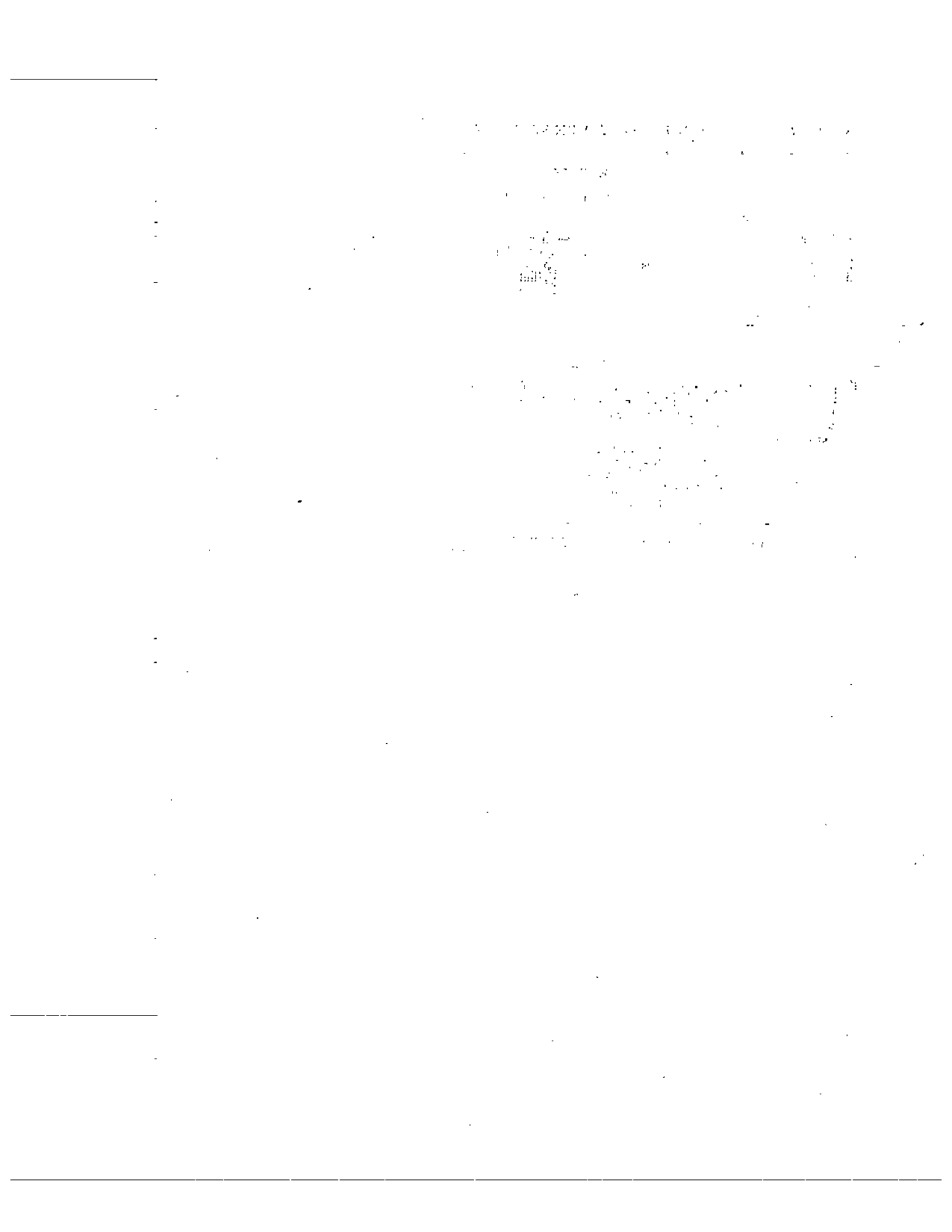
†Excludes cases falling under Rule 5.32 of the Punjab Civil Services Rules, Volume II 1st Edition).

APPENDIX C

[Referred to in Rule 15(2)]

Designation of members of the Service	Nature of case	Authority empowered to pass original orders	First Appellate Authority	Second Appellate Authority
1	2	3	4	5
Research Assistants Grade "A" Grade "B" and Grade "C"	(a) Reducing the maximum amount of ordinary pension admissible under the rules governing pensions	Chief Engineer	Govt.	..
	†(b) Terminating the appointment of a member of the Service otherwise than upon his reaching the age fixed for superannuation	Ditto	Do	..

†Applies to cases falling under Rule 5.32 of the Punjab Civil Services Rules. Volume II (1st Edition).



7.22. THE PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), SILT OBSERVERS AND SILT ANALYSTS' STATE SERVICE, CLASS III, RULES, 1955.

No. 326/Codes 84/53, dated the 3rd December, 1955.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Punjab is pleased to make the following rules for regulating recruitment to, and conditions of service of person in, the Punjab Public Works Department (Irrigation Branch), Silt Observers and Silt Analysts' State Service, Class III.

PART I.—GENERAL

Short title and Commencement.

1. These rules may be called the Punjab Public Works Department (Irrigation Branch), Silt Observers and Silt Analysts' State Service, Class III, Rules, 1955.

(2) These rules shall come into force at once.

Definitions.

2. In these rules unless there is anything repugnant in the subject or the context—

(*a*) "Government" means the Government of the State of Punjab in the Administrative Department ;

(*b*) "Department" means the Irrigation Branch of the Punjab Public Works Department ;

(*c*) "Chief Engineer" means any or all of the Chief Engineers, Public Works Department, Irrigation Branch ;

(*d*) "Director" means an officer in charge of the Irrigation and Power Research Institute ;

(*e*) "Recognised University" means—

(*i*) any university incorporated by law in any of the States of India ;

(*ii*) in the case of degrees or diplomas obtained as the result of examinations held before the 15th August, 1947, the Punjab, Sind or Dacca University ;

(*iii*) any other University which is declared by the Government to be a recognised University for purposes of these rules ;

(*f*) "Service" means the Punjab Public Works Department (Irrigation Branch), Silt Observers and Silt Analysts' State Service, Class III ; and

(*g*) "Direct appointment" means an appointment made otherwise than by promotion within the Service or by transfer of an official already in the service of the Government of a or State of the Union .

PART II—POST AND QUALIFICATIONS

Number of posts.

3. The Service shall comprise the posts shown in Appendix A to these rules :

Provided that nothing in these rules shall be deemed to affect the right of Government to make additions to or reductions in the number of such posts either permanently or temporarily.

Nationality of the candidates.

4. No person shall be appointed to the Service unless he—

(*i*) is a citizen of India ; or

(*ii*) has migrated from Pakistan with the intention of permanently settling in India and has not become a citizen of India under the Constitution ; or

(*iii*) is a subject of Nepal or of Sikkim or of a Portuguese possession in India ; and,

if he comes under category (ii) or (iii) is a person in whose favour a certificate of eligibility has been given by the Government of India or the Government of Punjab. A candidate in whose case such a certificate is necessary may, however, be admitted to an examination or interview conducted by the Punjab Subordinate Services Selection Board or other recruiting authority on his furnishing proof that he has applied for the certificate and he may also be provisionally appointed, subject to the necessary certificate being eventually given to him by the Government.

ADDENDUM AND CORRIGENDUM TO THE PUBLIC WORKS DEPARTMENT, IRRIGATION BRANCH (MANUAL OF ADMINISTRATION II EDUCATION)

No. 12, DATED 20TH FEBRUARY, 1963.

Substitute the following for Rule 4 of Punjab Public Works Department (Irrigation Branch) Silt Observers and Silt Analysts State Service, Class III Rules, 1955 as incorporated in Chapter 7 (para 7.22) of this Manual.

"4. *Nationality of Candidates.*—

(1) No person shall be appointed to the Service unless he is:—

(a) a citizen of India, or

(b) a subject of Sikam, or

(c) a subject of Nepeal or of former Portuguese possessions in India, or of the State of Pondicherry, or

(d) A person of Indian origin, who has migrated from Pakistan with the intention of permanently settling in India:

Provided that if he belongs to category (c) or (d), he must be a person in whose favour a certificate of eligibility has been given by the Government of India, or the Punjab Government.

Provided further that if he belongs to category (d) the certificate of eligibility shall be valid only for a period of one year from the date of his appointment beyond which he may be retained in service only if he has become a citizen of India.

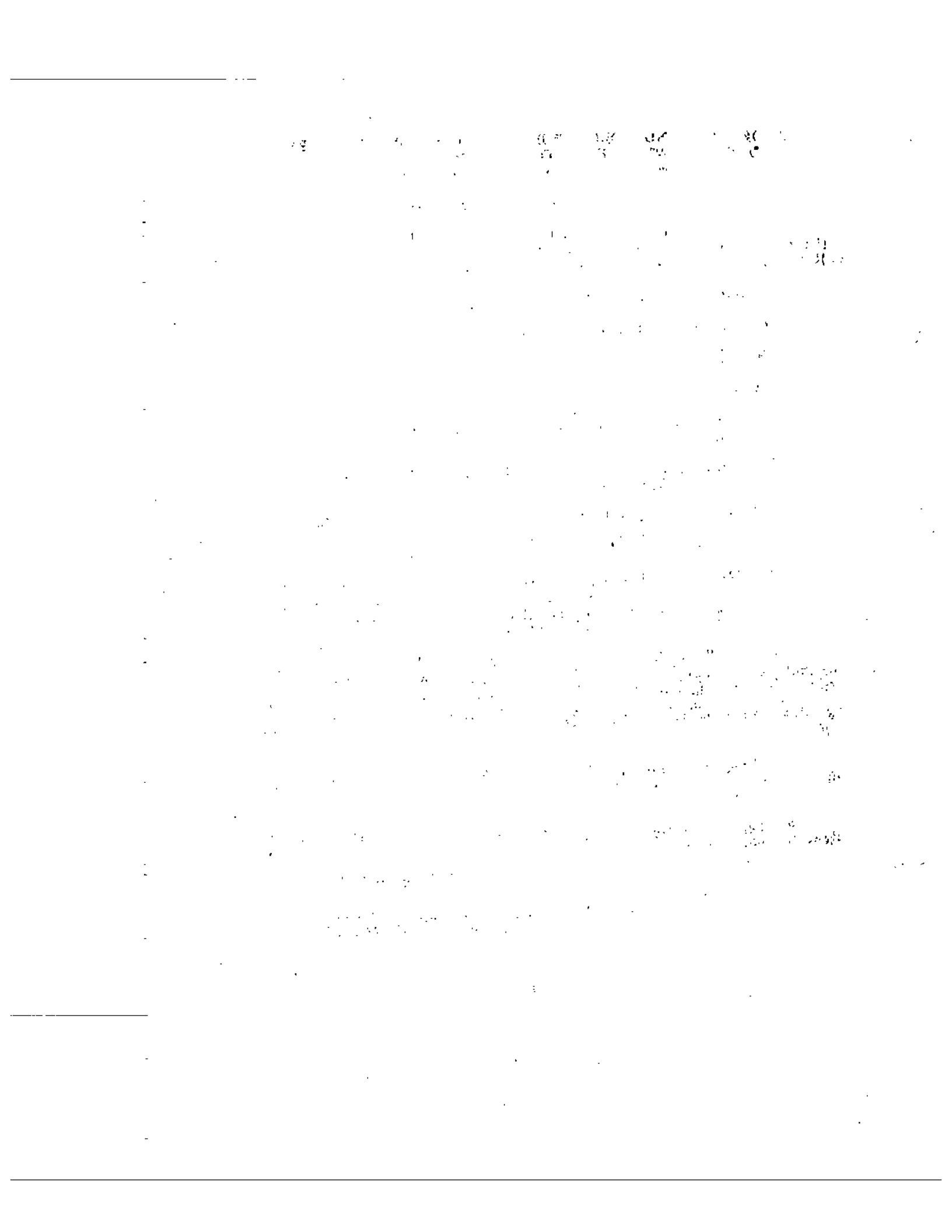
(2) A candidate, in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Punjab Public Service Commission, Subordinate Services Selection Board, or other recruiting authority, and he may also provisionally be appointed subject to the necessay certificate being given to him by the Government of India or the Punjab Government."

2. *Delete* Rule 15 of the rules and renumber the rules 16, 17, and 18 as rules 15, 16 and 17, respectively, and

3. *Substitute* the figures 3 and 2 by figures 4 and 3 in column 'No. of Posts' in Appendix 'A' to the rules.

ISHWAR CHANDRA,

Secretary to Government, Punjab.
Irrigation and Power Departments.



Age of candidates.

5. (1) No person shall be appointed to the Service who is less than 18 years or more than 25 years of age on the date of appointment ; provided that the appointing authority may, in special circumstances to be recorded in writing, appoint a person exceeding 25 years in age. Provided further that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes, shall be such as may be prescribed by Government in this behalf from time to time, in respect of entry of such candidates into service under Government.

(2) The appointing authority or any other officer authorized by it shall verify the date of birth of every person appointed to the Service and shall note in his service book the mode of verification adopted in each case. Only the following documents shall be accepted for purposes of verification:—

(*i*) the Matriculation certificate or a certified copy of the notification publishing the result of the Matriculation Examination of a recognised university;

(*ii*) certified copies of extracts from Gazette Notifications containing the results of other examinations, if the age or date of birth is given therein;

(*iii*) certified extract from birth register; provided the name of person concerned is specifically mentioned therein; and

(*iv*) certified copies of entries made in school and college registers.

Note—Alternatives (*iii*) and (*iv*) above shall only be resorted to if alternative (*i*) or (*ii*) is not available.

(3) In the case of a person who is already a Government servant, the date of birth in his service book shall be treated as final.

Qualifications for appointment.

6. (1) No person shall be appointed directly to the Service unless he—

(*a*) In the case of Silt Observers, has passed the Matriculation Examination with Science of a recognised University or its equivalent;

(*b*) In the case of Silt Analysts—

(*i*) has passed the Intermediate Examination with Science; or

(*ii*) has worked as a Silt Observer for a period of five years.

(2) No person, other than a Silt Observer, who is in the service of the Government of a State or of the Union shall be appointed or promoted to a post of Silt Analyst unless he has passed the Intermediate Examination with Science or he possesses the qualifications required in clause (a) and has actually been doing investigations regarding silt theoratically or practically for a period of five years:

Provided that other things being equal, preference will be given to a candidate who has himself worked for the cause of national independence or has rendered some outstanding social or public service.

Disqualification for appointment.

7. No person who has more than one wife living shall be eligible for appointment to the Service:

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

PART III—APPOINTMENTS

Appointing authority.

8. All appointments in the Service shall be made by the Director.

Application appointment.

9. No person shall be appointed to the Service unless he produces—

(*a*) a certificate of character from the principal academic officer of his university, college or school, last attended; if any;

(*b*) similar certificates from two responsible persons who are not related to him and who are well acquainted with him in private life and are not connected with his university, college or school; and

(*c*) a medical certificate of fitness for Government service in the form prescribed in Rule 3.1 of the Punjab Civil Services Rules, Volume I, Part I.

Method of recruitment.

10. (1) Appointments to the Service shall be made—

(*i*) In the case of Silt Observers, by direct appointment ;

(*ii*) In the case of Silt Analysts—

(*a*) by promotion from amongst Silt Observers ; or

(*b*) by direct appointment ; or

(*c*) by transfer under Rule 6(2).

(2) When any post in the Service becomes or is about to become vacant, the Director shall determine in what manner such vacancy shall be filled.

(3) Notwithstanding anything in the above rules, appointment to the Service shall be made purely by selection and no official shall be entitled to such appointment as of right.

PART IV—CONDITIONS OF SERVICE

Probation of member of the Service.

11. (*a*) Persons who are appointed against permanent vacancies in the Service, shall remain on probation, in the first instance, for a period of two years in the case of persons recruited by direct appointment, and one year in the case of persons appointed otherwise. During the period of probation all persons shall be allowed pay in the time scale. They shall also be eligible to draw increments during the period of probation provided their work is satisfactory.

Explanation.—Officiating service shall be reckoned as period spent on probation, but no person who is officiating in any appointment shall, on the completion of the requisite period of one or two years in such appointment, be entitled to be confirmed until he is appointed against a permanent vacancy and has earned at least two good annual reports in succession on his work as an officiating Silt Observer or Silt Analyst in the case of direct appointment and one such good report in the case of persons recruited otherwise. Service spent on deputation to a

corresponding or higher post may be allowed to count towards the period of probation fixed under this rule.

(*b*) If the work or conduct of any person during his period of probation is, in the opinion of the appointing authority, not satisfactory, the appointing authority may, at any time during the period of probation, dispense with his services, if recruited direct, or revert him to his former post, if he had been recruited otherwise than by direct appointment.

(*c*) On the completion of the period of probation of any person, the appointing authority may, either confirm such person in his appointment or if his work or conduct has, in the opinion of the appointing authority, not been satisfactory, dispense with his services, if recruited direct, or, as the case may be, revert him to his former post, if he had been recruited otherwise than by direct appointment, or extend the period of his 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 probation including extensions, if any, shall not exceed three years.

Seniority of members of the Service.

12. The seniority of members of the Service in each class of posts shown in Appendix A to these rules shall be determined by the date of confirmation, provided that if two or more members are confirmed on the same date :—

(*a*) a member recruited by promotion shall be considered senior to a member recruited otherwise ;

(*b*) a member recruited by transfer from a cadre in any department of a State or of the Union other than the Punjab Public Works Department (Irrigation Branch), Silt Observers and Silt Analysts' State Service, Class III cadre, shall be senior to a member recruited by direct appointment ;

(*c*) in the case of members recruited by promotion, seniority shall be determined according to the seniority in the grade from which the members are promoted ;

(*d*) in the case of members who are recruited by transfer from a cadre other than the Punjab Public Works Department (Irrigation Branch), Silt Observers, and Silt Analysts' State Service, Class III cadre, seniority shall be determined according to seniority in the appoitments previously held in that cadre ;

(*e*) in the case of members who are recruited by transfer from different cadres other than the Punjab Public Works Department (Irrigation Branch), Silt Observers and Silt Analysts' State Service, Class III cadre, seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment and if the rate of pay drawn is the same, an older member shall be senior to a younger member ; and

(*f*) in the case of members recruited by direct appointment, seniority shall be determined in accordance with the order of merit determined by the Punjab Subordinate Services Selection Board.

Pay of members of the Service.

13. Members of the Service shall be entitled to the pay scales as are given in Appendix A, provided that the scales of pay may be altered by Government, as and when necessary.

Authorities empowered to impose penalties.

14. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services, (Punishment and Appeal) Rules, 1952, as amended from time to time ; provided that the nature of penalties which may be inflicted, the authority empowered to impose such penalties, and subject to the provisions of any law or the rules thereunder made under Article 309 of the Constitution of India, the appellate authority shall be as specified in Appendix B.

(2) The authority competent to pass an order under clause (*c*) or (*d*) of Rule 10 of the said Rules, and the appellate authority shall be as specified in Appendix C.

Publication of grounds of dismissal.

15. If a member of the Service is dismissed by Government or other competent authority as a result of a departmental enquiry or a conviction on a criminal charge by a court, Government may publish in the Government Gazette the reasons for such dismissal if it is of the opinion that such publication is desirable in the public interest.

Leave, pension and other cognate matters.

16. In respect of all other matters not specifically mentioned in these rules, members of the Service shall be governed by the Punjab Civil Services Rules and all other rules and regulations issued from time to time by Government.

Liability for vaccination and revaccination.

17. Every member of the Service shall get himself vaccinated and revaccinated if and when Government by a special or general order so directs. This rule shall, not, however, be applicable to members of the Service who were in Government service on the 8th March, 1926, except with their concurrence.

Relaxation of rules in favour of Members of Service.

18. Where the Governor of Punjab is satisfied that the operation of any of these rules, causes undue hardship in any particular case, he may by order dispense with or relax the requirement of that rule to such extent and subject to conditions as he may consider necessary for dealing with the case in a just and equitable manner.

APPENDIX A

[Referred to in Rule 3, 12 and 13]

Designation of posts	No. of posts	PAY PER MENSEM						REMARKS
		Rising from	By annual increments of	To	And then by annual increment, if any, of	To	With an efficiency bar at	
		Rs	Rs	Rs	Rs	Rs	Rs	
Silt Observers	3	50	3	80	4	100	80	
Silt Annlysis	2	90	5	140	6	200	140	

APPENDIX B

[Referred to in Rule 14 (1)]

Designation of members the service	Nature of penalty	Punishing Authority	Appellate Authority	Second Appellate Authority	Authority empowered to entertain revision application
1	2	3	4	5	6
Silt Observers and Silt Analysis	(a) Censure (b) Withholding of increment or promotion, including stoppage at an efficiency bar, if any (c) Reduction to a lower post or a time scale or to a lower stage in a time scale (d) Recovery from pay of the whole or a part of any pecuniary loss caused to government by negligence or breach of orders	Director	Chief Engineer	Government	
	(e) Suspension *(f) Removal from the service of the government which does not disqualify from future employment (g) Dismissal from the service of the government which ordinarily disqualifies from future employment	Chief Engineer	Government	..	

*Excludes cases falling under Rule 5.32 of the Punjab Civil Services Rules, Volume II (1st Edition).

APPENDIX C

[Referred to in Rule 14 (2)]

Designation of members of the Servie	Nature of penalty	Authority empowered to pass original orders	First Appellate Authority	Second Appellate Authority
1	2	3	4	5
Silt Observers and Silt Analysis	(a) Reducing the maximum amount of ordinary pension admissible under the rules governing pensions	Director	Chief Engineer	Government
	*(b) Terminating the appointment of a member of the Service otherwise than upon his reaching the age fixed for superannuation	Do	Ditto	Do

*Applies to cases falling under Rule 5.32 of the Punjab Civil Services Rules, Volume II, (1st Edition).

7.31 THE PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), DEPUTY COLLECTORS' STATE SERVICE, CLASS II, RULES, 1955.

No. 240/Codes/1010/51, dated the 29th March, 1955.—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 the Punjab is pleased to make the following rules for regulating recuitment to and conditions of service of persons in, the Punjab Public Works Department (Irrigation Branch), Deputy Collectors' State Service, Class II :—

PART I—GENERAL

Short title and commencement.

1. (1) These rules shall be called the Punjab Public Works Department (Irrigation Branch), Deputy Collectors' State Service, Class II, Rules, 1955.

(2) These rules shall come into force at once and shall supersede the rules published with Punjab Government, Irrigation Branch, notification No. 3037/Est. S., dated the 12th February, 1940, as amended from time to time.

Definitions.

2. In these Rules, unless there is anything repugnant in the subject or context—

(a) "Government" means the Government of the State of Punjab in the Administrative Department ;

(*b*) "Service" means the Punjab Public Works Department (Irrigation Branch), Deputy Collectors' State Service, Class II.

PART II—POSTS AND QUALIFICATIONS

Number of posts.

3. The Service sahll comprise of the posts shown in Appendix A :

Provided that nothing in these rules shall affect the right of Government to make additions to or reductions in the number of such postseither permanently or temporarily.

Nationality of the candidates.

4. No person shall be appointed to the Service unless he :—

(*a*) is a citizen of India ; or

(*b*) has migrated from Pakistan with the intention of permanently settling in India and has not become a citizen of India under the Constitution ; or

(*c*) is a subject of Nepal or of Sikkim or of a Portuguese or French possession in India ; and, if he comes under category (*b*) or (*c*) must be a person in whose favour a certificate of eligiblity has been given by the Government of India or the Government of Punjab. A candidate in whose case such a certificate is necessary may, however, be admitted to an examination or interview conducted by the Punjab Public Service Commission or other recruiting authority on his furnishing proof that he has applied for the certificate and he may also be provisionally appointed, subject to the necessary certificate being eventually given to him by the Government.

PART III—APPOINTMENTS

Appointing authority.

5. All appointments to the Service shall be made by the Government.

A & C No. 14 dated 92-5-1963

Method of recruitment.

6. All appointments to the Service shall be made from among the *zilladars* "with 10 years Service as such" in the Punjab Public Works Department (Irrigation Branch, *Zilladars* State Service, Class III, purely by selection.

No *zilladar* shall be entiled to such appointment as of right.

PART IV—CONDITIONS OF SERVICE

Probation of Members of the Service.

7. (1) Persons who are appointed against permanent vacancies in the Service shall remain on probation, in the first instance, for a period of one year. Continuous officiating service followed by appointment on probation, shall be reckoned towards the period of probation, and if such continuous officiating service exceeds one year. Government may pass

orders in accordance with sub-rule (3) of this rule. During the period of probation all persons shall be allowed pay in the time scale. They shall also be eligible to draw increments during the period of probation, provided their work is satisfactory.

(2) If the work or conduct of any person during the period of probation is, in the opinion of Government, not satisfactory, Government may revert him to his substantive post of *zilladar*

(3) On the completion of the period of probation of any person, Government may confirm him in the Service, or if his work or conduct has, in the opinion of Government, not been satisfactory, Government may revert him to his substantive post of *zilladar*, or may extend his period of probation by such period as it may deem fit and on the expiry of such extended period of probation may pass such orders as it could have passed on the expiry of the first period of probation, provided that in the case of a reversion any period that may elapse between the completion of the period of probation and the issue of such orders shall, pending the issue of orders, be considered as an extension of the period of probation :

Provided further that the total of probation, including extensions, if any, shall not exceed two years.

Seniority of members of the Service.

8. The seniority of members of the Service shall be determined by the date of confirmation in the Service :

Provided that if two or more members are confirmed on the same date, their seniority shall remain the same as in the previous grade from which they are promoted.

Pay of members of the Service.

9. Members of the Service shall be entitled to such pay scales as are given in Appendix A, provided that the scales of pay may be altered by the Government as and when necessary.

Area of liability to transfer

10. Every member of the Service shall be liable to transfer under the orders of Government anywhere within the State of Punjab or to any place, where Irrigation works are being carried out under the control of the Government.

Authorities empowered to impose penalties.

11. (1) In matters relating to discipline, penalties and appeals, members of the Service shall, without prejudice to the provisions of Public Servants (Inquiries) Act, be governed by the Punjab Civil Services (Punishment and Appeal) Rules, provided that the nature of penalties which may be inflicted, the authority empowered to impose such penalties and, subject to the provisions of any law or the rules thereunder made under Article 309 of the Constitution of India, the appellate authority shall be as specified in Appendix B.

(2) The authority competent to pass and order under clause (*c*) of (*d*) of Rule 10 of the Punjab Civil Services (Punishment and Appeal) Rules, and the appellate authority shall be specified in Appendix C.

Publication of grounds of dismissal.

12. If a member of the Service is dismissed by Government as a result of a departmental enquiry or an enquiry under the Public Servants (Inquiries) Act, 1850, or a conviction on a criminal charge by a court, Government may publish in the Government Gazette the reasons for such dismissal if it is of opinion that such publication is desirable in the public interest.

Leave, Pension and other cognate matters.

13. In respect of all other matters not specifically mentioned in these rules, members of the Service shall be governed by the Punjab Civil Services Rules and all other rules and regulations issued from time to time by Government.

Liability for vaccination and revaccination.

14. Every member of the Service shall get himself vaccinated and revaccinated if and when Government by a special or general order so directs. This rule shall not, however, be applicable to members of the Service who were in Government service on the 8th March, 1926, except with their concurrence.

ADDENDUM AND CORRIGENDUM TO THE PUBLIC WORKS DEPARTMENT IRRIGATION BRANCH MANUAL OF ADMINISTRATION (2ND EDITION)

No. 14. DATED THE 22ND MAY, 1963.

Rule 6 of Chapter 7.31.

Between the words "among the Zilladars" and "in the Punjab" words and fugures "with 10 years minimum service as such" shall be inserted.

ISHWAR CHANDRA,

Secretary to Government, Punjab,
Irrigation and Power Departments.

APPENDIX A

(Referred to in rules 3 and 9)

Designation of post	Number of posts	Pay per mensem			Remarks
		Rising from	By annual increments of	To	
1	2	3	4	5	6
		Rs	Rs	Rs	
Deputy Collectors	14	250	25	550	..

APPENDIX B

[Referred to in rule II (1)]

Nature of penalty	Authority empowered to impose penalty	Appellate authority
(i) Censure	Government	No appeal
(ii) Withholding of increment or promotion, including stoppage at an efficiency bar	Do	Ditto
(iii) Reduction to a lower post or time scale or to a lower stage in a time scale	Do	Ditto
(iv) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of order	Do	Ditto
(v) Suspension	Do	Ditto
(vi) *Removal from the service of the Government which does not disqualify from future employment	Do	Ditto
(vii) Dismissal from the service of the Government, which ordinarily disqualifies from future employment	Do	Ditto

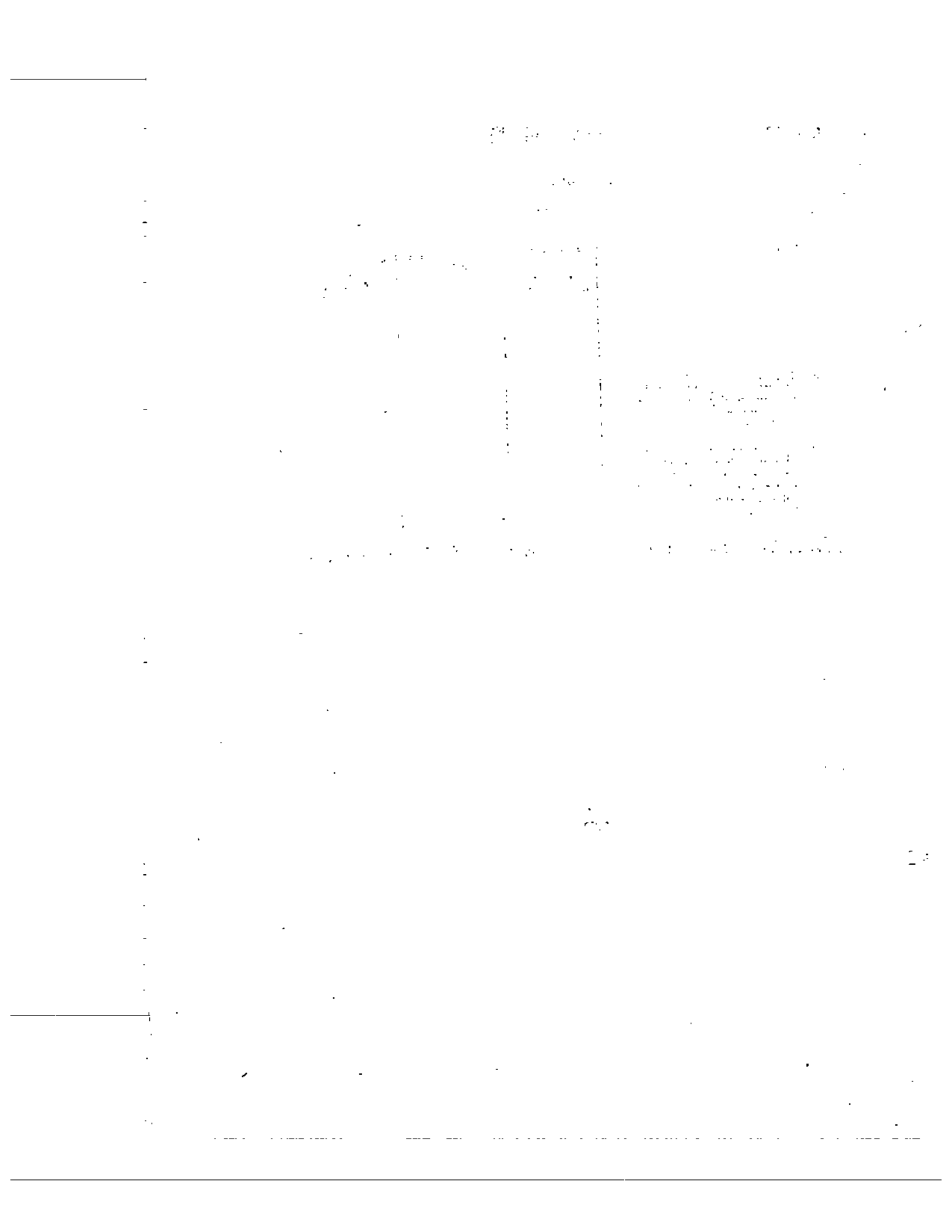
*Excludes cases falling under rule 5.32 (b) of the Punjab Civil Services Rules, Volume II, First Edition, 1958.

APPENDIX C

[Referred to in Rule 11 (2)]

Nature of other orders	Authority empowered to pass original orders	First appellate authority	Second Appellate Authority
1	2	3	4
(a) Reducing the maximum amount of ordinary pension admissible under rules governing pensions	Government	..	..
(b) *Terminating the appointment of a member of the Services otherwise than upon his reaching the age fixed for superannuation or otherwise than as penalty ..	Do	..	..

*Applies to cases falling under Rule 5.32 (b) of the Punjab Civil Services Rules, Volume II, First Edition, 1958.



7.32. THE PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), ZILLADARS' STATE SERVICE, CLASS III, RULES, 1955.

No. 329/Codes /1007/51, dated the 3rd December, 1955.—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 recruitment to, and conditions of service of persons in, the Punjab Public Works Department (Irrigation Branch), Zilladars' State Service, Class III :—

PART I.—GENERAL

Short title and commencement.

1. (1) These rules may be called the Punjab Public Works Department (Irrigation Branch), Zilladars' State Service, Class III, Rules, 1955.

(2) These rules shall come into force at once and shall supersede the rules published with Punjab Government, Notification No. 242-Z/526/1935, dated the 6th January, 1943, as amended from time to time.

Definitions.

2. In these rules, unless there is anything repugnant in the subject, or the context :—

(*a*) "Government" means the Government of the State of Punjab in the Administrative Department ;

(*b*) "Department" means the Irrigation Branch of the Punjab Public Works Department ;

(*c*) "Chief Engineer" means any or all of the Chief Engineers, Public Works Department, Irrigation Branch ;

(*d*) "Superintending Engineer" means an officer-in-charge of a canal system or area known as a Circle ;

(*e*) "Divisional Officer" means an officer-in-charge of a portion of a canal system or area known as a Division ;

(*f*) "Recognised University" means—

(*i*) any university incorporated by law in any of the State of India ;

(*ii*) in the case of degrees or diplomas obtained as the result of the examinations held before the 15th August, 1947, the Punjab, Sind or Dacca University ;

(*iii*) any other university which is declared by the Government to be a recognised university for purposes of these rules ;

(*g*) "Service" means the Punjab Public Works Department (Irrigation Branch), Zilladars' State Service, Class III ;

(*h*) "Departmental Candidate" means a candidate who before appointment to the Service holds a permanent post in another Subordinate Service within the Department : and

(*i*) "Direct appointment" means an appointment made otherwise than by the promotion within the Service or by transfer of an official already in the service of the Government of a State or of the Union.

PART II—POST AND QUALIFICATIONS

Number of posts.

3. The Service shall comprise the posts shown in Appendix A to these rules :

Provided that nothing in these rules shall be deemed to effect the right of Government to make additions to or reductions in the number of such posts either permanently or temporarily.

Nationality of the candidates.

4 No person shall be appointed to the Service unless he :—

(*i*) is a citizen of India; or

(*ii*) has migrated from Pakistan with the intention of permanently settling in India and has not become a citizen of India under the Constitution : or

(*iii*) is a subject of Nepal or of Sikkim or of a Portuguese possession in India ;

and, if he comes under category (*ii*) or (*iii*) is a person in whose favour a certificate of eligibility has been given by the Government of India or the Government of Punjab. A candidate in whose case such a certificate is necessary may, however, be admitted to an examination or interview conducted by the Punjab Subordinate Services Selection Board or other recruiting authority on his furnishing proof that he has applied for the certificate and he may also be provisionally appointed, subject to the necessary certificate being eventually given to him by the Government.

Age of candidates.

5. No person shall be appointed to the Service who—

(*a*) is less than 20 years or more than 25 years of age on the 1st day of March of the year in which selection is made, provided that the Chief Engineer may, in special circumstances to be recorded in writing, appoint a person exceeding twenty-five years in age. Provided furhter that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes shall be such as may be prescried by Government in this behalf from time to time, in respect of entry of such candidates into service under the Government ;

(*b*) if already in the service of Government, is more than 30 years of age on the 1st day of March of the year in which selection is made:

Provided that in special circumstances which shall be recorded in writing, a person exceeding 30 years bus not exceeding 35 years of age may be appointed to the permanent establishment :

Provided further that the age limit shall be 40 years in the case of Revenue Clerks, who were in service before the 6th January, 1943.

(2) The Chief Engineer or any other officer authorised by him, shall verify the date of birth of every person appointed to the Service and shall note in his service book the mode of verification adopted in each case. Only the following documents shall be accepted for purposes of verification—

(*i*) the matriculation certificate or a certified copy of the notification publishing the result of the matriculation examination of a recognised university ;

(*ii*) certified copies of extracts from Gazette Notifications containing the results of other examinations if the age or date of birth is given therein;

(*iii*) certified extract from birth register, provided the name of the person concerned is specifically mentioned .therein ; and

(*iv*) certified copies of entries made in school and college registers.

NOTE.—Alternatives (*iii*) and (*iv*) above shall only be resorted to if alternative (*i*) and or (*ii*) is not available.

(3) In the case of a Government servant, the date of birth in his service book shall be treated as final.

Qualifications for appointment.

6. No person shall be appointed to the Service unless—

(*a*) in the case of direct candidates, he has passed a Degree Examination or some other equivalent examination of a recognised university ;

(*b*) in the case of Departmental and Land Revenue Department candidates—

(*i*) he has passed the Intermediate Examination or some other equivalent examination of a recognised university ;

(*ii*) if a person who was in the service of Government prior to the 1st day of September, 1929, and continued thereafter in service without a break, he possesses the Matriculation or School Leaving Certificate of recognised university ;

(*c*) in the case of persons already in the service of the Government of a State or of the Union, he has passed a Degree Examination or equivalent examination of a recognised university:

Provided that in the case of direct candidates other things being equal, preference will be given to a candidate who has himself worked for the cause of national independence or has rendered some outstanding social or public service.

Disqualifications for appointment.

7. No person who has more than one wife living shall be eligible for appointment to the Service:

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

PART III—APPOINTMENTS

Appointing authority.

8. All appointments to posts in the Service shall be made by the Chief Engineer.

Application for appointment.

9. No person shall be appointed directly to the Service unless he produces—

(*i*) certificates of character from the principal academic officer of his university, college or training institution last attended, and also from his immediate employer if he was already employed;

(*ii*) similar certificates from two responsible persons who are not related to him and who are well-acquainted with him in private life and are not connected with his university, college or school; and

(*iii*) a medical certificate of fitness for Government service in the form prescribed in Rule 3.1 of the Punjab Civil Services Rules, Volume 1, Part I.

Method of recruitment.

10. (*a*) Initial appointments to the Service shall be made to the grade of candidate Zilladars.

(*b*) Prior to appointments, candidates for training shall be selected from amongst—

(*i*) members of the Punjab Public Works Department (Irrigation Branch), Overseers' Engineering State Service, Class III, who have been recommended by the Superintending Engineers;

(*ii*) members of the Punjab Public Works Department (Irrigation Branch) Revenue Clerks State Service, Class III, who have completed not less than three years' approved service, are permanent in that service and are recommended by the Superintending Engineers ;

(*iii*) Naib-tehsildars and Qanungoes, recommended by the Financial Commissioners, Punjab ;

(*iv*) persons already in the service of the Government of a State or of the Union ; and

(*v*) direct candidates.

(*c*) The selection of direct candidates for training shall be made by the Chief Engineer. The following proportions shall be observed as far as possible for making selections :—

(1) Departmental candidates	..	40 per cent
(2) Land Revenue Department	..	10 per cent
(4) Direct candidates including persons already in the service of the Government of a State or of the Union	..	50 per cent

In the event of a sufficient number of suitable Departmental and Land Revenue Department candidates not being available, the deficiency may be made up by selecting extra direct candidates.

(*d*) The selected candidates will be required to undergo the training specified in Appendix B and on passing the examination and tests prescribed therein will be appointed as Zilladars on probation as and when posts become available.

(*e*) Persons already in the service of the Government of a State or of the Union by transfer.

(*f*) Notwithstanding anything in the above rules, appointment to the Service shall be made purely by selection and no official shall be entitled to such appointment as of right.

PART IV—CONDITION OF SERVICE

Probation of Members of the Service.

11. (1) Persons who are appointed against permanent vacancies in the Service, shall remain on probation, for a period of two years, in the first instance. During the period of probation all persons shall be allowed pay in the time scale. They shall also be eligible to draw increments during the period of probation provided their work is satisfactory.

Explanation.—Officiating service or service spent on deputation to a corresponding or higher post shall be reckoned as period spent on probation, but no person who is officiating in any appointment shall, on completion of the requisite period of two years in such appointment, be entitled to be confirmed until he is appointed against a permanent vacancy and has earned at least two good annual reports in succession on his work. Provided that the seniority according to the list of accepted candidates as laid drown in Rule 13 (2) shall not be changed, that is to say, a candidate cannot be appointed on probation from a date prior to that from which his senior is so appointed.

(2) If the work or conduct of any person during his period of probation is, in the opinion of the Chief Engineer, not satisfactory, the Chief Engineer, may, at any time during the period of probation or prior to his confirmation dispense with his services, if recruited direct, or revert him to his former post, if he had been recruited otherwise than by direct appointment.

(3) On the completion of the period of probation specified in sub-rule (1) of any person, the Chief Engineer may confirm such person in his appointment, or if his work or conduct has, in the opinion of the Chief Engineer, not been satisfactory, or he has failed to pass the Departmental Revenue Examination referred to in rule 12, dispense with his services, if recruited direct, or, as the case may be, revert him to his former post, if he had been recruited otherwise than by direct appointment, or extend the period of his probation (but not so as to increase it beyond three years, except in the case provided in Rule 12), and upon the completion of such extended period of probation, the Chief Engineer may pass such orders as could have be en passed under sub-rule (2).

Examination to be passed.

12. Every *zilladar* on probation shall be required to pass the Departmental Revenue Examination before he is confirmed in his appointment :

Provided that the Chief Engineer may, if he thinks fit, extend the period of probation up to a date two years subsequent to the date of issue of a notification appointing a person as a *zilladar* on probation, if such extention is necessary in order to enable such persion to make a further attempt or attempts to pass the aforesaid examination.

Seniority of members of Service.

13. (1) The seniority of members of the Service shall be determined by the date of confirmation in the Service:

Provided that if two or more members are confirmed on the same date, seniority shall be determined according to to pay, preference being given to the member drawing a higher rate of pay and if the rate of pay drawn is the same, seniority shall be determined according to length of total service as *zilladar*, preference being given to the member having the longer service; and if the length of service is also the same, seniority shall be determined according to age, the older member being senior to a younger member.

(2) The seniority of candidates appointed in one batch during the calendar year shall be determined according to age.

Appointment to the Service as Zaildars on probation against permanent vacancies will be made according to the order in which the names stand on the list so prepared.

Pay of members of the Service.

14. Members of the Service shall be entitled to the pay scales as are given in Appendix A to these rules provided that the scales of pay may be altered by Government as and when necessary.

Liability of transfer and authority empowered to order transfer.

15. Members of the Service are liable to transfer—

(*i*) from one station to another within a Division by the Divisional Officer;

(*ii*) anywhere within a Circle, by the Superintending Engineer;

(iii) from one Circle to another within the State of Punjab or any other place where irrigation works are being carried out under the control of the Government, by the Chief Engineer.

Authorities empowered to impose penalties.

16. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time, provided that the nature of penalties which may be inflicted, the authority empowered to impose such penalties and, subject to the provisions of any law or the rules, thereunder made under Article 309 of the Constitution of India, the appellate authority shall be as specified in Appendix C.

(2) The authority competent to pass an order under clause (c) or (d) of Rule 10 of the said Rules, and the appellate authority shall be as specified in Appendix D.

Publication of grounds of dismissal.

17. If a member of the Service is dismissed by Government or other competent authority as a result of a departmental enquiry or a conviction on criminal charge by a court, Government may publish in the Government Gazette the reasons for such dismissal if it is of opinion that such publication is desirable in the public interest.

Leave pension and other cognate matters.

18 In respect of all other matters not specifically mentioned in these rules, members of the Service shall be governed by the Punjab Civil Services Rules and all other rules and regulations issued from time to time by Government.

Liability for vaccination and re-vaccination.

19. Every member of the Service shall get hmiself vaccinated and re-vaccinated if and when Government by a special or general order so directs. This rule shall not, however, be applicable to members of the Service who were in Government service on the 8th March, 1926 except with their concurrence.

Relaxation of rules in favour of members of the service.

20 Where the Governor of Punjab is satisfied that the operation of any of these rules, cause undue hardship in any particular case he may by order dispense with or relax the requirement of that rule to such extent and subject to conditions as he may consider necessary for dealing with the case in a just and equitable manner.

APPENDIX A.

(Referred to in Rules 3,12 and 13)

Designation of posts	No. of posts	Pay per mensem: Rising from	By annual increments of	To	And then by annual increments of	To	And then by annual increments of	To	And then by annual increment, if any, of	To	With an efficiency bar at	Remarks
		Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	
1. Zilladars ..	115	90	5	140	6	200	7	235	8	275	140 200 and 235	
2. Zilladar candidates	20	45 (fixed)	..	..	..	..	..	..	..	..	..	..

APPENDIX B

[Referred to in Rule 10(d)]

TRAINING OF ZILLADAR CANDIDATES FOR APPOINTMENT AS ZILLADARS.

Candidates provisionally selected under Rule 10(d) shall be required to undergo the following training:—

(*a*) *Departmental candidates, i.e., members of the Punjab Public Works Department (Irrigation Branch), Overseers' Engineering State Service, Cass III,* shall be trained under a selected zilladar and placed in-charge of a patwari section *for* a period of at least three months, or longer, if necessary, to ensure that they take a final measurement with the preparation of khataunis, etc. At the end of this period they shall be examined by the Divisional Officer of the Division to which they are attached in the four tests noted in the margin of clause (d) below. They shall be required to undergo Training in the Land Revenue Department under a qanungo for at least four months and their final acceptance shall depend on the result of this training. During their training in the Land Revenue Department they shall draw the pay of their substantive posts held by them immediately before they proceeded on training, the cost being chargeable to the Irrgation Branch.

(*d*) *Departmental candidates., i.e., members of the Punjab Public Works Department (Irrigation Branch), Revenue Clerks, State Service, Class III.*—About four months training, in revenue work under a quanungo in the land Revenue Department, their final acceptance depending on the result of this training. During this period they shall draw the pay in accordance with Rule 4.3, Punjab Civi Services Rules, Volume I, Part I, the cost being chargeable to the Irrigation Branch

(*c*) *Land Revenue Department candidats.*—About four month's training in canal procedure, under a zilladar in the Irrigation Branch which shall commence approximately four months before a permanent vacancy occurs for the candidate During this period they shall draw the pay in accordance with Rule 4.3, Punjab Civil Services Rules, Vlume I, Part 1, the cost being chargeable to the Land Revenue Department. On completion of the training and subject to the proviso that the reports on their conduct and work are in all respect satisfactory, they shall be posted to another Circle and shall be appointed zilladars on probation. with effect from the dtes, they assume charge of zilldari sections.

(*d*) *Direct Candidates.*—Six months for training under selected zilladars during which period they shall be required to pass the Patwar's examination referred to in Rule 12 of paragraph 7.34 of this Manual. At the end of this period they shall be required to hold change of a patwari's section for at east one whole crop, viz., from 1st April to 30 September

1. Khataunis.
2. Canal Act.
3. Revenue Manual
4. *Viva voce.*

or from 1st October, to 31st March, or longer if necessary to ensure that they take a final measurement with the preparation of khataunis, etc. After having completed this training they shall be required to pass an examination in the tests noted in the margin, in which not less than 50 per cent of the marks allotted for each subject and 66 per cent of the aggregate must be obtained in order to secure pass marks. No candidate shall be allowed to appear more than once for this examination except for special reasons in the absence of which the names of those that fal

shall be removed from the list of selected candidates. On passing this examination they shall be required to undergo training for a period of about four months under a quanungo in the Land Revenue Department and final acceptance shall depend on the result of this training. If finally accepted as "candidate zilladars" they shall be appointed as officiating zilladars on probation or additional Revenue Clerks in the Circle to which they are attahced.

2. During the above periods of training, examination and joining time, all direct candidates shall receive a subsistence allowance of Rs. 45/- per mensem.

This allowance shall not be admissible during the periods they officiate as zilladars or after appointment as zilladars on probation.

3. If the work or conduct of any Zilladar candidate during the period of training and prior to his being placed on probation, is in the opinion of the Chief Engineer, not satsifactory the Chief Engineer may at any time during this period remove his name from the list of accepted candidates, if recruited direct, or rever him to his original post, in case he falls under category (a), (b) or (c) of this Appendix.

4. A direct candidate shall not apply for another post without the permission of the Chief Engineer.

APPENDIX C

[Referred to in Rule 16 (1)]

Designation of members of the Service	Nature of Penalty	Punishing Authority	Appellate Authority	Second Appellate Authority	Authority empowered to entertainment revision application
1	2	3	4	5	6
Ziladars and Ziladar candidates	(a) Censure. (b) Withholding of increments excluding stoppage of an efficiency bar.	Superintending Engineer	Chief Engineer	Government	
	(c) Reduction to a lower post or a time scale or to a lower stage in a time scale. (d) Recovery from pay of the whole or a part of any pecuniary loss caused to Government by negligence or breach of orders. (e) Suspension. (f) Withholding of promotion including stoppage at an efficiency bar. *(g) Removal from the Service of the Government which does not disqualify from future employment. (h) Dismissal from the Service of the Government which ordinarily disqualifies from future employment.	Chief Engineer	Government		

*Excludes cases falling under Rule 5.32 of the Punjab Civil Services Rules, Volume II (1st Edition).

APPENDIX D

[Referred to in Rule 16 (2)]

Designation of members of the Service	Nature of penalty	Authority empowered to pass original orders	First Appellate Authority	Second Appellate Authority
1	2	3	4	5
Zilladars and Zillardar Candidates	(a) Reducing the maximum amount of ordinary pension admissible under the rules governing pensions.	Chief Engineer	Government	
	*(b) Terminating the appointment of a member of the Service otherwise than upon his reaching the age fixed for superannuation.	Ditto	Do	

*Applies to cases falling under Rule 5.32 of the Punjab Civil Services Rules, Volume II (1st Edition).

7.33. THE PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), REVENUE CLERKS' STATE SERVICE, CLASS III, RULES, 1956.

No. 336/Codes/1044 /51, dated the 12th March, 1956.—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 recuitment to, and conditions of service of persons in, THE PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), REVENUE CLERKS' STATE SERVICE, CLASS III, RULES, 1956.

PART I—GENERAL

Short title and commencement.

1. (1) These rules may be called the Punjab Public works Department (Irrigation Branch), Revenue Clerks' State Service, Class III, Rules, 1956.

(2) These rules shall come into force at once and shall superseed the rules published with Punjab Government notification No. 26985-EG/1161/38, dated the 13th July, 1945, as amended from time to time.

Definitions

2. In these rules, unless there is anything repugnant in the subject or context—

(*a*) "Goverment" means the Government of the State of Punjab in the Administrative Department ;

(*b*) "Department" means the Irrigation Branch of the Punjab Public Works Department ;

(*c*) "Chief Engineer" means any or all of the Chief Engineers, Punjab, Public Works Department, Irrigation Branch ;

(*d*) "Superintending Engineer" means an officer-in-charge of a canal system or area known as a Circle ;

(*e*) "Divisional Officer" means an officer-in-charge of a portion of a canal system or area known as a Division ;

(*f*) "Recognised University" means—

(*i*) any university incorporated by law in any of the States of India ;

(*ii*) in the case of degrees or diplomas obtained as the result of the examinations held before the 15th August, 1947, the Punjab, Sind or Dacca University ;

(*iii*) any other university which is declared by the Government to be a recognised university for purposes of these rules ;

(*g*) "Service" means the Punjab Public Works Department (Irrigation Branch), Revenue Clerks' State Service, Class III ;

(*h*) "Departmental Candidate" means a candidate who is appointed to the Service from within the Department, e.g., Patwaris, etc. ; and

(*l*) "Direct appointment" means an appointment made otherwise than by promotion of the members of the Service or by selection of Departmental Candidates and "Direct Candidate" means a person so recruited.

PART II—POSTS AND QUALIFICATIONS

Number of posts.

3. The Service shall comprise the posts shown in Appendix A to these rules :

Provided that nothing in these rules shall be deemed to affect the right of Government to make additions to or reductions in the number of such posts either permanently or temporarily.

Nationality of the candidtes.

4. No person shall be appointed to the Service unless he—

(*i*) is a citizen of India ; or

(*ii*) has migrated from Pakistan with the intention of permanently settling in India and has not become a citizen of India under the Constitution ;

(*iii*) is a subject of Nepal or of Sikkim or of a Portuguese possession in India ;

and, if he comes under category (ii) or (iii) is a person in whose favour a certificate of eligibility has been given by the Government of India or the Government of Punjab. A candidate in whose case such a certificate is necessary may, however, be admitted to an examination or interview conducted by the Punjab Subordinate Services Selection Board or other recruiting authority on his furnishing proof that he has applied for the certificate and he may also be provisionally appointed, subject to the necessary certificate being eventually given to him by the Government.

Age of candidates.

5. (1) No person shall be appointed to the Service who—

(*a*) *In case of direct candidate ;* is less than 18 years or more than 22 years of age when accepted as a candidate, provided that the appointing authority may, in special circumstances to be recorded in writing, appoint a person exceeding 22 years in age. Provided further that the upper age limit in case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes shall be such as may be prescribed by Government in this behalf from time to time, in respect of entry of such candidates into service under Government ;

(*b*) *In case of Departmental Candidate ;* is more than 35 years of age provided that the appointing authority may, in special circumstances to be recorded in writing, relax the age limit of 35 years.

(2) The appointing authority or any other officer authorised by it, shall verify the date of birth of every person appointed to the Service and shall note in his service book the mode of verification adopted in each case. Only the following documents shall be accepted for purposes of verification :—

(*i*) the Matriculation certificate or a certified copy of the notification publishing the result of the Matriculation examination of a recognised university ;

(*ii*) Certified copies of extracts from Gazettee Notifications containing the results of other examinations if the age or date of birth is given therein ;

(*iii*) certified extract from birth register ; provided the name of the person concerned is specifically mentioned therein ; and

(*iv*) certified copies of entries made in school and college registers.

Note.—*Alternatives* (*iii*) and (*iv*) above shall only be resorted to if alter-native (i) or (*ii*) is not available.

(3) In the case of a person who is already a Government servant, the date of birth in his service book shall be treated as final.

Qualifications for appointment.

6. No person shall be appointed to the Service unless he has passed the Matriculation or School Leaving Certificate Examination of a recognised university or its equivalent, but preference shall be given to candidates possessing higher qualifications :

Provided that in the case of direct recruitment, other things being equal, preference will be given to a candidate who has himself worked for the cause of national independence or has rendered some outstanding social or public service.

Disqualifications for appointment.

7. No person who has more than one wife living shall be eligible for appointment to the Service :

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

PART III—APPOINTMENT

Appointing authority.

8. All appointments to posts in the Service shall be made by the Superintending Engineer.

Application for appointment.

9. No person shall be appointed to the Service unless he produces—

(a) a certificate of character from the principal academic officer of his university, college or school, last attended, if any ;

(b) similar certificates from two responsible persons who are not related to him and who are well acquainted with him in private life and are not connected with his university, college or school ; and

(c) a medical certificate of fitness for Government service in the form prescribed in Rule 3.1 of the Punjab Civil Services Rules, Volume I, Part I.

Method of recruitment.

10. (1) Appointments to the various grades of Service shall be made , with due regard to the directions contained in Appendix B to these rules—

(a) in the case of Head Revenue Clerks by promotion from the grade of Revenue Clerks ;

(b) in the case of Revenue Clerks, by promotion from the grade of Assistant Revenue Clerks ;

(c) in the case of Assistant Revenue Clerks —

(i) by promotion from amongst patwaris ; provided they are educationally qualified and otherwise suitable ; or

(ii) by transfer of persons officiating in permanent posts or holding temporary posts in the Department ; or

(iii) by direct recruitment .

(2) Appointment of Assistant Revenue Clerks shall be made in the following manner :—

(a) Departmental candidates . . 40 per cent.
(b) Direct candidates . . 60 per cent.

(3) Notwithstanding anything in the above rules, appointment to the Service shall be made purely by selection and no official shall be entitled to such appointment as of right.

PART IV—CONDITIONS OF SERVICE

Probation of members of the Service.

11. (a) Persons who are appointed against permanent vacancies in the Service, shall remain on probation, in the first instance, for a period of two years inthe case of persons recruited by direct appointment, and one year in the case of persons recruited otherwise. During the period of probation all persons shall be allowed pay in the time scale. They shall also be eligible to draw increments during the period of probation provided their work is satisfactory.

Explanation. Officiating service shall be reckoned as period spent on probation, but no person who is officiating in any appointment shall, on the completion of the requisite period of one or two years in such appointment be entitled to be confirmed until he is appointed against a permanent vacancy and has earned at least two good annual reports in succession on his work in the case of direct appointment and one such good report in the case of direct appointment and one such good repprt in the case of departmental candidates. Service spent on deputation to a corresponding or higher post may be allowed to count towards the period of probation fixed under this rule.

(b) If the work or conduct of any person during this period of probation is, in the opinion of the appointing authority, not satisfactory, the appointing authority may, at any time during the period of probation, dispense with his services, if recruited direct, or revert him to his former post, if he had been recruited otherwise than by direct appointment.

(c) On the completion of the period of probation of any person, the appointing authority may, either confirm such a person in his appointment, or if his work or conduct has, inthe opinion of the appointing authority, not been satisfactory, dispense with his services, if recruited direct, or, as the case may be, revert him to his former post, if he had been recruited otherwise than by direct appointment, or extend the period of his 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 probation, including extensions, if any, shall not exceed three years.

Seniority of members of the Service.

12. The seniority of members of the Service in each grade shown in Appendix A to these rules, shall be determined by the date of confirmation in that grade provided that if two or more members are confirmed in a grade on the same date ;

(a) a member recruited by promotion shall be considered senior to a member recruited otherwise ;

(b) in the case of members recruited by promotion, seniority shall be determined according to the seniority in the grade from which the members are promoted;

(c) in the case of members who are recruited by transfer from a cadre other than the Punjab Public Works

Department (Irrigation Branch), Revenue Clerks' State Service, Class III cadre, seniority shall be determined according to the seniority in the appointments previously held in that cadre;

(d) in the case of members who are recruited by transfer from different cadres other than the Punjab Public Works Department (Irrigation Branch), Revenue Clerks State Service, Class III cadre, seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment, and if the rate of pay drawn is the same an older member shall be senior to a younger member; and

(e) in the case of members recruited by direct appointment, seniority shall be determined by their age, an older member, being senior to a younger member.

Pay and Bonuss of member of the Service.

13. Member of the Service shall be entitled to the pay scales as are given in Appendix A, provided that the scales of pay may be altered by the Government as and when necessary.

Liability to transfer and authority empowered to order transfer.

14. Members of the Service are liable to transfer—

(a) from one station to another within a Division by the Divisional Officer ;

(b) anywhere within a Circle, by the Superintending Engineer; and

(c) from one Circle to another within the State of Punjab or any other place where irrigation works are being carried out under the control of the Government, by the Chief Engineer.

Authorities empowered to impose penalties.

15. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services, (Punishment and Appeal) Rules, 1952, as amended from time to time, provided that the nature of penalties which may be inflicted, the authority empowered to impose such penalties and, subject to the provisions of any law or the rules thereunder made under Article 309 of the Constitution of India, the appellate authority shall be as specified in Appendix C.

(2) The authority competent to pass an order under clause(c) or (d) of Rule 10 of the said Rules, and the appellate authority shall be as specified in Appendix D.

Publication of grounds of dismissal.

16. If a member of the Service is dismissed by Government or other competent authority as a result of departmental enquiry or a conviction on a criminal charge by a court, Government may publish in the Government Gazette the reasons for such dismissal if it is of opinion that such publication is desirable in the public interest.

Leave, pension and other cognate matters.

17. In respect of all other matters not specifically mentioned in these rules members of the Service shall be governed by the Punjab Civil Services Rules and all other Rules and regulations issued from time to time by Government.

Liability for vaccination and revaccination.

18. Every member of the Service shall get himself vaccinated and revaccinated if and when Government by a special or general order so directs. This rules shall not, however, be applicable to members of the Service who were in Government service on the 8th March, 1926, except with their concurrence.

Relaxation of rules in favour of members of the Service.

19. Where the Governor of Punjab is satisfied that the operation of any of these rules, causes undue hardship in any particular case, he may by order dispense with or relax the requirements of that rule to such extent and subject to conditions as he may consider necessary for dealing with the case in a just and equitable manner.

APPENDIX A

[Referred to in Rules 3, 12 and 13]

Designation of post	No. of posts	PAY PER MENSUM						Remarks
		Rising from	By annual increments of	To	And then by annual increment, if any, of	To	With an efficiency bar at	
		Rs	Rs	Rs	Rs	Rs	Rs	
Assistant Revenue Clerk ..	130	50	3	80	4	100	80	
Revenue Clerk and ..	71	80	4	100	5	125	100	
Head Revenue Clerk :	13	100	5	125	6	155	125	

APPENDIX B

[Referred to in Rule 10(1)]

Proccdure for the recruitment of candidate Assistant Revenue Clerks and their training

1. To secure candidates for direct appointment, Superintending Engineer shall intimate, in April each year , 60 per cent of the total requirement of Assistant Revenue Clerks anticipated during next year, to the Chairman, Subordinate Services Selection Board, who will recommend names of suitable candidates after calling for applications from direct candidates,. Applications from direct candidates must give full particulars about the applicant and must be accompanied by the certificates required under Rule 9.

2. To secure candidates for appointment from amongst patwaris and peisons, officiating in permanent posts of holding temporary posts in the Department but having no permanent appointment under the Government, the Superintending Engineer will require the Divisional Officers to submit rolls of men recommended for appointment to the Service. The Divisional Officers should note on the rolls that they have personally interviewed the nominees recommended giving the result of such interview. The recommendations must be confined to men who have not less than three years' continuos permanent service (in the case of Patwaries only) and are in every respect likely to do well in the service and besides ability, a reputation for honesty should form a very importent element.

3. The Superintending Engineer shall select a suitable number of Departmental candidates limited to 40 per cent of the cadre of Revenue Clerks service for the Circle.

The selection of the Superintending Engineer shall be final in the case of Departmental Candidates and no appeal shall lie against it.

The Superintending Engineer shall maintain a list of candidates. Their seniority on the list shall be fixed as follows :—

Every year when selections are made, the seniority of Departmental and Direct Candidates shall be fixed separately according to age; they shall then be brought on to the existing list, the Departmental Candidates being shown above the Direct Candidates and appointments to the service shall be made in the order in which they appear on the list.

4. Before appointment to the service, every Direct candidate or a Departmental Candidate other than a patwari provisionally selected is required to undergo the training and to pass the examination specified below:—

The candidates shall serve for 6 months as an unpaid apprentice for training on a perennial canal under a selected Zilladar, during which time he will learn, the work of a Revenue Clerk and must pass the Patwaris Examination. After he has passed the Patwar's Examination he will work as a Patwari in charge of a Circle or Halqa for a continuous period of at least 6 months, or longer, if necessary, and this period of training shall commence as soon as is administratively convenient. Thereafter , he shall remain in continuous employment as a Patwari, until he is appointed as a Revenue Clerk.

5. A selected candidate shall not apply for another post without the permission of the Superintending Engineer.

APPENDIX C

[(Referred to in rule 15 (1)]

Designation of members of the service	Nature of penalty	Punishing Authority	Appellate Authority	Second Appellate Authority	Authority empowered to entertain revision application
1	2	3	4	5	6
Assistant Revenue Clerks Revenue Clerks, and Head Revenue Clerks.	(a) Censure	Divisional Officer	Superintending Engineer	Chief Engineer	Government
	(b) Withholding of increment or promotion, including stoppage at an efficiency bar, if any				
	(c) Reduction to a lower post or a time scale, or to a lower stage in a time scale				
	(d) Recovery from pay of the whole or a part of any pecuniary loss caused to Government by negligence or breach of orders	Superintending engineer	Chief Engineer	Government	
	(e) Suspension				
	*(f) Removel from the Service of the Government which does not disqualify from future employment				
	(g) Dismissal from the Service of the Government which ordinarily disqualifies from future employment				

*Excludes cases falling under rule 5.32 of the Punjab Civil Services Rules, Volume II (1st edition)

APPENDIX D

[*Referred to in Rule* 15 (2)]

Designation of members of the Service	Nature of Case	Authority empowered to pass original orders	First Appellate Authority	Second Appellate Authority
1	2	3	4	5
Assistant Revenue Clerks, Revenue Clerks and Head Revenue Clerks	(a) Reducing the maximum amount of ordinary pension admissible under the rules governing pensions	Superintending Engineer	Chief Engineer	Government
	*(b) Terminating the appointment of a member of the Service otherwise than upon his reaching the age fixed for superannuation	Ditto	Ditto	Ditto

*Applies to cases falling under Rule 5.32 of the Punjab Civil Services Rules, Volume II (1st Edition).

7.34 THE PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), PATWARIS' STATE SERVICE, CLASS III, RULES, 1955.

No. 298/Codes/1073/61, dated the 21st September, 1955.—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 recruitment to, and conditions of service of persons in, the PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), PATWARIS' STATE SERVICE, CLASS III.

PART I—GENERAL

Short title and commencement.

1. (1) These rules may be called the Punjab Public Works Department (Irrigation Branch) Patwaris' State Service, Class III, Rules, 1955.

(2) These rules shall come into force at once and supersede the rules regarding Patwaris and Mirabs printed in Chapter 8 of the Manual of Administration, 1st Edition, 1945, as amended from time to time.

Definitions.

2. In these rules, unless there is anything repugnant in the subject or the context—

(*a*) "Government" means the Government of the State of Punjab in the Administrative Department;

(*b*) "Department" means the Irrigation Branch of the Public Works Department, of the Government;

(*c*) "Chief Engineer" means any or all of the Chief Engineers, Punjab Public Works Department, Irrigation Branch;

(*d*) "Superintending Engineer" means an officer in-charge of a canal system or area known as a Circle;

(*e*) "Divisional Officer" means an officer in-charge of a portion of a canal system or area known as a Division;

(*f*) "Recognised University" means—

(i) any university incorporated by law in any of the State of India;

(ii) in the case of degrees or diplomas obtained as the result of the examinations held before the 15th August, 1947, the Punjab, Sind or Dacca University;

(iii) any other university which is declared by the Government to be a recognised university for purposes of these rules;

(*g*) "Service" means the Punjab Public Works Department (Irrigation Branch), Patwaris' State Service, Class III;

(*h*) "Direct appointment" means an appointment made otherwise than by promotion within the Service or by transfer of an official already in the service of the Government of a State or of the Union; and

(i) "Apprentice Patwari" means a person who after passing the patwar examination is posted as a reserve against 7 per cent of the limiting scale of Patwaris sanctioned for a Circle.

PART II.—POSTS AND QUALIFICATIONS.

Number of posts.

3. The Service shall comprise the posts shown in Appendix A:

Provided that nothing in these rules shall be deemed to affect the right of Government to make additions to or reductions in the number of such posts either permanently or temporarily.

Nationality of the candidates.

4. No person shall be appointed to the Service unless he—

(i) is a citizen of India; or

(ii) has migrated from Pakistan with the intention of permanently settling in India and has not become a citizen of India under the Constitution; or

(iii) is a subject of Nepal or of Sikkim or of a Portuguese possession in India;

and, if he comes under category (ii) or (iii) is a person in whose favour a certificate of eligibility has been given by the Government of India or the Government of Punjab. A candidate in whose case such a certificate is necessary may, however, be admitted to an examination or interview conducted by the appointing authority on his furnishing proof that he has applied for the certificate and he may also be provisionally appointed, subject to the necessary certificate being eventually given to him by the Government.

Age of candidates.

5. (1) No person shall be accepted as a candidate Patwari who is less than 18 years or more than 22 years of age at the time of acceptance, provided that the appointing authority may, in special circum stances to be recorded in writing, accept a person as a candi date Patwari exceeding 22 years in age. Provided further that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes shall be such as may be prescribed by Government in this behalf from time to time, in respect of entry on of such candidates into service under Government.

(2) The appointing authority or any other officer authorised by it, shall verify the date of birth of every person appointed to the Service and shall note in his service book the mode of verification adopted in each case. Only the following documents shall be accepted for purposes of verification:—

(i) the Matriculation certificate or a certified copy of the notification publishing the result of the Matriculation Examination of a recognised university;

(ii) certified copies of extracts from Gazette notifications containing the results of other examinations if the age or date of birth is given therein;

(iii) certified extract from birth register, provided the name of the person concerned is specifically mentioned therein; and

(iv) certified copies of entries made in school and college registers.

Note.—Alternatives (iii) and (iv) above shall only be resorted to if alteranative (i) or (ii) is not available.

(3) In the case of a person who is already a Government servant, the date of birth in his service book shall be treated as final.

Qualifications for appointment.

6. No person shall be appointed to the Service unless he has passed the Matriculation or School Leaveing Certificate Examination of a recognised university or its equivalent, but preference shall be given to candidates possessing higher qualifcations:

Provided that other things being equal, preference will be given to a candidate who has himself worked for the cause of national independence or has rendered some outstanding social or public service.

Disqualifications for appointment.

7. No person who has more than one wife living shall be eligible for appointment to the Service:

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

PART III—APPOINTMENT

Appointing authority.

8. All appointments to posts in the Service shall be made by the Divisional Officers.

Application for appointment.

9. No person shall be appointed to the Service unless he produces—

(*a*) a certificate of character from the principle academic officer of his unidersity, college or school, last attended, if any ;

(*b*) similar certificates from two responsible persons who are not related to him and who are well acquainted with him in private life and are not connected with his university, college or school; and

(*c*) a medical certificate of fitness for Government service in the Form prescribed in Rule 3.1 of the Punjab Civil Services Rules, Volume I, Part I.

Method of recruitment.

10. (*a*) Appointments to the Service shall be made by direct appointment.

(*b*) The Divisional Officer shall keep a register of accepted candidates for training purposes. Not more than twice the number of candidates required to fill the vacancies for the ensuring year shall be brought on to the list of accepted candidates and trained and sent up for the examination. No candidate shall be accepted for enrolment in the Divisional Candidate's List unless he complies with the conditions mentioned in Rules 4, 5, 6, 7 and 9 of these rules.

Training and Patwar examination.

11. Every accepted candidate Patwari shall be posted to a Zilladar's Section to be trained for a period of not less than three months in the practical duties of a canal patwari and shall have to pass parts (*iv*) (*v*), (*vi*) and (*vii*) of the patwar examination detailed in Appendix B. At the expiration of the training course, the Zilladar will give to each accepted candidate, who may have earned it, the certificate required under parts (*iv*) and (*vi*) without which no candidate will be allowed to present himself for examination. No candidate shall be allowed to appear in the examination more than tiwice.

Register of passed candidates.

12. (*a*) All candidates, who pass the examination, shall be brought on to the Circle register of passed candidates in serial order of passing the examination. When a permanent vacancy occurs in any Division the next passed candidate shall be posted from the Circle register, irrespective of whether he is serving in a leave or temporary vacancy in another Divsion of the Circle. The order of appointment shall be issued by the Divsional Officer. The name of a passed candidate who reaches the age of 25 years without having been employed temporarily as a patwari shall be struck off the list. Provided that this maximum age limit shall be relaxed in the case of members of Scheduled Castes, Scheduled Tribes and other Backward Classes to the extent of such period as may be prescribed by Government in this behalf from time to time, in respect of entry of such candidates into service under Government and the names of such candidates shall be retained on the list up to that age. It is the duty of the Superintending Engineer to examine the Circle register of passed candidates early in January each year, in order to see that sufficient candidates are borne on the register to fill all vacancies that are liekly to occur during the next two years, and to ensure, as far as possible,

that all candidates shall ordinarily obtained permanent employment before they reach the maximum prescribed under this rule. A selection board consisting of all the Divisional Officers of the Circle shall sit before June 1st every year to select the candidates for training for the year in accordance with rule 11.

(*b*) No person may be brought on to the Circle register of passed candidates unless he has passed the patwar examination.

PART IV—CONDITIONS OF SERVICE.

Probation of Members of the Service.

13. (*a*) Persons who are appointed, against permanent vacancies in the Service, shall remain on probation, in the first instance, for a period of two years. The completion of such a period of probation shall not be deemed to confer, by itself, any right to be confirmed unless he has earned two good vearly reports in succession on his work as an officiating Patwari. During the period of probation all persons shall be allowed pay in the time-scale. They shall also be eligible to draw increments during the period of probation provided their work is satisfactory.

Exmianation.— Officiating service shall be reckoned as period spent on probation, but no person who is officiating in any appointment shall, on the completion of the requisite period of two years in such appointment, be entitled to be confirmed until he is appointed against a permanent vacancy. Service spent on deputation to a corresponding or higher post may be allowed to count towards the period of probation fixed under this rule.

(*b*) If the work or conduct of any person during his period of probation is, in the opinion of the apointing authority, not satisfactory, the appointing authority may, at any time during the period of probation, dispense with his services.

(*c*) On the completion of the period of probation of any person, the appointing authority may, either confirm such person in his appointment, or if his work or conduct has, in the opinion of the apointing authority, not been satisfactory, dispense with his services' or, extend the period of his probation and threafter pass such orders as it could have passed on the expiry of the first period of probation, provided that the total period of probation, including extensions, if any, shall not exceed three years.

Seniority of Members of the Service.

14. The seniority of members of the Service shall be determined in accordance with Circle register of passed candidates in serial order of passing the patwar examination. If the postion secured in the examination is the same, in the case of two or more persons, their seniority shall be determined by age, a younger member being junior to an older member.

Pay and bonus of Members of the Service

15. (*a*) Members of the Service shall be entitled to the pay scales as are given in Appendix A, provided that the scales of pay may be altered by the Government as and when necessary. They shall also be entitled to bonus, they earn in each crop, in accordance with Chapter 12 of the Revenue Manual.

(*b*) Apprentice Patwaris shall receive Rs. 32 per mensem each when not employed in leave or regular vacancies.

16. Members of the Service are liable to transfer—

Liability to transfer and authority empowered to order transfer

(*a*) from one station to another within a Division by the Divisional Officer;

(*b*) anywhere within a Circle by the Superintending Engineer ; and

(*c*) from one Circle to another within the State of Punjab or any other place where irrigation works are being carried out under the control of the Government, by the Chief Engineer.

Authorities empowered to impose penalities

17. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time, provided that the nature of penalties which may be inflicted, the authority empowered to impose such penalties and, subject to the provisions of any law or the rules thereunder, made under Article 309 of the Constitution of India, the appellate authority shall be as specified in Appendix C.

(2) The authority competent to pass an order under clause (*c*) or (d) of Rule 10 of the said Rules, and the appellate authority shall be as specified in Appendix D.

Publication of grounds of dismissal

18. If a member of the Service is dismissed by Government or other competent authority as a result of a departmental enquiry or a conviction on a criminal charge by a court, Government may publish, in the Government Gazette, the reasons for such dismissal if it is of the opinion that such publication is desirable in the public interest.

Leave, Pension and other cognate matters

19. In respect of all other matters not specifically mentioned in these rules members of the Service shall be governed by the Punjab Civil Services Rules, and all other rules and regulations issued from time to time by Government.

Note —Only Such Service of the Patwaris shall be treated as pensionable as is rendered after Ist August, 1949, and not the one rendered prios to Ist August, 1949. Accordingly in the case of Patwaris retiring after 1st August, 1549, only those Patwaris shall be entitled to pension, who shall have after that the rendered the required period of qualifying service entitling them pension under the ordinary rules applicable to each kind of pension.

Liability for vaccination.

20. Every member of the Service shall get himself vaccinated and re-vaccinated when Government so directs by a special or general order. This rule shall not, however, be applicable to members of the Service who were in Government service on the 8th March, 1926, except with their concurrence.

Relaxation of rules in favour of members of the service.

21. Where the Governor of Punjab is satisfied that the operation of any of these rules, causes undue hardship in any particular case, he may by order dispense with or relax the requirement of that rule to such extent and subject to conditions as the may consider necessary for dealing with the case in a just and equitable manner.

APPENDEX A

(Referred to in Rules 3 and 15)

Designation of post	Number of posts	Pay per mensem						Remarks
		Rising from	By annual increment of	To	and then by annual increment, if any, of	To	With an efficiency bar at	
		Rs	Rs	Rs	Rs	Rs	Rs	
Patwari ..	According to limiting scale for every Circle	37½	1	47½	1	57½	47½	
Apprentice Patwari	7 per cent of the limiting scale of Patwaris sanctioned for the Circle	32 (fixed)						

APPENDIX B

(Referred to in Rule II)

There shall not be less than one examination for the Circle during the year. The examination will be conducted by the Divisional Officers in rotation. The examination will be held, when necessary, by the Divisional Officer whose turn it is, who will convene a board (consisting of himself as president and the Deputy Collector and a Sub-Divisional Officer as members) for the purpose of examining trained candidates in the following subjects :—

	Full Marks	Pass Marks
(i) **Arithmetic**—including compound division ..	25	20
(ii) **Mensuration**—Of plane surfaces, triangles and polygonal figures ..	50	30
(iii) **Caligraphy**—To write a clear and legible hand in Urdu ; preference will, however, be given to those candidates who, in addition to Urdu, can write English. To write an easy Urdu exercise from dictation ..	50	30
(iv) **Registration of Irrigation**—To possess a thorough practical knowledge of a patwari's duty in this respect, To hold a certificate of having correctly written up the Irrigation register (shudkar khasra) of a village for not less than 300 acres in the crop. The irrigation will be written up on the special Shukar khasra form provided for the purpose. To be able to read a village map (Shajrah) and to follow the fields accurately on the ground; to be able to measure accurately by pacing, and to calculate mentally the areas of fields so paced; to be able to measure a field of any shape by chain ..	50	30
(v) **Maping and drawing**—To be able to lay down correctly on a village map the line of a water-course; to be able to lay out a settlement square (that being the basis of a village map) and to fill in the field boundaries thereon. To know the method of making a village map of and reducing such map to a smaller scale by the method of squares. To be able to trace a village map on cloth or paper ..	50	30

	Full Marks	Pass Marks
(iv) **The Demand Statement (Khatauni)**—To possess a thorough practical knowledge of the method of posting a demand statement and of preparing the irrigator's bills (parchas). To hold a certificate of having actually prepared the demand statement of an entire village from the irrigation register in a satisfactory manner. To be able to work out the amounts to be assessed, both mentally and by reference to a rate table. To be able to repeat orally all the water rates according to the schedule inforce in the Division where the candidate was trained ..	50	30
(vii) **Miscellaneous**—To be fully acquainted with a patwari's duty on the occasion of a breach in the bank of a canal or distributary, or of over-flow from a channel. To know the times for the successive waterings of each kind of crop and the approximate dates of harvesting, and other miscellaneous matters connected with the work and duties of a patwari. Also to be able to take the discharges of small channels with fair accuracy ..	50	30
(viii) **Canal Act**—To know such portions of the Canal Act (VIII of 1873) and the rules thereunder as appertain to his work ; the system of assessing wasted and used in an unauthorised manner ..	50	30

ADDENDUM AND CORRIGENDUM TO THE PUBLIC WORKS DEPARTMENT, IRRIGATION BRANCH (MANUAL OF ADMINISTRATION II EDITION)

(Case No. 612 of 1948)

No. 13, Dated 25th April, 1963

Rule 7.34

Substitute the following for Appendix 'C' of the Punjab Public Works Department (Irrigation Branch) Patwaris' State Service, Class III, Rules, 1955 :—

APPENDIX 'C'

[(Referred to in Rule 17 (1)]

Designation of members of the Service	Nature of Penalty	Punishing Authority	Appellate Authority	Second Appellate Authority
1	2	3	4	5
Patwaris and Apprentice Patwaris	(a) Censure	Divisional Officer	Superintending Engineer	Chief Engineer
	(b) Withholding of increments or promotion including stoppage at an efficiency bar if any	Ditto	Ditto	Ditto
	(c) Reduction to a lower post or a time scale or to a lower stage in a time scale	Ditto	Ditto	Ditto
	(d) Recovery from pay of the whole or a part of any peculiary loss caused to Government by negligence or breach of orders	Superintending Engineer	Chief Engineer	Government
	(e) Suspension			
	*(f) Removal from the service of the government which does not disqualify from future employment	Ditto	Ditto	Ditto
	(g) Dismissal from the service of the government which ordinarily disqualifies from future employment	Ditto	Ditto	Ditto

*Excludes cases falling under Rule 5.32 of Punjab Civil Services Rules Volume II (1st Ediction.

ISHWAR CHANDRA,
Secretary, Irrigation and Powers

APPENDIX C

[(Referred to in Rule 17 (1)]

Designation of members of the Service	Nature of Penality	Punishing Authority	Appellate Authority	Second Appellate Authority
1	2	3	4	5
Patwaris and Apprentice Patwaris	(a) Censure	Divisional Officer	Superintending Engineer	Chief Engineer
	(b) Withholding of increments or promotion including stoppage at an efficiency bar if any	Superintending Engineer	Chief Engineer	Government
	(c) Reduction to a lower post or a time scale or to a lower stage in a time scale			
	(d) Recovery from pay of the whole or a part of any peculiary loss caused to Government by negligence or breach of orders			
	(e) Suspension			
	*(f) Removal from the service of the government which does not disqualify from future employment			
	(g) Dismissal from the service of the government which ordinarily disqualifies from future employment			

*Excludes cases falling under Rule 5.32 of Punjab Civil Services Rules Volume II (1st Edition)

APPENDIX D

[(Referred to in Rule 17(2)]

Designation of members of the service	Nature of Case	Authority competent to pass original orders	First Appellate Authority	Second Appellate Authority
1	2	3	4	5
Patwaris and Apprenctice Patwaris	(a) Reducing the maximum amount of ordinary pension admissible under the rules governing pensions*	Superintending Engineer	Chief Engineer	Government
	a(b) Terminating the appointment of a member of the Service otherwise than upon his reaching the age fixed for superannuation	Ditto	Ditto	Do

*Applies to cases falling under Rule 5.32 of the Punjab Civil Services Rules, Volume II (1st Edition).

ADDENDUM AND CORRIGENDUM

TO THE

P.W.D. IRRIGATION BRANCH

(Manual of Administration II Edition)

No. 19 DATED THE 30TH NOVEMBER, 1965

1. (i) *Add* the words:—

"and any other officer empowered by the Government to exercise the powers of the Director under these Rules" at the end of clause (c) Rule 2 of the Punjab P.W.D., (I.B.) Overseers Engineering State Service, Class III Rules 1955 (hereinafter referred to as the said Rules) as incorporated in Chapter 7 (Para 7.41) of this Manual.

(ii) *Add* the following new clause after clause (b) of the said Rules :—

"(m) 'Overseer' includes Sectional Officer as well".

2. *Substitute* the following for Rule 4 of the said Rules :—

"Nationality of candidates".

4 (1) No person shall be appointed to the Service, unless he is:—

(a) a citizen of India ; or

(b) a subject of Sikkim ; or

(c) a subject of Nepal ; or

(d) a subject of Bhutan ; or

(e) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India ; or

(f) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India ;

Provided that a candidate belonging to categories (c), (d), (e) and (f) shall be a person in whose favour a certificate of eligibility has been given by the Government of India and if he belongs to category(f) the certificate of eligibility will be issued for a 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 Board or any other recruting authority on his furnishing proof the he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India."

3. *Substitute* the following rule for rule 11 of the said Rules:—

"Probation of members of service."

11. (1) Persons appointed to the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruitted otherwise :

Provided that:—

(a) any period, after appointment to the Service spent on deputation on a corresponding or a higher post shall count towards the period of probation fixed under this rule ;

(b) in the case of an appointment by transfer, any period of work in similas rank or above, prior to appointment to the Service may, at th discretion of appointing authority, be allowed to count toward the period of probation fixed under this rule ; and

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

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

(a) dispense with his services; if recruited by direct appointment ; or

(b) if recruited otherwise:—

(i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of his previous 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; or

(b) If his work or conduct has not been, in its opinion, satisfactory;—

(i) dispense with his services, if appointed by direct appointment ; or if appointed otherwise, revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment 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 probation including extension if any, shall not exceed three years."

4. *Add* the following Note to rule 12 of the said Rules,—

"Note.—Separate seniority lists shall be maintained for Civil and Mechanical overseers."

5. For sub-rule (2) of rule 13 of the said Rules, *Substitute* the following:—

"(2) Each member of the Service shall, on his appointment have to undergo training for a period of three months which may be extended by the appointing authority, if the training is not satisfactorily completed during the initial period of three months. The total period of training including extension if any, shall in no case exceed six months. During the period of training the members shall be designated as "overseer under training" and shall be paid the minimum of the pay-scale of the post of overseer."

6. *Omit* rule 16 of the said rules.

7. *Suustitute* the following for appendix 'A' of the said Rules .

APPENDIX 'A'

[*See Rbles* 3, 12 13(1)]

Designation of post	No. of posts	*Pay per mensem*						Remarks
		Raising from	By annual increment of	To	aed t en by annual increment, if any, of	To	With efficiency bar at	
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
	831	100	10	200	10	300	200	

S. S. GREWAL,

Segretary to Government, Puujab,
Irrigation and Power Deprrtments.

7.41 THE PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), OVERSEERS' ENGINEERING STATE SERVICE, CLASS III, RULES, 1955.

No. 317/CODES/1008/51, dated the 18th November, 1955.—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 recruitment to, and conditions of service of persons in, the PUJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), OVERSEERS' ENGINEERING STATE SERVICE , CLASS III.

PART I—GENERAL

Short title and commencement.

1. (*1*) These rules may be called the Punjab Public Works Department (Irrigation Branch), Overseers' Engineering State Service, Class III, Rules, 1955.

(*2*) These rules shall come into force at once and shall supereside the Rules, published with Punjab Government notification No. 12575-Est., dated the 2nd June, 1939, as amended from tine to time.

Definitions.

2. In these rules unless there is anything repugnant in the subject of the context :—

(*a*) "Government" means the Government of the State of Punjab in the Administrative Department ;

(*b*) "Department" means the Irrigation Branch of Public Works Department ; Punjab ;

(*c*) "Chief Engineer" means any or all of the Chief Engineers, Punjab, Public Works Department, Irrigation Branch ;

(*d*) "Superintending Engineer" means an officer-in-charge of a canal system or area known as a Circle ;

(*e*) "Director" means the officer in charge of Irrigation and Power Research Institute, Construction and Plant Designs Directorate, Bhakra Dam Designs Inspection and Control Directorate ;

(*f*) "Divisional Officer" means an officer-in-charge of a prtion of a cana l system or area known as a Division ;

(*g*) "Recognised University" mean—

(*i*) any university incorporated by law in any of the States of India ;

(*ii*) in the case of degrees or diploman obgtained as the result of examination held before the 15th August, 1947, the Punjab, Sind, or Decca University ;

(*iii*) any other university which is declared by the Government to be a recognised university for purposes of these Rules ;

(*h*) "Recognised Institution" means—

(*i*) any school or institution recogni ed by the Government for purpose of these rules ;

(*ii*) any other school or institution recognised by the Joint Punjab Government prior to the 15th August, 1947, for purpose of the Punjab Public Works Department (Irrigation Branch), Overseers' Engineering Service Rules, 1939 ;

(*i*) "Engineering School" means—

(*i*) the Government School of Engineering, Punjab, Nilokeheri ;

(*ii*) in the case of deiplomas obtained as the result of examination held before the 15th August, 1947, the Government School of Engineering, Punjab, Rasul ;

(*j*) "Service" means the Punjab Public Works Department (Irrigation Branch), Overseers' Engineering State Service, Class III ; and

(*k*) "Direct appointment" means an appointment made otherwise than by promotion within the Service or by transfer of an official already in the Service of the Government of a State or of the Union.

PART II.—POSTS ADD QUALIFICATIONS.

Number of posts.

3. The Service shall comprise the posts shown in Appendix A to these rules provided that nothing in these rules shall be deemed to affect the right of Government to make additions to or reductions in the number of uch posts either permanently or temoporarily.

Nationality of the thc candidates.

4. No person shall be appointed to the Service unless he—

(*i*) is a citizen of India ; or

(*ii*) has migrated from Pakistan with the intention of permanently settling in India and has not become a citizen of India under the Constitution ; or

(*iii*) is a subject of Nepal or of Sikkim or of a Portuguese possession in India ;

and if he comes under category (*ii*) or (*iii*) is a person in whose favour a certificate of eligibility has been given by the Government of India or the Government of Punjab. A candidate in whose case such a certificate is necessary may, however, be admitted to an examination or interview conducted by the Punjab Subordinate Services Selection Board or other recruiting authority on his furnishing proof that he has applied for the certificate and he may also be provisionally appointed, subject to the necessary certificate being enventually given to him by the Government ;

Age of candidates.

5 (*1*) No person shall be appointed to the Service who is less than 18 years or more than 25th years of age on the date of appointment, provided that the Chief Engineer may, in special circumstances to be recorded in writing appoint a person exceeding 25th years in age. Provided further that the upper age limit in the case of candidates belonging to the Schduled Castes, Schduled Tribes and other Backward Classes shall be such as may be prescribed by Government in this behalf from time to time, in respect of entry of such candidates into service under Government.

(*2*) The appointing authority or any other officer authorized by it, shall verify the date of birth of every person appointed to the Service and shall note in his service book the mode of verification adopted in each case. Only the following documents shall be accpted for purses of verfication —

(*i*) the Matriculation certificate or a certified copy of the notification publishing the result of the Matriculation Examination of a recognised university ;

(*ii*) certified ocpies of extracts from Gazette notifications containing the results of toher examinations if the age of date of birth is given therein ;

(*iii*) certified extract from birth register, provided the name of the person concerned is specifically mentioned therein ; and

(*iv*) certified copies of entries made in school and college registers.

Note—*Alternatives* (*iii*) and (*iv* above shall only be resorted to if alternative (*i*) or (*ii* is not available.

(*3*) In the case of a person who is already a Government servent, the date of birth in his service book shall be treated as final.

Qualifications for appointment.

6. No person shall be appointed to the Service unless he has passed the Overseers' Examination of the Engineering School or any recognised institution :

Provided that in the case of direct appointment other things being equal, preference will be given to a candidates who has himself worked for the cause of nation independence or has rendered some outstanding social service.

Disqualifications for appointment.

7. No person who has more than one wife living shall be eligible for appoinment to the Service :

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

PART III.—APPONITMENTS

Appointing authority.

8. All appointments to posts in the Service shall be made by the Chief Engineer.

Application for Appointment.

9. No person shall be appointed to the Service unless he produces—

(*a*) a certificate of character form the principal academic officer of his university college, or shcool last attended, if any ;

(*b*) similar certificate from two responsible persons, who are not related to him and who are well acquainted with him in private life and are not connected with his uinversity college or school ; and

(*c*) in the case of a person to be appointed to the Service by direct reruitment, declaration specified in the Annexure to Appendix B and the medical certificate of fitness for Government service required by Rule 3.1 of the Punjab Civil Services Rules, Volume I, Part I,comng up to the standard of physical fitness prescribed in the regulations in Appendix B, from tthe competent medical authority who shall also certify him to be fit in all respects for active out-door duty.

Method of recruitment

10.(*1*) The recruitment to the Service shall be made--

(*i*) by direct appointment from amongst students passing out of the Engineering School or any recognised institution ; or

(*ii*) by selection from amongst temporary overseers; or

(*iii*) by transfer of an official, possessing requisite qualifications, already in the service of the Government whether in the same or another State or of the Union.

(*2*) Notwithstanding anything in the above rules, appointment to the Service shall be made purely by selection and no official shall be entitled to such appointment as of right.

PART IV— CONDITIONS OF SERVICE.

Probation of Member of the Service.

11. (*1*) Persons who are appointed against permanent vacancies in the Service, shall remain or probation , in the first instance, for a period of two years ; but in the case of recruits taken direct from the Engineering School, the first six months of their training during which they shall not be required to hold any of the posts of overseers in the Service and during which they shall be designated "Aprentice Overseers", shall count towards the period of probation. During the period of probation all persons shall be allowed pay in the time scale. They shall also be eligible to draw increments during the period of probation provided their work is satisfactory.

Explanation.—Officiating service shall be reckoned as period spent on probation, but no person who is officiating in any appointment shall, on the completion of the requisite period of one or two years in such appointment, be entitled to be

confirmed until he is appointed against a permanent vacancy. Service spent on deputation to a corresponding or higher post may be allowed to count towards the period of probation fixed under this rule.

(*2*) If the work or conduct of any person during his period of probation is, in the opinion of the appointment authority, not satisfactory, the appointing authority may, at any time during the period of probation,, dispense with his services, if recruitee direct, or revert hom to his formed post, if he had been recruited otherwise than by direct appointmnet.

(*3*) On the completion of the period of probation of any person, the appointing authority may, either confirm such person in his appointment, or, if his work or conduct has, in the opinion of the appointing athority, not been satisfactory, dispense with his services, if recruited direct, or, as the case may be, revert him to his former post, if he had been recruited otherwise than by direct appointment, or extend the period of his 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 probation, including extensions, if any, shall not exceed four years.

Seniority of members of Services.

12. The seniority of members of the Service shown in Appendix A to these rules shall be determined as follows :—

(*1*) In the case of members who have rendered temporary or officiating service, credit shall be given for half of the continuous temporary or officiating service in the Irrigation Branch and the length of service thus calculated shall determine the seniority amongst the existing members of the service:

Provided that if the lengthe of service thus calculated be the same in the case of two or more members, seniority shall be determined according to pay, preference being given to the member drawing a higher rate of pay and if the rate of pay drawn be also the same, seniority shall be determined according to age, an older member being senior to a younger member.

(2) A member recruited by transfer from a cadre in any depaetment of a State or of the Union other than the Punjab Public Works Department (Irrigation Branch), Overseers' Engineering State Service, Class III cadre, shall besenior to a member recruited by direct appointment;

(3) In the case of members recruited by direct appointment, their *Interse* Seniority shall be determined by the Punjab Subordinate Services Selection Board at the time of selection.

Pay of the members of the Service.

13. (1) Members of the Service shall be entitled to the pay scales ass are given in Appendix A, 'provided that the cales of pa6 may be altered by the Government as and when necessary.

(2) The members recruitee direct from the Engineering Schools, during the first six months of their training, shall receive pay at rupees forty-five memsem. If their work has been satisfactory they shall be appointed against vacancies within the cadre of posts for the Service and shall be entitled to pay at rupees forty-five per memsem for a futther period of six months, at the end of which they shall come on to the scales of pay mentioned in clase (1) of this rule.

Liability to transfer and authority empowered.

14. Members of the Service are liable to transfer--

(*I*) from one station to another within a Division by the Divisional Officer ;

(*II*) anywhere with in a Circle/Directorate by the Superintending Engineer/Director ; and

(*III*) from one Circle to another within the State of Punjab or any aı ohter place where irrigation works are being carried out under the control of the Government, by the Chief Engineer.

Authority empowered to impose penalities.

15. (1) In matters relating to discipline, penalities and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time, provided that the nature of penalities which may be inflicted, the authority

empowered to imposr such penalities and, subject to the pro visions of nay law or the rules thereunder made under Article 309 of the Constitution of India, the appellate authority shall be as specified in Appendix C.

(2) The authority competent to pass and order under clause (c) or (d) of Rule 10 of the said Rules, and the appellate authority shall be as specified in Appendix D.

Publication by ground of Dismissal.

16. If a member of the Service is dismissed by Government or other competent authority as a result of a departmental enquiry or a conviction on a criminal charge by a court, Government may publish in the Government Gazette the reasons for such dismissal if it is of opinion that such publication is desireable in the public interest.

Leave pension and other cognate matter.

17. In respect of all other matters not specifically mentioned in these rules, members of the Service shall be governed by the Punjab Civil Services Rules and all other rules and regulations issued from time to time by Government.

Liability for Vaccination and Re-vaccination.

18. Every member of the Service shall get himself vaccinated and re-vaccinated if and when Government by a special or general order so directs. This rule shall not, however, be applicable to members of the Service who were in Government service on the 8tn March, 1926, except with their con-currence

Relaxation of Rules in favour of the Service.

19. Where the Governor of Punjab is satisfied that the operation of any of these rules, causes undue hardship in any particular case, he may by order dispense with or relax the requirement of that rule to such extent and subject to conditions as he may consider necessary for dealing with the case in a just and equitable manner.

APPENDIX A

(Referred to in Rules 3, 12' 13(1)

Designation of post	No. of posts	PAY PER MENSBM						Remarks
		Rising from	By annual increment of	To	and then by annual increment, if any of	To	With an efficiency bar at	
								Rs
Overseers, Engineering Service	260	Rs. 100	8—140—10—160/10—230/10—300					160 and 230
Apprentice Overseers	..		45 (fixed)	..	..	..	..	

APPENDIX B

[Referred to in Part III, Rule 9 (c)]

Regulations for the medical examination of candidates for admission to the

PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH) OVERSEERS' ENGINEERING STATE SERVICE, CLASS III

1. To be passed as fit for an appointment as an officer of the OVERSEERS' ENGINEERING STATE SERVICE, CLASS III, a candidate must be in good mental and bodily health and free from any physical defect likely ito interfere with the efficient performance of the duties of his appointment.

2. In the matter of the correlation of age, height and chest-girth of candidates it is left to the Medical Officer to use whatever correlation figures are considered most suitable as a guide in the examination of the candidates.

3. The candidate's height will be measured as follows :—

He will remove his shoes and be placed against the standard with his feet together; and the weight on the heels and not on the toes or outer side of the feet; will stand erect without rigidity, and with the heelso calves buttocks and shoulder touching the standard; the chin will be depressed to bring the vertex of the head level under the horizontal bar, and the height will be recorded in inches and parts of an inch to quarters. No fixed limit of height is enforeced.

4. The candidates' chest will be measured as follows :—

He will be made to stand erect with his feet together, and to raise his arms over his head. The tape will be so adjusted around the chest its upper edge touches interior angles of the houlder blades behind and its lower edge the upper part of the nipples in front. The arms will then be lowered to hang lossely by the side, and care will by taken that the shoulders are not thrown upwards or backwards so as to displace the tape. The candidate will then be directed to take a deep inspiration on several times, and the maximum expansion of the chest will be carefully noted. The minimum and maximum will then be recorded in inches 33—34, 35—36 1/2 etc. In record ing the measurements fractions of less than 1/2 inch should not be noted.

5. The candidate will also be weighted and his weight recorded in pounds. Fractions of a pound should not be noted.

6. The candidates' eyesight will be tested in accordance with the following rules. The results of each test will be recorded :—

(*i*) *General*.—The candidate's eyes will be sumitted to a general examination directed to the decttion of any disease or abnormality. The candidate will be rejected if the suffers from any squint or morbid condtions of eyes, eyelids or contiguous structures, of such a sort as to render, or to be likely at a furutre date to render him unfit for service.

(*ii*) *Visuai Acuity*.—(a) The examination for determining the acuteness of vision, includes two tests, one for distant, and the other for near vision. Each eye will be examined separately.

Snellen's test types will be used for the test for distant vision, without glasses at a distance of 20 feet and for the test for near vision without glasses at any distance selected by the candidate.

(b) No candidate will be accepted whose visual acuity falls below the following standards :—

		Better eye	*Worse eye*
Distant vision without glasses	..	6/24	6/24
Corrected with glasses	..	6/6	6/12
Manifist Hypermetropia	..	1.5	1.5
Near vision with or without glasses	..	0.8	1

(*iii*) *Colour perception, night blindness and field vision*—

(a) Each eye will be examined sepratetly and the lids must be kept wide open during the test.

(b) Inablility to distinguish the prinicpal colours will not be regarded as a cause for rejection but the fact will be noted in the proceedings and the candidates will be informed.

(c) Each eye must have a full field of vision as tested by hand movements.

(*iv*) The degree of acutness of vision of all candidates for appointment will be entered in the proceedings in the following manner :—

V.R. .....with glasses .....Reads .....

V.R. .....with glasses .....Reads

(v) In the cases of serious abnormality the opinion of an opthalmic specialist should be obtained.

Note : —No candidate will be accepted for appointment if his vifion does not come up to the requirement specified above without the use of contact glasses. (A contact glass or lons is dened as a glass shall the concavity of which is in contact with the globe of the eye, a layer of liquid being interposed between thel ens and the cornea, The meaning of tne word, glasses' whereever is to be interpreted as not covering contact glasses.)

7. The urine (passed in the presence of the examiner) should be examined and the result recorded.

8. The following additional points should be observed —

(a) that the candidate's hearing in each ear is good and that there is no sign of disease of the ear ;

(b) that his speech is with out 'mpendiment ;

(c) that his teeth are in good order, and that he is provided with denture where necessary for effective masticulation (well-filled teeth will considered sound)

(d) that his chest is well formed. and his chest expansion sufficient; and that his heart and lungs are sound; and that his blood pressure within normal limits ;

(e) that there is no evidence of, say, abdominal disease ;

(f) that he is not ruptured ;

(g) that he does not suffer from a severe degree of hydrocele, varicocele, varicose veins or piles ;

(h) that his limbs, hand and feet are well formed and developed, and that there is free and perfect motion of all his joints ;

(i) that he does not suffer from any invertirate skin disease ;

(j) that there is no congenital malformation or defect ;

(k) that he does not bear treaces of acute or chronic disease pointing to an impaired consitution; and

(j) that he bears marks of efficient vaccination. When any defects found it must be noted, and the medical examiners should state their opinion as to whether or not it is likely to interfere with the efficient performance of the duties which will be required i. the candidate. If the condition is remediable by operation ot should be so stated. He should (unless he has already had smallpox and shows obviour scares thereof) have been successfully vaccinated or re-vaccinatesd within the previous 12 months.

ANNEXURE TO APPENDIX B

Form of declaration as to health to be complete by candidates for appointment to

THE PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH OVERSERS' ENGINEERING STATE SERVICE, CLASS III

The candidate must make the statement required below prior to his medical examination, and must sign the declaration appended thereto in the presence of the Medical Officer—

(1) State your name in full (in block letters)————————

(2) State place of birth————————

(3) State your age and date of birth————————

(4) Furnish the following particulars concerning your family—

Father's age, if living and state of health	Father's age at deate and cause of death	Number of brothers living, their ages and state of health	Number of brothers dead, their, ages at and cause of death	Mother's age, if living and state of health	Mother's age at death and cause of death	Number of death living, their ages and state of deal th	Number of sisters dead, tueir ages at and cause of death

(5) Have any of your near relations suffered from tuberculosis (consumption Scrofula), cancer, asthama, fits, epilepsy, insanity or any other nervous disease ?

(6) Have you ever served in the Navy, Army, Air Force, or in any Government department)?

(7) Have you ever been examined (a) for life Insurance or/and (b) by any Government Medical Officer or State Medical Board, Civil or Military ? If, so, state details and with what result.

(8) Have you ever—

(a) had smallpox, intermittend or any other fever, enlargement or suppuration of glands, spitting of blood asthma, inflammation of

lungs pleurisy, heard disease fainting attacks reheumatism, appendicit, epilesy, insanity, or other nervous disease, discharge from or other disease of the ear, syphilis, gonrrhoea: or

(b) had any other disease or injury which required confinement to bed or medical or surgical treatment; or

(c) undergone any surgical operation; or

(d) suffered from any liness. wound or injury sustained while on active service during the war which began in 1939 ?

(9) Have you rupture

(10) Have you vericocele, vericose veins or piles ?

(11) Is your vision in each eye good? (Candidates who wear spectacles are requested to bring the prescrition for their glasses with them .)

(12) Is your hearing in each ear good ?

(13) Have you any congnitol or acquired malformation, defect or defrmity?

(14) When were you last vaccinated ?

(15) Is there any further matter concerning your health not covered by the above questions which should be communicated to the Medical Examiner (s) ?

DECLARATION BY CANDIDATE

(*To be signed in the presence of the Medical Examiners (s)*

I declare all the foregoing answers to be, to the best of my belief, true and correct).

I wilfully reveal to the Medical Examiner(s) all circumstances within my knowldge that concern my health and fitness for the appointment for which I am a candidate.

I am fully aware that by wilfully suppressing any information I shall incure the risk of not obtaiing the appointment or of losing it if granted.

Signed in presence of Candidate's Signature.

(Place)———— ————

Civil Surgeon,

(Date) ———— ———— District.

APPENDIX C

[Referred to in Rule 15 (1)]

Designation of members of the Service	Nature of Penalty	Punishing Authority	Appellate Authority	Second Appellate Authority
1	2	3	4	5
Overseers' Engineering Service	(a) Censure	Superintending Engineer/Director	Chief Engineer	Government
	(b) Withholding of increments or promotion including stoppage at an efficiency bar, if any			
	(c) Reduction to a lower post or a time scale or to a lower stage in a time scale			
	(d) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach or orders			
	(e) Suspension	Chief Engineer	Government	
	(f) Withholding of promotion including stoppage at an efficiency bar			
	(g) Compulsory retirement			
	*(h) Removal from the service of the Government which does not disqualify from future employment			
	(i) Dismissal from the service of the Government which ordinarily disqualifies from future employment			

*Excludes cases falling under Rules 5.32 of Punjab Civil Services Rules, Volume II (1st Edition).

APPENDIX D

[Referred to in Rule 15(2)]

Designation of members of the Service	Nature of case	Authority empowered to pass original orders	First Appellate Authority	Second Appellate Authority
1	2	3	4	5
Overseers' Engineering Service	(a) Reducing the maximum amount of ordinary Pension admissible under the rule governing pensions	Chief Engineer	Government	..
	*(b) Terminating the appointment of a member of the Service otherwise than upon his reaching the age fixed for superannuation	Ditto	Ditto	..

*Applies to cases falling under Rule 5.32 of the Punjab Civil Services Rules volume I (1st Edition).

7.52. THE PUNJAB PUBLIC WORKS DEPATRMENT (IRRIGATION BRANCH), DRAFTSMAN AND TRACERS' STATE SERVICE, CLASS III, RULES, 1960.

No. 5641-Irr (EII) (2)-60/20199, dated the 29th July, 1960.—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 recruitment to, and conditions of service of persons in the Punjab Public Works Department (Irrigation Branch), Draftsmen and Tracers' State Service, Class III.

PART I—GENERAL

Short title and commencement.

1. (*1*) These rules may be called the Punjab Public Works Department (Irrigation Branch), Draftsmen and Tracers' State Service, Class III, Rules, 1960.

(*2*) These rules shall come into force at once and shall suprsede the rules published with Punjab Government notification No. 38894-E.G./518/34, dated the 21st Decemver, 1944, as amended from time to time.

Definitions.

2. In these rules, unless there is anything repugnant in the subject or context—

(*a*) "Chief Engineer" means any or all of the Chief Engineers, Punjab Public Works Department (Irrigation Branch) ;

(*b*) "Department "means the Irrigation Branch of the Punjab Public Works Department ;

(*c*) "Direct appointment" means an appointment made otherwise than by promotion within the Service or by transfer of an official already in the service of the Government of a State or of the Union ;

(*d*) "Director" means the officer in charge of Irrigation and power Research Institute, construction and Plant Design Directorate, Bhakra Dam Designs Directorate, Central Designs Directorate and Inspection and Control Directorate ;

(*e*) "Divisional Officer" means an officer in charge of a portion of a canal system or area known as a Division ;

(f) "Engineering School" means—

(*i*) the Government School of Engineering, Punjab, Nilokheri ;

(*ii*) in the case of diplomas obtained as the result of examinations held before the 15th August, 1947, the Government School of Engineering, Punjab, Rasul ; and

(*iii*) any other Engineering School which is declared by the Government to be an Engineering School for purposes of these rules ;

(*g*) "Government" means the Government of the State of Pubjab ;

(*h*) "Recognized University" means—

(*i*) any university incorporated by law in any of the States of India ;

(*ii*) in the case of degrees or diplomas obtained as the result of examinations held before the 15th August, 1947, the Punjab, Sind or Dacca University ; and

(*iii*) any other university which is declared by the Government to be a recognized university for purposes of these rules;

(*j*) "Service" means the Punjab Public Works Department (Irrigation Branch), Draftsmen and Tracers, State Service, Class III ; and

(*k*) "Superintending Engineer" means an officer in charge of a canal system or area known as a Circle.

PART II.—Posts and Qualications

Number of posts.

3. The Service shall comprise of the posts shown in Appendix 'A' to these rules :

Provided that nothing in these rules shall be deemed to affect the right of Government to make additions to or reduction in the number of such posts either permanently or temporarily.

Nationality of the candidates.

4. No person shall be appointed to the Serivce unless he is—

(*a*) a citizen of India or,

(*b*) a subject of Sikkim, or

(*c*) a subject of Nepal or of a Portuguese or former French Possessions in India, or

(*d*) a person of Indian origin, who has migrated from Pakistan with the intention of permanently settling in India :

Provided that if he belongs to category (*c*) or (*d*), he must be a person in whose favour a certificate of eligibility has been given by the Government of India or of the Punjab :

Provided further that if he belongs to category (*d*), the certificate of eligibility shall be valid only for a period of one year from the date of his appointment beyond which he may be retained in service only if he has become a citizen of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Subordinate Services Selection Board or other recruiting authority and he may also provisionlly be appointed subject to the necessary certificate being given to him by the Government.

Age of candidates.

5. (*1*) No person shall be appointed to the Service who is less than 18 years or more than 25 years of age on the date of appointment provided that—

(*a*) the chief Engineer may, in special circumstances to be recorded in writing, appoint a person exceeding 25 years in age ;

(*b*) the appointing authority may, in special circumstances to be recorded in writing waive the age-limit in respect of temporary Draftsmen and Tracers up to the age of 30 years subject to the condition that their first appointmnt in the department was made before the prescribed maximum age-limit even though there may have been a break in service ; and

(*c*) the upper age-limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes shall be such as may be prescribed by Government in this behalf from time to time, in respect of entry of such candidates into service under Government.

(*2*) The appointing authority or any other officer authorized by it, shall verify the date of birth of every person appointed to the Service and shall note in his service-book the mode of verification adopted in each case. Only the following documents shall be accepted for purposes of verification—

(*i*) the Matriculation Certificate or a certified copy of the notification publishing the result of the Matriculation Examination of a recognised University ;

(*ii*) certified copies of extracts from Gazette notifications containing the results of other examinations if the age or date of birth is given therein ;

(*iii*) certified extract from birth register provided the name of the person concerned is specifically mentioned therein ; and

(*iv*) certified copies of entries made in school and college registers.

Note.—Alternatives (*iii*) and (*iv*) above shall only be resorted to if alternative (*i*) or (*ii*) is not available.

(*3*) In the case of a person who is already a Government servant, the date of birth in his service-book shall be treated as final.

Qualifications for appointment.

6. No person shall be eligible for direct appointment to the Service unless he—

(*a*) has passed the Matriculation or School Leaving Certificate Examination of a recognized University or its equivalent ; and

(*b*) in the case of appointment to the post of Draftsman—

(*1*) has qualified from the Engineering School, as a Draftsmen and has obtained a certificate for the additional reinforced concrete course ; or

(*2*) has qualified from the Engineering School as an Overseer and shown an aptitude for drawing and is certified by the Principal, Engineering School, as having received the requisite training ; or

(*3*) has qualified in the examination prescribed by the Chief Engineer for this purpose :

Provided that other things being equal, preference will be given to a candidate who has himself worked for the cause of national independence or has rendered some outstanding social or public service.

7. No person who has more than one wife living shall be eligible for appointment to the Service :

Disqualifications for appointment.

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

PART III.—APPOINTMENT

8. All appointments to posts in the Service shall be made—

Appointing authority.

(i) in the case of Draftsmen other than temporary Draftsmen, by the Chief Engineer ;

(ii) in the case of temporary Draftsmen and Tracers, by the Superintending Engineer or Director, as the case may be.

9. No person shall be appointed to the Service unless he produces—

Application for appointment.

(a) a certificate of character from the principal academic officer of his university, college or school last attended, if any :

(b) similar certificates from two responsible persons who are not related to him and who are well acquainted with him in private life and are not connected with his university, college, or school ; and

(c) in the case of a person to be recruited to the Service by direct appointment, declaration specified in the Annexure to Appendix 'B' to these rules and the medical certificate of fitness for Government service required by Rule 3.1 of the Punjab Civil Services Rules, Volume I, Part I, coming up to the standard of physical fitness prescribed in the regulation in Appendix 'B', from the competent medical authority.

10. (1) Appointments to the various grades of the Service shall be made—

Method of recruitment.

(a) *in the case of Circle Head Draftsmen.*—by promotion made by selection from amongst Divisional Head Draftsmen ;

(b) *in the case of Divisional Head Draftsmen.*—by promotion made by selection from amongst officiating Divisional Head Draftsmen and permanent Draftsmen ;

(c) *in the case of Draftsmen*—(i) by direct appointment from the Engineering School ; or

(ii) by promotion of temporary Draftsmen and permanent Tracers provided they have qualified in the examination prescribed by the Chief Engineer for this purpose ; or

(iii) by transfer of persons already in the Service of the Government of a State or of the Union, provided they have qualified in the examination prescribed by the Chief Engineer for this purpose unless they hold a diploma from an Engineering School.

Note :—A temporary Tracer may be appointed as a temporary Draftsmen in short leave vacancies when no qualified Draftsman or Overseer is availalbe.

(d) *in the case of Tracers*—(i) by promotion of temporary Tracers in the Circle concerned; or

(ii) if no suitable person is available from amongst temporary tracers in Circle, by promotion of temporary Tracers, in other Circels, provided they have qualified in the examination prescribed by Chief Engineer for this purpose; or

(iii) failing (i) and (ii) above, by direct appointment from men who have received a course of training in tracing work. Preference will be given to those who have qualified from the Engineering School as Draftsmen, but failed to secure appointment as Draftsmen.

Note :—Condition of qualifying in the examination for Draftsman and Tracers shall not be applicable to the members who were in service before 1st September, 1934.

(2) When any vacancy occurs or is about to occur in the Service, the appointing authority shall determine in what manner such vacancy shall be filled.

(3) Notwithstanding anything in the above rules, appointment to the Service shall be made purely by selection and no official shall have any claim to such appointment as of right.

PART IV.—CONDITIONS OF SERVICE

Probation of members of the Service.

11. (1) Persons who are appointed against permanent vacancies in the Service shall remain on probation, in the first instance, for a period of two years, in the case of persons recruited by direct appointment, and one year in the case of persons appointed otherwise. The completion of such a period of probation shall not be deemed to confer, by itself, any right to be confirmed unless

he has earned four good half yearly, reports in succession on his work. During the period of probation all persons shall be allowed pay in the time-scale. They shall also be eligible to draw increments during the period of probation provided their work is satisfactory.

Explanation.— Officiating service shall be reckoned as period spent on probation, but no person who is officiating in any appointment shall, on the completion of the requisite period of one or two years in such appointment, be entitled to be confirmed until he is appointed against a permanent vacancy. Service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation fixed under this rule.

(2) If the work or conduct of any person during his period of probation is, in the opinion of the appointing authority, not satisfactory, the appointing authority may, at any time during the period of probation , dispense with his services, if recruitment is by direct appointment, or revert him to his former post, if he had been recruited otherwise than by direct appointment.

(3) On the completion of the period of probation of any person, the appointing authority may, either confirm such person in his appointment, or if his work or conduct, has, in the opinion of the appointing authority, not been satisfactory, dispense with his services, if his recruitment is by direct appointment, or, as the case may be, revert him to his former post, if he had been recruited otherwise than by direct appointment, or extend the 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 probation, including extensions, if any, shall not exceed three years.

Seniority of members of Service.

12. The seniority of members of the Service shown in Appendix 'A' to these rules shall be determined as follows :—

(1) In the case of members who have rendered temporary or officiating service, credit shall be given for half of the continuous temporary or officiating service inthe Irrigation Branch and the length of service thus calculated shall determine the seniority amongst the existing members of the service :

Provided that if the length of service thus calculated be the same in the case of two or more members seniority shall be determined according to pay, preference being given to the member drawing a higher rate of pay, and if the rate of pay drawn be also the same, seniority shall be determined according to age, an older member being senior to a younger member.

(2) A member recruited by transfer from a cadre in any department of a State or of the Union, other than the Punjab Public Works Department (Irrigation Branch), Draftsmen and Tracers' State Service, Class III Cadre, shall be senior to a member recruited by Direct appointment.

(3) In the case of members recruited by Direct appointment, their *inter se* seniority shall be in the same order of preference in which their names are recommended by the Punjab Subordinate Services Selection Board.

Pay of members of the Service.

13. Members of the Service shall be entitled to the pay scales as are given in Appendix 'A' to these rules, provided that the scales of pay may be altered by the Government as and when necessary.

Liabliity to transfer and authority empowered to order transfer.

14. Members of the Service are liable to transfer—

(a) anywhere within a Division, by the Divisional Officer;

(b) anywhere within a Circle/Directorate by the Superintending Engineer/Director ; and

(c) from one Circle to another within the State of Punjab or any other place where irrigation works are being carried out under the control of Government, by the Chief Engineer.

Authorities empowered to impose penalties.

15. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeals) Rules, 1952, as amended from time to time, provided that the nature of penalties which may be inflicted, the authority empowered to impose such penalties, and, subject to the provisions of any law or the rules thereunder made under Article 309 of the Constitution of India, the appellate authority shall be as specified in Appendix 'C' to these rules.

(2) The authority competent to pass an order under clause (c) or (d) of rule 10 of the said Rules, and the appellate authority shall be as specified in Appendix 'D' to these rules.

Leave, Pension and other cognate matters.

16. In respect of all other matters, including matters relating to leave and pension, not specifically mentioned in these rules, members of the service shall be governed by the Punjab Civil Services Rules and all other rules and regulations issued from time to time by Government.

Liability for vaccination and revaccination.

17. Every member of the Service shall get himself vaccinated and revaccinated if and when Government by a special or general order so directs. Provided that nothing in this rule shall apply to members of the Service who were in Government service on the 8th March, 1926.

Relaxation of rules in favour of Members of Service.

18. Where the Government is satisfied that the operation of any of these rules causes undue hardship in any particular case, it may, by order, dispense with or relax the requirement of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

APPENDIX A

Referred to in Rules, 3, 12 and 13

Designation of post	No. of posts	Pay per mensum						Remarks
		Rising from	By annual increments of	To	And then to by annual increments, if any, of	To	With an efficiency bar at	
		Rs	Rs	Rs	Rs	Rs	Rs	
1. Circle Head Draftsmen ..	11	250	15	355	..	..	..	
2. Divisional Head Draftsmen ..	24	200	10	230	10	300	230	
3. Draftsmen ..	49	100	8	140	10 10	160 200	.. 160	
4. Tracer ..	48	60	4	120	5	150	120	

APPENDIX B

[Referred to in rule 9(c)]

REGULATIONS FOR THE MEDICAL EXAMINATION OF CANDIDATES FOR ADMISSION TO THE PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), DRAFTSMEN AND TRACERS' STATE SERVICE, CLASS III.

1. To be passed as fit for an appointment as an officer of the Punjab Public Works Department (Irrigation Branch), Draftsmen and Tracers' State Service, Class III, a candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties of his appointment.

2. In the matter of the correlation of age, height and chest-girth of candidates, it is left to Medical Officer to use whatever correlation figures are considered most suitable as a guide in the examination of the candidates.

3. The candidate's height will be measured as follows:—

He will remove his shoes and be placed against the standard with his feet together, and the weight onthe heels and not on the toes or outer side of the feet; will stand erect with out rigidity, and with the heels, calves, buttocks and shoulders touching the standard; the chin will be depressed to bring the vertex of the head level under the horizontal bar, and the height will be recorded in inches and parts of an inch to quarters. No fixed limit of height is enforced.

4. The candidate's chest will be measured as follows:—

He will be made to stand erect with his feet together, and to raise his arms over his head. The tape will be so adjusted around the ches that its upper edge touches interior angles of the shoulder blade behind and its lower edge the upper part of the nipples in front The arms will then be lowered to hang loosely by the side, and care will be taken that the shoulders are not thrown upwards or backwards so as to displace the tape. The candidate will then be directed to take a deep inspiration several times and the maximum expansion of the chest will be carefully noted. The minimum and maximum will then be recorded in inches 33—35, 34—36½. etc. In recording the measurement's fractions of less than ½ inch should not be noted.

5. The candidate will also be weighed and his weight recorded in pounds. Fractions of a pound should not be noted.

6. The candidate's eyesight will be tested in accordance with the following rules. The results of each test will be recorded :—

(i) *General.*—The candidate's eyes will be submitted to a general examination directed to the detection of any disease or abnormality. The candidate will be rejected if he suffer from any squint or morbid conditions of eyes, eye lids or contiguous structures, of such a sort as to render, or to be likely at a future date to render him unfit for service.

(ii) *Visual Acuity.*—(a) The examination for determining the acuteness of vision, includes two tests, one for distant, and the other for near vision. Each eye will be examined separately.

Snellent's test types will be used for the test for distant vision, without glasses at a ditance of 20 ft. and for the test for near vision without glasses at any distance selected by the candidate.

(b) No candidate will be accepted whose visual acuity falls below the following standards :—

	Better Eye	*Worse Eye*
Distant vision without glasses	.. 6/24	6/24
Corrected with glasses	.. 6/6	6/12
Manifest hypermetropia	.. 1.5	1.5
Near vision with or without glasses	.. 0.8	1

(iii) *Colour perception, night blindness and field vision.*—(a) Each eye will be examined separately and the lids must be kept wide open during the test.

(b) Inability to distinguish the principal colours will be noted in the proceedings and the candidates will be informed.

(c) Each eye must have a full field of vision as tested by hand movements.

(iv) The degree of acuteness of vision of all candidates for appointment will be entered in the proceedings in the following manner:—

V.R.....with glasses.....Reads.....

V.L.....with glasses.....Reads.....

(v) In the cases of serious abnormality the opinion of an opthalmic speciallist should be obtained.

Note—No candidate will be accepted for appointment if his vision does not come upto the requirements specified above without the use of contact glasses. A contact glass or lens is defined as a glass, the concavity of which is in contact with the globe of the eye, a layer of liquid being interposed between the lens and the cornea. The meaning of the word 'glasses wherever used above is to be interpreted as not covering contact.

7. The urine (passed in the presence of the examiner) should be examined and the result recorded.

8. The following additional points should be observed:—

(a) that the candidate's hearing in each ear is good and that there is no sign of disease of the ear;

(b) that his speech is without impediment ;

(c) that his teeth are in good order, and that he is provided with dentures where necessary for effective masticulation (well-filled teeth will be considered sound);

(d) that his chest is well formed, and his chest expansion sufficeint; and that his heart and lungs are sound; and that his blood pressure is within lnormal limits ;

(e) that there is no evidence of, say, abdominal disease;

(f) that he is not ruptured;

(g) that he does not suffer from a severe degree of hydrocele, veiicocele, vericose veins or piles;

(h) that his limbs, hands and feet are well formed and developed, and that there is free and perfect motion of all his joints ;

(i) that he does not suffei from any inveteiate skin disease;

(j) that there is no congenital malformation or defect ;

(k) that he does not bear traces of actue or chronic disease pointing to an impaired constitution ; and

(l) that he bears marks of efficient vaccination. When any defect is found it must be noted, and the medical examiners should state their opinion as to whether or not it is likely to interfere with the efficient performance of the duties which will be required of the candidate; if the condition is remediable by operation it should be so stated. He should (unless he has already had smallpox and shows obvious scars thereof) have been successfully vaccinated or re-vaccinated within the previous 12 months.

ANNEXURE TO APPENDIX 'B'

Form of declaration as to health to be completed by candidates for appointment to the

PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH) DRAFTSMEN AND TRACERS STATE SERVICE, CLASS III

The candidate must make the statement required below prior to his medical examination, and must sign the declaration appended thereto in the presence of the Medical Officer :—

(1) State your name in full (in block letters)———————————

(2) State place of birth———————————

(3) State your age and date of birth———————————

(4) Furnish the following particulars concerning your family —

Father's age if living and state of health	Father's age at death and cause of death	Number of brothers living, their ages and state of health	Number of brothers dead their ages at and causes of death	Mother's age, if living, and state of health	Mother's age at death and cause of death	No. of sisters living, their ages and state of health	No. of sisters dead, their ages and cause of death

(5) Have any of your near relations suffered from tuberculosis (consumption-scrofula), cancer, asthma, fits, epilepsy, insanity or any other nervous disease?
(6) Have you ever served in the Navy, Army, Air Force, or in any Government Department ?
(7) Have you ever been examined (a) for Life Insurance or/and (b) by any Government Medical Officer or State Medical Board, Civil or Military ? If so, state details and with what result.
(8) Have you ever—
(a) had smallpox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, inflamation of lungs, pleurisy, heart disease, fainting attack, rheumatism appendicitics, epilepsy, insanity, or other nervous disease, discharge from or other disease of the ear, syphilis, gonorrhoea; or
(b) had any other disease or injury which required confinement to bed or medical/surgical treatment; or
(c) undergone any surgical operation ; or
(d) suffered from any illness, wound or injury sustained while on active service during the war which began in 1939?
(9) Have you rupture ?
(10) Have you vericocele, vericose veins or piles ?
(11) Is your vision in each eye good? (Candidates who wear spectacles are requested to bring the prescription for their glasses with them).
(12) Is your hearing in each ear good?.
(13) Have you any congenital or acquired malformation, defect or deformity ?
(14) When were you last vaccinated?
(15) Is there any further matter concerning your health not covered by the above questions which should be communicated to the Medical Examiner(s)?.

Declaration by candidate

[To be signed in the presence of the Medical Examiner(s)]

I declare all the foregoing answers to be, to the best of my belief, true and correct.

I wilfully reveal to the Medical Examiner(s) all circumstances within my knowledge that concern my health and fitness for the appointment for which I am a candidate.

I am fully aware that by wilfully suppressing any information I shall incur the risk of not obtaining the appointment or of losing it, if granted.

(Candidate's signatures)

Signed in presence of

(Place)_____

(Date)_____

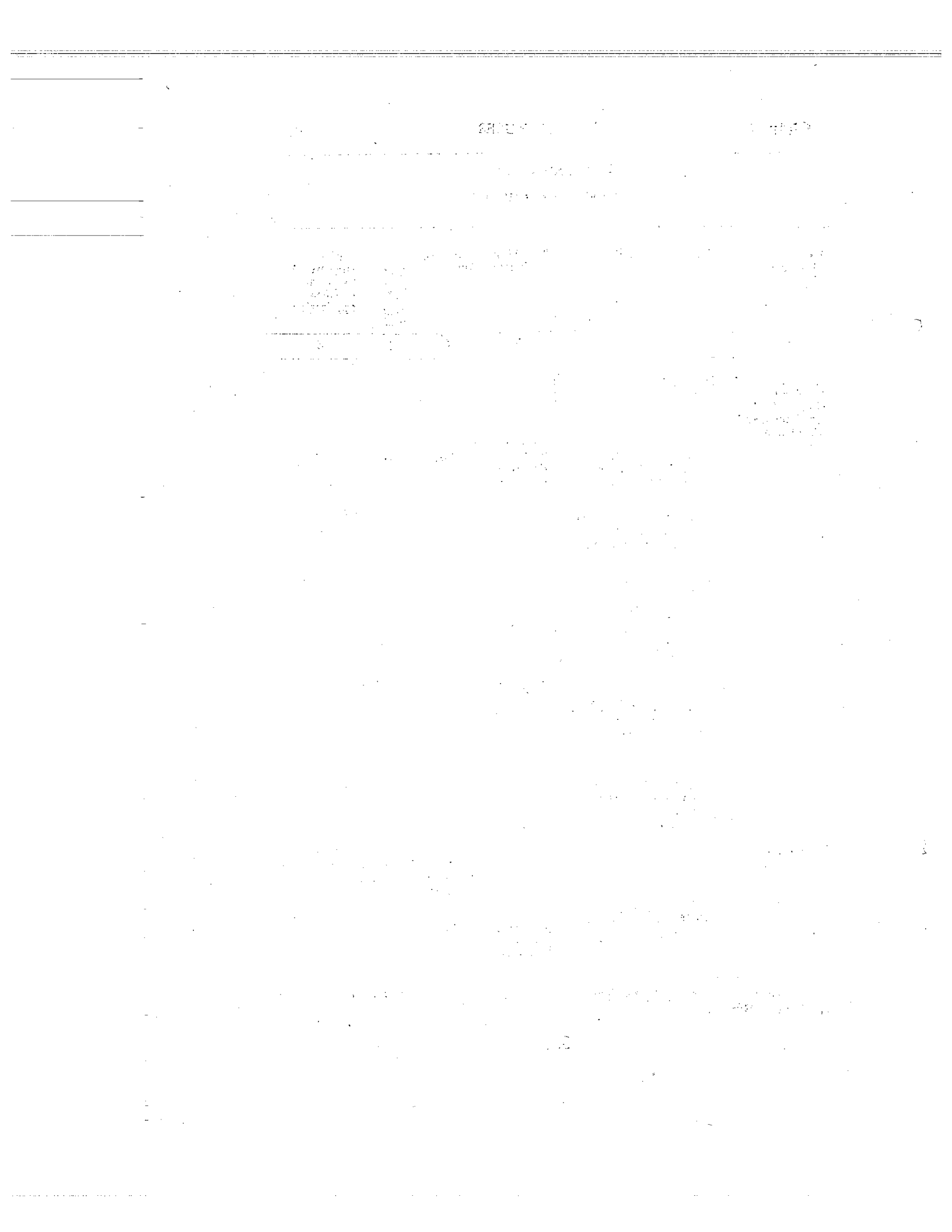
Civil Surgeon,
District.

APPENDIX 'C'

[Referred to in Rule 15(1)]

Designation of Member of the Service	Nature of Penalty	Punishing Authority	Appellate Authority	Second Appellate Authority	Authority empowered to entertain revision application
1	2	3	4	5	6
1. Circle Head Draftsmen, Divisional Head Draftsmen, and Draftsmen	(a) Censure ..				
	(b) Withholding of increments or promotion, including stoppage at an efficiency bar, if any	Superintending Engineer/ Director	Chief Engineer	Government	
	(c) Reduction to a lower post or time scale or to a lower stage in a time scale				
	(d) Recovery from pay of whole or a part of any pecuniary loss caused to Government by negligence or breach of orders				
	(e) Suspension	Chief Engineer	Government	..	..
	*(f) Removal from the Service of the Government which does not disqualify from future employment				
	(g) Dismissal from the Service of the Government which ordinarily disqualifies from future employment				
2 Tracers	Item (a) above	Divisional Officer	Superintending Engineer/ Director	Chief Engineer	Government
	Items (b) to (g) above	Superintending Engineer/ Director	Chief Engineer	Government	..

*Excludes cases falling under Rule 5.32 of the Punjab Civil Services Rules, Volume II (First Edition).



APPENDIX 'D'

[Referred to in Rule 15(2)]

Designation of Member of the Service	Nature of case	Authority empowered to pass original orders	First Appellate Authority	Second Appellate Authority
1	2	3	4	5
1. Circle Head Draftsmen, Divisional Head Draftsmen and Draftsmen	(a) Reducing the maximum amount of ordinary pension or withholding the whole or reducing the maximum amount of additional pension admissible under the rules governing pensions *(b) Terminating the appointment of a member of the Service otherwise than upon his reaching the age fixed for superannuation	Chief Engineer	Government	
2. Tracers	Items (a) and (b) above	Superintending Engineer/ Director	Chief Engineer	Government

*Applies to cases falling under rule 5.32 of the Punjab Civil Services Rules, Volume II (1st Edition).

7.61 THE PUNJAB GENERAL SERICE RULES, 1930.

No. 34585, dated the 22nd November, 1930.—The following rules relating to the Punjab General Service made by the Governor in Council and the Governor acting with his Ministers in exercise of the powers conferred by the Civil Services (Classification, Control and Appeal) Rules are published for general information :

RULES

1. (*a*) These rules may be called the Punjab General Service Rules, 1930.
Short title.

(*b*) They shall come into force at once.

2. In these rules unless there is anyting repugnant in the subject or the context :—
Definitions.

"the Service" means the Punjab General Service.

3. The Service shall comprise the following posts :—
No. and character of Posts.

No. of posts	*Desiqnation of posts*
1	.. Assistant Secretary, Civil Secretariat.
1	.. Assistant Secretary, Buildings and Roads Secretariat.
1	.. Assistant Secretary, Irrigation Secretariat
1	.. Assistant Secretary to the Financial Commissioners.
1	.. Registrar, Irrigation Secretariat.

Provided that the Assistant Secretary to the Financial Commissioners myalso be Assistant Secretary to the Local Government in the Revenue Department.

4. Appointments to the Service shall be made as follows:—
Appointing authoritiss.

(*a*) in the case of the Assistant Secretary, Civil Secretariat, Assistant Secretary, Irrigation Secretariat, Registrar, Irrigation Secretariat and Assistant Secretary to the Financial Commissioners by the Governor in Council ;

(*b*) in the case of the Assistant Secretary, Buildings and Roads Secretariat, by the local Government in the Buildings and Roads Branch of the Public Works Department.

Nationality of the members of the Secvice.

5. No person shall be appointed to be a member of the Service unless he is a British subject or the subject of a State of India.

Method of recruitment.

6. (1) Members of the Service shall be appointed—

(*a*) to the post of Assistant Secretary, Civil Secretariat—

(*i*) by selection from among Superintendents in the Civil Secretariat other than Superintendent, Record Branch or the Superintendent of the Private Secretary's office ; or

(*ii*) by transfer from among officials holding ministerial appointments under the Government of India or from among officers in other departments of the local Government ;

(*b*) to the post of Assistant Secretary, Buildings and Roads Secretariat—

(*i*) by selection from among Superintendents in the Buildings and Roads Branch Secretariat ; or

(*ii*) by transfer from among officials holding ministerial appointments under the Government of India or from among officers in other departments of the local Government ;

(*c*) to the posts of Assistant Secretary, Irrigation Secretariat—

(*i*) by selection of the Registrar, Irrigation Secretariat or from among Superintendents in the Irrigation Secretariat ; or

(*ii*) by transfer from among officials holding ministerial appointments under the Government of India or from among officers in other departments of the local Government ;

(*d*) to the post of Registrar, Irrigation Secretariat—

(*i*) by selection from among Superintendents in the irrigation Secretariat ; or

(*ii*) by transfer from among officials holding ministerial appointments under the Government of India or from among officers in other departments of the local Government ;

(e) to the post of Assistant Secretary to the Financial Commissioners—

(i) by selection from among Superintendents in the offices of Commissioners ; or

(ii) by transfer from among officials holding ministerial appointments under the Government of India or from among officers in other departments of the local Government ;

and when any vacancy occurs or is about to occur in the service the appointing authority prescribed in rule 4 shall determine in what manner such vacancy shall be filled.

(2) Appointment to any post in the Service shall be made strictly by selection and no official shall have any claim to such appointment as of right.

Probation of members of the Service.

7. (1) Members of the Service shall, on appointment, remain on probation for a period of one year.

Explanation.—Officiating service shall be reckoned as period spent on probation but no member officiating in an appointment shall on completion of one year be entitled to be confirmed in his appointment.

(2) If the work or conduct of any member during his period of probation is, in the opinion of the appointing autority prescribed in rule 4, not satisfactory, such authority may revert him to his former post.

(3) On the completion of the period of probation of any member the appointing authority prescribed in rule 4 may confirm such member in his appointment, or if the work or conduct of any member has, in the opinion of the appointing authority , not been satisfactory, the said authority may revert him to his former post.

Pay of members of the Service.

8. Members of the service shall on appointment be entitled to pay as follows :—

(*a*) in the case of the Assistant Secretary, Civil Secretariat, Assistant Secretary, Buildings and Roads Branch Secretariat and Assistant Secretary, Irrigation Secretariat, on a scale rising from eight hundred rupees a month by annual increments of forty ruppees a month to one thousand rupees a month ;

(*b*) in the case of Registrar, Irrigation Secretariat, on a scale rising from seven hundred rupees a month by annual increment of twenty-five rupees a month to seven hundred and fifty rupees a month and then by annual increments of thirty rupees a month to nine hundred rupees a month ;

(*c*) in the case of Assistant Secretary to the Financial Commissioners on a scale rising from six hundred rupees a month by annual increments of forty rupees a month to eight hundred rupees a month.

Publication of grounds of dismissal.

9. If a member of the Service is dismissed for any misconduct in respect of which there has been a departmental enquiry or an enquiry under the Public Servants (Inquiries) Act, 1850, or a prosecution in a criminal court the local Government may publish the reasons for such dismissal if it considers that such publication is requird in the public interests.

7.64. THE PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH) CIRCLES CLERICAL STATE SERVICE, CLASS III, RULES, 1955.

No. 299/Codes/1005/51, dated the 22nd September, 1955—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 recruitment to, and conditions of service of persons in, the PUNJAB PUBLIC WORKS DEPARTMENT (IRRIGATION BRANCH), CIRCLES CLERICAL STATE SERVICE, CLASS III.

PART I.—GENERAL

Short title and commencement.

1. (1) These rules may be called the Punjab Public Works Department (Irrigation Branch), Circles Clerical State Service, Class III, Rules, 1955.

(2) These rules shall come into force at once and shall supersede the rules published with Punjab Government notification No. 17443-C/521/35, dated the 11th December, 1941, as amended from time to time.

Definitions.

2. In these rules, unless there is anything repugnant in the subject or the context:—

(*a*) "Government" means the Government of the State of Punjab in the Administrative Department ;

(*b*) "Department" means the Irrigation Branch of the Public Works Department of the Government;

(*c*) "Chief Engineer" means any or all of the Chief Engineers', Punjab Public Works Department, Irrigation Branch.

(*d*) "Superintending Engineer" means an officer in-charge of a canal system, or area known as a Circle ;

(*e*) "Superintendent" means the officer in charge of the Public Works Department , Government Central Workshop ;

(*f*) "Director" means the officer in charge of Irrigation and Power Research Institute, Construction and Plant Design Directorate, Bhakra Dam Designs Directorate, Central Designs Directorate and Inspection and Control Directorate ;

(*g*) "Divisional Officer" means an officer in-charge of a portion of a canal system or area known as a Division ;

(*h*) "Recognised University" means —

(*i*) any university incorporated by law in any of the States of India ;

(*ii*) in the case of degrees or diplomas obtained as the result of examinations held before the 15th August, 1947, the Punjab, Sind, or Dacca University ;

(*iii*) any other university which is declared by the Government to be a recognised university for purposes of these rules ;

(*j*) "Service" means the Punjab Public Works Department (Irrigation Branch), Circles Clerical State Service, Class III;

(*k*) "Direct appointment" means an appointment made otherwise than by promotion within the Service or by transfer of an official already in the service of the Government of a State or of the Union.

PART II—POSTS AND QUALIFICATIONS

Number of posts.

3. The Service shall comprise the posts shown in Appendix A to these rules ;

Provided that nothing in these rules shall be deemed to affect the right of Government to make additions to or reductions in the number of such posts either permanently or temporarily.

4. No person shall be appointed to the Service unless he—

Nationality of the candidates

(*i*) is a citizen of India ; or

(*ii*) has migrated from Pakistan with the intention of permanently settling in India and has not become a citizen of India under the Constitution ; or

(*iii*) is a subject of Nepal or of Sikkim or of a Portuguese possession in India ;

and, if he comes under category (*ii*) or (*iii*) is a person in whose favour a certificate of eligibility has been given by the Government of India or the Government of Punjab. A candidate in whose case such a certificate is necessary may, however, be admitted to an examination or interview conducted by the Punjab Subordinate Services Selection Board or other recruiting authority on his furnishing proof that he applied for the certificate and he may also be provisionally appointed, subject to the necessary certificate being eventually given to him by the Government.

5. (1) No person shall be appointed to the Service who is less than 18 years or more than 25 years of age on the date of appointment, provided that the appointing authority may, in special circumstances to be recorded in writing, appoint a person exceeding 25 years in age. Provided further that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes shall be such as may be prescribed by Government in this behalf from time to time, in respect of entry of such candidates into service under Government.

Age of candidates

(2) The appointing authority or any other officer athorised by it shall verify the date of birth of every person appointed to the Service and shall note in his service book the mode of verification adopted in each case. Only the following documents shall be accepted for purposes of verification :—

(*i*) the Matriculation certificate or a certified copy of the notification publishing the result of the Matriculation Examination of a recognised university ;

(*ii*) certified copies of extracts from Gazette notifications containing the results of other examinations if the age or date of birth is given therein ;

(*iii*) certified extracts from birth register, provided the name of the person concerned is specifically mentioned therein ; and

(*iv*) certified copies of entries made in school and college registers.

Note—Alternative (iii) and (iv) above shall only be resorted to if alternative (i) or (ii) is not available.

(3) In the case of a person who is already a Government servant, the date of birth in his service book shall be treated as final.

Qualifications for appointment.

6. No person shall be apponted directly to the Service unless he has passed the Matriculation or School Leaving Certificate Examination of a recognised unversity or its equivalent, but preference shall be given to candidates possessing higher qualifications :

Provied that other things being equal, preference will be given to a candidate who has himself worked for the cause of national independence or has rendered some outstanding social or public service.

Disqualifications for appointment.

7. No person who has more than one wife living shall be elgible for apointment to the Service :

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

PART III.—APPOINTMENT

Appointing authority.

8. All appointments to posts in the Service shall be made :—

(*i*) in the case of Circle Superintendents, Circle Revenue and Divisional Head Clerks, by the Chief Engineer ;

(*ii*) in the case of Accounts Clerks, Sub-Divisional Clerks and Assistant Clerks, by the Superintending Engineers ;

Provided that officiating arrangements in the case of Circle Superintendent and Circle Revenue and Divisional Head Clerks in any vacancies may be made by the Superintending Engineer /Director or the Superintendent, as the case may be, up to a maximum period of three months only.

Application for appointment.

9. No person shall be appointed to the Service unless he produces:—

(*i*) a certificate of character from the principal academic officer of his university, college or school last attended ; if any ;

(*ii*) similar certificates from two responsible persons who are not related to him and who are well acquainted with him in private life and are not connected with his university college or school ; and

(*iii*) a medical certificate of fitness for Government service in the form prescribed in Rule 3.1 of the Punjab Civil Services Rules, Volume I, Part I.

Method of recruitment.

10. (1) Appointments to the various grades of Service shall be made :—

(*a*) in the case of Circle Superintendents:—

(*i*) by promotion from amongst the Circle Revenue Clerks and Divisional Head Clerks ; or

(*ii*) by transfer of an official already in the service of the Government of a State or of the Union ;

(b) in the case of Circle Revenue Clerks and Divisional Head Clerks :—

(*i*) by promotion from amongst the Accounts Clerks ; or

(*ii*) by transfer of an official already in the service of the Government of a State or of the Union.

(c) in the case of Accounts Clerks :—

(*i*) by promotion from amongst Sub-Divisional Clerks ; or

(*ii*) by transfer of an official already in the service of the Government of a State or of the Union.

(*d*) in the case of Sub-Divisional Clerks :—

(*i*) by promotion from amongst Assistant Clerks ; or

(*ii*) by transfer of an official already in the service of the Government of a State or of the Union :

Provided that no Assistant Clerk or official already in the service of the Government of a State or of the Union shall be considered fit for permanent appointment to the grade of Sub-Divisional Clerk or Acounts Clerk unless he passes the examination prescribed in Appendix D to these rules ;

(*e*) in the case of Assistant Clerks by direct appointment, provided that no clerk shall be made permanent till he has served for two years continuously in the Department and earned four good half-yearly reports in succession on his work as a clerk.

(2) When any vacancy occurs or is about to occur in the Service, the appointing authority shall determine in what manner such vacancy shall be filled.

(3) Notwithstanding anything in the above rules, appointment to the Service shall be made purely by selection and no offical shall be entitled fo such appointment as of right.

PART IV—CONDITIONS OF SERVICE

Probation of members of the Service.

11. (1) Subject to the provisions of clause (e) of Rule 10, persons who are appointed against permanent vacancies in the Service, shall remain on probation in the first instance, for a period of two years in the case of persons recruited by direct appointment , and one year in case of persons appointed otherwise. During the period of probation all persons shall be allowed pay in the time-scale. They shall also be eligible to draw increments during the period of probation provided their work is satisfactory.

Explanation.—Officiating service shall be reckoned as period spent on probation but no person who is officiating in any appointment shall, on the completion of the requisite period of one or two years in such appointment, be entitled to be confirmed until he is appointed against a permanent vacancy and has earned at least two good annual reports in succession of his work as an officiating Clerk in the case of direct recruitment and one such good report in the case of persons recruited otherwise.

(2) If the work or conduct of any person during his period of probation is, in the opinion of the appointing authority, not satisfactory, the appointing authority may, at any time during the period of probation, dispense with his services if recruited direct, or revert him to his former post, if he had been recruited otherwise than by direct appointment.

(3) On the completion of the period of probation of any person, the appointing authority may either confirm such person in his appointment, or if his work or conduct has, in the opinion of the appointing authority, not been satisfactory, dispense with his services, if recruited direct, or as the case may be, revert him to his former post, if he had been recruited otherwise than by direct appointment, or extend the period of his 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 probation, including extensions, if any, shall not exceed three years.

Seniority of members of the Service.

12. The seniority of members of the Service in each grade shown in Appendix A to these rules shall be determined by the date of confirmation in that grade provided that if two or more members are confirmed in a grade on the same date:—

(*a*) a member recruited by promotion shall be considered senior to a member recruited otherwise;

(*b*) a member recruited by transfer from a cadre in any department of a State or of the Union other than the Punjab Public Works Department (Irrigation Branch), Circles Clerical State Service, Class III cadre, shall be senior to a member recruited by direct appointment;

(*c*) in the case of members recruited by promotion, seniority shall be determined according to the seniority in the grade from which the members are promoted;

(*d*) in the case of members who are recruited by transfer from a cadre in any department of a State or of the Union other than the Punjab Public Works Department (Irrigation Branch), Circles Clerical State Service, Class III cadre, seniority shall be determined according to the seniority in the appointments previously held in that cadre;

(*e*) in the case of members who are recruited by transfer from different cadres in any department of a State or of the Union other than the Punjab Public Works Department (Irrigation Branch), Circles Clerical State Service, Class III cadre, seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment and, if the rate of pay drawn is the same, an older member shall be senior to a younger member; and

(*f*) in the case of members recruited by direct appointment seniority shall be determined in accordance with the order of merit determined by the Punjab Subordinate Services Selection Board.

Pay of members of the Service.

13. Members of the Service shall be entitled to the pay scales as are given in Appendix A, provided that the scales of pay may be altered by the Government as and when necessary.

Liability to transfer and authority empowered to order transfer.

14. (1) Members of the Services in the grades of Circle Superintendent, Circle Revenue Clerks and Divisional Head Clerk are liable to transfer:—

(*a*) anywhere within a Circle/Directorate, by the Superintending Engineer/Director; and

(*b*) from one Circle to another within the State of Punjab or any other place where irrigation works are being carried out under the control of the Government, by the Chief Engineer.

(2) (*a*) A member of the Service in the grade of Accounts Clerk, Sub-Divisional Clerk or Assistant Clerk may be transferred from one Circle to another within the State of Punjab or any other place where irrigation works are being carried out by the Superintending Engineer, Superintendent or Director, as the case may, be, with the mutual consent of the other Superintending Engineer, Superintedent or Director concerned if such member wished to exchange place with another of the same grade.

(*b*) The Chief Engineer reserves the right to transfer at any time any member of the Service mentioned in clause (a) of this sub-rule, from one Circle to another if he considers it desirable to do so.

Auothorities empowered to impose penalties.

15. (1) In matters relating to discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time, provided that the nature of penalties which may be inflicted, the authority empowered to impose such penalties and, subject to the provisions of any law or the rules thereunder made under Article 309 of the Constitution of India, the appellate authority shall be as specified in Appendix B.

(2) The authority competent to pass an order under clause (c) or (d) of Rule 10 of the said Rules, and the appellate authority shall be as specified in Appendix C.

Publication of grounds of dismissal.

16. If a member of the Service is dismissed by Government or other competent authority as a result of a departmental enquiry or a conviction on a criminal charge by a court, Government may publish in the Government Gazette the reasons for such dismissal if it is of opinion that such publication is desirable in the public interest.

Leave Pension and other cognate matters.

17. In respect of all other matters not specifically mentioned in these rules, members of the Service shall be governed by the Punjab Civil Services Rules and all other rules and regulations issued from time to time by Government.

Liability for vaccination and re-vaccination.

18. Every member of the Service shall get himself vaccinated and re-vaccinated if and when Government by a special or general order so directs. This rule shall not, however, be applicable to members of the Service who were in Government service on the 8th March, 1926, except with their concurrence.

Relaxation of rules in favour of members of the Service.

19. Where the Governor of Punjab is satisfied that the operation of any of these rules, causes undue hardship in any particular case, he may by order dispense with or relax the requirement of that rule to such extent and subject to conditions as he may consider necessary for dealing with the case in a just and equitable manner.

APPENDIX A

(Referred to in Rules 3, 12 and 13)

Designation of post	Number of posts	Pay per mensem: Rising from	By annual increment of	To	And then by annual increment, if any, of	To	With an efficiency bar at	Remarks
		Rs	Rs	Rs	Rs	Rs	Rs	
1. Circle Superintendent	8	250	10	550	..	..	..	
2. Circle Revenue Clerks and Divisional Head Clerks ..	31	125	6	155	8	235	155	
3. Accounts Clerks ..	62	100	5	125	6	155	125	
*4. Sub-Divisional Clerks ..	85	80	4	100	5	125	100	
**5. Assistant Clerks ..	232	50	3	80	4	100	80	

*Those working as stenographers to Superintending Engineers are allowed Rs 15 per mensem as Steno Allowance in addition to their scale pay.

**Those working as stenographers to Executive Engineers are allowed Rs 15 per mensem as Steno Allowance in addition to their scale pay.

APPENDIX B

Referred to in Rules 15 (1)

Designation of members of the Service in the various grades	Nature of penalty	Punishing authority	Appellate authority	Second appellate authority
1	2	3	4	5
1. Circle Superintendents, Circle Revenue and Divisional Head Clerks	(a) Censure (b) Withholding of increments or promotion, including stoppage at an efficiency bar, if any	Superintending Engineer or Superintendent or Director as the case may be	Chief Engineer	Government
	(c) Reduction to a lower post or timescale or to a lower stage in time-scale	Chief Engineer	Government	..
	(d) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders	Ditto	Do	..
	(e) Suspension	Ditto	Do	..
	*(f) Removal from the service of Government which does not disqualify from future empoyment	Ditto	Do	..
	(g) Dismissal from the service of Government which ordinarily disqualifies from future employment	Ditto	Do	..
2. Accounts Clerks, Sub-Divisional Clerks and Assistant Clerks	(a) Censure	Superintending Engineer or Superintendent or Director as the case may be	Chief Engineer	Government

*Excludes cases falling under Article 5.32 of the Punjab Civil Services Rules, Volume II, First Edition.

Designation of member of the Service in the various grades	Nature of authority	Punishing authority	Appellate authority	Second appellate authority
1	2	3	4	5
	(b) Withholding of increments or promotion including stoppage at an efficiency bar, if any	(i) Divisional officers up to 3 years	(i) Superintending Engineer or Director or Superintendent as the case may be	(i) Chief Engineer
		(ii) Superintending Engineer or Superintendent or Director as the case may be, unlimited	(ii) Chief Engineer	(ii) Government
	(c) Reduction to a lower post or time-scale or to a lower stage in a time-scale	Superintending Engineer or Superintendent or Director as the case may be	Chief Engineer	Government
	(d) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders	Ditto	Ditto	Do
	(e) Suspension	Ditto	Ditto	Do
	*(f) Removal from the Service of Government which does not disqualify from future employment	Ditto	Ditto	Do
	(g) Dismissal from the Service of Government which ordinarily disqualifies from future employment	Ditto	Ditto	Do

*Excludes cases falling under Article 5.32 of the Punjab Civil Services Rules, Volume II First Edition.

APPENDIX C

Referred to in Rules 15 (2).

Designation of members of the Service	Nature of case	Authority empowered to pass original orders	First Appellate authority	Second Appellate authority
1	2	3	4	5
1. Circle Superintendent. Circle Revenue and Divisional Head Clerks	(a) Reducing the maximum amount of ordinary pension admissible under the rules governing pensions.	Chief Engineer	Government	Government
	*(b) Terminating the appointment of a member of the service otherwise than upon his reaching the age fixed for superannuation.	Ditto	Ditto	Do
2. Accounts Clerks Sub-Divisional Clerks and Assistant Clerks	(a) Reducing the maximum amount of ordinary pension admissible under the rules governing pensions.	Superintending Engineer or Superintendent or Director. as the case may be.	Chief Engineer	Co
	*(b) Terminating the appointment of a member of the Service otherwise than upon his reaching the age fixed for superannuation.	Ditto	Ditto	Do

aApplies to cases falling under Rule 5.32 of the Punjab Civil Services Rules Volume II (1st Edition).

APPENDIX D

[Referred to in Rule 10 (1) (d)]

Assistant Clerks before they become eligible for appointment as Sub-Divisional Clerks must pass the examination prescribed in the annexed schedule.

2. An Assistant Clerk, who has not passed the examination is not eligible for appointment to the grade of Sub-Divisonal Clerk, but when there is paucity of accounts knowing clerks in the Department, the Assistant-Clerks, who are sufficiently senior and have good record of service may be appointed as offcial ing Sub-Divisional Clerks to meet the emergency, but they will not be considered for permanent appointment as Sub-Divisional Clerks unless they pass the prescribed examination.

SCHEDULE

Rule for the examination to be passed by the Assistant and Temporary Clerks before they become eligible for being appointed as Sub-Divisional Clerks

1. Each Circle shall for the purposes of this examination be considered as a unit

2. The examination will be held in the Divisional headquarters in rotation within the Circle or as otherwise directed by Superintending Engineer.

3. The Executive Engineer of the Division determined by Rule (2) will hold and supervise the examination.

4. Papers will be set, examined and marked by the Executive Engineer mentioned in Rule (3), the marks being subject to revision after scrutiny by the Superintending Engineer, to whom the question paper should first be submitted for approval.

5. The syllabus for the examination shall be as prescribed below. There shall be one paper of 3 hours carrying 100 as the maximum number of marks.

6. To pass a candidate must obtain not less than two-thirds of the maximum marks.

7. The examination shall ordinarily be held once a year in September.

8. A candidate desiring to appear in the examination should apply to his Excutive Engineer for permission to do so by the 1st July.

The Executive Engineer shall transmit such applications to his Superintending Engineer by the 15th Julay.

The Superintending Engineer will transmit the names of the candidates and of the Divisions to which they are attached, by the 1st August to the Executive Engineer selected by him for holding the examination.

9. The names of those candidates who have passed the examination will be intimated to the Superintending Engineer by the examiner.

10. The examiner will also inform the Superintending Engineer of the number of marks obtained by the candidates who have failed.

SYLLABUS

Serial No.	Particulars	Paragraphs of the reference books
1	Receipt of money ..	(1) Departmental Financial Rules 3.5
		(2) Subsidiary Treasury Rules 2.3 ; 2.3, 2.4, 2.6, 2.10 (5) and note thereunder and 2.11
		(3) Account, Code, Volume III, Article 80
		(4) Punjab Financial Rules, Volume 1, 2.7
2	Payments ..	(1) Subsidiary Treasury Rule 6.2
		(2) Punjab Financial Rules, Volume I, 2.20, 2.21, 2.22 and 2.23
3	Cash Book (Upkeep, balancing, etc.)	(1) Departmental Financial Rules, Volume I, 3.19
		(2) Account Code, Volume III, Articles 80—85 and 164
4	Imprest Cash Account and imprest Cach Books	(1) Departmental Financial Rules 3.23
		(2) Account Code, Volume III, Article 86—88
		(3) Punjab Financial Rules, Volume I, 2.9
5	Remittance to Treasuries ..	(1) Subsidiary Treasury Rules, 2.10 and 2.12
6	Cash Balance Report ..	(1) Departmental Financial Rules, 3.21
		(2) Account Code, Volume III, Article 82
		(3) Punjab Financial Rules, Volume I, 2.3
7	Check Books and Receipt Books	(1) Departmental Financial Rules 3.25 and 3.27

Sr. No.	Particulars	Pargarphs of the reference books
8	Receipt and Issue of Stock (Form P.W.A. 4)	(1) Departmental Financial Rules 6.3 (a), 6.4, 6.9, 6.10, 6.11, 6.12 and 6.13 (2) Account Code, Volume III, Aritcle 37, 91 and 96 with notes (3) P.W.D. Code, Paragraph 4.15
9	Monthly abstract of Receipts and issues, etc. (i.e., P.W.A. Forms 5 and 6)	(1) Departmental Financial Rules 6.14 to 6.16 and instructions, and 2, on forms P.W.A. 5 and 6
10	Half-yearly Balance Return [(i.e., Form D.F.R. (P.W.9)]	(1) Departmental Financial Rules 6.17, 5.18, 6.21 and 6.22 (2) Account Code, Volume III Article 101
11	Stock taking and verification of accounts	(1) Departmental Financial Rules 1.25, 6.36, 6.37 and instruction No. 6 on Departmental Financial Rules, Form (P.W.) 11 (2) Account Code, Volume III, Article 101, 102 and 103
12	Receipt and Issues of Tools and Plant [i.e., Departmental Financial Rules Form (P.W.) Nos. 12 and 13]	(1) Departmental Financial Rules 6.39, 6.41, 6.43, 6.44 and 6.45
13	Register of Tools and Plant [i.e., Departmental Financial Rules Form (P.W.) 14]	(1) Departmental Financial Rules 6.46 and instructions on Departmental Financial Rules Form (P.W.) 14
14	Sale-Account [Form Departmental Financial Rules (P.W.) 10]	(1) Departmental Financial Rules 6.25 and 6.53
15	Payment to Labourers [Form Departmental Financial Rules (P.W.18)]	(1) Departmental Financial Rules 7.12 and 7.13 (2) Account Code, Volume III, Article 122
16	Bills and Vouchers, i.e., Forms D.F.R. (P.W.) 22, 23, 24, 25 and 26	(1) Departmental Financial Rules, 7.20 to 7.32

Sr. No.	Particulars	Paragraph of the reference books
17	Payment to Work-charged Establishment, i.e., Form D.F.R. (P.W.) 29	(1) Departmental Financial Rules 7.38 to 7.41
		(2) Account Code, Volume III Article 77
18	Issue of Materials Forms D.F.R. (P.W.) 30 and 31	(1) Departmental Financial Rules 7.42 to 7.61 and instructions on Form D.F.R. (P.W.) 30
		(2) Account Code, Volume III, Article 126, 127, Note 3, 128 and 129
19	Works Abstract (i.e, Forms P.W.A. 10 and 11)	(1) Departmental Financial Rules, 7.63, 7.64 (a), (b), 7.65 to 7.80
		(2) Account Code, Volume III, Articles 133, 134, 135, 136, 137, 138, 139 and 140
		(3) Punjab Financial Rules, Volume I, 17.19
		(4) P.W.D. Code, 2nd Edition, 2.27 and 2.28
20	Work slip [i.e., Form D.F.R. (P.W.) 34]	(1) Departmental Financial Rules, 7.83
		(2) Account Code, Volume III, Article 142
21	Outturn Statement of Manufacture [i.e., P.W.A. Form No. 15]	(1) Account Code, Volume III, Article 160
22	Purchase, Stock and Miscellaneous advances	(1) Departmental Financial Rules 5.7, 5.9. to 5.14 and 7.130
		(2) Account Code, Volume III, Article 32, 47—51, 54, 57, 95, 99, 164, 166, 170, 171 and 172
23	Distribution of pay and Allowances	(1) Punjab Financial Rules, Volume 1, 2.3 (Note) 2) and 7.12
24	Accounts Returns of Sub-Divisional Officers	(1) Departmental Financial Rules 8.1 to 8.4
		(2) Account Code, Volume III, Articles 195 and 205

Sr. No.	Particulars	Paragraphs of the reference books
25	Preparation and Compilation of vouchers	(1) Subsidiary Treasury Rules 4, 7
26	Initial records of accounts regarding Muster Rolls, Measurement Books	(1) P.W.D Code, 2nd Edition, paragraphs 4.1 and 4.6
27	Custody of cash	(1) P.W.D Code, 2nd Edition Paragraph 4.10
28	Stock taking	(1) P.W.D Code, 2nd Edition, paragraphs, 4.31, 4.32, 4.34 and 4.35
29	Transfer of charge of Sub-Divisional Officer	(1) P.W.D Code, 2nd Edition, Paragraph 4.45
30	Powers of Sub-Divisional Officer	(1) P.W.D. Code, 2nd Edition, Paragraph 5.31
31	Supply of vegetables from Canals Rest-House Gardens	(1) Irrigation Manual of Orders, 3rd Edition, Article 1.50
32	Livery and Clothing Rules	(1) Rule 24.12 of this Manual
33	Account of fuel and timber collected from Canal Plantation	(1) Irrigation Manual of Order, 3rd Edition, Articles 1.7 and 1.49
34	Accounting of Stock and Tools and Plant	(1) Irrigation Manual of Orders, 3rd Edition, Article 1.8
35	Check Measurements and Bill Book	(1) Irrigation Manual of Orders, 3rd Edition, Article 1.12
36	Custody and Record of measurement Books	(1) Irrigation Manual of Orders, 3rd Edition, Article 1.13
37	Treasure Guard and Custody and Escort of Treasure	(1) Irrigation Manual of Orders 3rd Edition, Article 2.5
38	Rules for office library	(1) Irrigation Manual of Orders, 3rd Edition, Article 2.17
39	Agreement with contractors	(1) P.W.D. Code, 2nd Edition, Paragraph 2.79
		(2) Irrigation Manual of Orders, 3rd Edition, Article 2.22

7.65. THE PUNJAB CIVIL SERVICES (PROMOTION OF STENOGRAPHERS AND STENO-TYPISTS) RULES, 1961.

No. G.S.R. 10.-Const/Art.-309/61, dated the 26th December, 1961.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Punjab is pleased to make the following rules regulating the promotion of Stenographers and Steno-typists, in the Civil Services of the State, to higher posts on clerical side, namely :—

Short title, extent and commencement.

1. (1) These rules may be called the Punjab Civil Services (Promotion of Stenographers and Steno-typists) Rules, 1961.

(2) They shall apply to all Stenographers and Steno-typists of all the Departments of the State excepting those of the Punjab Civil Secretariat, the Punjab Legislative Council Secretariat and the Punjab High Court.

(3) They shall come into force at once.

Eligibility for promotion.

2. Stenographers and steno-typists shall be eligible for promotion to the post of Assistant, Head-Assistant, Deputy Superintendent or Superintendent, as the case may be, in accordance with the provisions hereinafter appearing.

Promotion of Stenographers in offices where their scale of pay is identical to that of Assistants.

3. (1) In offices where the scale of pay of Stenographers is identical to that of Assistants, the Stenographers shall, before becoming eligible for promotion to a higher post on the clerical side, have to—

(i) qualify in the departmental test prescribed for the post of Assistant, and

(ii) work as Assistant for a period of two years on some existing vacancy or by sharing the work of an Assistant :

Provided that—

(*a*) no Stenographer shall be allowed to take the test unless he has put in one year's service as Stenographer ;

(*b*) nothing in this sub-rule shall be deemed to require the Stenographers, who stand exempted from passing the test by virtue of the instructions already issued by the Government from time to time, to pass the Assistant's test prescribed in this sub-rule ;

(*c*) no Stenographer will be put to work as an Assistant for the required period of two years, unless he has quialified the test.

Explanation 1.—The period during which a Stenographer has, before the date of issue of these rules, performed the duties of an Assistant, whether in addition to his own duties or otherwise will be taken into consideration in computing the period of his training as Assistant.

Explanation 2.—Where there is no available vacancy of the post of Assistant for imparting training to the Stenographer, he shall be given at least one-third of the work of some Assistant in addition to his own duties. The Assistant who is thus relieved of some of his work will in turn help the Stenographer in his routine duties.

(2) The seniority of the Stenographers, who successfully complete the period of two year's training specified in sub-rule (1), *vis-a-vis* Assistants, shall be determined by the dates of their continuous appointment against the post of Stenographer or Assistant, as the case may be ; and if the dates of their appointment be the same, the one drawing higher pay shall be senior to the other and if the rates of pay drawn by them be also the same, the older shall be senior to the younger.

Promotion of Stenographers in offices where their scale of pay is lower than that of Assistants.

4. (1) In offices, where the scale of pay of Stenographers is lower than that of Assistants, the Stenographers shall be eligible alongwith Clerks for promotion to the post of Assistant, after they have qualified in the departmental test prescribed for the post of Assistant. On their appointment as Assistants they shall, like other Assistants, be eligible, for promotion to higher posts on the clerical side on the basis of their seniority in the Assistant cadre.

(2) The *Inter-se* seniority of such Stenographers *vis-a-vis* Clerks shall be determined by the dates of their continuous appointment against the post of Stenographer or Clerk, as the case may be ; and if the dates of their appointment be the same, the older shall be senior to the younger.

Promotion of Junior Scale Stinographers and Steno Typists.

5. (1) The junior Scale-Stenographers and Steno-typists shall alongwith Clerks, be eligible for promotion to the post of Assistant, after they have qualified in the test prescribed for the post of Assistant. On their appointment as Assistants, they shall, like other Assistants be eligible for promotion to higher posts on the clerical side on the basis of their seniority in the Assistants cadre.

(2) The *Inter se* seniority of such junior Scale-Stenographers and Steno-typists *vis-a-vis* Clerks shall be determined by the dates of their continuous appointment against the post of Junior Scale-Stenographer or Steno-typist or Clerk, as the case may be, and if the dates of their appointment be the same the older shall be senior to the younger.

Promotion of Stenographers in offices where there is no post of Assistants.

6. (1) In offices where there is no post of Assistant, the Stenographers shall along with Clerks, be eligible for promotion to higher post on the clerical side :

Provided that if the the Clerks before being eligible for promotion to higher posts are required to qualify in any departmental test, the Stenographers will also be required to qualify that test before becoming eligible for promotion.

(2) The *Inter-se* seniority of Stenographers *vis-a-vis* Clerks shall be determined by the dates of their continuous appointments as Stenographers or Clerks, as the case may be and if the dates of their appointment be the same the older shall be senior to the younger.

Seniority in respective cadres not to be disturbed.

7. Except for the purpose of promotion to higher posts on clerical side, the *Inter se* seniority determined under sub-rule (2) of rule 4, sub-rule (2) of rule 5 and sub-rule (2) of rule 6, will not affect the seniority of persons in their respective cadres.

Overriding effect.

8. The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force regulating the recruitment and conditions of service of person appointed to public services and posts, in connection with the affairs of the State.

7.101. THE RESERVED POSTS' (OTHER SERVICES) RULES, 1938.

(EMBODYING SUBSEQUENT AMENDMENTS)

Issued,—vide Government of India, Home Department notification No. 63/38-III-Ests., dated New Delhi the 12th December, 1938.

I, Lawrence Johan Lumley, Marquess of Zetland, one of His Majesty's Principal Secretaries of State, in virture of the powers conferred by section 246 (1) and section 250 (1) of the Government of India Act, 1935 (a), hereby make, with the concurrence of my Advisers, the following rules :—

1. These Rules may be cited as "The Reserve Posts (Other Services) Rules, 1938."

2. The posts specified in the First Schedule to these Rules (hereinafter referred to as "reserved posts") shall be filed by persons appointed by the Secretary of State in Council to Civil Service of, or a civil post under, the Crown of India.

3. (1) A reserved post may be left unfilled for the period during which no person who was appointed by the Secretary of State in Council to the service to which the post is attached and who appears to the Governor-General or the Governor, as the case may be, to be suitable is available to fill it.

(2) If the reserved post which it is proposed to leave unfilled under the provisions of this rule is a post of head of department, or and administrative post above the time-scale of the service, or a selection grade post, or a post carrying special pay, the Governor-General or the Governor, as the case may be, shall forthwith report the fact to the Secretary of State for his instructions.

4. Save as provided by the preceding rule, no reserved post shall be kept vacant for a period exceeding three months, unless the Governor-General, or the Governor, has reported the proposal to the Secretary of State with a statement of the reasons therefor, of the period for which it is proposed to keep the post vacant, of the provision made

for the last incumbent of the post, and whether it is proposed to make any, and if so what, arrangements for the performance of the duties of the reserved post. It the Secretary of State directs that the post shall be filled, the Governor-General or the Governor, as the case may be, shall forthwith appoint a person to fill it.

5. (1) The posts specified in the Second Schedule to these rules shall be reserved so long as they are held by the officers named against them.

(2) The Governor-General or the Governor , as the case may be, may leave unfilled any post to which this rule applies during the absence on leave of the person who has a lien upon it or while he is temporarily serving in another post.

6. The Govenor-General or the Governor, as the case may be, may direct that two reserved posts shall be held jointly if he considers this necessary for the purpose of facilitating leave arrangements or for a period not exceeding three months for any other purpose.

7. Save with the consent of the Secretary of State, no change shall be made by direction of the provincial Government in the duties of the holder of any reserved post if in the opinion of the Governor-General or the Governor, as the case may be , the character of that post would thereby be altered :

Provided that nothing in his rule shall apply to a temporary change consequential on leave arrangements or to a change not consequential on leave arrangements which will not last more than three months.

8. (1) Until the commencement of Part II of the Government of India Act, 1935, references in these rules to the Governor-General shall be construed as references to the Governor-General in Council.

(2) In the discharge of his functions under these rules the Governor, and after the commencement of Part II of the said Act, the Governor-General, shall exercise his individual judgment.

CHAPTER 8

Rules regarding other services

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CHAPTER 8

Rules regarding others services

TEMPORARY AND OFFICIATING GOVERNMENT SERVANTS

8.1. The difference between "temporary" and "officiating" Government servants should be fully appreciated. A temporary employee is one who is appointed to a temporary post as defined in Rule 2.58 of the Punjab Civil Services Rules, Volume I, Part I, but who does not hold substantively any other permanent post.

An officiating employee is one who is appointed against a permanent or a temporary post otherwise than in a substantive capacity.

TEMPORARY ESTABLISHMENT

Appointment, promotion and reduction

Introductory.

8.210. The appointment, pay, promotion and reduction of all classes of temporary establishment, as laid down in paragraph 1.127 of the Punjab Public Works Department Code, will be regulated in accordance with the following rules.

Appointment.

8.211. Before a person is appointed on a temporary establishment in Government service his character and antecedents must be verified by the appointing authority through the Superintendent of Police, or the District Magistrate of the district or locality of which he is a permanent resident. If within three years of the date of enquiry he has resided for more than a year in any other district or locality, a report should also be obtained from the District Magistrate concerned. Cases of complicated nature may, if considered necessary, be referred to the Deputy Inspector-General, Criminal Investigation Department, Punjab, for the verification of the antecedents of the persons concerned,

8.212. No person shall be appointed in Government service or accepted as a candidate for appointment to any service, unless he—

Nationality and domicile of the candidates.

(*a*) is a citizen of India; or

(*b*) has migrated from Pakistan with the intention of permanently settling in India and has not become a citizen of India under the Constitution; or

(*c*) is a subject of Nepal or of Sikkim or of a Portuguese or French possession in India and if he comes under category (*b*) or (*c*) must be a person in whose favour a certificate of eligibility has been given by the Government of Punjab. A candidate in whose case such a certificate is necessary may, however, be admitted to an examination or interview conducted by the Commission or other recruiting authority on his furnishing proof that he has applied for the certificate and he may also be provisionally appointed, subject to the necessary, certificate being eventually given to him by the Government; and

(*d*) is domiciled in the Punjab or Delhi States.

8.213. (1) The date of birth of every person appointed temporary shall be noted in his service book along with the mode of verification adopted in each case. Only the following documents shall be accepted for purposes of verification:—

Verification of age, character and antecedents.

(*i*) the Matriculation certificate or a certified copy of the notification publishing the result of the Matriculation Examination;

(*ii*) certified copies of extracts from Gazette notifications containing the results of examinations if the age or date of birth is given therein;

(*iii*) certified extracts from birth registers, provided the name of the child is specifically mentioned therein; and

(*iv*) certified copies of entries made in School and College registers.

NOTE —*Alternatives* (*iii*) and (*iv*) above shall only be resorted to if alternative (*i*) or (*ii*) is not available

(2) Before a person is appointed in Government service his character and antecedents must be verified by the appointing authority through the Superintendent of Police, or the District Magistrate of the district or locality of which he is a permanent resident. If within three years of the date of enquiry he has resided for more than a year in any other district or locality, a report should also be obtained from the District Magistrate concerned. Cases of complicated nature may, if considered necessary be, referred to the Deputy Inspector-General, Criminal Investigation Department, Punjab, for the verification of the antecedents of the person concerned.

Representation of members of Scheduled Castes and Scheduled Tribes, etc.

8.214. The proportion fixed from time to time by the Government for the members of Scheduled Castes and Scheduled Tribes must be adhered to, but once an individual has been recruited to the Government service his subsequent advancement and promotion is dependent solely on his merit:

Provided that other things being equal, preference will be given to a candidate who has himself worked for the cause of national independence or has rendered some outstanding social or public service.

Rate of pay for temporary establishment.

8.215. Rates of pay for temporary establishment will in no case exceed those fixed from time to time for corresponding permanent establishment.

In determining the pay to be given to a temporary employee , a superintending engineer shall consider not only the qualifications of the person he proposes to appoint, but the amount of remuneration given to other men doing the same duties. In the case of deserving men, the rate of promotion shall in no case exceed what it would be if they were permanent. On first appointment the pay ordinarily should not exceed the minimum of the prescribed scale for the class to which a temporary employee is appointed.

Further, where the pay of an appointment is fixed, a temporary man shall not be given more pay than a permanent man of the same class.

8.216. The sum allotted for temporary establishment of one class may not be utilised for another class without the sanction of the chief engineer. Savings on the provision for permanent establishment may not be utilized for temporary establishment; the pay of a man filling a vacancy on the permanent establishment (left by a permanent man) must be charged against the provision for permanent establishment of the class concerned. The pay of men on probation for permanent appointment will be charged to permanent establishment.

Funds for temporary and permanent establishment to be kept separately.

8.217. The appointment, pay, promotion and reduction of all classes of temporary establishment will be regulated entirely by superintending engineers. A superintending engineer has full powers to fill up vacant posts detailed in paragraph 1.7III (1) of the Punjab Public Works Department Code, but a divisional canal officer can also exercise the same powers with respect to the appointment of *patwaris* and all petty establishment in the division. A divisional canal officer should not dismiss or reduce those whom he is not empowered to appoint without previous reference to his superintending engineer so that effect may be given to paragraph 8.216.

Powers regardnig promotion and reduction.

8.218. Annual increments in all classes of ordinary temporary establishment should ordinarily be granted to an employee when due.

Increments.

8.219. When reduction of temporary establishment is called for a superintending engineer should select the man in the circle whom it is least desirable to retain, whether because of short service, inferior qualifications, poor work, or other reason; the reduction need not be made in the office or division in which the surplus occurs.

Criterion for reduction.

8.220. Superintending engineers should maintain the following registers posted up to date:—

Maintenance of registers.

(*a*) A register of establishment, as mentioned in paragraph 9.6 of this Manual.

(b) A register showing all the sanctions given for temporary establishment, by classes, distributed by divisions.

These registers will afford superintending engineers the information necessary to deal with (*a*) applications for sanction to temporary establishment and (*b*) promotions and reductions necessitated by the circle limiting scales.

Signing of declaration.

8.221. All persons entertained temporarily shall be required to sign in duplicate a declaration in Stereo Irrigation Branch Form No. 112/113 as required by paragraph 1.127 of the Punjab Public Works Department Code. Circle officers shall see that this order is carefully attended to in the case of all classes of temporary employees except petty establishment and "Work-charged" establishment mentioned in paragraphs 1.129 to 1.131 of the Punjab Public Works Department Code.

Termination of service.

8.222. The termination of services of the temporary establishment will be governed by the instructions of the Government issued from time to time as per paragraph 12.11 of this Manual.

Oath of allegiance.

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

Authorities empowered to impose penalties.

8.224. In matters relating to discipline, penalties and appeals all persons shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, as amended from time to time.

Leave and other cognate matters.

8.225. In respect of leave and other cognate matters not specifically mentioned in this chapter, members of the temporary services shall be governed by the Punjab Civil Services Rules, and all other rules and regulations issued from time to time by competent authority.

Publication of grounds of dismissal.

8.226.] If a person is dismissed by Government for any misconduct in respect of which there has been a departmental enquiry or an enquiry under the Public Servants (Inquiries) Act, 1950, or a prosecution in a criminal court, Government

may publish in the Government Gazette the reasons for such dismissal if it is of opinion that such publication is required in the public interest.

Liability for vaccination and revaccination.

8.227. Every person entertained temporarily shall get himself vaccinated and revaccinated when Government so directs by a special or general order.

Note—All posts sanctioned on a scale of pay corresponding with a scale admissible to permanent employees in the Irrigation Branch, Punjab may be regarded as temporary additions to a cadre, unless orders have been specially issued to the contrary. When, however, a post is created which is to be regarded as an "Isolated" one, this fact should clearly be stated in the sanctioning letter and an entry to this effect should be made in the service book of the individual appointed to hold it.

TERMS OF SERVICE OF TEMPORARY ENGINEERS IN THE PUBLIC WORKS DEPARTMENT, IRRIGATION BRANCH, PUNJAB

Scope and application of the terms.

8.311. These terms will apply to all temporary engineers in the Public Works Department, Irrigation Branch , Punjab.

These terms shall come into force immediately.

Age and other qualifications of candidate.

8.312. No person shall be appointed as a temporary engineer unless he—

(*a*) is not less than 21 years and not more than 35 years (38 years for members of scheduled castes and Tibetans of Spiti and Lahaul) on the first day of August immediately preceding the date on which taken into service ;

Note—Departmental Qualified candidates (Overseers, Draftsman, etc.) shall be eligible for appointment as Temporary Engineers up to the age of 45 years.

See A & C No. 6 E

(*b*) has satisfied the Commissioner whose decision in the matter shall be final, that the candidates character and antecedents are such as to qualify him for appointment to the service ;

(*c*) possesses the minimum academic qualifications and experience prescribed in Punjab Service of Engineers, Class II, Service Rules.

(*d*) has obtained from the Standing Medical Board at Simla, Ambala or Amritsar, if residence in the Punjab, or from the Medical Board in the State in which he is

residing, if non-resident in the Punjab, or from such medical authority in England, U.S.A., or Canada, as the High Commissioner for India in London or the Indian Ambassador to U.S.A., in Washington, may deem expedient, a certificate of mental and physical fitness as prescribed by the medical regulations in Appendix B to Punjab Service of Engineers, Class II, Service Rules, and is considered by the medical authority to be fit in all respects for active out-door duty.

Appointment.

8.313. The Government may make appointments of temporary engineers—

(*a*) by direct appointment ;

(*b*) by transfer from another State Service :

Provided that no person shall be appointed unless he possesses the qualifications specified in para 8.312.

Scale of pay.

8.314. Subject to provision of para 8.317 the scale of pay for temporary engineers, appointed or recruited under these terms will be Rs. 250—25—550/25—750.

Increments will be earned only by approved service and subject to the instructions for passing certain departmental examinations provided in the Punjab Public Works Department Code.

Efficiency bar.

8.315. There will be efficiency bar at Rs. 550.

Seniority of temporary engineers.

8.316. Seniority of temporary engineers shall be determined in accordance with the date of their appointment, provided that if two or more persons are appointed in the same batch, the order of seniority among them will be according to the order of priroity in which they were recommended by the Punjab Public Service Commission for recruitment. If the order of appointment of any temporary engineer is cancelled and he is subsequently appointed, the date of his appointment for purposes of this paragraphs shall be the date of such subsequent appointment.

8.317. A temporary engineer, shall, if appointed to a divisional charge, draw pay in the senior scale of pay of the P.S.E. Class I, corresponding to the pay of the junior, scale of P.S.E. Class I, next above that which he shall be in receipt of in the temporary engineers' scale.

Acting in divisional charge.

8.318. Temporary engineers will be eligible for travelling allowance in accordance with the rules applicable to Government servants of a similar status as modified from time to time.

Travelling allowance.

8.319. Temporary engineers will be required to subscribe to the General Provident Fund in accordance with the provisions of the rules of that Fund.

General Provident Fund.

8.320. Leave will be admissible under the Punjab Liberalized Leave Rules, 1949.

Leave.

8.321. (*a*) Temporary engineers will be employed for periods to be determined by the chief engineers, limited to not more than five years at a time.

Tenure.

(*b*) Service will be terminable—

(*i*) by three months notice by the Government of the Punjab on the one side or by the temporary engineer, on the other. In case the notice on either side is less than three months, a sum equal to the pay and allowances for the period by which the notice falls short of three months, will be paid by Government to the temporary engineer, or by the temporary engineer to Government, as the case may be :

Provided that where a temporary engineer had paid money in lieu of notice equal to the pay and allowances for the whole or part period of notice as the case may be, and is retained in service beyond the date of resignation, a sum equal to the pay and allowances for the period of retention beyond the date of resignation shall be refunded to him ;

(*ii*) at any time without notice by Government in case of misconduct of any description or of unsatisfactory work.

NOTE—Termination of service in the manner prescribed in this clause will not be disqualification for future employment in the Irrigation Branch unless this penalty is imposed under para 8.226.

ADDENDUM AND CORRIGENDUM TO THE PUBLIC WORKS DEPARTMENT, IRRIGATION BRANCH

(MANUAL OF ADMINISTRATION II EDITION)

No. 18/*OS*, *dated* 18*th September*, 1965

CHAPTER 8, PARAGRAPH 8.412

Substitute the following for the existing Para 8.412 :—

"Temporary Overseers will be recruited from the candidates qualified from the Institutions, Professional Technical qualifications of which have been recognized by the Punjab Government/Government of India for purposes of employment to the services and posts under the State/Central Government."

S.S. GREWAL,

Secretary to Government, Punjab,
Irrigation and Power Department

8.322. A temporary engineer shall be liable to transfer under the orders of Government anywhere within the States of Punjab and Delhi or any other State in India, in which Irrigation Works are being executed under the administrative control of the Punjab Government.

Liability to transfer.

TEMPORARY OVERSEERS

8.411. The following rules shall apply to temporary civil, mechanical and electrical overseers.

8.412. Temporary Overseers will generally be recruited from the following sources :—

Recruitment

(i) Those qualified from Government school of Engineering, Punjab, Nilokheri.

(ii) Those possessing First Examination Certificate in Civil Engineering of Punjab Uni-

(iii) versity. Those qualified from Roorkee.

(iv) Those qualified from Rasul before the 15th August, 1947.

(v) Those qualified from other institutions as detailed in Appendix A to these rules.

8.413. The scale of pay will be the same as that of overseers in the Overseer Engineering Service, i.e., Rs. 100—8—140—10—160/10—230/10—300 with efficiency bars at Rs. 160 and 230.

Scale of pay and efficiency bars.

Superintending engineers shall be competent to permit temporary men to cross or to hold them up at the efficiency bars.

8.414. Appointments shall ordinarily be made on the minimum of the scale. In cases, however, where in view of the duties attached to a particular charge, a candidate with special qualifications including previous practical experience is required, it shall be open to the appointing authority to submit for the orders of Government a special case for the grant of advance increments. These should in no circumstances be offered or paid before the sanction of Government has been obtained.

Initial pay.

8.415. The appointment, reduction and dismissal of temporary overseers will rest with superintending engineers.

Appointment and reduction.

Note—This does not permit of any overseer being appointed to a post on a scale of pay higher than the scale sanctioned by competent authority for that post.

8.416. Promotion to Overseer Engineering Service from temporary overseers will be made by the chief engineer. Roll of qualified temporary overseers, who have not less than 3 years continuous service in that grade and who are definitely recommended for permanent appointment to the Overseer Engineering Service, will be submitted on 1st March each year to the chief engineer.

Promotion to Overseer Engineering Service.

8.417. Temporary overseers shall be on the footing of monthly servants and their employment carries with it absolutely no claim to pension, or to any absentee allowance beyond those conditionally given to temporary employees under paragraph 1.127 of the Punjab Public Works Department Code and Chapter VIII of Punjab Civil Services Rules, Volume I, Part I, as amended from time to time.

Pension inadmissible.

8.418. The services of temporary overseers may be dispensed with at any time without notice in case of misconduct of any description on their part or of unsatisfactory work and otherwise by one month's notice, or payment of one month's salary in lieu of notice. Also with or without notice their engagement will cease absolutely on completion of the work in connection with which their appointments may have been sanctioned. Wilful absence from duty after the expiry of leave or otherwise shall be treated as misconduct for the purpose of this rule.

Termination of service.

8.419. Should they desire to resign their appointments, temporary overseers will be required to give a months notice of their intention to do so or to forfeit a month's salary in lieu of such notice.

Resignations.

8.420. No appeal shall lie with regard to discharge after notice of one month or on completion of work for which the person was employed. In case of dismissal without notice on account of misconduct or of unsatisfactory work, one appeal shall be allowed. This appeal shall lie to the chief engineer.

Appeal.

OTHER SERVICES

Artificers

8.5. (1) Artificers in the Irrigation Branch are whole-time Government servants but are permitted to do private work for Government servants when they can be spared from their substantive duties. A monthly recovery from the private employer for the time spent by the artificer based on an eight hours working day *Plus* travelling allowance, that may be incurred, should be made and credited to Government and a record of the transanction should be mintained in a register in the divisional office. The petty private jobs done by artificers need not be treated as "Deposit Works" and departmental charges need not be levied thereon nor should the services of the artificers be considered as having been lent, or requiring leave and pension contributions to be charged. The number of artificers employed should be kept at the minimum ordinarily necessary for the requirements of Government work.

(2) The scale of pay of the artificers in force from 1st September, 1949, is Rs. 50—1½—80

Regulation Jamadars and Gauge Readers

8.61. The following are the grades for regulation *jamadars* and gauge readers employed in the Irrigation Branch :—

Grades.

1. *Regulation Jamadars*—

	Rs.
(a) Grade I—(For Headworks only)	47½—1—57½
(b) Grade II—(Assistant at Headworks and *Jamadars* at Branch and Distributary Headworks)	39½—1—49½

2. *Gauge Readers*—

(For Main Lines Branches and Distributaries)	32—1—37

8.62 For the purpose of these orders, "headworks" will mean ordinary river headworks.

Details of headworks.

Initial pay.

8.63. The initial pay in each grade will be fixed by the superintending engineer in each case according to local conditions.

Promotion of Grade II *jamadars.*

8.64. A grade II *jamadar* may be promoted at any stage of his service, at the discretion of the superintending engineer, to the lowest stage in the local grade of the headworks *jamadar.*

No. of Grades I and II *jamadars.*

8.65. Superintending engineers will determine which regulators are of sufficient importance to require grade II *jamadars,* and also the number of grade II *jamadars,* necessary at each headworks.

Canal Patrols

Duties of a canal patrol.

8.71. A canal patrol works directly under the instructions of a canal overseer or his representative, *mistri* or mate. Within the limits of his charge, his duties are—

(a) to ensure the safety of a canal with its connected masonry works, railways, banks, roads avenues and plantations and to prevent any damage thereto ;

(b) to keep jungle growth on canal banks and plantations under control; to maintain the railways, banks and roads in a satisfactory state of repair; to water trees in avenues and plantations; and

(c) to prevent cattle trespass in irrigation works within the limits of his charge.

Malis and *mali-chowkidars.*

8.8 *Chowkidars* employed in rest-houses where no *malis* are employed, should not be paid any additional allowance for looking after shrubs, hedges, trees and grass plots as this work is within their normal duties.

The number of *malis* to be employed should not exceed 10 per cent of the number of rest-houses while that of *malis-Chowkidars* should be limited to 25 per cent. In working out the number of rest-houses those at headworks and headquarters towns should be omitted as the employment of *malis* or head *malis* at these places is necessary. The rest- houses which are not frequently visited should also be omitted. The percentages laid

down above should be taken on the basis of average conditions and worked to at superintending engineer's discretion as closely as local conditions permit.

Hiring of bullocks and boats.

8.91. Bullocks are ordinarily hired through *malis* or *chowkidars* employed in rest-houses. Payment for hire charges to a *mali* or *chowkidar* will only be in order, if bullocks are supplied by him and not by any third party. If a work-charged man supplies bullocks regularly, he should be paid for this supply on the work-charged acquittance roll along with his pay.

The same applies to the hiring of boats which are generally obtained through regulation *beldars* or *jamadars*.

Provision estimates.

8.92. Provisions for work-charged establishment should be made in detail and should not exceed 2 per cent of the amount of the estimate. When there is an excess over 2 per cent full reasons thereof should be given in the report of the estimate.

Provision for contingencies should also be made on work-charged establishment when such establishment is shown in detail in the abstract of the estimate.

APPENDIX A

[Referred to in para 8.412 (v)]

List of recognized technical institutions for appointment of Overseers in the Punjab, P.W.D. Irrigation Branch

Civil Overseers

1.	Bihar College of Engineering, Patna ..	Civil Engineering Subordinate Diploma
2.	College of Engineering, Poona ..	Civil Engineering Diploma
3.	College of Engineering, Madras ..	Upper Subordinate Diploma
4.	Civil Engineering School, Lucknow ..	Overseers' Certificate after 1936
5.	Government Engineering School, Nagpur	Civil Engineering Diploma
6.	Hewett Engineering School, Lucknow ..	Overseer Certificate after 1936
7.	Musilm University, Aligarh ..	Diploma in Civil Engineering
8.	Orissa School of Engineering, Cuttack ..	Civil Engineering Subordinate Diploma (1st Division)
9.	Osmania Engineering college, Hyderabad (Deccan)	Upper Subordinate Examination 1st Class
10.	School of Engineering, Bangalore ..	Diploma in Civil Engineering
11.	Thomason Engineering College, Roorkee	Overser's Examination
12.	Travancore University ..	Diploma in Engineering
13.	Government School of Engineering, Punjab, Rasul	Overseer Examination upto 15th August, 1947
14.	N E D. College, Karachi ..	Diploma in Civil Engineering upto 15th August, 1947
15.	Ahsanullah School of Engineering, Dacca	Overseer Examination upto 15th August, 1947
16.	Engineering School, Bahawalpur ..	Overseer Examination upto 15th August, 1947
17.	Assam Civil Engineering School, Gauhati	Overseer Examination

18. Government Technical Institute, Inscin, Burma

19. Glastow University .. Certificate of Proficiency in Civil Engineering

Mechanical Overseers

1. Punjab College of Engineering and Technology, Lahore — 'B' Class Certificate in Mechanical Engineering upto 15th August, 1947
2. Punjab Engineering College, Roorkee .. L.M.E. (Diploma)
3. Technical College, Dayalbagh .. Diploma Course
4. Craik Technical Institute, Lahore .. Diploma in Electrical and Mechanical Engineering before 15th August, 1947

1. 1974 (1) S.C.C. page 188
   State of Gujarat V.S.C.G. Desai and others
2. A.I.R. 1979 S.C. 228
   (B.L. Goel *vs.* State of U.P. and others)
3. 1966 3 S.C.R. 682
   (B.N. Nagarajan and others *vs.* State of Mysore and others)
4. 1973 (2) S.L.R. 79
   (C.A. Balakrishnan *vs.* State of Mysore)
5. S.C.C. 1980 (Vol. 4) page 226
   Baleshwar Dass, etc. *versus* State of U.P. etc.
6. 1973 (1) S.L.R.
   Subhash Chander Marwaha *versus* The State of Haryana (Punjab and Haryana High Court) 823

CHAPTER 9

Record of Establishment in Circle Offices

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CHAPTER 9

Record of Establishment in Circle Offices.

9.1. The records of establishment in circle offices shall be maintained as follows:— Division Establishment cases.

Each class of establishment shall have its own "General" case complete, i.e, "correspondence file" and "notes file".

9.2. In addition, two extra "notes files" shall be provided for each such general case. These notes files shall be designated— Extra notes file

"Leave, posting and transfer".

"recruitment."

9.3. These files shall be for office noting and orders only and will be utilised as follows:— Leave, posting and transfer file.

On receipt of a letter, action on which involves a change in the establishment (fresh postings, officiating promotions, permanent promotions to fill vacancies in the cadre, etc.), it will be registered "in" and will be put up in its proper case.

After orders have been passed thereon, the letter will be removed temporarily and put up the notes file "leave, posting and transfer". Orders regarding promotions, temporary or officiating, and all transfers, will be recorded in this notes file.

Cross references to the letter upon which action is being taken, must be given *Invariably.*

9.4. Recruitment will be carried out in the same way If the promotions, etc., mentioned in paragraph Recruitment file. 9.3 result in vacancies, or sanction is accorded to additional posts, the papers will be put up with the recruitment file.

Action to secure suitable candidates, keeping in view the reservation for the members of Scheduled Castes, Scheduled Tribes, and other Backward classes will be recorded therein.

9.5. One additional case, designated "gradation lists" shall also be opened. Copies of gradation lists Gradation lists. of all classes of establishment showing names in their order of seniority, together with office copies of letters circulating the same (when this is done) will be filled therein. The gradation lists will be maintained in the form shown in Appendix I.

Correspondence in respect to these list other than acknowledgments, etc., will be carried on in the general or personal cases concerned.

9.6. A register in loose sheets shall also be maintained separately for each class of establishment em- Register of establishment. ployed in the cirlce in the form shown in Appendix II. One sheet should be devoted to each individual and in case of transfer forwarded with the transfer papers to the circle concerned.

APPENDIX I

List No. _____

(Referred to in paragraph 9.5)

_____CIRCLE

FORM OF GRADATION LIST OF CLERICAL ESTABLISHMENT AS AT_____

Serial No.	Name	Date of birth	Examinations passed	Date of commencement of continuous Government service	Date of permanent appointment — Class	Date of permanent appointment — P.W.D.	Remarks
				CIRCLE SUPERINTENDENTS (No._____on Rs. 250—10—350)			
				CIRCLE REVENUE AND DIVISIONAL HEAD CLERKS (No._____on Rs. 125—6—155/8—235)			
				ETC. ETC.			

APPENDIX II

(Referred to in paragraph 9.6)

Name ——— File No. ———

Father's name ———

Religion ———

Date of birth ——— 1st appointment as ———

From ———

Date of continuous appointment as ——— from ———

Educational qualifications ———

Home (village or town and district) ———

Situation and extent of property ———

List of relations in the Irrigation Branch ———

Promotion, Increments and reductions									
	*Appointments								
Date from	Nature	T.	S.	O.	Pay	Allowance	Date to	Name of division to which attached	Special remarks regarding suitability for posts, punishments, etc.

*T—Temporary
S—Substantive
O—Officiating

INCUMBENCY RECORD

Division	Sub-Division	Date	Appointment held	Leave availed of			Remarks
				Kind	From	To	

CHAPTER 10

Record of Service—Reports and Recommendation Rolls

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CHAPTER 10

Record of Service—Reports and Recommendation Rolls

IMPORTANT INSTRUCTIONS FOR WRITING CONFIDENTIAL REPORTS

10·1. Chief Secretary to Government, Punjab, letters No. 9026-G-51/1-6544, dated the 4th December, 1951, No. 2611/167-SG-37/6501-S, dated the 14th August, 1937, para 35 of the Secretariat Instructions, and para 3.11 (iv) of the District Office Manual, relating to the question of writing confidential reports of officers are reproduced below for general information and guidance. The instructions contained therein should be rigidly observed.

Chief Secretary to Government, Punjab, letter No. 9026-G-51/1-6544, dated the 4th December, 1951, to all Heads of Departments.

SUBJECT :— *Confidential Reports.*

I am directed to invite attention to Punjab Government letter No. 215-G-49/5673, dated the 27th January, 1949, on the subject noted above and to say that Government consider that the subject of writing confidential reports has not been given the importance and the attention that it deserves. Government have, therefore, decided that the following procedure should be followed when dealing with confidential reports of officers :—

(*A*) *Need for regular and punctual recording of reports in confidential files.*

It is essential that all officers write their reports on the personal files of their subordinates regularly and punctually. There are different instructions in different departments regarding the dates on which confidential remarks are to be recorded and the frequency of these remarks. In the case of some officer's confidential reports are written twice a year and in

others once a year. Whatever the frequency laid down, it is necessary that the same should be adhered to rigidly and the reports recorded on or by the due dates. A certificate should be furnished by all Heads of Departments to the Administrative Secretaries concerned to show that all confidential reports have been recorded in their respective departments on or by the due dates.

(B) It is necessary that the officers recording confidential reports realise the value and the importance of sueh reports in making or marring the careers of officers reported upon. While superior officers have the fullest freedom and the right to record their opinions about the work and conduct of their subordinates, in doing so, they should be guided solely by considerations of merit, justice and fairplay. No personal considerations, approaches or *sifarishes* of any kind should be allowed to supervene and their conscience alone should be their guide in this matter.

(C) What should the reports contain ?

Various forms have been laid down by different departments for different officers, and it is not possible for Government to prescribe any standard forms for all departments on which reports should be submitted. While, therefore, every department is free to obtain the reports in forms which may have been laid down or which they may consider most suitable generally speaking the reporting officers must state whether the officer or official concerned has been able to satisfactorily discharge the duties of his office. It should be stated whether the officer is able, conscientious and hardworking, and the degree of his qualities in these directions should be indicated. If the officer or official reported on has to control an establishment under him, it should be stated whether he is able to supervise their work and whether his relations with his subordinates are satisfactory. It is important to note whether the officer or official is punctual in attendance, has maintained discipline and disciplined conduct, and it should be stated whether, if he comes into contact with the public, he is accessible, hears and deals with their complaints properly and is courteous in his behaviour. In the case of touring officer it should be stated whether their touring is systematic and adequate. The report should specifically bring out any defects, remediable or otherwise. If any particular incident has occurred during the period under report which shows up the officer

in good or bad light, the same should be reported. Again, a special mention should invariably be made regarding the integrity of the officer, to which Government must naturally attach the greatest importance. It should be clearly stated if the officer or official concerned is suspected of corruption or is belived to be corrupt and this opinion should be fortified by reasons, which may be in the possession of the reporting officer. Any ill-considered remarks in this respect may do a lot of mischief and harm. On the other hand, the reporting officer must be quite honest and frank and give his impressions accordingly. Finally if any adverse remarks have previously been communicated to the officer or official concerned, it should be stated whether he has made an effort to overcome them and the extent of his success in this direction.

(D) *Communication of adverse remarks and issue of letters of oppreciation, etc.,*

In this connection attention is invited to paragraph 7 of Punjab Government's consolidated circular No. 1, which is reproduced below for facility of reference :—

"The attention of Government of India having been directed to the diversity of procedure followed in different provinces in regard to the communication to subordinate officers in civil employ of unfavourable remarks made by their superiors in annual or other reports of a periodical nature, the Governor-General in Council has, with the approval of Secretary of State, laid down the following general principles to which effect has to be given in all departments in all provinces :—

(a) When a report is built up on the individual opinions as noted of different departmental superiors in gradation, it is only the opinion as accepted by the highest authority which need be considered from the point of view of communication ;

(b) an officer should not at any time be kept ignorant of the reporting officer's opinion where his service is not considered satisfactory ; criticism should be communicated promptly and should indicate in suitable language the nature of the defects in question ;

(c) the practice of discriminating between a remediable and irremediable defect should be abandoned as far as practicable except that a

certain degree of discreation should be regarded as permissible in communicating reported defects of an irremediable nature. For instance it might to more harm than good to inform an officer year after year that his brains are below average or that he is unduly sensitive ;

(d) the reporting officer should specifically state whether the defects reported have already been brought in any other communication to the notice of the officer concerned ;

(e) remarks in cases in which the Local Government or head of a department or other officer suspends judgment should not be communicated ;

(f) great attention should be paid to the manner and method of communication in order to ensure that the advice given or the warining or censure administered, whether orally or in writing, shall having regard to the temperament of the officer concerned, be most beneficial to him ; and

(g) any remarks on an officer's report which show that he has taken steps to remedy defects to which his attention has been drawn in a previous year, should be communicated to him, so that he may know that his efforts to improve have not passed unnoticed."

Your attention is also drwan to para 3.11 (*iv*) of the District Office Manual and paragraph 35th of the Secretariat Instructions and Punjab Government circular letter No. 2611/167-SG/6501-S, dated the 14th August, 1937 (reproduced below). The instructions contained in these references should be followed rigidly in all departments as far as possible. It may be emphasized that in the case of gazetted officers remediable defects should be pointed out very carefully and in suitable language not with the intention of discouraging the officers, but with the sole idea of getting them to remedy the defects. In certain department, e.g. in the Punjab Civil Secretariat the practice is to show the remarks recorded, to non-gazetted Government servants, so that they know what their superior officers think of their work and conduct. This practice might usefully be followed in other departments in the case of non-gazetted staff. Where such a practice is not desirable in the interest of discipline e.g. in the Police Department, the reporting officer should send for the official reported upon and

speak to him personally about the defects that he may have noticed followed by a note on the personal file of the official that the reporting officer has personally brought the defects to the notice of the official concerned. Similarly, the practice of recognising good work, of an officer by a letter of appreciation is a very sound one and should be adopted by all departments. It is important that such letters should not be issued indiscriminately but this should be done in really deserving cases to encourage good work. A copy of the letter should be placed on the personal file of the officer or official conerned.

(E) No. 2611/167-SG-37/6501-S., dated simla-E, the 14th August, 1937, from J.D. Penny, Esquire, I.C.S., Officating Chief Secretary to Government, Punjab, to all Heads of Departments in the Punjab and the High Court, all Commissioners of Divisions, Deputy Commissioners and District and Sessions Judges in the Punjab.

SUBJECT:—*Confidential Reports*

Government have recently had under consideration the question whether the confidential reports on the work, of Government servants should be shown them or not and I am now directed to communicate to you the procedure which Government wishes to be strictly followed by all departments in future in dealing with such reports.

2. The general principles regarding the communication of confidential reports to officers arefully detailed in paragraph 7 of Punjab Government Consolidated Circular No. 1 and Government sees no reason to modify them. In reports on gazetted officers these principles should be strictly observed by all departments in future and subject to the conditions specified in that paragraph the gist of adverse report should be communicated to the officers concerned.

3. The main objection to allowing a gazetted officer to see confidential reports on his work, is that the knowledge that this will be done may prevent his superior from frankly expressing his views and writing exactly what he thinks. The danger is not so great in the case of non-gazetted establishment and it would save considerable time and trouble if their defects were verbally explained to them rather than communicated in writing. This has accordingly been prescribed in paragraph 35 of the Secretariat Instructions, 1936 and paragraph 3.11 (*iv*) of the District Office Mannual. These rules should continue to be followed for non-gazetted officers and ministerial establisyment.

4. It is the practice in some departments to recognise the good work, of an officer by a letter of appreciation. This is a sound practice and Government wishes it to be adopted by all departments.

5. Finally, it has been observed that in some departments, e.g., the Public Health Department, the confidential reports on the ministerial establishment are not written with any regularity. This is to be deprecated. Not only should every official, whether gazetted or non-gazetted, possess a personal file or character sheet, but it should be kept to date and not allowed to remain barren of remarks for over a period of twelve months, otherwise its utility as a confidential record disappears. It must also be remembered that the personal file of an official is used for various purposes. e.g., punishment, appeals, memorials or in dealing with the question whether his service has been really approved for the purpose of a full pension,— *vide* article 470, Civil Services Regulations, etc, but if it is not carefully maintained it will result in the record being robbed of much of its value. Indeed, the very purpose for which it is supposed to be maintained will be largely defeated.

(*F*) *Copy of para* 35 *of the Secretariat Instructions.*

The Assistant Secretary will maintain for each Superintendent, Assistant and Clerk a personal file (in the prescribed form) which will be record of commendation, censure or punishment. It will be kept confidential by the Assistant Secretary and the entries therein shall be taken into account in all questions affecting increments of pay or promotion. The general principles regarding the communication of confidential reports are detailed in para 7 of Punjab Government Consolidated Circular No. 1 which should be strictly observed. The reports on Assistants and Clerks shall be shown to them as new entries are made, but in the case of Superintendents, who are gazetted officers, only the gist of adverse remarks should be communicated to the officers concerned.

(*G*) *Copy of para* 3.11 (*iv*) *of the District Office Manual.*

The subject has been dealt with also in para 3.9 (*iv*) of the District Office Manual, which is reproduced below :—

> "Attention is drawn to the orders summarised in Consolidated Circular No. 1 as to the communication of adverse entries. It is much to be desired that heads of offices should at the time of writing up character rolls have the Government servants before them. Especially in the case

of young Government servants, a word of warning or advice may render a permanent adverse record unnecessary. In the absence of a personal interview, when an entry is communicated to a Government servant at a personal interview the word 'communicated' should be added to it. Otherwise, a copy of all distinctly unfavourable entries should invariably be at once communicated to the official concerned."

GENERAL INSTRUCTIONS REGARDING WRITTING UP OF REPORTS

10.2. (1) Qualification reports are strictly confidential and should on no account be seen by unauthorized persons. They should be submitted in the reporting officer's own handwriting or, alternatively, may be typewritten by the reporting officers themselves. In the latter case a certificate to the effect that "this has been typed by me" should be endorsed on the report by the reporting officer who should also sign and date the certificate.

(2) Reporting officers must sign their names clearly. The name of their charge, division or circle should be given in full (abbreviations must not be used). The use of a rubber stamp is recommended. The date of making the report must be given

(3) The year or period, to which the report relates, should invariably be filled in as well as all particulars on the front page. The number of "years" and "months" of service rendered up to date must also be entered in the space provided on the first and second pages of the forms.

(4) Besides stating the name of the division or sub-division held by the officer reported upon, brief details of the particular kind of work in hand during the year should be added.

Such remarks as "revenue" or "construction" are not sufficient.

(5) Before writting up the report the instructions on the first page of the form and those contained in paragraph 10.1 of this Manual as well as paragraphs 1.16 and 1.18 of the Punjab P.W.D. Code, 2nd edition (3rd Reprint) should be read. These instructions must be fully complied with particularly those regarding the necessity of referring to all particularly or censures recorded by Punjab Government during the year.

(6) It has been noticed that in several instances officers appear to reserve for their annual reports on officers subordinate to them, remarks and criticisms which should properly be reported to a superior authority by separate offical letters in order that the matters brougth to notice may be enquired into and an explanation taken. Annual qualifications reports are not intended for the purpose of bringing to the attention of a superior authority a number of details which have not been duly reported upon and on which no decision has been arrived at up to the time the report is written.

(7) While replying to various questions in the qualification reports, it is not suffcient to say "yes" or "no" only. The reply must be supplemented, as far as possible, by brief but enlightening remarks expressing and supporting the writer's opinion.

(8) In view of the orders contained in paragraph 10.1 (D), it follows that each reporting officer should state definitely whether he agrees with the opinion expressed by the reporting officer subordinate to him and should also indicate any remarks with which he does not agree.

It has frequently been noticed that when an executive engineer has criticised a sub-divisional officer the superintending engineer has merely remarked that "he is an average sub-divisional officer", thereby leaving the chief engineer in the dark as to whether he agrees with the adverse remarks or not.

(9) Only service rendered in the Indian Service of Engineers or P.S.E. Class I is to be taken into account for the purpose of writing up special qualification reports (Stereo I.B. No. 328) on executive engineers.

In case of P.S.E. Class II Officers, temporary engineers and sub-engineers promoted to P.S.E. Class I, they must have at least 16 years Service in P.S.E. Class I (including service in P.S.E. Class II, or as temporary engineers or sub-engineers as counted towards fixing their seniority in P.S.E. Class I.) out of which 6 years must be as officiating or permanent executive engineers.

(10) Superintending engineers and executive engineers, when submitting reports, should bear in mind all matters, which indicate the extent to which officers incharge of works exercise judgement and foresight. Special mention should be

made of cases where an officer has exhibited these qualities and also of cases where an officer's habitual lack of such qualities has resulted in unnecessary expense and delay in carrying out the work.

(11) The attention of all superintending engineers is drawn to the neceessity of making a suitable entry in the qualification report of an officer who prepares extravagant estimates for sanction. In this connection action should be regulated as indicated in sub-paragraph (6).

(12) Great attention must be given to the writing up of qualification reports and opinions should only be expressed after careful consideration and verification of the facts on which they are based. Whatever is once entered in a qualification report stands as a permanent record likely to affect favourably or unfavourably the whole career of the officer to whom it refers. A favourable entry made without sufficient foundation may lead to his appointment to duties for which he is not worthy : an unfavourable entry if not observed may deprive him of advancement which he has merited. Except when an offence is serious enough to merit the formal punishment of censure, etc., or an act is deserving of very special commendation, the practice of marking special adverse or favourable entries in reports in consequence of isolated faults or pieces pf good work is to be deprecated as it has often the effect of giving exaggerated importance to a single incident. This does not prohibit the naming of instances bringing out opinions expressed in the qualification report. Such instances are, however, not to be given in the case of officers of the Indian Service of Engineers.

(13) Commendatory letters conveying the appreciation of Government for good work done by an officer should normally be filed in the personal file, and the qualification report should not be burdened with personal letters and certificates, without chief engineer's approval.

(14) All officers on transfer should leave for their successors a full report on their subordinate officers for attaching it to the report to be forwarded to Government at the prescribed time, where the period involved is 4 months or over.

(15) Superior officers need give no reasons for discounting the opinion of other reporting officers.

(16) Special confidential reports should be placed in the qualification reports files but all non-confidential correspondence should be placed in the personal file of the officer.

(17) Reports should not be used by tribunals or other bodies dealing with disciplinary cases before they have arrived at their findings on the charges framed.

(18) Particular attention should be paid by reporting officers in reporting on defects which have been communicated previously and it should be expressly stated whether or not an officer or subordinate has taken steps to remedy such defects.

(19) The chief engineer should satisfy himself that proper arrangements exist for obtaining regular reports on the work of these officers who have been lent to other Governments and Administrations.

REPORTS ON ENGINEERING ESTABLISHMENT

10.31. (1) The following forms are provided for annual reports on engineer officers as well as any others who may be employed in sub-divisional charge :—

I.B. Form 328 for exectiuve engineers of not less than 16 years' service.

I.B. Form 64 for officers in divisional charge.

I.B. Form 65 for officers in sub-divisional or lower charge.

The same forms will be used for temporary engineers unless otherwise directed.

(2) Divisional officers will submit to superintending engineers on the 20th of April, qualification reports in duplicate, for the year ending 31st March, on all sub-divisional officers including temporary engineers and sub-engineers serving under them. It is not necessary for them to retain copies of these reports. Officers allowed leave on average pay not exceeding 4 months and extending beyond the date on which these reports are due should either prepare and submit them before proceeding on leave, or submit them direct to the superintending engineers, while on leave not later than the date prescribed. A circle or divisional officer who proceeds on leave exceeding

four months or is transferred within six months of the date on which the reports are due, should before leaving the charge make over to his successor, reports on the prescribed form, for attachment to his successor's report.

(3) Superintending engineers will submit to the chief engineer on the 15th of May the annual rolls of engineer officers within their circles accompanied by qualification reports on all the divisional officers including temporary engineers and sub-engineers and the reports submitted by the latter on their sub-divisional officers including temporary engineers and sub-engineers, duly completed by the superintending engineers in accordance with the instructions on the subject. Duplicates of all qualification reports will be retained by the superintending engineers, and in the event of an officer's transfer to another circle, the duplicate reports relating to him will be forwarded to the superintending engineer of the circle to which he is transferred.

COMMUNICATION OF UNFAVOURABLE REMARKS TO OFFICERS OF I. S. E. AND PUNJAB SERVICES OF ENGINEERS

10.32. (1) The communication to officers of the Indian Service of Engineers and the Punjab Services of Engineers of unfavourable remarks that may be made to them on other occasions should be regulated according to the principle detailed below :—

Special Reports

Special reports may take any of the following forms :—

(*i*) Reports of particular incidents or acts, which, if disciplinary action is taken, require either regular proceedings or definite censure after the defence of the officer concerned has been taken ;

(*ii*) reports in reply to inquiries whether an officer who has been well reported on in the past has improved and is fit for promotion ; or

(*iii*) reports in answer to requests for opinions as to the fitness of an officer for a particular appointment, etc.

No special instructions are necessary in respect of the first clause. Remarks contained in reports of the other clauses

should not be communicated unless the reports disclose facts or allegations which, in the opinion of Government, should be conveyed to the officer concerned.

(2) Any reply or explanation received from the officer in consequence of such communication should be recorded by Government. No discussion or controversy can however, be permitted, and no officer can claim a reply to any comments he may thus be permitted to make. Under no circumstances will an officer be permitted to address the reporting officer on the subject of an unfavourable report.

(3) The instructions in para (1) are in no wise intended to relieve officers of the obligation of personally advising and helping, to the best of their ability, to eradicate faults in those subordinate to them.

(4) The same general principles will be followed in communicating to non-gazetted officers unfavourable remarks in their recommendation rolls, personal register or qualification reports ; but where these are disposed of by the superintending engineer, the communication will be made by that officer.

QUALIFICATION REPORTS ON SUB-ENGINEERS

10.33. Qualification reports on sub-engineers will be written up annually for the year ending 31st March by the superintending engineer and these should be submitted to the chief engineer not later than the 1st day of May, in the form of a copy of the entry in their personal register in P.W.D. Form No. 138.

NOTE:—Where any of the sub-engineers has held charge of a sub-division for a period of not less than three-quarters of the period under report, his qualification report should be submitted in Stereo I. B, Form No. 65 and not in P.W.D, Form No. 138.

QUALIFICATION REPORTS ON OVERSEERS ENGINEERING ESTABLISHMENT

10.41. (1) A personal register in Public Works Department Form No. 138 will be maintained for every member of the Overseers Engineering Service, officiating overseers and temporary overseers.

(2) This register will be entered up annually for the year ending 28th or 29th February, so that a continuous record of

each official's services and qualifications is maintained. Any special commendation or censure should also be recorded in the personal register. Entries must also be made in the register on the occasion of the transfer of the official reported on or of the reporting officer.

(3) The instructions in the personal register should be rigidly adhered to.

(4) If the official reported on has been under a reporting officer for less than two months when an annual report is due, that may be given as a reason for insufficient personal knowledge of him ; but such opinion as it has been possible to form, and such points as have been noticed should be recorded.

(5) The personal register will be transferred from division to division with the official whose record it contains and will be kept confidential in the personal custody of the divisional officer and should not be allowed to go into the divisional office.

(6) An official may see his personal register once in every year, a note being made in the register on each occasion on which he is permitted to inspect it.

(7) As superintending engineers have powers to grant or withhold increments, it is not necessary for extracts from the personal registers of overseers to be submitted by superintending engineers. For such officers personal registers will be maintained by the divisional officer and will be disposed of by the superintending engineer.

Reports on Probationary Overseers

10.42. The executive engineers will write up half-yearly reports on 28th February and 31st August, in the personal register irrespective of the date on which an overseer commences his period of probation.

The personal register will be sent to the superintending engineer who will, under the ordinary rules, issue any warnings necessary and place a copy thereof in the personal register.

The executive engineer on return of the personal register from the superintending engineer (in case of probationary overseer recruited direct from the Government School of Engineering, Punjab, Nilokheri) will forward to the principal of the School,

a copy of the report and a copy of superintending engineer's remarks and warnings (if any).

On completion of the period of probation, the executive engineer will write in the personal register his recommendations for confirmation or otherwise, amplifying his remarks when necessary.

The superintending engineer will add his own definite recommendations and submit the personal register to the chief engineer for orders.

Extensions of the probationary period should not be proposed when a man exhibits defects such as slackness or shirking of responsibilities, etc., Extensions should only be recommended when—

(a) the probationary overseer has failed to reach the desired standard due to lack of experience or other defect likely to be remedied under proper guidance ;

(b) there have been frequent changes in the probationer's superior officers so as to make it difficult for a definite opinion to be framed on his work;

(c) in consequence of serious and long illness, the probationary period has been interrupted.

As far as possible, probationary overseers should be kept in one section to ensure that they are being systematically trained and that proper half-yearly reports on their work and progress can be obtained .

Qualification Report on Deputy Collectors (Revenue Branch) Establishment

10.51 Qualification reports on members of the Punjab Irrigation Deputy Collectors (Revenue Branch) Service will be prepared annually in Form Stereo I.B. No. 391, for the year ending 31st March and submitted by superintending engineer to chief engineer by 15th May. The provisions of paragraphs 10.31 and 10.32 will also apply to this service.

Reports on *zilladars*

10.52. (1) Personal registers will be maintained in Form Stereo I.B. No. 342 for all *zilladars*. The provision of paragraph 10.41 (2) to (7) will apply .

(2) The executive engineer should write annually the personal register of *Zilladars*, but he should not reply to part III thereof. On receipt of the personal register in the circle office, the superintending engineer shall record a separate recommendation with regard to his fitness for appointment as a deputy collector, in the Stereo I.B. Form No. 317.

(3) Such reports should be recorded in the circle office in a special confidential file and not submitted to the chief engineer annually as a routine matter. These files should be forwarded to the chief engineer along with the personal register whenever recommendations of *Zilladars*, for promotion to the rank of deputy collector are called for.

(4) If any *Zilladar* has officiated as a deputy collector for a continuous period of not less than six months during the year, the report will be made on Form Stereo I.B. No. 391 and not 317.

REPORTS ON CANDIDATE AND PROBATIONERY *Zilladars*

10.53. A probationary *Zilladar's* reports have to be written half-yealry for periods ending 28th February and 31st August.

It is most essential that superintending engineers should draw attention of the probationer to all failings that are recorded in these reports and that a copy of the letter be placed in the personal register. This will greatly facilitate the removal of a man who, at the end of two years, appears to be unfit for confirmation.

When making a final report, superintending engineers should consider whether the weaknesses as recorded are due to faults of character that can never be cured or whether they are due to local circumstances and will be removed with further training and experience.

Superintending engineers should also report whether the probationer commenced his two years probation immediately on completion of his training or whether he has been able to gain experience by acting in odd vacancies before the commencement of this period.

When submitting final reports on the confirmation of *Zilladars*, the date of appointment on probation and reference to chief engineer's letter No. and date, with which so appointed,

should be given alongwith the date of continuous charges of a *Zilladari* section and the periods during which the probationer worked as officiating *Zilladar*, before holding continuous charge.

The report should be definite and should not recommend an extension of probationary period except when—

(*a*) the probationary *Ziladar* has failed to reach the desired standard due to lack of experience or other defect likely to be remedied under proper guidance ;

(*b*) there have been frequent changes in the probationer's superior officers so as to make it difficult for a definite opinion to be formed on his work;

(*c*) in consequence of serious and long illness the probationery period has been interrupted.

The period of probation of *Ziladars* will commence from the date of actual continuous charge and not from the date of posting to a scale vacancy. No leave shall be counted towards the period of probation, except leave granted under Rule 8.131, Punjab Civil Services Rules, Volume I, Part I, before the date of permanent appointment on probation, or leave not exceeding one month after the date of permanent appointment on probation. The training of candidate *Ziladars* in the Civil Department is an interruption for this purpose and continuous charge will be counted from the date a candidate takes over his duties as an officiating *Ziladar* on return from the Civil Department and continues in the officiating appointment till he is selected for permanent appointment.

CLERICAL AND DRAFTSMAN ESTABLISHMENTS

10.61. Qualification reports are written up in the prescribed forms for clerks above the rank of accounts clerks. Personal registers for the following establishments in the Irrigation Branch are maintained in the forms shown against each :—

Assistant and Account Clerks	...	Stereo I.B. Form No. 436.
Draftsman	...	Stereo I.B. Form No. 444.
Tracers	...	Stereo I.B. Form No. 446.

REPORTS ON CLERICAL ESTABLISHMENT

10.62. (*1*) Qualification reports on the prescribed form for the purpose will be written up on 28th February annually by executive engineers for permanent head clerks and by superintending engineers for circle revenue clerks (if of the rank of a permanent head clerk) and officiating superintendents .

(*2*) No copy of the report will be kept by the divisional officer for record. The reports will be recorded by the superintending engineer in a separate file for each man, so as to form the equivalent of a personal register and will not be submitted to the chief engineer except when specially called for or when promotion or pension is under consideration.

(*3*) Detailed qualification reports are not actually required for permanent superintendents, but records of their services should be maintained, for the purpose of pension, if nothing else, as superintending engineers can deal with an inefficient superintendent in other ways. It is sufficient to record the report on blank sheets of papers bound at the end of the qualification report file .

(*4*) When a head clerk or superintendent is transferred, the executive engineer or the superintending engineer will write a full report for incorporation in the next annual report. A report should also be written at the time of transfer of the ececutive engineer or the superintending engineer. The report should cover the period from last report to the date of transfer.

(*5*) The head clerks and officiating superintendents for whom qualification reports are maintained should see their qualification reports once a year, and should record "seen" and sign and date it. This will, however, be treated as confidential and will permit of no discussion of any sort whatever.

ACCOUNATANTS

10.7. Divisional officers will write up, in their own handwriting, a confidential qualification report in duplicate on their accountants on April the 1st annually, and also when they vacate

the charge of the division. the qualification report will be on a loose sheet in the form given below :—

Qualification report on divisional accountants in the Public Works Department

Name———————

Age———————

Length of service

In Department:
In Division:—
Under Officer reporting

Questions

1. Has he a sound knowledge of :—
   (a) Accounts and budget matters ?
   (b) Power delegated to the Head of his Office?
   (c) Fundamental and Financial Rulings ?
   (d) Does he bring these to notice as occasion demands?

2. Are accounts and budget returns punctually and correctly submitted to Accountant-General and superintending engineer (or chief engineer in the case of the Electricity Branch), respectively ?

3. Does he dispose of Accountant-General's audit notes, and superintending engineer's (or chief engineer's in the case of the Electricity Branch) and Accountant-General's inspection reports properly ?

4. Does he maintain good control and exercise a helpful influence over his subordinates

General remarks by Divisional Officer

Dated ———————

Signature———————

Division———————

Remarks by Superintending Engineer

Signature———————

Dated———————

Circle———————

The divisional officers will submit the qualification report under confidential cover to the superintending engineer (or to the chief engineer in the case of the Electricity Branch), no copy being kept in the divisional office.

The superintending engineer or the chief engineer, Electricity Branch, as the case may be, will enter his remarks on the report and will send one copy of this report under confidential cover addressed by name, to the Accountant-General, Punjab, for record and retain the other copy with him.

When a divisional accountant is transferred out of his circle, or out of the Electricity Branch, the Accountant-General, Punjab, will inform the supeintending engineer concerned (or the Chief Engineer, Electricity Branch) to enable the latter to send the qualification report file to the new superintending engineer under whom the divisional accountant will be serving.

MAINTENANCE OF SERVICE BOOKS

10.81. (1) Service books will be maintained in Form 10 of the Fundamental Rules for and will be opened within one month of the appointment of—

(a) all non-gazetted members of the permanent establishment ;
(b) temporary subordinates, clerks, draftsman, tracers, vernacular clerks and signallers, appointed for more than six months.

As these are important and essential records for disposal of pension and other claims, they must be cerefully maintained and kept in safe custody by the $\frac{\text{Head Clerk}}{\text{Accountant}}$ of the office.

(2) The following rules should be carefully observed :—

(*i*) Reference to security deposits should be made in the service books of both permanent and temporary employees in accordance with the instructions contained in Article 1.15 of I.M.O., Third Edition (Reprint).
(*ii*) All enties should be made by the head clerk of an office who will be personally responsible for the proper upkeep of these important records of

service. All entries so made must be attested in the proper column by the head of the office, and the attesting officer will be responsible for the correctness of the entries. Entries in the service books of the head clerk may be made by the head clerk himself but will, as usual, be attested by the head of the office. As regards the recording of remarks of censure, attention is directed to the orders contained in Paragraph 10.82 (8) which should be carefully observed.

The responsibility for the maintenance and upkeep of service-books of *Patwaris* will rest on the revenue clerk and not head clerk of the division.

Note 1—Sub-divisional Officer (excluding members of the Overseer Engineering Service are authorised to write up the entries on the opening page of service books relating to establishments serving under them.

Note 2—Executive engineer may authorise a non-gazetted sub-divisional officer, as well if serving under him at the headquarters of the division, to attest entries in the service book on his behalf, provided the non-gazetted sub-divisional officers authorised has rendered 5 years service as sub-divisional officer alone, i.e., exclusive of service rendered as overseer.

(*iii*) Under "marks of identification" in addition to recording some distinctive marks, impressions of the balls of the thumb and all the fingers of the left hand should be taken in the manner prescribed in Punjab Government, Finance Department, resolution No. 940, dated 8th May, 1899.

(*iv*) No erasure should be permitted, and all alterations should be initialled by the head of the office.

(*v*) Every entry should bear the signature of the head of the office, and service books, which have been received from other offices incomplete in this respect, should be returned to be completed. Also every signature, whether of the head of the office or of the non-gazetted officer, should bear a date. This rule should be carefully observed.

(*vi*) When the year of an officer's birth is known but not the month, the date of his birth will be assumed to have been the 1st July. Similarly when the month is known but not the exact date, the 16th of that month will be treated as the date of birth.

(*vii*) In accordance with the "Note" to the Fundamental Rule Form No. 10, the first page of the service

book must be re-attested by the head of the office every five years.

Note—Sub-divisional officers (excluding members of the Overseer Engineering Service) are authorised to re-attest service books relating to establishments serving under them.

(*viii*) A declaration of age made at the time of, or for purpose of, entry into government service shall, as against the Government servant in question, be deemed to be conclusive unless he applies for correction of his age as recorded, within two years from the date of his entry into Government service. Government, however, reserves the right to make a correction in the recorded age of a government servant, at any time against the interest of the government servant, when it is satisfied that the age recorded in his service book or in the history of services of a gazetted officer is incorrect and has been incorrectly recorded, with the object that the government servant may derive some unfair advantage therefrom.

Punjab Government, Civil Department letter No. 20076 (H.-Gaz), dated 4th July, 192°.

Note—When a service book is opened, the date of birth recorded must be that given in the educational certificate on which the government servant relies for proof of his being qualified for the post to which he is appointed. In cases where the government servant claims that the date given in the educational certificate is wrong, the matter must be referred for orders to the superintending engineer whose decision will be final. The officer opening the service book is personally responsible for checking the date with that on the educational certificate and shall record on the first page of the service book a certificate to the effect that the orders in the Manual of Administration have been complied with. The divisional head clerks and superintendents of circle offices will be held personally responsible to see that such a certificate is inserted in every service book opened.

When a government servant, within the period allowed above, makes an application for the correction of his date of birth as recorded, a special enquiry should be made from all available sources of information such as certified copies of entries in the municipal birth registers, university or school age certificates, *janam-Parties* or horoscopes. It should, however, be remembered that it is entirely discretionary on the part of the sanctioning authority to refuse or grant such applications, and no alterations should

be allowed unles it has been satisfactorily proved that the date of birth as originally given by the applicant was a *bona fide* mistake and that he has derived no unfair advantage therefrom. The result of every such enquiry should in the case of non-gazetted servants be briefly stated in their service books, and if a correction is sanctioned, the fact should be reported to the Accountant-General. Care should be taken to see that the annual establishment lists are brought into agreement with the service books.

(*ix*) The pay bills of superior government servants for whom annual establishment returns are required under paragraph 7.1 and 7.4 and Annexure A to Chapter VII of Punjab Financial Rules, Volume I, and for whom records of service are maintained in the audit office, are preserved only for a period of 6 years. It is, therefore, necessary that the periods of temporary and officiating service should be verified by the heads of office from the pay bills concerned before they are destroyed and the fact of verification recorded under proper attestation in the service books. The heads of offices should also invariably gives necessary particulars with reference to Rules 3.19 and 3.20 of the Punjab Civil Services Rules, Volume II, in order to enable the audit office to decide later on, by reference merely to such particulars, whether the temporary or officiating service will qualify for pension or not; for example, in the case of officiating service the nature of the vacancy in which the government servant officiated and in the case of temporary service, whether the temporary post was subsequently made permanent should be stated. In cases where a person is officiating in a deputation vacancy, the complete chain of arrangements along with the nature of original vacancy should also be quoted.

Finance Department No. 5160 (Fin.—Genl.), dated 14th February, 1931.

(3) The service books in each office should be taken up for verification at a fixed time in the year, say in January, by the head of the office who, after satisfying himself that the service of the government servant concerned is correctly recorded in

his service book, should record in it a certificate in the following form over his signature :—

"Service verified up to————————————————(date)
from————————(the record from which the verification is made)".

The head of the office in recording the annual certificate of verification should in the case of any portion of service that cannot be verified from office records, distinctly state that for the excepted periods (naming them) a statement in writing by the government servant as well as a record of the evidence of his contemporaries is attached to the book.

(4) When a non-gazetted officer is transferred from one office to another, the head of office under whom he was originally employed should record in of the verification of service, with reference to the service book under his signature the result the pay bills and acquittance rolls, in respect of the whole period during which the officer was employed under him, before forwarding the service book to the office where the services are transferred.

Finance Department No. 39285 (Fin.—Genl.), dated 29th December, 1931.

(5) As the heads of office who maintain the service rolls of class IV government servants are themselves responsible for verifying their services at the time of their retirement,—*vide* Rule 9.12 of the Punjab Civil Services Rules, Volume II, it is convenient in actual practice to have this verification conducted annually when the details of the service rendered by every government servant are fresh in the mind of the verifying staff rather than at the time of each class IV government servant's retirement. Government have accordingly decided that the service of this class of government servants should also be verified annually in the same manner as is employed in the case of superior servants and a certificate of such verification recorded under proper attestation in the service rolls of the class IV government servants.

Finance Department No. 3779-F-36-39371 (Fin.—Genl.), dated 15th December, 1936.

(6) A memorandum of defects noticed during the examination of service books and service rolls is given in Appendix I. This is intended to serve as a guide to correct upkeep of the service books.

MAINTENANCE OF DEPARTMENTAL CHARACTER BOOKS FOR PETTY ESTABLISHMENT

10.82. For all classes of petty establishments in the Irrigation Branch a departmental character book will be maintained for each individual, in which entries will be made on the 1st August each year and on the occasion of the transfer of the head of the office or of the individual himself. Entries may also be made in the character book conferring special praise or censure at any time. Every entry must be prefixed with the dates which cover the period from and to which the expressed opinions refer, and must be signed and dated by the head of the office.

(2) The character book will consist of blank sheets of paper bound in at the end of the officer's service book [*vide* para. 10.82 (1)] and will thus form a part of the same book. No entries regarding leave, promotions of reductions, resignations, discharges or dismissals should be made in the character book ; such entries are to be recorded in the service book. The character book is intended to be a record only of how a man has acquitted himself in the appointments he has held, and the opinions formed of him by the officers under whom he has served.

(3) Entries once made in a character book by an officer entitled to make them should not be amended, cancelled or removed even by the officers who made them. Should that officer have reason to modify an opinion previously expressed, he should make a separate entry.

Civil Department letter No. 1343 (H-Genl.), dated 12th August, 1914.

(4) Where under the old procedure, the character book was not bound at the end of the service book of the person concerned, a complete copy of the entries about him in the departmental character book will be transferred with him. The head of an office when admitting to his office a person who has served in any other office where a departmental character book was kept up, shall, if he thinks fit, require of the candidate a certified copy of the extracts from the character book of the office he has vacated before he admits him and on admission shall incorporate the extracts in his own office book.

(5) On termination of his services or transfer to another department, an individual is entitled to a copy of his character book which must, however, be a complete copy and not mere

extracts. When the extracts consist of more than one sheet, each should be signed and dated by the head of the office and each entry should bear a consecutive number.

(6) The practice of issuing commendatory *Parwanas* or certificates of good character in the case of petty establishment is strictly prohibited ; *see* paragraph 24.2 of this Manual.

(7) Heads of offices will be at liberty to make a record of the character of persons, in the lower grades, as for example of *sowars patrols*, *chaukidars*, *daffadars or barkandazes* in cases of highly marked good conduct meriting such a distinction. Where such a record is made, it should also be noted whether the party has received any, and if any, what amount of education.

(8) As the grant of a full pension is dependent on approved service, entries of special censure should be made with great discrimination and should be made only under the orders of the superintending engineer. They should as a rule, only be made in cases of continuous misconduct after due warning.

GENERAL PARTICULARS OF SERVICE OF ENGINEERS, DEPUTY COLLECTORS AND *Zilladars*

10.91. Each engineer officer should be required to complete three copies of the form of first appointment and general particulars as per sample form given as Appendix II. The forms should be type-written. One copy of the form should be filed in the divisional personal file, the second recorded in the qualification report file with the superintending engineer and the third sent to the Secretariat for record in the qualification report file maintained in that office.

Each deputy collector and *zilladar* should similarly be required to fill in three and two copies respectively, of the form as per sample given im Appendix III. No copy need be supplied to the Secretariat in respect of *ziladars*.

The forms should be completed by officers and ziladars, immediately on their appointment and any alterations and additions that may be required lateron, should be intimated to the executive engineer who will ensure that forms in all the offices are kept up to date .

COMMUNICATION OF ADVERSE REMARKS IN QUALIFICATION REPORT AND PERSONAL REGISTERS

10.92. The general rules with regard to the communication of adverse remarks in personal files and periodical repo rts are as follows :—

(a) If Government accepts an adverse remarks as justified, then the substance of it should be communicated to the officer concerned and the fact that this has been done noted on the report.

(b) If the adverse remarks is not communicated to the officer concerned, then a very brief note should be made on the report stating why this has not been done ; the object of this note being that the officer is not prejudiced later by a note which Government did not think of sufficient importance to communicate to him.

General instructions regarding the communication of adverse remarks to Indian Service of Engineers and Punjab Services of Engineers officers are contained in paragraph 10.32. These instructions apply equally to all other gazetted government servants. As regards non-gazetted government servants, they should see their reports and personal registers, annually, after these have been finally disposed of by the highest authority concerned. It is the duty of the head of the office in which the reports and the registers are recorded, to see that this is done.

In communicating reported defects of an irremediable nature to officers, a certain degree of discretion should be regarded as permissible. It might, for instance, do more harm than good to inform an officer year after year that his brains are below average and that he is unduly sensitive.

ENTRIES IN PERSONAL REGISTERS

10.93. There are two kinds of entries that are made in the personal registers :—

(*i*) the annual writting up;
(*ii*) special entries .

With regard to (*i*) , specifically adverse entries made by reporting officers must be supported by brief statements of facts. Such statements must be made at the time of the entry of adverse remarks and the divisional officers must be prepared to substantiate them fully later on, if called upon to do so.

Superintending engineers on receipt of the personal registers in their offices should take such action as they consider necessary or advisable with a view either to confirm or revised the unfavourable entry. They should also take a careful note of the entry made by divisional officers and in cases where remarks are made that can not be satisfactorily substantiated, suitable action should be taken.

With regard to (ii) above, adverse entries must invariably be communicated to the person concerned and a note to this effect recorded in the personal register. Warning letters to *zilladars* and overseers should only issue from the superintending engineer or chief engineer and not from the executive engineer .

When any distinguishing number is allotted to a person that also should invariably be shown against his name in the personal register.

RETURN OF SERVICE BOOKS TO RETIRED GOVERNMENT SERVANTS

10.94. The service books of pensioners may be returned to them as per instructions contained in Rule 12.3 of Punjab Civil Services Rules, Volume I, Part I .

The service books of deceased pensioners or employees may be returned to their sons or other near relatives under the same conditions .

APPENDIX I

[Referred to in paragraph 10.81]

Memorandum of common irregularities noticed in service books.

(1) Re-attestation after five years not done.

(2) Leave granted, not attested, until the officer's return to duty.

(3) Leave granted, not attested at all.

(4) Rejoining from leave, not attested.

(5) In some cases, leave granted is attested by the head of the office, but on return from leave the date of rejoining is inserted by a clerk over the original signature of the head of office. This is wrong. The date of rejoining should be attested by a fresh signature.

(6) Authority sanctioning leave not quoted in the attesting entry.

(7) Cancellation of leave, not entered.

(8) Date of return from leave, not noted. It cannot thus be ascertained from the service books whether officers who proceeded on leave ever returned to duty.

(9) Extension of leave granted, not attested.

(10) Sometimes an entry is made setting forth that leave has been granted, but there is nothing to show that the man ever availed himself of the leave or returned to duty therefrom.

(11) Date of joining new appointment after relief in old appointment not entered.

(12) Declarations obtained from temporary employees not pasted into their service books.

(13) Date of "termination of appointment", not entered in column 9 on the occasion of grant of increment.

(14) Date of termination of temporary, probationary or other service omitted from column 10.

(15) Break in service due to entries relating to joining time. For instance, a man is relieved in "A" division on the 5th afternoon of a month and joins "B" division on the 8th. The date of new appointment is put in the service book as 8th instead of 6th forenoon. In many cases the break is explained by a red ink remark referring to joining time, but the proper procedure is to preserve the continuity of service in the column of the book provided for the purpose. Very often such breaks in service are not explained by red ink remarks, and much trouble has had to be taken to put matters right.

(16) Break in service indicated in the service book due to erroneous entries, although there was no actual break or the man was on leave which had not been entered. This point should receive careful attention.

(17) Alteration in recorded age, not verified.

(18) Increment granted for approved service not entered.

(19) Personal certificates of character must not, unless the head of the department so directs, be entered in the last column (column 15) of the service book ; but if a government servant is reduced to a lower substantive post, the reasons for the reduction must be briefly shown.

(20) Unauthorised entries made after the completion of serivce book, which naturally remain unattested.

(21) Reference to agreement and security deposits wanting in many cases.

(22) Authority not mentioned for altering the designation of officials.

(23) Alterations in service books initialled by the head clerk, instead of by the head of office.

(24) Service books not scrutinized on receipt from other divisions, to see if they are complete and up to date.

(25) Orders regarding thumb and finger impression not complied with properly.

(26) Signature of the officer concerned wanting.

(27) Signature of the officer concerned not dated.

(28) Corrections in service books not initialled ; sometimes alterations are made in pencil.

(29) Dates erased.

(30) Service books in a bad condition and falling to pieces.

APPENDIX II

(Referred to in paragraph 10.91)

General particulars of Engineer Officers

Name in full ——————————————————————.

Date of first appointment ——————————————————————.

Date and place of birth——————————————————————.

Home of family——————————————————————.

Recruitment ——————————————————————.

Rank on first appointment——————————————————————.

Please give below brief particulars as follows :—

(1) Where educated (with dates) as a boy.

(2) Where technically educated (with dates).

(3) Diplomas obtained or professional examinations passed (with dates) prior to appointment to Public Works Department.

(4) Brief details of practical experience (with dates) prior to appointment to Public Works Department.

(5) Diplomas obtained and professional (departmental or otherwise) examinations (with dates) passed after appointment to Public Works Department.

(6) Language examinations (with dates) passed.

(7) Brief details of war service, if any.

(8) Any other material particulars.

[Replies to above to be given below. (These should be typewritten).]

APPENDIX III

(Referred to in paragraph 10.91)

General particulars of superior revenue establishment (Zilladars and Deputy Collectors).

Name in full ——————————————————————

Date and place of birth——————————————————————

Home of family ——————————————————————

Date of first appointment ——————————————————————

Rank on first appointment——————————————————————

Date of continuous appointment as *ziladar*——————————————————————

Date of promotion to deputy collector permanent——————————————————————

Please give below brief particulars as follows :—

(1) Where educated (with dates) as a boy.

(2) Diploma obtained or professional examinations passed (with dates) prior to appointment to Public Works Department.

(3) Brief details of practical experience (with dates) prior to appointment to Public Works Department.

(4) Diplomas obtained and professional (departmental or otherwise) examinations (with dates) passed after appointment to Public Works Department.

(5) Brief details of war service, if any.

(6) Any other material particulars.

[Replies to above to be given below. (These should be typewritten].

CHAPTER 11

Promotions and Rewards

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CHAPTER II

Promotions and Rewards

DEFINITION OF PROMOTION

Promotions.

11.1. The appointment of a temporary or officiating Government servant to a permanent post, in a substantive or officiating capacity, is a "promotion."

(*i*) A transfer from a circle cadre to the Secretariat is *not* a promotion. Such appointments and transfers are fresh appointments.

(*ii*) A transfer from one branch of a service to another is *not* a "promotion". Such appointments and transfers are fresh appointments.

PRINCIPLE TO BE OBSERVED IN MAKING PROMOTIONS TO SELECTION APPOINTMENTS

Extracted from Secretary to the Government of India, Home Department, letter No. F. 431-27-Ests. dated 12th July, 1928.

11.2. Whenever it is necessary to make an appointments to a seclection grade or post (whether officiating or substantive) a definite selection must be undertaken from among the officers whose claims to promotion deserve consideration.

Extracted from Chief Secretary to Government, Punjab, letter No. 2334-G-51/1-2152, dated 6th April, 1951.

The ranking lists should be maintained in respect of selection posts only and subject to the following conditions :—

(*a*) Such ranking lists should be prepared once a year and the number on the lists should be limited to the number of vacancies which are likely to arise during the course of the year.

(*b*) The selection should be on the basis of seniority and merits and should be very rigid. The list should contain the names of those who, on the basis of their seniority and records, are considered "fit" and those who are considered "unfit" should be left out.

(*c*) The list should include the names of "fits" in the order of their seniority and they should be appointed in that order. The initial seniority, *inter se*, should not be disturbed, if they are otherwise classed as "fits". In other words, while "unfits" may be dropped, the seniority of "fits" should not be shuffled or reshuffled.

(*d*) The seniority of "fits", *inter se*, should not be disturbed later on.

(*e*) Those who are declared "unfit" and are therefore not brought on the list should be eligible for consideration the following year on the list on the basis of their performance during the year. They would, however, take their place after the first year's "fits" in the order of their seniority on the ranking list.

(*f*) The ranking list should be treated as a secret document, but the officer adversely affected (though senior but not considered "fit" and thus not brought on the list) should be informed.

(*g*) The ranking list should be maintained in respect of all posts, gazetted or non-gazetted which are regarded as selection posts according to service rules of the departments.

(*h*) The list prepared by the appointing authorities should be got approved by the next senior authority empowered to hear appeals in respect of the establishment concerned except where the Government is the appointing authority.

NON-SELECTION FOR SELECTION POSTS

11.3. The non-seclection of an officer for a selection post is not a penalty and does not amount to "withholding of promotion" within the meaning of Rule 49 (*ii*) of the Civil Services (Classification, Control and Appeal) Rules and Rule 4 (*ii*) of the Punjab Civil Services (Punishment & Appeal) Rules, 1952. The right of appeal conferred by Rules 56, 57 (*i*) and Rules 10 of these

Extracted from Chief Secretary to Government, Punjab, letter No. 7034, (H—Gaz.), dated 29th February, 1932.

Addendum and Corrigendum to the Public Works Department Irrigation Brnchh (Manual of Administration II Edition) No. 44/E Dated 29th Jauary, 1968.

CHAPTER 11, PARAGRAPH 11.4

Substitute the following for the existing Para 11.4 :-

Procedure to be adopted for posting Sectional Officers in Sub-Divisional Charge.

11.4 Sectional Officers are not ordinarily intended for Sub-Divisional charge, Specially selected men are, however, posted to Sub-Divisions if and when there are any vacancies provided there is no suitable officer available to fill them.

For the purpose of filling these vacancies the following principles should be observed in preparing the list of Sectional Officers fit for Sub-Divisional Charges:-

(a) No one with less than 10 years equated service as permanent Sectional Officer should be considered for Sub-Divisional Charges, which service should be calculated as under :-

(i) Continuous temporary or officiating service as Sectional Officer . . . . . Half

(ii) Permanent Service as Sectional Officer . . . . . Full

(b) He must be recommended fit for Sub-Divisional charge by the Superintending Engineer.

(c) As per para 1.101 of Punjab P.W.D. Code, no one who has not passed the Departmental professional and Departmental Revenue Examinations should be considered for Sub-Divisional charge.

(d) The Sectional Officer should have a satisfactory record of service.

(e) Keeping the above Principles in view, the list will be prepared on State basis in consultation with the Public Service Commission and all promotions and reversions will in future be made by the Chief Engineer in-charge of Gazetted Establishment, on the basis of this list.

If a particular Sectional Officer is found unfit on account of his poor record of service, his name will be considered in subsequent selections. If selected in subsequent selections, he will be placed at the bottom of the list already prepared on the basis of last selection.

Chief Engineer incharge of Gazetted establishment reserves the right to transfer a Sectional officer from one circle to another to take charge of a Sub-Division, if he considers it desirable to do so or if a Superintending Engineer reports that he has no one suitable wthin the circle.

Sectional Officers when placed in charge of a sub-division are entitled to officiating pay as admissible under the rule in the scale of Rs. 250-25-550/25-750.

Sd/-

Secretary to Government, Punjab, P.W.D.I.B.

Rules, respectively, is ; therefore, not applicable in such cases.

PROCEDURE TO BE ADOPTED FOR POSTING OVERSEERS IN SUB-DIVISIONAL CHARGE

11.4. Overseers are not ordinarily intended for sub-divisional charge. Specially selected men are, however, posted to sub-divisions, if and when there are any vacancies, provided there is not suitable officer available to fill them.

For the purpose of filling these vacancies the following principles should be observed in preparing the list of over seers fit for sub-divisional charges :—

(*a*) No one with less than 10 years service as permanent overseer should be considered for sub-divisional charges.

(*b*) He must be recommended fir for sub-divisional charge by the superintending engineer.

(*c*) As per article 1.101 of Punjab P.W.D. Code, no one who has not passed the Departmental Professional and Departmental Revenue Examinations (Mechanical overseers exempted from Departmental Revenue Examination) Should be condidered fit for sub-divisional charge.

(*d*) The overseer should have a satisfactory record of service. The record for the last 5 years should be evaluated as follows :—

	Marks.
(*i*) Recommended for officiating in long vacancies and P.S.E. II, or very good report	.. 15
(*ii*) Recommended for officiating in long vacancies and good report	.. 10
(*iii*) Average report	.. 5
(*iv*) Poor report	.. 0

Report for the last 5 years will be evaluated as above and the average worked out. If the average value is less than 8, the person will be considered as unfit for sub-divisional charge.

(e) Keeping the above principles in view the list will be prepared on State basis once a year and all promotions and reversions will in future be made on the basis of this list except that in case of short vacancies not exceeding a period of 2 months. superintending engineers will be allowed to make local arrangements within their circle from amongst those who are on the ranking list but without due regard to their relative seniority.

If a particular overseer is found unfit on account of his poor record his name will be considered in subsequent years. If selected in subsequent years, he will be placed at the bottom of the list for the previous year.

Chief engineer reserves the right to transfer an overseer from one circle to another to take charge of a sub-division, if he considers it desirable to do so or if a superintending engineer reports that he has no one suitable within the circle.

Overseers when placed in charge of a sub-division are entitled to officiating pay as admissible under the rules in the scale of Rs. 250—25—550/25—750.

Overseers who temporarily hold charge of sub-divisions continue to draw the fixed conveyance allowance subject to the usual conditions.

INSTRUCTIONS REGARDING THE CROSSING OF EFFICIENCY BARS

11.5. The following procefure in regard to the stoppage of officers at efficiency bars is laid down for general information and guidance :—

Extract from Chief Secretary to Gaernment, East Punjab, Memo No. 3574/G-48/35863, dated the 5th July, 1948.

(1) The crossing of an efficiency bar is to be distinguished from the earning of an annual increment. In the case of the annual increment onus is on the authority to show cause why it should be withheld ; in the case of crossing a bar the onus is on the official tacitly or otherwise to show cause why he should cross it.

(2) As the efficiency of a service depends to a great extent on the quality of the officials at the top, it is essential that each case is dealt with care and that the passing of an efficiency bar is not regarded as a mere matter of form.

(3) There are usually two bars in every time-scale ; the first at the stage when an officer may be considered as ceasing to be a "junior" and as fit to perform satisfactorily the ordinary duties of his service ; and the second at the stage when he becomes a "senior" and may be expected to be fit to perform any of the duties which the service is called upon to undertake. No particular difficulty should arise with regard to the first bar, and in respect of this bar, no officer should be allowed to pass this bar untill he has proved h imself competent to perform satisfactorily the ordinary duties of his service .

(4) The second bar presents greater difficulty. In the absence of definite instructions as to the standard required an officer who is not fit to perform the highest duties that could be allotted to him in his service, might nevertheless be allowed to rise to the highest pay in the ordinary scale. No officer should therefore, be allowed to cross the second and final bar unless he is adjudged fit to be placed in charge of the full duties attaching to the heavier charges which officers of his rank can be called upon to fill. The authorities competent to permit the crossing of the bars will be able to fix in their minds the standard charge which each grade of officer should be expected to be able to fill before crossing the bar, but in each case it should be remembered that the charge should be one which an officer can be called upon to fill in the ordinary course of the duties of his grade.

(5) While the sanctioning authorities are required to exercise their judgement and discretion in each case the following instructions will be of help and should be kept in view :—

(a) The efficiency bars must be real, and recommendations for passing them should not be given as a matter of course to those Government servants who just manage to avoid getting into trouble.

(b) For the purpose of crossing the efficiency bars, Government servants will broadly fall into three divisions as below and their case will be dealt with as explained against each:—

(i) Good—Are those who consistently earn good reports and who will in the ordinary course be permitted by competent authority to cross the efficiency bars.

(ii) *Fair*—Are those who secure at least 50 per cent good reports. They should not be permitted to cross the bar unless the head of department is satisfied, on a careful study of the record, that they merit promotion and give promise of satisfactorily filling the heavier charges in the grade.

(iii) *Poor*—Are the remainder, and they will not be permitted to cross the bar.

(6) Heads of departments while considering each case on the basis of the above classification should take into account the severity or leniency of the officers whose reports are under consideration and the nature of the work on which the Government servant was employed.

(7) Stoppage at an efficiency bar should be for general bad work and inefficiency continued over several years and not for one or two lapses for which ordinary stoppage of increment (with or without future effect) should be the punishment.

(8) As there is at present no definite provision for periodical review of orders stopping Government servants at efficiency bars, there should be such a provision that cases of stopage at efficiency bars should be reviewed at the expiry of the period of one year from the date of the order and, if necessary, at the same interval thereafter. In the case of an officer who is stopped at the bar by the State Government, the most convenient procedure would be at the time of the passing of the order, to ask for a special report on his work at the end of one year or to require his superior officers to deal with the matter in the annual confidential report on him.

(9) One month before a non-gazetted Government servant is due to cross an efficiency bar, a report should be submitted by the executive engineer together with the personal register, service book and periodical increment certificate of the man concerned. Recommendations should be treated as confidential and made only in the body of the personal register and not in the forwarding letter. If a man is withheld at the bar, a report should be made every year, till it is crossed. Head Clerks and superintendents should be held personally responsible to see that such reports are submitted on due dates.

(10) The Accountant-General, Punjab (and the chief engineer in the case of establishment on provincial cadres, in respect to whom superintending engineer is competent to pass orders) should be furnished with a copy of the orders stopping an officer at the bar or allowing him to cross it. The following declaration should be recorded for information of the Accountant-General, Punjab, whenever the competent authority permits an official to cross the efficiency bars :—

"I do hereby declare that I have satisfied myself that,————————————is fit to cross the efficiency bar".

(11) Before recommending an assistant engineer or temporary engineer to cross the efficiency bar, the executive engineer and the superintending engineer should satisfy themselves that the assistant or temporary engineer is really worth the pay he is getting and that he is fit for advancement.

(12) The eradication of corruption is an improtant duty of the superintending engineers and executive engineers. An officer's reputation in this respect must be considered when he is due to cross the efficiency bar.

(13) Superintending engineers should have a personal knowledge of the work on an officer and also of his character and ability, so as to be able to make a definite report. When recommending that an

officer should be held at the efficiency bar, superintending engineer should state clearly the reasons therefor.

(14) No accounts clerk or divisional 2nd clerk should be allowed to cross the efficiency bar unless he is, in all respects, fit to perform the duties of circle accounts clerk.

(15) The efficiency bars at Rs. 80 and 100 should be strictly applied to those assistant vernacular clerks and vernacular clerks, respectively, who are never likely to be fit for more responsible work such as that of assistant to divisional reader and deputy collector's reader, sub-divisional reader or assistant assessment clerk.

(16) Crossing of an efficiency bar amounts to promotion, stopage at one is a form of punishment. It is, however, necessary before holding an officer at the efficiency bar to afford an adequate opportunity to him of making any representation that he may desire to make and such representation, if any, has to be taken into consideration before the order is passed. Every case should be scrutinized carefully by the sanctioning authority and good reasons given in support of an order of stoppage.

Chief *Secretary* to Government, Punjab, letter No. 1055-G-51/1308, dated the 23rd February, 1951.

REWARDS FOR GOOD SERVICE BY GOVERNMENT SERVANTS

11.61. Rewards to Government servants are not ordinarily permissible but may be granted with the permission of the chief engineer under very exceptional circumstances when the service rendered has been clearly outside the scope of the official's normal duties. The fund for rewards is intended to provide for rewards to members of the public only.

Government servants are also not ordinarily eligible for the grant of *Praman* and *Prashansa Patras* which may, however, be granted to them for conspicuously good work done outside the sphere of their ordinary duties.

Where possible, rewards should take the form of engraved watches, *lungis* or something of a lasting nature in preference to cash.

REWARDS FOR GENERAL GOOD WORK DONE BY MEMBERS OF THE PUBLIC

11.62. A sum of Rs. 3,000 per annum is placed at the disposal of the chief engineer for distribution to superintending engineers under the head "Establishment—A(3)—Superintending Engineers, Supply and Services," for payment of rewards to persons who render genuine assistance to Government--

(a) in the prevention of damage ;
(b) in the tracing or conviction of persons responsible for damage to irrigation channels, outlets drainage and other works under the control of the Irrigation Branch.

The rewards are not intended for those persons who merely make a show and promise of support and assistance without giving practical evidence of their loyalty to the department.

Rewards may take the form of small presentations such as engraved gold and silver watches, *lungis* or something of a lasting nature and will be sanctioned by the superintending engineer with the prior approval of the chief engineer to whom recommendations should be made in the sample form as given in Appendix "J".

The grant of rewards, their amount and form should invariably be decided in consultation with the deputy commissioner of the district concerned and should be distributed publicity when other rewards are distributed at *Public gathering* or fair, or in special cases, immediately thay are earned.

It is not anticipated that there will be many instances of disagreement between the superintending engineer and the deputy commissioner, but in such an unlikely event the superintending engineer should submit the case confidentially, for the orders of Government.

Greater advantage should be taken of the privilege of recommending the grant of *Praman* and *Prashansa Patras* which might usefully supplement the grant of rewards.

In no circumstances should the fund be used for rewards to any person regularly employed by the Irrigation Branch without the prior permission of the chief engineer, as it is intended to provide for the making of rewards to members of the public only.

GRANT OF *Praman Patras* (CERTIFICATES OF MERIT) AND *Prashansa Patras* (CERTIFICATES OF COMMENDATION)

Classes of *Praman Patras.*

11.63. (1) *Praman Patras* (Certificates of Merit) for assistance to the Administration.

Praman Patras are of three classes:—

(*i*) *Punjab Sarkar Praman Patras,*

(*ii*) *Commissioner's Praman Patra,*

(*iii*) *Deputy Commissioner's Praman Patras*

Printing and signing of *Praman Patras.*

(2) *Punjab Sarkar Praman Patras* are printed on parchment paper in gold, the Commissioner's and Deputy Commissioner's *Praman Patras* are printed on ordinary thick paper in red and black, respectively. *Punjab Sarkar Praman Patras* are signed by the Chief Secretary to Government, Punjab, and Commissioner's/Deputy Commissioner's *Praman Patras* by these officers, respectively.

Form of *Praman Patras.*

(3) These *Praman Patras* are prepared in the forms prescribed in Appendices A to C.

Number allowed for each division and district.

(4) The maximum number of these *Patras* allotted to each division and district annually is shown in the table given in Appendix F. *Patras* in excess of this limit can be awarded by Government on recommendations of Commissioners in exceptional circumstances.

Procedure for the submission of recommendations.

(5) Heads of departments or local officers, as the case may be, will send their recommendations for all kinds of *Patras* to the Deputy Commissioner of the district concerned once a year so as to reach him by the end of April. Deputy Commissioners will submit the recommendations received from the heads of departments, as well as their own, to Commissioners by the 15th May, Commissioners will finally adjudicate as regards the persons entitled to receive Deputy Commissioner's and Commissioner's *Praman Patras* and will send their recommendations with complete attested copies of departmental and Deputy Commissioner's recommendations regarding the persons who are considered by

them to be eligible for *Punjab Sarkar Praman Patras* to the Chief Secretary to Government, Punjab so as to reach him by the 31st May. Commissioners should be reminded on the 15th May by an official letter a sample of which is given in Appendix H.

Recommendations by military officers.

(6) Military officers are required to submit their recommendations for recruiting and allied activities to the Deputy Commissioners of their districts.

Considerations of recommendations

(7) The case of *Punjab Sarkar Praman Patras* will be put up once a year when all the recommendations from Commissioners have been received. Each fresh receipt should be put up at once in order to see that it is complete. Any information that is lacking should be called for at once by a memo-call or otherwise. As regards other classes of *Praman Patras*, care should be taken to see that the number required does not exceed the fixed allotment. In case of excess demands, orders should be obtained under paragraph 4 above.

Abstract of recommendations *for Praman Patras.*

(8) When the recommendations of all Commissioners have been received an abstract will be made in the Secretariat of the recommendations for the *Punjab Sarkar Praman Patras* and this abstract with the file will be circulated to the Ministers and the Chief Minister. A brief account of the services to be entered in *Praman Patras* should be given in the last column of the abstract for the Chief Secretary's approval.

Publication of lists of recipients of *Praman Patras.*

(9) On Independence Day (15th of August) each Deputy Commissioner will publish in such manner as may be suitable to the local circumstances of the district the list of those who have been selected to receive these *Praman Patras.*

Supply of *Praman Patras.*

(10) The Chief Secretary after obtaining orders will himself sign the *Patras* of those selected to receive *Punjab Sarkar Praman Patras*, which will, along with blank forms of Commissioner's *Praman Patras*, then be sent to the Commisioners. The blank forms of Deputy Commissioner's *Praman Patras* will be sent direct to Deputy Commissioners.

Distribution of *Praman Patras*.

(11) The *Praman Patras* awarded will be distributed by the Deputy Commissioner or Commissioner to the recipients on the first public or semi-public occasion on or after the Independence Day. The *Punjab Sarkar Praman Patras* will usually be distributed by the Commissioner if circumstances permit. There is no objection to the presentation of any of these *Praman Patras* by the Governor and the Chief Minister, provided it suits their convenience.

Persons eligible *for Praman Patras.*

(12) The *Praman Patras* are ordinarily meant for private individuals, but Government servants also are eligible to receive them if they have done conspicuously good work outside the sphere of their ordinary duties.

II Prashansa Patras FOR 'WORKS OF PUBLIC UTILLITY'

(13) The *Prashansa Patras* are of two classes :—

Classes of *Prashansa Patras.*

(*i*) *Punjab Sarkar Prashansa Patra.*

(*ii*) *Commissioner's Prashansa Patra.*

Recommendation for the recognition of works of public utility.

(14) (*i*) Recommendations for the recognition of works of public utility will be submitted along with those for the grant of *Praman Patras* for assistance to the administration, but they will not be counted against the prescribed number of *Praman Patras* for assistance to the administration unless they involve the grant of such *Praman Patras*. In considering recommendations for this kind of *Patras* the following considerations should be borne in mind :—

(a) The work of public utility constructed should be open to all sections of the public free of charge.

(b) Works of public utility or contributions towards them by one or more individuals separately may be recognized by the grant of Commissioner's *Prashansa Patras* when the cost is Rs. 5,000 or less, and by the grant of Punjab Government *Prashansa Patras* if the cost exceeds Rs. 5,000

(*c*) Works of public utility constructed by private individuals at their own expense to serve a sanitary purpose will be brought to the notice of the Director of Health Services.

(*d*) The construction of works of public utility by private individuals the cost of which exceeds Rs. 10,000 should be reported to the Secretary to Government, Punjab, Public Works Department, Buildings and Roads Branch, in accordance with paragraph 11.33 of the Manual of Orders of that Department in a letter form a sample of which is given in Appendix G.

(*ii*) The *Patras* are given in the forms prescribed in Appendices D and E.

III— MISCELLANEOUS

(15) Departmental Commendation Certificates are given for special actions deserving recognition by a particular department while *Praman* and *Prashansa Patras* are awarded for general assistance to the administration or for works of public utility. The scope of the service recognized by the grant of *Praman* and *Prashansa Patras* is generally wider than the scope of the services recognized by departmental certificate.

Difference between *Praman* and *Prashansa Patras* and Departmental Commendatiod certificates.

CHIEF ENGINEER'S *Praman* and *Prashansa Patras*

11.64. The chief engineer also grants *Praman* and *Prashansa Patras*, with Government's approval, on special occasions, such as on the opening ceremony of some project. Such *Praman* and *Prashansa Patras* are awarded for good and meritorious work in connection with the construction of the project and are in the form shown in Appendix A,

APPENDIX A

PUNJAB GOVERNMENT (INDIA)

(*State emblem*)

PUNJAB SARKAR PRAMAN PATRA

This Praman Patra is presented on the recommendation

of _____

(the head of the department concerned)

to _____

for _____

(services to be specified)

Dated, the _____ of _____, 198 .

_____

Chief Secretary to Government, Punjab.

APPENDIX B

PUNJAB GOVERNMENT (INDIA)

(*State emblem*)

COMMISSIONER'S PRAMAN PATRA

This Praman Patra is presented on the recommendation

of _____

(the head of the department concerned)

to _____

for _____

(Services to be specified)

Dated, the_____ of _____,198 .

Commissioner.

_____ *Division.*

APPENDIX C

PUNJAB GOVERNMENT (INDIA)

(*State emblem*)

DEPUTY COMMISSIONER'S PRAMAN PATRA

This *Praman Patra* is presented on the recommendation

of _____

(the head of the department concerned)

to _____

for _____

(services to be specified)

Dated, the———————of ———————,198 .

_____

Deputy Commissioner,

———————*District.*

APPENDIX D

PUNJAB GOVERNMENT (INDIA)

(*State emblem*)

PUNJAB SARKAR PRASHANSA PATRA

Certified that ———————————————————

———————————————————

has constructed a work of public utility, namely, a ———————————

at ———————————————————

at a cost of Rs.———————————————————

This *Patra* is given as a mark of appreciation of the Government.

Dated, the———————— of ————————,198 .

———————————

Chief Secretary to Government, Punjab.

APPENDIX E

PUNJAB GOVERNMENT (INDIA)

(*State emblem*)

COMMISSIONER'S PRASHANSA PATRA

Certified that ———————————————————

———————————————————

has constructed a work of public utility, namely, a———————————

at a cost of Rs.———————————————————

This *Patra* is given as a mak of appreciation.

Dated, the ———————— of ————————, 198 .

———————————

Commissioner,

————————*Division.*

APPENDIX F.

TABLE SHOWING THE MAXIMUM NUMBER OF PRAMAN PATRAS WHICH CAN BE DISTRIBUTED IN A SINGLE YEAR IN CASE OF EACH DISTRICTS OF DIVISION

District	Deputy Commissioner's *Praman Patra*	Commisioner's *Praman Patra*	*Punjab Sarkar Praman Patra*
AMBALA DIVISION			
Hissar ..	27	..	..
Rohtak ..	19	..	..
Gurgaon ..	23	..	..
Karnal ..	27	..	..
Ambala ..	24	..	..
Shimla ..	3	..	..
Total ..	123	19	8
JULLUNDUR DIVISION			
Kangra ..	27	..	..
Hoshiarpur ..	32	..	..
Jalandhar ..	28	..	..
Ludhiana ..	19	..	..
Ferozepur ..	32	..	..
Gurdaspur ..	29	..	..
Amritsar ..	31	..	..
Total ..	198	26	10

APPENDIX G.

No. -P-

FROM

Chief Secretary to Government, Punjab

To

THE SECRETARY TO GOVERNMENT, PUNJAB, PUBLIC WORKS DEPARTMENT, BUILDINGS AND ROADS BRANCH.

Dated——————

HOME

Political,

SUBJECT :—*Statement of works of public utility constructed during the year* 198 .

SIR,

WITH reference to paragraph 11.38 of the Manual of Orders of the Public Works Department, Buildings and Roads Branch, I am directed to State that the following works of public utility, the cost of which exceeded Rs. 10,000 were constructed by a private individual/private individuals during the year 19 :—

(1)—————— at a cost of Rs.——————

(2)——————at a cost of Rs.——————

Yours faithfully,

UNDER-SECRETARY, POLITICAL,
for *Chief Secretary to Government, Punjab.*

APPENDIX H.

No. -P-

FROM

Chief Secretary to Government, Punjab.

To

THE COMMISSIONER,
AMBALA/JALANDHAR DIVISION.

Dated———————

HOME
Political.

SUBJECT :—*Grant of* Praman *and* Prashansa Patras *for assistance to the Administration during the year* 19 .

SIR,

I AM directed by the Governor of Punjab to invite a reference to para 5 of the Orders, on the subject noted above, of which a copy was forwarded to you with Punjab Government letter No. 2839-P-50/10494, dated the 7th December, 1950, and to ask that your recommendations for the grant of *Praman* and *Prashansa Patras* for assistance to the Administration during the year 19———, which are due on the 31st May, 19———, may kindly be submitted punctually.

Yours faithfully,

UNDER-SECRETARY, POLITICAL,

for *Chief Secretary to Government, Punjab.*

APPENDIX J.

(Referred to in paragraph 11.62)

———————— CIRCLE

STATEMENT SHOWING RECOMMENDATION FOR THE GRANT OF REWARDS IN CONNECTION WITH GENERAL GOOD WORK IN CONNECTION WITH CANAL MAINTENANCE—

Serial No.	Name of individual	Name of division	Village	Tehsil	District	Particulars of services rendered	Recommendations by the Executive Engineer	Recommendation by the Superintending Engineer
1	2	3	4	5	6	7	8	9

CHAPTER 12

Punishments, Resignations, Removals, Dismissals and Deaths

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Departmental enquiry into serious charges	..	12·2
Imposition of fines on non-gazetted Government servants	..	12·3
Removal of officers from service of Government for inefficiency	..	12·4

CHAPTER 12

Punishments, Resignations, Removals, Dismissals and Deaths

DISMISSALS AND PROSCRIPTION OF EMPLOYEES

Procedure to be observed.

12.11. The attention of all officers is drawn to the distinetion between the removal or discharge and the dismissal of a public servant laid down in paragraph 1.34 of the Punjab Public Works Department Code, with which should be read paragraph 1.29 to 1.33 and 1.35 to 1.39

(*i*) When a Government servant, permanent or temporary, is dismissed for serious misconduct, the papers connected with the case, accompanied by a descriptive roll in I.B. Form No. 320 (column 1 being left blank) shall be forwarded immediatley as laid down in paragraph 1.39 of the Code, and dealt with as therein prescribed.

(*ii*) When forwarding the proscriptive roll to chief engineer's office, the superintending engineer must certify that the charge sheets have been examined and the procedure for the same has been correctly followed .

A copy of the order of dismissal should also accompany the roll.

Before issuing the proscriptive roll of the dismissed employee, chief engineer will invariably take into account whether in view of low educational qualifications or old age, he would be able to secure Government services elsewhere. If the guilt of the employee is not serious enough to warrant proscription from future employment under the Punjab Government he should be proscribed in Irrigation Branch only, otherwise in all departments under the Punjab Government. When an employee is

proscribed as a result of conviction under the Indian Penal Code, the proscriptive roll should have some semblance to the proper wording of the law, as indicated in the marginal notings of each section of the Code. For example, item 10 of the proscriptive roll "offence for which dismissed" may read as follows, if the proscription has followed a conviction under section 161 of the Indian Penal Code :—"Being a public servant, convicted under section 161 of the Indian Penal Code for taking a gratification other than legal remuneration in respect of an official act".

(*iii*) Dismissal from employment should be recommended in clearly proved cases of fraudulent or corrupt conduct (in which cases the question of instituting criminal proceedings should also be considered), but it may also be recommended in other cases of serious misconduct (such, for instance, as habitual drunkenness) at the discretion of the superintending engineer

(*iv*) In the case of men who possess certificates from recognized engineering institutions or have been appointed on the recommendation of the principals of such institutions, copies of the proscriptive rolls will also be forwarded by chief engineer to the principals of the institutions concerned for information. When a dismissed employee has been appointed on the recommendation of the principal, the fact should invariably be noted in the column of remarks in the original descriptive roll.

(*v*) A register of proscribed employees will be maintained in every division and circle, as well as in the chief engineer's office in I.B. Form No. 320. The names of all prescribed employees will be entered in each of these registers in the serial order in which they have been circulated by the chief engineer. Officers should carefully examine the registers when dealing with applications for employment, and in no circumstances should an appointment be given to any applicant whose name may be found in the register.

(*vi*) Superintending engineers should examine the divisional registers when inspecting divisional offices, and see by reference to the serial numbers in the first column that it is complete to date, and that no number has been omitted

(*vii*) Government has full discretion to publish reasons for an employee's dismissal in the Government Gazette where

the public interests require it. This does not, however, authorise the issue of a press *communique*.

(*viii*) Copies of documents connected with the dismissal of an employee which are not of a confidential nature may be supplied on payment at the usual rates.

Enquiries into the antecedents of the applicants.

12.12. The procedure prescribed above will ensure the maintenance in every circle and divisional office of a record of the names of individual who have been prescribed from employment in the department, but it will not relieve appointing officers of the obligation to make careful enquiries into the antecedents of all applicants for employment, even if their names have not been posted in the register. Among other precautions as detailed in sub-para of this paragraph, every candidate for employment should, before being appointed, be required to declare in writing whether he has ever been employed in the public service before, and if so, the circumstances under which his appointment terminated. It will be at the discretion of the appointing officer to accept this declaration or to make any further enquiry that he may deem necessary, but if it be found at any time after the appointment has been made, that a false statement was made in the declaration (which should be carefully filed), the person so appointed may be at once dismissed solely on this account.

Chief Secretary to Government, Punjab, letter No. 2502-G-51/3389, dated 11th June, 1951.

Before a person is appointed in Government service his character and antecedents must be verified by the appointing authority through the Superintendent of Police, or the District Magistrate of the district or locality of which he is a permanent resident. If within three years of the date of enquiry he has resided for more than a year in any other district or locality, a report should also be obtained from the District Magistrate concerned. Cases of complicated nature may, if considered necessary, be referred to the Deputy Inspector-General, Criminal Investigation Department, Punjab for the verification of the antecedents of the persons concerned.

DEPARTMENTAL ENQUIRY INTO SERIOUS CHARGES

Rules governing penalties and appeals.

12.21.(*i*) The imposition of penalties on, and the right of appeal against penalties by, members of All-India Services are governed by Rule 49 and onwards of the Civil Services (Classification, Control and Appeal)Rules which are incorporated in Appendix L of the Fundamental Rules.

(*ii*) Members of the State, Specialist, and Subordinate Services are governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952, which are incorporated in Appendix 24 of the Punjab Civil Services Rules, Volume I, Part II.

(*iii*) These instructions are mainly explanatory of the Punjab Civil Services (Punishment and Appeal) Rules, 1952.

No penalties other than those laid down in the rules quoted, may be imposed.

(*iv*) A penalty prescribed in the above-mentioned rules may be imposed for a definite lapse or fault, or when after due warning a Government servant fails to earn a satisfactory report.

Stoppage of increments for un-satisfactory reports and crossing efficiency bars.

12.22. (*i*) It is the duty of superior officers to warn a subordinate as required by paragraphs 1.18 of the Punjab Public Works Department Code and 10.1 (D) and 10.32 of this Manual when his work or conduct is such that an increment will have to be withheld if he fails to show a definite improvement. Such a warning should be issued when needed, and should not await the submission of an annual report.

(*ii*) Normally an increment should not be withheld on account of a bad annual report, unless the official concerned has had reasonable time to correct his faults after a warning issued since his last report was written up.

(*iii*) Crossing an efficiency bar should be the outcome of a consistently good record and should not depend on a few favourable reports earned only when the time for crossing the bar is approaching. Such cases will be governed by the detailed orders contained in paragraph 11.5 of this Manual.

(*iv*) An increment is to be drawn automatically when due unless withheld by a competent authority either provisionally or definitely.

(*v*) If an increment earned is not drawn in the first pay bill after it becomes due, suitable disciplinary action is to be taken against the official responsible for the omissions.

(*vi*) When an increment is withheld, the period for which it is withheld must be stated clearly in the order, which must specify whether it is with or without future effect (Rule 4.7, Punjab Civil Services Rules, Volume I, Part I). If the order

is not clear on these points, the official concerned must be given the benefit of the doubt, e.g. unless definitely specified it must be assumed that it is without future effect.

(*viii*) Stoppage with future effect is a very serious matter and before imposing this penalty the competent authority should consider the effect of the order on the official's pay when and if promoted to the next grade and on his pension.

Penalties for serious faults.

12.23. (*i*) If it appears that a severe penalty is needed the person concerned should be called upon to give his explanation of the faults in writing.

(*ii*) From the reply given, the investigating officer (who may or may not be competent to impose a penalty) will decide whether the delinquency will be adequately dealt with, either by one or more of the following (a) censure, (b) withholding of increment, (c) recovery from pay in the case of pecuniary loss to Government or whether one of the further and more severe penalties of reduction, removal or dismissal is called for.

(*iii*) No order of (a) censure, (b) withholding of increment and (c) recovery from pay in the case of pecuniary loss to the Government, shall be passed imposing a penalty on a Government servant, unless he has been given an adequate opportunity of making any representation that he may desire to make and such representation has been taken into consideration.

(*iv*) However, when an increment is withheld for a definite fault, or when a recovery is made on account of pecuniary loss, the authority inflicting the penalty should record in writing (but not necessarily communicate) his reasons for considering the official guilty, and for imposing this particular penalty. Such a record will facilitate the disposal of an appeal if this is submited .

Reductions removal from service and dismissal.

12.24. (*i*) When the investigating officer is satisfied that only "reduction", "removal" or "dismissal" will meet the case, he must take action under Rule 55 of the Civil Services (Classification, Control and Appeal) Rules, or the Punjab Civil Services (Punishment and Appeal) Rules, 1952. If dismissal is likely to result, or it is advisable in order to prevent the official from tampering with documentary or other evidence, he should

be suspended by competent authoruty (*See* Fundamental Rules 53—55 or Rules 7.2—7.4 Punjab Civil Services Rules, Volume I, Part 1, and Punjab Public Works Department Code, Paragraph 1.32).

(*ii*) Action under Rule 55 of the Civil Service (Classification, Control and Appeal) Rules, or the Punjab Civil Services (Punishment and Appeal) Rules, 1952, should not be taken unless there is a clear case, and the investigating officer is reasonably satisfied that he can establish the charge :

Charge sheet and statement of allegations.

12.25. (*i*) The explanation called for under paragraph 12.23 (i) above should be sufficient to enable the investigating officer to frame charges that are specific and to the point and which do not bear on points that are irrelevant or cannot be proved . Side issues must be rigidly excluded, and it should be possible to omit reference to the earlier enquiry and explanations .

(*ii*) No officer below the rank of divisional officer should frame a charge-sheet, and in the case of officials not on circle scales, the superintending engineer should be consulted regarding the wording of the charge-sheet and the documents to be produced as evidence.

(*iii*) The charge-sheet must be specific and to the point.

(*iv*) The investigating officer, in intricate or otherwise important cases, should consult the official prosecuting agency of the district to make sure that the mandatory requirements of Rule 55 of the Civil Services (Classifications, Control and Appeal) Rules or the Punjab Civil Services (Punishment and Appeal) Rules, 1952, are being complied with, that the charges are capable of adequate proof, and that the methods proposed for their proof are correct .

(*v*) The charge-sheet should be on the form prescribed in Appendix 1—each charge to be on a separate sheet. The official must be asked in the charge-sheet, to show cause why the penalty considered *Prima facie* to be appropriate, should not be inflicted, if the charges against him be found to be true. The official may see confidential documents that are relied upon for proof, in the presence of the investigating officer, if it is not considered detrimental to Government interests.

(*vi*) The official must be given reasonable time, not ordinarily exceeding one month, for his defence. This will depend upon the number of charges and the number of allegations produced in support. Any representation submitted by the accused in this behalf shall be taken into consideration before final orders are passed.

(*vii*) After the completion of the enquiry, when the punishment of removal, reduction or dismissal is determined as necessary to meet the requirements of the case, a further opportunity must be given to the accused to show cause why the particular penalty proposed should not be imposed. This, however, should not involve the holding of a second regular enquiry. The only question to be considered at that stage would be the nature and degree of the punishment to be inflicted and the person charged should, therefore, be required to confine himself strictly to this question in any explanation that he might submit.

Oral enquiry,

12.26. (*i*) At the time of presenting the charge-sheet the official must be asked to state in writing whether he wishes to be heard in person. If he so desires or if the investigating officer so directs, an oral enquiry should be held by the investigating officer. A written report of the proceedings of the oral enquiry must be prepared, and the official should be required to sign it and state that he has seen the rules under which his case is dealt with.

(*ii*) Investigating officers should understand that no one whose conduct is under investigation, has a right to be represented by counsel. In cases which are likely to result in dismissal or removal it is entirely discretionary on the investigating officer's part as to whether he permits the assistance of counsel or not. If in any enquiry, counsel is engaged on behalf of any department of Government the person against whom the charges are being enquired into, shall be entitled to engage counsel.

(*iii*) The oral enquiry if asked for, should be held on a convenient date as soon as possible after the investigating officer has received the reply to the charge-sheet.

(*iv*) When submitting his report with his findings and recommendation, the investigating officer must clearly record what documents were supplied to the official, how long was he

allowed for replying to the charges, and what action was taken in connection with the oral enquiry. It must be shown clearly in what way each of the requirements of Rule 55 of the Civil Services (Classification, Control and Appeal) Rules and the Punjab Civil Services (Punishment and Appeal) Rules, 1952, were complied with.

(*v*) When passing orders on the case the competent authority shall record his reasons for imposing the particular penalty chosen.

Appeals.

12.271. (*i*) Every Government servant has a right of appeal, as specified inthe rules quoted in paragraph 12.21 of this chapter and in the relevant service rules contained in Chapter 7 of this Manual.

(*ii*) All appeals or applications for review must be forwarded to the appellate authority unless withheld under the relevant rules. If withheld, the appellant is to be informed to the reason.

(*iii*) When forwarding an appeal, it will normally be sufficient to forward the original explanation or charge-sheets, if framed, along with connected documents and a copy of the reasons recorded for the issue of the order appealed against. If these are complete in themselves, as they should be, no comments will be necessary by the authority who passed the order unless the appeal raises points not already considered when the original order was issued, or brings to notice material irregularity in the proceedings prior to the issue of the order.

(*iv*) The orders in sub-paragraph (*iii*) also apply when forwarding an application for review, except that documents connected with an order passed on the appeal will also be submitted.

(*v*) If the official fails to appeal or apply for a review, it must be assumed that he accepts the charge as proved and the penalty as not unsuitable. The case cannot be reopened at a subsequent date if it is taken as an example in support of a charge of general inefficiency with a view to his removal from the service.

Appeals against withholding promotion.

12.272. Promotions to the higher grades or confirmation in a post held in an officiating capacity shall be made strictly on seniority-cum-merit basis. This distinction between the withholding of

promotion and non-selection to a selection post, is of considerable importance. The withholding of promotion is appealable under the rules. On the other hand, non-selection for a selection post is not appealable.

There shall be no appeal against an order of posting or transfer.

Supply of copies of certain documents connected with a Departmental enquiry to the Government servant concerned.

12.28. The orders on the subject as conveyed in Chief Secretary to Government, Punjab, letter No. 1630-G-42/18176 (H.—Gaz.), dated 26th March, 1942, are reproduced below :—

"I am directed to say that it has been suggested by the Punjab and North-West Frontier Province Joint Public Service Commission, that copies of the findings of the commissioner appointed under the Public Servants (Inquiries) Act, XXXVII of 1850), or those of the inquiring officer appointed under Rule 14.13 of the Punjab Civil Service Rules, Volume I, Part I, and also copies of the order of punishment should be supplied to the Government servant concerned. The Commission consider that refusal to supply copies of such records to the accused is a denial of an elementary right which gravely prejudices the right of appeal.

(2) After careful consideration the Governor of the Punjab has decided that the report or the findings of the inquiring officer should be regarded as confidential up to the time when final orders are passed thereon. After orders have been passed a copy of the report or the findings should be supplied free of charge to the Government sevant concerned on his application. It is understood that the present practice in all departments is that the final orders when passed are communicated to the Government servant concerned without unnecessary delay, and Government desire that this practice should be maintained ; provided that the communication is

limited to the final order proper and does not include extracts from the connected noting or recommendations. The evidence in the departmental inquiry is recorded in the presence of the accused, and it is open to him to arrange for copies during the course of the enquiry. He is, therefore, not entitled to have such copies free of charge, but should he apply for them they should be supplied on payment.

(3) The report of the Panel Officer or the Special Inquiry Agency should be treated as strictly confidential and in no circumstances should copies be supplied to the Government servant concerned."

IMPOSITION OF FINES ON NON-GAZETTED GOVERNMENT SERVANTS

12.3. It is irregular to levy fines on members of the subordinate services as the poweres delegated in Punjab Government notification No. 11192, dated 4th April, 1934, and letter No. 75-A.G./36/2985/87 (H.—Gaz.), dated 29th January, 1936, to the authorities competent to make appointments, empowers them to impose on these employees any of the penalties mentioned in Rule 4 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952, which rule does not recognise the imposition of fines as one of the penalties.

No fine can also be levied on class IV Government servants (mentioned in Rule 2.31 *ibid* and Appendix 3, Punjab Civil Services Rules Volume I, Parg II) and class IV Government servants whose pay is charged to contgencies (detailed in paragraph 8.4 of Punjab Financial Rules, Volume I) as they are excluded from the operation of rules in Sections II and III of Chapter XIV ; Punjab Civil Services Rules, Volume I, part I,—*vide* Punjab Government endorsement No. 22252 (H.—Gaz.), dated 3rd July, 1931.

REMOVAL OF OFFICERS FROM SERVICE OF GOVERNMENT FOR INEFICIENCY

12.4. (*1*) Attention is invited to Rule 2.5 of the Punjab Civil Servicts Rules, Volume II, which lays down that no pension may be granted to an officer removed for inefficiency, but that to officers so removed, compassionate allowanees may

be granted when they are deserving of special consideration, provided that the allowance granted to an officer shall not exceed two-thirds of pension which would be admissible had the Government servant retired on medical certificate.

(*ii*) It may occur that an employee renders reasonably satisfactory service for some years, but subsequently owing to defects in character, becomes lazy and inefficient and callous to warning and stoppages of promotion, thus making his retention in employment undesirable in the interests of Government.

(*iii*) Further, it is observed that a practice has grown up of recommending in each and every case the grant of the maximum compassionate allowance admissible under the rule to a Government servant deserving of special consideration, which is not the intention of the rule. The real reason for making such recommendations is that the inefficient Government servant was retained in service far too long.

(iv) It is, therefore, laid down that when by reason of continued bad reports or otherwise the habitual inefficiency of a Government servant has been established, the superintending engineer should report the removal of such person from Government service under the Punjab Civil Services Rules, without delay. When application is made for a maximum compassionate allowance, as a special case, it should be clearly exaplained why the case is deserving of special consideration, and what are the reasons for recommending the maximum allowance admissible. Before submitting his report and recommendation, the superintending engineer should call upon such employee to show cause within a reasonable period why he should not be removed from service. Any statement which he may have to make should accompany the superintending engineer's report.

APPENDIX I

[Referred to in paragraph 12.25 (*v*)]

Charge :———————————————————

Defence	Remarks by investigating officer

Signature———————— *Signature*————————

Date———————— *Date* ————————

CHAPTER 13

Leave

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CHAPTER 13

Leave

General instructions regarding leave.

13.1. (*a*) Leave may be granted to members of the Public Works Department, subject, as the case may be, to the rules contained in Chapter 8 of Punjab Civil Services Rules, Volume I, Part I, and the Liberalised Leave Rules, 1949.

The authorities in the Public Works Department who are competent to grant leave other than leave on medical certificate under Rule 8.18 of the Punjab Civil Services Rules, Volume I, Part I, leave after the date of compulsory retirement, special disability leave and study leave, and the conditions under which such leave can be granted by them, are specified in Appendix 12 of Punjab Civil Services Rules, Volume I, Part II, and Rule 8.23 of Punjab Civil Services Rules, Volume I, Part I.

(*b*) The grant of leave or extension of leave on medical certificate is regulated by the rules in Chapter VIII of the Punjab Civil Services Rules, Volume I, Part I.

(*c*) All applications for leave or extension of leave must be made to the authority competent to grant such leave through the departmental superiors of the applicant ; in the case of non-gazetted Government servants, for whom service books are maintained, they should be accompained by a certificate from the officer who keeps the applicants service book and leave account that the leave is adminssible under the rules in force.

Casual leave account.

13.2. The grant of casual leave is regulated by the rules contained in Appendix 17 of the Punjab Civil Service Rules, Volume I, Part II. An account of casual leave should be maintained for all members of the office staff. In the case of members of the staff for whom no register is maintained casual leave accounts

should be maintained in all circle and divisional offices. Casual leave granted by officers below the rank of divisional officers should be intimated to the divisional officers cencerned through the proper channel to enable the accounts of such persons to be properly maintained by the divisional officers. In these cases the names and classification of offices sanctioning the leave should be shown in the remarks column.

The leave accounts should be maintained by the calendar year and care must be taken to see that when an official is transferred, his casual leave account accompaines his transfer papers. The casual leave account should be kept with each officer's personal file pasted to the inner leaf of the file cover.

Particular attention should be paid to these accounts and registers when official inspections of divisional and sub-divisional offices are made by superintending engineers and executive engineers, respectively.

Instructions regarding leave preparatory to retirement.

13.3. Leave preparatory to retirement should not normally extend beyond the date of compulsory retirement. Such leave should not be refused except under the orders of Government in which case a corresponding period of leave has to be allowed after retirement,—*vide* Rule 8.21, Punjab Civil Service Rules, Volume I, Part I.

The date of compulsory retirement of a Government servant other than Government servants class IV, is the date on which he attains the age of 55 years. He must not be retained in service after the age of compulsory retirement, except in exceptional circumstances on public grounds which must be recorded in writing with the sanction of the competent authority,- *vide* Rules 2.5 and 3.26 of the Punjab Civil Services Rules, Volume I, Part I, as ammended by Finance Department notification No. 4780-FR-49/2499, dated the 21st September, 1949.

As all leave at the credit of a Government servant lapses on the date of his compulsory retirement, leave (other than leave covered by Rules 8.21 of Punjab Civil Services Rules, Volume I, Part I, to a Government servant cannot be granted if it will extend beyond the date on which he may be required to retire.

No leave, therefore, should be granted to any Government servant that will extend beyond the date of his attaining the age

of compulsory retirement, viz, 55, without the sanction of the State Government, unless permission has been granted by competent authority for his retention is service for a further period, in which case leave should not be granted that will extend beyond that period.

Whenever it is proposed to extend the service of a Government servant, the recommending authority should report what leave the Government servant proposes to take during the period. Recommendations for permitting a Government servant to remain in service for a further period must not be made with a view to granting him leave, but should it be necessary for the Government servant to take leave during such period, not more than 6 months should be granted at the end of which he will be required to retire, unless special permissions is granted for his retention in service,— *vide* para 24.81 of this Manual.

It is contrary to accepted principles to grant an extension of leave on medical certificate on full average pay or to permit the conversion of leave on half average pay already granted to leave on average pay on the production of a medical certificate, in the case of a Government servant on leave preparatory to retirement.

Note.—Class IV Government servants should continue to serve up to the age of 60 years and the leave preparatory to retirement shall be counted as provided in Rule 9 of the Punjab Subordinate (Inferior) Service Gratuity, Pension and Retirement Rules, 1944.

Leave addresses.

13.4. All members of the department proceeding on leave, whether in India or outside India, should give their leave addresses to the chief engineer. Any subsequent change in address should also be reported promptly.

Leave to Muslim Government servants to say their *Juma* prayers.

13.5. Leave of absence should be allowed to such Muslim employees in Government offices who ask for it for a sufficient period to enable them to attend the *Juma* (Friday) prayers, provided that the time so spent is made up, if necessary outside the ordinary office hours, on the same or any other day of the week.

CHAPTER 14

Postings and Transfers

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CHAPTER 14

Postings and Transfers

General considerations governing transfers.

14.1. When considering the question of postings and transfers, the following principles should be kept in view :—

(*a*) Administrative or executive officers should be kept in the same charge for at least three years as frequent transfers on account of leave, deputation and other causes, result in loss of efficiency. Proposals for postings should normally be considered in January and August each year and should be a part of a concerted plan designed to secure the minimum number of changes.

(*b*) When there is a choice between two or three different schemes in a chain of transfers, the scheme approved should be that which involves the least change, unless there are special reasons to the contrary .

(*c*) In filling short acting vacancies of not more than two months duration, regard should be paid to administrative convenience as well as to the claims of senior officers. It is, however, unnecessary to carry out a series of changes merely to satisfy claims of senority .

(*d*) It is not uncommon for an officer to apply for an extension of leave in order to avoid taking over a charge which he dislikes. Where it is in the interest of the administration to refuse such extension, there should be no hesitation in doing so. On the other hand when it is in the interest of the administration to approve such extension, approval may properly be given.

(*e*) Sometimes it is possible to post to a charge, an officer who has had previous experience of it without prejudice to the claims of other officers where this can be done, it assists continuity.

(*f*) When a chain of officiating arrangements comes to an end the desirability of reverting officers to the previous charges should be borne in mind. It may not be possible to do this always but the advantage of doing so even to a limited extent should not be overlooked .

The spirit of these principles should be observed in carrying out transfers of officers as well as members of other establishments. While it is necessary to ensure fair treatment regarding postings and transfers of non-gazetted Government servants so that they are given the opportunity for gaining knowledge in all the branches of work, it is equally essential that members of the staff are not posted indefinitely to stations which are considered bad. To secure the above object as well as uniformity in all circles and offices, the following general rule should be observed save in circumstances of an exceptional nature requiring a departure in the interest of the public service :—

"No members of the staff should be kept continuously for more than four years or less than three years in one post or more than seven years or less than five years continuously in one division, the circle office to be considered equivalent to a division for the purpose ."

Protests against orders of postings and transfers.

14.2. The transfer orders are to be carried out immediately, without any representations. Should there be a case, which is clearly out of the ordinary, and cogent reasons exist in the interest, not of the individual, but of efficiency and expedition in work, the matter should be referred to chief engineer for reconsideration of the orders, but *only after the transfer orders have been Implemented.*

Applications for transfers.

14.3. Applications from officers and subordinate staff for being posted to particular places should be discouraged and local officers should not forward them except when they are satisfied that there are real and substantial grounds for the request.

Officers and subordinates must realize that they are servants of the Punjab Government and as such are liable to be Posted anywhere within the State of Punjab and Delhi. The posting must necessarily depend on and be in conformity with the best interests of the public service and it, therefore, follows that application for revision of posting orders on account of private reasons cannot generally be considered. Their submission only creates extra work for all concerned and serves no useful purpose.

Telegrams and memorials from political or semi-political bodies regarding the postings or transfers of individual officials are likely to lead to a suspicion that such interest is evinced at the suggestion of the officer concerned. Disciplinary action will be taken against such officers, if this suspicion is proved to be well founded.

An offer to forego promotion in order to avoid a transfer should not normally be given any consideration and local officers must assume responsibility for acting contrary to these instructions.

Restrictions regarding posting in home districts.

14.4. No *Patwari*, vernacular clerk, *ziladar* or deputy collector should be posted to a division in which his home is situated or where his family owns lands. Similarly, no overseer should be posted to a sub-division in which his home is situated.

Superintending engineers' powers regarding transfers.

14.5. Superintending engineers are empowered to issue orders for the posting within the circle of all ranks below executive engineers, except where an officer has been posted by the chief engineer to a particular place for some special reason, in which case chief engineer's prior approval would be necessary.

All non-gazetted officers on state and circle cadres, who are on long leave should apply to the superintending engineer of the circle whence they proceeded on leave, for orders of posting one month before the expiry of leave. If they are not required in the circle, the application should be transmitted to the chief engineer for issuing the necessary posting orders.

Superintending engineers to arrange mutual transfers.

14.6. Superintending engineers should try to arrange mutual transfers for personal or other reasons in direct communication with the superintending engineer of the circle concerned and if a mutual transfer cannot be arranged within four months, a report should be made, in the case of establishment borne on state and circle cadres to the chief engineer's office for orders, stating the action already taken.

Postings of overseers.

14.71. As far as practicable, senior overseers should not be placed on relieving survey and other odd jobs.

The names of overseers on the selected list for sub-divisional charge, who on return from leave apply to superintending engineers for orders of posting and who are likely to be employed in sectional charge should at once be reported to the chief engineer to enquire whether it is proposed to post them as sub-divisional officers in the immediate future and whether it is desired to post them elsewhere. The leave address of these men should also be intimated and if no orders are issued from the Secretariat within a week, superintending engineers should issue posting orders within the circle.

Postings of clerical establishments.

14.72. Promotions to various grades of the state and circle clerical establishment will be regulated according to the principles laid down in paragraphs 1.9 and 1.10 of the Punjab Public Works Department Code. It will be necessary for circle and divisional officers to see that the requisite transfers are made, from time to time, to enable the junior clerks to qualify themselves for the higher posts, and the chief engineer relies on them to see that this is done.

A clerk will not be promoted to the next higher grade unless he is reported fit to hold a post in that grade.

Postings of vernacular clerks.

14.73. Each vernacular clerk should be posted in turn to the divisional office for a period of not less than six months at a time and not exceeding one year except for special reasons or in the interest of service. The time to be spent in the divisional office is not to be considered as a punishment or hardship but as a necessary part of a vernacular clerk's service. As

continuity in the post is essential, the vernacular record keeper's post should be held by each vernacular clerk for at least two years. Similarly, all vernacular clerks who are likely to be promoted as assessment clerks should be posted as assistant assessment clerks so that they can pick up the work.

Evasion of transfers by medical certificates.

14.8. The practice whereby Government servants under orders of transfer to places not agreeable to them, seek to avoid such transfers by appealing against them or by applying for leave on medical certificate, appears to be quite common. Controlling officers must refuse to deal with such applications in the circles or divisions to which the men are transferred and applications on medical certificates must in all such circumstances be viewed with suspicion. In general, only a certificate from a civil surgeon should be accepted in such cases. When a man attempts to avoid a transfer on the plea of sickness in his family or of himself (unless he happens at the time to be on leave on these grounds) or in fact on any but very exceptional grounds, such attempt can be appropriatley met by deeming him inefficient and by superceding him at the time of promotion by others who are more willing to go wherever ever directed. As far as possible, the original transfrer orders should be implemented when such individual returns from leave.

Reporting of transfers to chief engineer.

14.9. (*1*) To permit of the register of postings being kept up to date in the chief engineer's office, divisional officers should report direct to the chief engineer, in Stereo I.B. Form No. 142, all transfers as soon as they occur among—

(*a*) divisional officers,

(*b*) sub-divisional officers,

(*c*) assistant and temporary engineers, and

(*d*) members of the Overseer Engineering Service in sub-divisional charge.

In the case of transfers of divisional officers, the memo should be submitted by the relieving officer who, having filled in the entries regarding his own transfer, should enter below them the name of the officer relieved, whether transferred or proceeding on leave, etc.

In the case of transfers of sub-divisional officers or supernumeraries from one division to another, the memo should be

submitted by the divisional officer of the division to which the sub-divisional officer or supernumerary is transferred.

In the case of transfer within the division, the memo should be submitted by the officer in charge of the division when the transfer is complete.

(*2*) The submission of the transfer memo in Stereo I.B. Form No. 142 is merely intended to keep the chief engineer's office informed at the erarliest possible date, of all movements amomg divisional and sub-divisional officers and of men qualified for such posts and is not intended to alter the practice of reporting transfers through superintnding engineers.

(*3*) Superintending engineers will report all transfers occurring within their charge in Stereo I.B. Form No. 141 and 141-A (not by letters), as the case may be, and no transfer of charge will be notified in the *Punjab Gazette* until a transfer memo in either Stereo I.B. Form No. 141 or 141-A has been received in the Secretariat from the superingtending engineer

CHAPTER 15

Pay and Allowances

CONTENTS

Scales of pay of various classes of establishment in the Irrigation Branch, with averages

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SCALES OF PAY OF VARIOUS CLASSES OF ESTABLISHMENT IN THE IRRIGATION BRANCH, WITH AVERAGES

	I.S.E. Rs	*P.S.E.I.* Rs
15.111. *Engineer Officers—*		
1. Chief engineers	.. 2,750—125—3,000 (2,933.5)	2,000—75—2,150—100—2,250 *plus* £30 O. S P. where admissible (2,081.3)
2. Superintending engineers	.. 1,750—100—2,150 (2,040.0)	1,500—50—1,750 *plus* £30 O. S. P. where admissible (1,653.63)
3. Executive engineers	.. 625—50—1,375 (990.84)	625—40—1,025/50—1,275 *plus* O. S. P. where admissible as below :—

Pay Rs.	*O.S.P.* Rs.
625—665	15
705—825	25
865—1,275	30
(981.21)	

4. Assistant executive engineers	Rs. 375—50—975 (503.55)	375—30—525—40—*685/40—925, *plus* O.S.P. where admissible as below :—

Pay	*O.S.P*
375—465	Rs 150
495—565	£ 15
605—725	£ 25
765—925	£ 30
(746.53)	

*No officer is to be allowed to go beyond Rs. 685 unless reported to be fit to hold charge of a division.

	Rs.
Engineer Officers—concld.	
5. Assistant engineers, P.S.E. II	.. 250—25—550/25—750 (541.02)
6. Temporary engineers	.. 250—25—550/25—750 (541.02)
7. Sub-engineers	.. 300—20—600 (409.48)
15.112. *Subordinate Engineering Staff*—	
1. Overseers (including Mechanical)	.. 100—8—140—10—160/10—230/10—300 (203.57)
2. Apprentice overseers	.. 45
3. Discharge observers (surveyors)	.. 50—2—60/2—80/2—100 (80.95)
15.121. *Revenue Staff*—	
1. Canal collectors	.. 375—30—525/40—685/40—925 (614.07)
2. Deputy collectors	.. 250—25—550 (351.1)
3. *Zilladars*	.. 90—5—140/6—200/7—235/8—275 (150.56)
4. Candidate *Zilladars*	.. 45
5. Head vernacular clerks	.. 100—5—125/6—155 (122.93)
6. Vernacular clerks	.. 80—4—100/5—125 (109.28)
7. Special pay for assessment clerks	.. 10
8. Assistant vernacular clerks	.. 50—3—80/4—100 (79.2)
9. *Patwaris*	.. 39½—1—49½/1—59½ (50.19)
10. Apprentice *patwaris*	.. 32
15.122. *Reclamation Staff*—	
1. Land reclamation officers	.. 375—30—525/40—685/40—925 (746.5)
2. Assistant land reclamation officers	.. 250—25—550/25—750 (541·02)
3. Supervisors	.. 90—5—140/6—200/7—235/8—275 (163.17)

Reclamation Staff—contd.

4. Silt Analysts	..	Rs. 90—5—140/6—200 (149.18)
5. Silt observers	..	Rs. 50—3—80/4—100 (81.26)
6. Reclamation *patwaris*, *muqqadams* or village assistants	..	Rs. 39½—1—49½/1—59½ (50.19)
7. Tube-well operators	..	Rs. 32—1—42/1—52 *plus* special pay Rs. 5 *plus* bonus at Rs. 5 per mensem (42.69)

15.13. *Drawing Staff*—

1. Chief draftsman, central designs	..	Rs. 300—20—500 (404.98)
2. Circle head draftsmen	..	Rs. 250—15—355 (311.66)
3. Divisional head draftsmen	..	Rs.200—10—230/10—300 (252.7)
4. Draftsmeo	..	Rs. 100—8—140/10—160/10—200 (170.7) *See* A & C. No. 4, dated the 28th March, 1956 See A. C. No. 4 dated 27-3-1956.
5. Tracers	..	Rs. 55—3—76/4—120 (92.01)
6. Ferro printers	..	Rs. 50—3—80/4—100 (82.48)

15.141. *Secretariat Staff*—

1. Registrar	..	Rs. 700—25—750/30—900 (783.09)
2. Superintendents	..	Rs. 350—25—500/30—650 (461.90)
3. Deputy superintendents	..	Rs. 150—10—200/10—300 *plus* Rs. 50 special pay (228.30)
4. Assistant-in-charge	..	Rs. 150—10—200/10—300 *plus* Rs. 20 special pay (228.30)
5. Stenographers	..	Rs. 150—10—200/10—300 (228.30)
6. Assistants	..	Rs. 150—10—200/10—300 (228.30)
7. Stenographers (junior scale)	..	Rs. 100—5—150/5—175 (139.38)
8. Cashier (Secretariat)	..	Rs. 150—10—200/10—300 (228.30)
9. Senior clerks	..	Rs. 90—5—120/5—175 (136.14)

Secretariat Staff—concld

10.	Junior clerks	.. Rs. 60—4—80/5—120 (99.91)
11.	Steno-typists	.. Rs. 60—4—80/5—120 *plus* Rs. 15 steno-typist's allowance (99.91)
12.	Calculators (computors)	.. Rs. 50—3—80/4—100 (82.05)
13.	Restorers	.. Rs. 42½—2—62½ (57.07)
14.	*Photedar*	.. Rs. 42½—2—62½ (57.07)

51.142. *State and Circle Cadre Clerical Staff*—

1.	Superintendents	.. Rs. 250—10—350 (271.09)
2.	Divisional accountants	.. Rs. 130—10—250/15—355 (254.12) / Rs. 80—8—200/25/5—225 (157.5)
3.	Head clerks (including circle revenue clerks)	.. Rs. 125—6—155/8—235 (148.32)
4.	Accounts clerks	.. Rs. 100—5—125/6—155 (131.5)
5.	Sub-divisional clerks	.. Rs. 80—4—100/5—125 (111.39)

Those employed as stenographers will receive a steno allowance of Rs. 15 per mensem.

6.	Assistant clerks	.. Rs. 50—3—80/4—100 (82.5)

Those employed as stenographers will receive a steno allowance of Rs. 15 per mensem.

7.	*Head computors	.. Rs. 80—4—100/5—125 (111.39)
8.	Computors	.. Rs. 50—3—80/4—100 (82.5)

15.15. *Signallers*—

1.	Head Signallers	.. Rs. 80—4—100/5—125 (124.83)
2.	Signallers	.. Rs. 50—3—80/4—100 (82.5)
3.	Apprentice Signallers	.. Rs. 42½ fixed

*One post in each of the three offices where computors and collectors, etc., are employed ; provided the incumbent of the post also checks the work of other staff.

15.16. *Irrigation Research Institute Staff*—

1. Director, Irrigation Research	..	Rs. 1,750—100—2,150 (I.S.E.) Rs. 1,500—50—1,750 (P.S.E.I.) *plus* O.S.P. where admissible— £ s. d. 13 6 8 (2,040.0) (1,653.63)
		Research Officers
2. Mathematical-cum-Statistical Officer 3. Physicist 4. Physical chemist-cum-soil and cement officer 5. Hydraulics officer	..	Rs. 375—30—525/40—925/50—1,275 (877.82)
6. Executive engineer and P. A. to Director, Irrigation Research		Rs. 625—40—1,025/50—1,275 (981.2)
7. Assistant Research Officers	..	Rs. 250—25—550/25—750 (541.02)
8. S.D.O. (for Malikpur Station) Research Sub-Division	..	Rs. 250—25—550/25—750 (541.02)
9. Photographer	..	Rs. 116—8—180/10—200 (177.21)
10. Research assistants, grade A	..	Rs. 185—15—275 (253.90)
11. Research assistants, grade B	..	Rs. 135—10—185/15—275 (231.32)
12. Research assistants, grade C	..	Rs. 100—7—135/10—185/15—275 (202.11)
13. Laboratory attendant	..	Rs. 32—1—42 (39.28)

15.17. *Medical Staff*—

1. Sub-assistant surgeons (class II)	..	Rs. 120—5—145/5—170/8—250 (189.49) With selection grade at Rs. 175 and Rs. 200 per mensem restricted to 10 per cent and 5 per cent of the total strength respectively.
2. Dispensers (trained at Glancy Medical College, Amritsar)		Rs. 55—3—70/4—90/5—120 (94.4)

Medical Staff—concld.

3. Nurse *dais*	(i) Rs. 42½—1—57½ (51.88)
	(ii) Rs. 39½—1—54½ (48.88)
4. *Dais*	Rs. 39½—1—54½ (48.88)

15.18. *Miscellaneous Staff*—

1. Extra assistant conservator of forests	Rs. 250—25—550/25—750 (541.02)
2. Rangers	Rs. 90—5—140/6—200/7—235/8—275 (163.17)
3. Deputy Rangers	Rs. 50—2—90 (71.52)
4. Foresters	Rs. 42½—1—52½/2—72½ (58.535)
5. Forest guards	Rs. 32—1—37 (36.22)
6. Cashiers	Rs. 50—2—100 (72.81)
7. Store holders	Rs. 400—15—475/25—500 (472.87)
8. Assistant store holders	Rs. 300—12—360/15-2—390 (367.58)
9. Storekeepers (Senior) *See* note at end of para 15.19 *infra*)	(A) Rs. 106—6—160/8—200 (166.63)
	(B) Rs. 90—5—120/5—175 (136.14)
	(C) Rs. 80—5—110/5—150 (125.15)
10. Storekeepers (junior)	Rs. 50—3—80/4—100 (82.5)
11. Mail clerks	Rs. 47½—1½—59½/2—67½ (61.22)
12. Artificers	Rs. 50—1½—80 (66.04)

15.19. *Class IV Government Servants*—

1. Telephone attendants	Rs. 32—1—37 (36.22)
2. *Daftris*	Rs. 32—1—37/1—42 (39.28)
3. *Jamadars*	Rs. 32—1—37 (36.22)

Class IV Government Servants—contd.

4.	Peons (office)	.. Rs. 27—½—32 (30.64)
5.	Peons (revenue)	.. Rs. 27—½—32 (30.64)
6.	Peons (telegraph)	.. Rs. 27—½—32 (30.64)
7.	*Daffadars*	.. Rs. 32—1—37 (36.22)
8.	*Barkandazes*	.. Rs. 27—½—32 (30.64)
9.	Gauge readers	.. Rs. 32—1—37 (36.22)
10.	*Khalasis*	.. Rs. 27—½—32 (30.64)
11.	*Sowars* (camel)	.. Rs. 27—½—32 (30.64) *plus* Rs. 8 Camel allowance
12.	*Sawars* (cycle)	.. Rs. 27—½—32 *plus* Rs 4½ cycle allowance (30.64)
13.	*Chowkidars*	.. Rs. 27—½—32 (30.64)
14.	*Bhishtis*	.. Rs. 27—½—32 (30.64)
15.	Sweepers	.. Rs. 27—½—32 (30.64)
16.	Sweepresses	.. Rs. 27—½—32 (30.64)
17.	Sweeper *Jamadars*	.. Rs. 32—1—37 (36.22)
18.	Head *mali*	.. Rs. 32—1—37 (36.22)
19.	*Malis*	.. Rs. 27—½—32 (30.64)
20.	Godown *Jamadars*	.. Rs. 27—½—32 (30.64)
21.	Dak-runners	.. Rs. 27—½—32 (30.64)
22.	Dak-runners (mounted)	.. Rs. 27—½—32 *plus* Rs. 8 (30.64)
23.	Boatmen or ferrymen	.. Rs. 27—½—32 (30.64)
24.	*Mali Chowkidars* at rest-houses	.. Rs. 27—½—32 (30.64)

Class IV Government Servants—concld.

25.	Regulation *beldars* (at headworks)	.. Rs. 27—½—32 (30.64)
26.	Regulation *beldars* (elsewhere than headworks)	.. Rs. 27—½—32 (30.64)
27.	*Punkha coolies*	.. Rs. 27—½—32 (30.64)
28.	*Chapimen*	.. Rs. 27—½—32 (30.64)
29.	Trollymen	.. Rs. 27—½—32 (30.64)
30.	Hospital *coolies*	.. Rs. 27—½—32 (30.64)
31.	Trolly *jamadars*	.. Rs. 32—1—37 (36.22)
32.	*Farashes*	.. Rs. 27—½—32 (30.6)

*The number of posts in each of the three scales should be fixed in consultation with the Finance Department. Further the scale of pay admissible to overseers may be allowed to selected Storekeepers in consultation with the Finance Department.

NOTES.—

(i) The rate of pay of work-charged establishment will be found in the Basic Schedule of "Rates for" the Irrigation Branch.

(ii) Pay of class IV Government servants charged to "office contingencies" should be in accordance with the rates fixed by the Deputy Commissioners concerned.

(iii) The averages have been worked out in accordance with the formulae given in paragraph 7.7 of the "Punjab Financial Rules, Volume I, and are shown" in brackets under the "various scales" of pay.

CHAPTER 16

Other Allowances, Advances and Compensation

CONTENTS

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Instructions governing the payment of fees or honoraria to Government servants in the Irrigation Branch for work done outside the normal scope of their duties.	16.3
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CHAPTER 16

Other Allowances, Advances and Compensation

DUAL CHARGE ALLOWANCE

General

16.11. (*i*) Additional pay is not admissible unless a formal appointment is made to hold charge of an additional post.

(*ii*) A formal appointment should not be made to an additional post unless there is very real and appreciable addition to both work and responsibility. Where an officer is merely placed in charge of the current duties of a post, he should not be formally appointed to the additional post. No additional remuneration would ordinarily be admissible in such cases. In exceptional circumstances suitable honorarium which ordinarily should not exceed 10 per cent of the substantive pay of the Government servant, excluding overseas pay, may be sanctioned in consultation with Finance Department.

16.12 "When a Government servant holds current charge of another post in addition to that of his own substantive post he does not officiate in the former and is not, therefore, entitled to any additional remuneration. A competent authority may in special circumstances allow suitable honorarium in such cases, which ordinarily should not exceed 10 per cent of the substantive pay of the Government servants excluding overseas pay or 5 per cent of officiating pay, if he has no substantive pay." See A & C No. 9153/-1E(3)/75/21, dt. 23-1-1975.

Note.—This para is not applicable in the case of appointment to two posts in the same office or establishment which are in the same line of promotion or cadre as they cannot be held as independent posts for the purpose of this para. As in such case an officer is, entitled to the highest pay for one post only and nothing more, the grant of special pay is also not permissible. Further even the honorarium as defined in rule 2.30 of Punjab Civil Service Rules, Vol. I, Part I cannot be granted as additional work cannot be treated as special work of the occasional or intermittent character. In such cases, the said officer shall not be paid anything more than the pay and allowances admissible for a single post.

Limitations.

16.13. Where a leave reserve exists for a cadre or establishment, an officer should not be appointed to additional charge or granted any allowance for additional duty unless—

(*i*) a leave reserve is not available to perform the duty of the absent officer; or

(*ii*) where leave reserve personnel is available, and it is clear that the expenditure to be incurred in connection with a leave reserve's appointment to the vacant post (including such factors as travelling allowance on transfer, loss of rent, etc.) would be greater, the dual charge arrangement should be preferred.

See A & C No. 5E/dated 22.9.1956.

22-5-1956.

Increase in travelling allowance limits.

16.14. If any monthly rationed limit are fixed for travelling allowance they should be raised by 30 per cent in the case of dual charges and the saving thus involved should not be utilised for future incumbents.

Form of application.

16.15. An application for the grant of dual charge allowance should be made in the form shown in Appendix I.

LOCAL COMPENSATORY ALLOWANCE

16.21. Clerks, draftsmen, tracers, vernacular clerks, Irrigation Branch storekeepers and inferior servants stationed at Amritsar are allowed local compensatory allowance at the following rates :—

(*i*) Rs. 2 per mensem for *daftries* and record lifters.

A & C No. 1 dt. 10.10. 1955.

(*ii*) Re. 1 per mensem for those class IV Government servants in receipt of Pay at less than Rs. 35/- per mensem.

No allowance will, however, be allowed to those class IV Government servants who are provided with rent-free quarters.

The maximum compensatory allowance payable to clerks, draftsmen, tracers, varnacular clerks and Irrigation Branch store-keepers with pay of Rs. 100 or less, will be as under :—

	Per mensem Rs.
(1) For those in receipt of pay at Rs. 97, or less, per mensem ..	3
(2) For those in receipt of pay at Rs. 98 per mensem ..	2
(3) For those in receipt of pay at Rs. 99 per mensem ..	1
(4) For those in receipt of pay at Rs. 100, or above, per mensem ..	Nil

Note. 1.—A Government servant who refuses to occupy Government quarters, when available and offered, ceases to draw the compensatory allowance.

Note 2.—Each head of office in stations where compensatory allowances are admissible, should supply the executive engineer on charge of Government quarters with a list showing names and salariesof those Government servants who possess their own houses. The executive engineer concerned should certify once a year that Government quarters are not available for allotment to any of them ; unless this certificate is forthcoming, no compensatory allowance will be admissible.

16.22. Clerks (including restorers), draftsmen, tracers, vernacular clerks, computors, collators and class IV Government servants stationed at Delhi are allowed local (compensatory) allowance at the following rates :—

	Per mensem *Rs.*
(1) Thoses in receipt of pay up to Rs. 95 ..	5
(2) Those in receipt of pay up to Rs. 96 ..	4
(3) Those in receipt of pay up to Rs. 97 ..	3
(4) Those in receipt of pay up to Rs. 98 ..	2
(5) Those in receipt of pay up to Rs. 99 ..	1
(6) All class IV Government servants (Paid from contingencies) ..	3

Note 1.—The allowance shall be admissible even to those Government servants in superior service, who are provided with Government quarters on payment of rent. Those provided with rent-free quarters shall not, however, be entitled to the grant of this allowance.

Note.—All Class IV Gov rnment servants paid from contingenties), shall receive the allow ance even though they may bor may not have been provided with Government quarters either rree or on payment of rent.

INSTRUCTIONS GOVERNING THE PAYMENT OF FEES OF HONORARIA TO GOVERNMENT SERVANTS IN THE IRRIGATION BRANCH FOR WORK DONE OUTSIDE THE NORMAL SCOPE OF THEIR DUTIES

See A & C No.2. dated 10.1.1956'.

16.31. Government servants in the Irrigation Branch are whole-time employees and are not permitted to undertake private work. Occasions arise, however, when officers having special qualifications are consulted by authorities other than the Punjab Government. Fees are legitimately payable in these circumstances.

When are fees payable.

> "In terms of Rule 4.32(a) of S.T.R. the absentee statements in respect of temporary establishment shall be attached with the respective pay bills ; whereas those or permanent establishment shall be forwarded to the Accountant-General, Punjab, for audit purposes."

Rules already exist covering certain classes of cases but these are scattered in isolated orders of Government, communications from the Finance Department, etc. It is considered desirable to consolidate these orders.

16.32. It is a basic principle that when the Punjab Government as such undertakes to execute work or an outside authority and issue orders for such work to be carried out by its own servants such work is part of the normal duty of those Government servants. In such circumstances no fee or honorarium is due. The Punjab Government will fix the sums to be recovered in such cases. which ordinarily will be calculated to cover all charges direct or indirect in connection therewith.

No fee due for work directed by the Punjab Government.

16.33. These orders do not cover cases in which the services of a Punjab Government servant are loaned to any outside authority. Deputations out of India and foreign service are covered by Chapters VII and XII of the Fundamental Rules and Chapters VI and X of the Punjab Civil Services Rules, Volume I, Part I. Incidence of charges of pay, allowances, etc., is regulated as per Appendix 4 of Punjab Financial Rules, Volume II.

Deputation out of India and foreign service.

Fees payable for services loaned for short periods.

16.34. Cases in which the services of a Punjab Government servant are loaned for short periods, are covered by U.O No. 26-FR-42, dated the 2nd April, 1942 and No. 1004-FR-42, dated 2nd May, 1942, from the Secretary to Government, Punjab, Finance Department, to all Administrative Secretaries to Government, Punjab (*See* also Section XV of Appendix 4, Punjab Financial Rules, Volume II.)

The following scale of fees is suggested as a guide in respect to the honoraria payable under the above U.O. :—

		Rs.	
(a)	Chief Engineers ..	200 per	day of absence
(b)	Superintending Engineers Director, Irrigation and Power Research Institute ..	125	Ditto
(c)	Executive Engineers, and Research Officers, Irrigation and Power Research Institute ..	75	Ditto
(d)	Assistant Executive Engineers, Assistant Engineers, temporary engineers and Assistant Research Officers, Irrigation and Power Research Institute ..	30 to 50	Ditto

Fees for Chief engineers on the Sub-committee of Central Board of Irrigation.

16.35. Chief engineers who are permitted by Government to act on the sub-committee of the Central Board of Irrigation should be paid fees in accordance with the above scales.

Fees payable for examining date or expressing opinion.

16.36. There is another class of cases not covered by the above. Punjab Government servants are sometimes requested to examine date and submit opinions on matters which do not require them to leave their charges. Such work should only be permitted to be undertaken, provided it does not interfere with the officers' legitimate duties and is undertaken in their leisure time.

In such cases the following scale of fees is suggested :—

(a)	Chief Engineers ..	Rs. 25	per hour, limited to
		Rs. 75	per day.
(b)	Superintending Engineers, Director, Irrigation and Power Research Institute ..	Rs. 45	Per hour, limited to
		Rs. 45	per day.

(c) Executive Engineers and Research Officer, Irrigation and Power Research Institute	..	Rs. 10	Per hour, limited to
		Rs. 30	per day.
(d) Assistant Executive Engineers, Assistant Engineers, and temporary engineers, and Assistant research officers, Irrigation and Power Research Institute	..	Rs. 4 to Rs. 7 per hour, limited to Rs. 12 to Rs. 21 per day.	

In every case the rate must be agreed upon before the work is undertaken and an estimate for the total time required must be provided.

Extra fees for stenos, over-seers, etc.

16.37. Where such work requires the employment of other Government servants such as stenographers, typists, draftsmen, engineering overseers, etc., the above fees may be enhanced to provide fees to the subordinate officials so employed. These fees must also be agreed upon and an estimate provided before the work is undertaken.

Fees for using Government apparatus and materials.

16.38. Where work of an experimental nature such as the above also requires the employment of Government apparatus and material. The above fees may be enhanced by 50 per cent. In such cases one-thied of the total receipt shall be recovered by Government.

Previous consent of Government necessary.

16.39. In every case falling under the above instructions. prior consent of Government must be obtained. This consent will only be given when the full facts together with an estimate of time and cost are submitted to Government with the application for permission to draw fees.

INSTRUCTIONS REGARDING FEES TO BE CHARGED BY THE STAFF OF THE IRRIGATION AND POWER RESEARCH INSTITUTE FOR WORK DONE FOR BOTH INDIVIDUALS AND DEPARTMENTS OTHER THAN THE IRRIGATION BRANCH AND FOR OTHER GOVERNMENTS AND STATES

Fees for work in which the Government is interested.

16.41. The Punjab Government may direct that work should be undertaken in the Irrigation and Power Research Institute for foreign Governments the Central Government, other State Governments and departments thereof, other departments of the Punjab Government, local bodies

or firms and private individuals. Where the Punjab Government is directly interested in the work of such investigation, Government may direct that the work shall be carried out on cost price, which will of course, be credited to Government. An estimate of total costs will always be prepared for such work.

Where the Punjab Government is not directly interested in the results, it may direct what sum is to be charged for the work required based on an estimate of total costs. Where Government directs that such should be carried out by the Institute as part of their normal activities, the whole of such sum shall be credited to Government and no part thereof shall be payable to any individual in the Research Institute with the exception noted below in paragraph 16.42.

Fees for work involving visit to site.

16.42. If any work is undertaken for outside authorities as above, which requires any of the staff of the Research Institute to visit sites to obtain instructions or for any other purpose connected with the work, the officials concerned :—

(*a*) within the Punjab, may draw T.A. at normal Punjab rates only ;

(*b*) if outside the Punjab, the officials concerned may be permitted to draw fees in accordance with paragraph 16.34 above *Plus* T.A. admissible.

Fees for work undertaken in personal capacity.

16.43. The above will not prevent officers in the Research Institute undertaking work in their personal capacity in accordance with paragraphs 16.36 to 16.38.

Previous consent of Government necessary.

16.44. In every case falling under the above instructions, prior consent of Government must be obtained. This consent will only be given when the full facts together with an estimate of time and cost are submitted to Government with the application for permission to draw fees.

APPENDIX I

(Referred to in paragraph 16.15)

APPLICATION FOR THE GRANT OF DUAL CHARGE ALLOWANCE

_____CIRCLE

Name of individual	Designation	Present	Additional charge	Amount of allowance, limited to 20 per cent of the officer's existing pay, to be granted after taking into consideration the extra charge held at the amount of extra work actually performed	Pay of the officer immediately before being appointed to the additional post	Period during additional charge was held
1	2	3	4	5	6	7

CHAPTER 17

Travelling Allowance

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CHAPTER 17

Travelling Allowance

POLYMETRICAL TABLE DISTANCES

17.1. The polymetrical table of distances given in Appendix I, may be used for the preparation and check of travelling allowance bills in respect of road journeys between railway stations and headquarters of districts.

PREPARATION AND SUBMISSION OF TRAVELLING ALLOWANCE BILLS

17.2. Travelling allowance bills should be submitted in accordance with the procedure given in the table below :—

Serial No.	Travelling allowance bill of	To be submitted to the office of—	Latest date of submission in month succeeding that for which travelling allowance is claimed	To be submitted by officers named in column 3 to office of—	Latest date of submission in month succeeding that for which travelling allowance is claimed	Latest date of sending bills to Treasury Officer by executive engineers in cases of serial Nos. 1 and 2 or in case of for return passed travelling allowance bills to executive engineers
1	2	3	4	5	6	7
1	Staff subordinate to subdivisional officer	Sub-divisional officer	5th	Executive engineer	10th	20th
2	Sub-divisional officer and deputy collectors	Executive engineer	Do	Superintending engineer	15th	20th
3	Executive engineers	Superintending Engineer	15th	..	..	25th

Preparation and submission of travelling allowance bills of establishment named below, is to be entrusted to those noted against each, who will be responsible that they are submitted in due time :—

(1)	*Patwaris*	*Zilladars* of sections to which attached
(2)	Artificers and gauge readers	Overseers.
(3)	*Class IV* Government servants	Camp clerk of office to which attached.
(4)	Ferro *khallasis*	Head draftsman.
(5)	Telegraph peon	Signaller to whom attached.

The divisional and sub-divisional officers should see that a sufficient number of travelling allowance bill forms are available in office and are supplied to those subordinate to them to enable the claims to be submitted regularly and in due time.

All bills after having been passed for payment are to be encashed with the least possible delay.

Petty or frivolous objections should not be raised and payment delayed in consequence.

NOTE—(1) If the dates given in column 4 of the table are not adhered to, the bill should be held over for disposal in the following month. The individual concerned must submit an explanation with a bill submitted late. On the first occation of avoidaable delay, a warning should be given, on the second and third occasions entries shouldbe made in the qualification report or personal register and on the fourth occastion his increment should be stopped for six months not affecting future increments.

(2) Incomplete and erroneously prepared bills which must be returned to the claimant should be held over for disposal in the following month. Habitual offienders in this respect should be dealt with as in note (1). Buills submitted in the last month of a financial year should, however, be disposed of in the same month if possible.

(3) The sub-divisional clerk, the divisional accountant and the circle accounts clerk should be held responsible for any delay in dealing with travelling allowance bills and suitable remarks should be mane in the personal register or qualification report of the individual concerned in case of delay.

(4) In the travelling allowance registers, dates, of receipt and despatch of travelling allowance bills should be entered. The register should be put up to the head of office at the end of every month for him to see which individuals fail to submit their travelling allowance bills punctually, and how long it has taken to check and pass the bills finally.

DISALLOWANCE OF TRAVELLING ALLOWANCE

17.3. (1) The attention of all officers is drawn to the fact that travelling allowance and horse or conveyance allowances are admissible under orders clearly laid down in Travelling Allowance Rules and these allowances are given for the express purpose of recouping an officer or subordinate for the expense incurred in providing himself with a means of locomotion for the due performance of his duties. No officer has any authority to disallow or retrench travelling allowances of any kind, except where the charges made are inadmissible by rule, or constitute the abuse of any rule under which the allowance is claimed. The retrenchment or disallowance of travelling allowance or horse allowance admissible by rule, by way of punishment, constitutes the infliction of a fine, and as such is strictly prohibited.

(2) While the "controlling officers" are required to see that no item inadmissible by rule is passed by them. and no rule is abused, they are also required to see that no disallowance made by the officers subordinate to them is allowed to stand, if of the nature of fine for the non-performance of some part of the duties by the person concerned.

(3) The above orders are not intended to interfere with the duties of controlling officers who are required to secrutinize the necessity, frequency and duration of journeys or halts for which travelling allowance is claimed as laid down in Rule 2.109 of the Travelling Allowance Rules (1st edition) (Reprint). Disallowance must be made for the specific reasons laid down in the above rule and not as a lump sum deduction by way of punishment or fine.

CHECK REGISTEB OF TRAVELLING ALLOWANCE

17.4. A check register of travelling allowance bills in U.F. No. 94-A should be maintained in the offices of all heads of departments , controlling and disbursing officers to guard against double payment of travelling allowance bills. The circle office register will contain 50 sheets and the divisional office register will contain 100 sheets.

The following instuctions should be observed regarding the upkeep of these registers :—

(1) There should be only one entry dealing with the whole of the travelling allowance bill of a Government servant.

(2) Column 2 of the register should show the date of the commencement of the first journey of the month from headquarters and coumn 3 the date of return to headquarters of the last journey in that month. If the Government servant is away from headquarters on tour on the first day of the month or the last day of the month or both, then those dates should be shown in columns 2 and 3, respectively.

(3) Column 7 should show the total amount of the travelling allowance bill indicating that all claim for journeys between these dates have been paid This will guard against the risk of double payment of travelling allowance bills which is the main object of introducing the register.

(4) The controlling officer should satisfy himself that all travelling allowance bills passed by him are duly entered in accordance with instructions (1) and (2) above.

(5) This register is to be maintained for all regular touring Government servants, gazetted and non-gazetted, and should comprise the following :—

(*a*) superintending engineers ;
(*b*) divisional officers ;
(*c*) sub-divisional officers ;
(*d*) overseers.

The Government servants who draw fixed travelling allowance such as zilladars, vernacular clerks, sub-divisional clerks, steno-typists of executive engineers, peons, khalasis, barkandazes and dafadars should not be included, nor patwaris, mistris and other such establishment which only do occasional journeys.

(6) The accounts clerks of the office / The accountant of the divisional office is responsible for the writing up of the register and the superintending Engineer / divisional officers should check the register occasionally to see that the orders are being carried out and when doing so, must initial and date the last entry checked.

(7) These registers should ordinarily last for two years, and on completion should be filed for two years from the date of the last entry therein.

"RATIONING" OF TRAVELLING ALLOWANCE

17.5 (1) The travelling allowance for officers of running canals, viz., Western Jumna Canal East and West Circle, Upper Bari Doab Canal and Sirhind Canal Circle of the Irrigation Branch has been rationed with effect from 1st March, 1931.

(2) (*a*) The rates prescribed for this purpose are as under :

Post	Grade under Travelling Allowance Rules	Maximum inclusive average monthly limits for purposes of budget	Maximum average monthly limits excluding travelling allowance on transfer and on journeys outside sphere of duty		Remarks
1	2	3	4		5
		Rs		Rs	
Superintending engineers	I	250		225	Inclusive of permanent travelling allowance or conveyance allowance
Divisional officer	I	220	pay above Rs. 999	200	
			Pay between Rs. 750 and Rs. 999	180	
	II		Pay below Rs 750	160	
Sub-Divisional officers	II	175	Pay above Rs 350	130	
			Pay between Rs 250 and Rs 350	110	
Deputy collector	II	150	Pay above Rs 350	140	
			Pay between Rs 250 and Rs 350	120	

The amounts shown in column 4 above are maximum monthly average for bills extending over 12 months (March to February).

(*b*) There is no objection to more travelling allowance, than that laid down being drawn in any one particular month provided that at no time does the total travelling allowance drawn to date exceed the total average to date admissible to the incumbent of the post and not to the individual.

(*c*) The monthly limit should be raised by 30 per cent in the case of dual charge but the saving should not be utilised for the future incumbent .

(*d*) Controlling officers should pass the bill for the full amount earned, and at the same time state thereon the maximum sum to be drawn, so that any sum retrenched in audit may be adjusted against the difference between the amount earned and that passed for payment.

(*e*) Amounts earned, but not passed for payment in any one month may be drawn in any subsequent month, subject to the provision of sub-paragraph 2(*b*) above.

(3) (*a*) The travelling allowance of the Overseers' Engineering Service is rationed with effect from 1st January, 1936, as under :—

Grade under Travelling Allowance Rules	Maxmimum average monthly limits excluding travelling allowance on transfer and on journeys outside sphere of duty	Remarks
1	2	3
	Rs	
II ..	50	Inclusive of any conveyance allowance
III ..	44	
III ..	37	
III ..	30	

(*b*) It is not possible to lay down any minimum number of days of touring and it should be clear to every *overseer* that the fact of his having earned his ration before the end of the month would be no excuse whatever for neglecting further inspections .

(*c*) Travelling allowance of *overseer* in charge of sub-division will be subject to the limits given in paragraph (2) above.

(*d*) The above limits are based on the fact that *overseers* should be required to tour outside 5 miles radius for about 20 days every month and for the remaining 10 days they should tour within 5 miles radius. Every overseer in charge of a permanent section, the incumbent of which has to maintain a horse, should draw conveyance allowance.

(*e*) The figures in column 2 above are maxima monthly averages for bills extending over the 12 months—March to February—and there is no objection to more travelling allowance than that prescribed drawn in any one particular month provided that at no time does the total travelling allowance drawn to date exceed the total admissible average to date .

(*f*) Amounts earned, but not passed for payment in any one month, may be drawn in any subsequent month, subject to the provision of sub-paragraph (3) (e) above.

(4) The above maximum average monthly limits are for journeys performed on duty within the normal spehere of jurisdiction. Travelling allowance for journey outside the sphere of duty, or for attending a court, do not count against the monthly limits .

(5) In order to facilitate control, every officer to whom these limits apply will show on his travelling allowance bills the undernoted information :—

(*i*) Sanctioned monthly limit.

(*ii*) Total travelling allowance (including permanent travelling allowance and conveyance allowance) claimed from 1st March to end of previous month.

(*iii*) Travelling allowance on transfers or journeys outside the sphere of duty included in (*ii*) above.

(6) The motor car as a means of travel has come to stay. Any reduction in the use of motor car naturally involves delay in certain types of work and possibly a decrease in efficiency. Superintending engineers should check the use of motor car by touring officers, particularly sub-divisional officers. When a superintending engineer considers that an officer holding a particular charge need not necessarily maintain a car, he will be absolutely justified in cutting out unnecessary journeys performed by car, from the officer's travelling allowance bill.

(7) Local officers should see that overseers are not called into their headquarters unnecessarily to deal with cases personally, which they should normally dispose of when they are on tour in the overseer's sections.

(8) Where an enhancement of the rationed limit of travelling allowance is considered necessary superintending engineers will decide upon the enhanced limits in accordance with local

conditions. This power is limited to a 20 per cent increase over the existing rationed limit in any individual case, subject to the condition that the budget provision of the circle as a whole is not exceeded.

GRANT OF FIXED TRAVELLING ALLOWANCE TO HOLDERS OF TEMPORARY POSTS

17.6 Sanction for the grant of fixed travelling allowance or conveyance allowance to holders of temporary posts should be demanded at the time of submission of application for the creation of the temporary posts. The letters sanctioning the creation of temporary posts should clearly specify the fixed travelling allowance or conveyance allowance, if any, to be granted to the holders of the posts. Unless this is done, audit officers will refuse to pass such payments.

SPHERE OF DUTY OF VARIOUS CLASSES OF OFFICERS AND STAFF

17.7 (*a*) Unless specifically ordered otherwise, the sphere of duty of the following classes of officers and establishment is the circle/division to which they are attached :—

(1) Superintending engineers.
(2) Executive engineers.
(3) Sub-divisional officers.
(4) Deputy collectors.
(5) Zilladars.
(6) Overseers.
(7) Zilladars' readers.
(8) Sub-divisional readers.
(9) Deputy collectors' readers.
(10) Sub-divisional Clerks.
(11) Executive engineers' camp clerks.

(*b*) The limits of sphere of duty in the following cases are defined as below,—*vide* Serial No. 3 of Rule 15.1 Punjab Services Rules, Volume I, Part I :—

Punjab Government Gazette, Part I, notification No 34162/E/240/28, dated the 16th November, 1950.

(1) Director, Irrigation and Power Research Institute, Amritsar —
(*i*) Punjab, and
(*ii*) Patiala and East Punjab States Union.

(2) Superintendent, Government Central Workshops, Amritsar—

(i) Canal Headworks at Madhopur, Ferozepore, Rupar and Tajewala.

(ii) All work sites on Harike and Bhakra-Nangal Projects where Government Central Workshops, Amritsar, have undertaken works.

(c) Journeys made outside actual charges should be specifically brought to notice in the travelling allowance journals for the convenience of controlling officers when passing the journals.

ADEQUATE AND JUDICIOUS TOURING AND TOUR PROGRAMMES

General

17.81. The efficiency of administration and the redress of legitimate grievances largely depend on adequate and judicious touring by inspecting officers.

The question has two aspects:—

(a) administrative, and

(b) financial.

Both are of great importance and it may appear difficult to reconcile them, but though financial considerations must sometime necessarily give way to administrative expediency, it is particularly necessary to bear in mind that if touring is done systematically not only does the administration benefit but economy in expenditure is also achieved. The best and most economical form of touring is the comparatively long tour with a programme announced in good time beforehand and strictly adhered to. Although it is now and then desirable for officers to pay surprise visits of inspection or make a sudden journey to cope with some local crisis and the sudden "there and back" journey cannot be eliminated from touring, this kind of long tour should be insisted upon as far as possible.

Controlling officers should have no hesitation in using their powers to check excessive expenditure on travelling. The principle should be that the necessity for all journeys involving considerable claims for mileage should be rigorously scrutinised. Disciplinary action should be taken against Government servants who are proved to have abused the Travelling Allowance Rules and if the officer at fault belongs to an All-India or State service the matter, should be reported to the chief engineer.

Overseers and *Zilladars* should be informed beforehand of the tour programmes of all officers. When possible, copies of programmes should be sent direct by the executive engineers to the *Zilladars* and not through sub-divisional officers or deputy collectors, who should also have a copy. The *Zilladars* should pass the information as soon as received to the *lambardars* through *patwaris*. Spare copies of the tour proramme should be sent to the *zilladars* in whose area the officers will tour, so that *patwaris* may be informed without delay.

If any zamindars enquire as to the tour of any officer, the *zilladar* or officer concerned should reply full information.

Letter No. 2099-2112/G/55/98, *dated* 11*th*/13*th August*, 1951, *from the Chief Engineer, Irrigation Works, Punjab, to all Superintending Engineers, Irrigation Branch, Director, Irrigation Research, Punjab, Superintendent, Government Central Workshops, Amritsar, and Secretary, Bhakra Control Board, New Delhi.*

SUBJECT:—*Control on touring of officers.*

The matter has been carefully considered in this office. While the officers employed on running canals are in a position to prepare tour programme in advance, but, in their cases too, frequent changes to meet certain exigencies, e.g., damage caused by floods to a headworks, breach in a main canal or branch, etc., may be unavoidable, this may not be practicable in the case of officers employed on construction of works. All officers employed on running canals may, therefore, please be informed (including superintending engineers, etc.) that prior approval of higher authority must be obtained in writing by them before the tour is actually commenced. So far as the officers engaged in construction works are concerned the matter has been referred to Government for orders on this point but is emphasised that they should also perform their tour with an eye on the most dire need for economy.

Repeated instructions issued by the Government from time to time that unsystematic and unplanned touring is stopped forthwith, should be carefully noted by all with a view to strict compliance. Repeated visits to the same place should be avoided. Travelling allowance journals of all the officers should be carefully scrutinised to ensure that these instructions are being followed in the spirit intended.

To summarize—

(*i*) Haphazard and unplanned touring by officers, which results in waste of time and unnecessary expenditure, should be stopped forthwith. Officers on field duties (employed on running canals) should go out on touring for a week or ten days at a time and when they return to headquarters should stay there for two weeks or so.

(*ii*) No officers should proceed on tour (in the case of running canals only) the necessity for which has not first been accepted by the next senior authority, barring cases of emergency as pointed out above.

(*iii*) Touring should be curtailed to the minimum and only such tours should be undertaken as are really in the interest of the administration.

Unofficial letter No. 8938-*A*-51/4350, *dated the* 15*th October*, 1951, *from the Chief Secretary to Government, Punjab, to all Administrative Secretaries, and all officers in the Punjab Secretariat, copy forwarded by the Chief Engineers Irrigation Branch, Punjab, Director, Irrigation Research, Punjab, Superintendent, Government Central Workshops, Amritsar, Secretary, Bhakra Control Board and Officer-In-charge, Third Party Claims Officer, Amritsar, with his endorsement No.* 3763-78/*E*/55/98, *dated 2nd November*, 1951.

It has been observed that there is a tendency among officers to tour by road between stations connected by rail. This is against the spirit of the instructions issued in this behalf from time to time. In view of the lean finance of the State it is necessary that the expenditure on account of travelling allowance should be curtailed as much as possible. It is accordingly desired that officers while asking for permission to proceed on tour should clearly specify whether they propose to tour by road or rail. It will be for the officer granting permission to see that there are really cogent reasons for granting permission to travel by road. Such permission should be obtained in writing and a copy attached to the memorandum claiming travelling allowance to enable the countersigning officer to grant the necessary certificate for the drawal of road mileage.

Touring by superintending engineers

17.82 Superintending engineers should supply 5 copies of their tour programmes to chief engineer's office except in cases of tours which do not involve absence from headquarters for more than a night or two.

Except when surprise visits are contemplated, two copies of the tour programmes of superintending engineers should also be sent to the tehsil headquarters concerned with a request to post these copies prominently on their noticeboards for the information of all who are interested.

Touring by executive engineers.

17.83 Divisioal Officers, excluding those in-charge of headworks divisions, should be absent from headquarters on tour for not less than 60 days in each half-year (1st March to 31st August and 1st September to 28th Februry). They should stay for at least 2 days and 2 nights consecutively in each bungalow within six months. Unimportant rest-houses where there is neither a telophone nor a telegraph station need not be visited by executive engineers.

These instructions should be taken a s a general guide only and their application, in detail, is left to the discretion of superintending engineers.

Superintending engineer's approval to an officer's travelling allowance bill will suffice to saftisfy audit that the spirit of the rules has been observed.

Touring by sub-divisional officers

17.84 Sub-divisional Officers, excluding those in charge of headworks, sub-division should be absent from headquarters on tour for not less than 90 days in each half-year. They should live in each rest-house in their charge for at least 2 days and 2 nights consecutively in every 2 months and should be continuously absent from headquarters in each tour for a minimum of 6 nights.

Mileages by motor cars and motor cycles are not permitted except under special circumstances, which must be fully explained.

These instructions should be taken as a general guide only and their applications, in detail, is left to the discretion of superintending engineers.

Touring by deputy collectors.

17·85. Deputy collectors should be absent from the headquarters on tour for not less than 120 days in each half-year. A deputy collector may be allowed the use of a motor car, provided it is restricted to such journeys as will facilitate the attainment of the object mentioned above. The deputy collectors are required to submit in advance, copies of their proposed tour programmes to the divisional officers for their information and orders. They should clearly show in their proposed tour programmes which journeys, if any, they intend to perform by car. Executive engineers should carefully scrutinize these programmes and disallow any such journey which they consider to be unnecessary. During their annual inspection of divisional offices, superintending engineers should ascertain whether effective check has been exercised by the executive engineers over their deputy collectors in this respect and if necessary send up a special report on the subject to the chief engineer. This examination will be in addition to the scrutiny which superintending engineers as controlling officers are expected to exercise over the travelling allowance bills of the deputy collectors, attached to their circles, in accordance with Rule 2.109 of the Travelling Allowance Rules (1st edition) (Reprint) before countersigning the bills.

Touring by *zilladars*.

17·86. Zilladars cannot efficiently perform their duties with the aid of a bicycle or motor car and they should not, therefore, be permitted to tour on bicycle or motor cars. Executive engineers should disallow travelling allowance for all such journeys shown in the travelling allowance bills. The zilladars are in recepit of Rs. 60 per mensem as fixed T.A.

CHAPTER 18

Provident Fund and other Service Funds

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CHAPTER 18

Provident Fund and other Service Funds

18-1 THE SECRETARY OF STATES SERVICES (GENERAL PROVIDENT FUND) RULES, DATED MARCH 26, 1943.

(Issued with Government of India, Finance Department No. D-36-S.D.(43), dated the 14th October, 1943, implemented,—*vide* instructions issued with Punjab Government, Home Department, No. 2766-G-44 /33151, dated the 24th April, 1944.)

General

Introduction.

1. (1) These rules may be cited as the Secretary of state's Services (General Provident Fund) Rules.

(2) They shall come into force on 26th March, 1943.

Definitions.

2. In these rules unless the context otherwise requires:—

(1) "Accounts officer" means such officer as may be appointed in this behalf by the Auditor-General of India.

(2) "Act" means the Government of India Act, 1935.

(3) "Anglo-Indian" has the meaning assigned to that expression in paragraph 26 of Part I of the First Schedule to the Act.

(4) "Child" means a legitimate child and in cases where the accounts officer or, if any doubt arises in the mind of the accounts officer, the Solicitor to the Government of India or the Legal Remembrancer (or other corresponding officer) to the Provincial Government, as the case may be, is satisfied that under the personal law of the subscriber adoption is legally recognised as conferring the status of a natural child includes an adopted child.

(5) "Family" means the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of a subscriber, but if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to whom she belongs to be entitled to maintenance, she shall be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber indicates in writing to the accounts officer that she shall continue to be so regarded.

(6) "Fund" means the Secretary of State's Services General Provident Fund.

(7) "Government" means the Governor-General in the case of a person employed in connection with the affairs of the Federation and the Governor of the Province in the case of a person employed in connection with the affairs of a Province.

(8) "Leave" means any variety of leave prescribed in the Fundamental Rules.

(9) "Pay" means the amount drawn monthly by a person as basic pay, overseas pay, special pay, personal pay, judicial pay and language pay, and includes deputation or foreign service pay.

(10) "Year" means financial year.

Persons eligible.

3. Persons appointed by the Secretary of State in Council or the Secretary of State, to a civil service or a civil post under the Crown in India, and persons who hold or have held a reserved post in a substantive capacity, shall be eligible to subscribe to the Fund:

Provided that—

(a) members of the Indian Civil Service, other than non-European members recruited before August, 1914, who have not elected to subscribe to the Indian Civil Services Family Pension Fund,

(b) officers holding a commission in His Majesty's Land Forces or His Majesty's Indian Land Forces or officers of the Royal Indian Navy.

(*c*) members of the Railway Services other than those borne on the pension establishment of State Railways who do not subscribe to the State Railway Provident Fund, and

(*d*) persons who are eligible to subscribe to a Contributory Provident Fund,

shall not be eligible to subscribe to the Fund.

Subscription compulsory or optional.

4. (1) Subscription to the Fund shall be compulsory in the case of Europeans and Anglo-Indians except in the case of officers of the Bengal Pilot Service and the said rules shall have effect and be deemed always to have had effect as though they had been made as so amended.

(2) A person who exercises the option allowed by sub-rule (1) may discontinue subscribing to the Fund at any time, but his right of renewing the subscriptions shall lapse if he discontinues subscribing, except when on leave, more than three times, but notwithstanding such lapse he shall retain his other rights and liabilities as a subscriber to the Fund and no final withdrawal of his deposits shall be allowed except as provided in Rules 21 and 22.

Nomination.

5. (1) Each subscriber shall, as soon as may be, after joining the Fund, send to the accounts officer a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has beome payable, or having become payable, has not been paid :

Provided that if, at the time of making the nomination, the subscriber has a family the nomination shall not be in favour of any person or persons other than the members of his family.

(2) If a subscriber nominates more than one peron under sub-rule (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(3) A subscriber may at any time cancel a nomination by sending a notice in writing to the accounts officer :

Provided that the subscriber shall, along with such notice, and a fresh nomination in accordance with the provisions of this rule.

(4) A subscriber may provide in a nomination—

(*a*) in respect of any specified nominee, that in the event of his predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination ;

(*b*) that the nomination shall become invalid in the event of the happening of a contingency specified therein ; provided that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

(5) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under clause (*a*) of sub-rule (4) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (*b*) of sub-rule (4) or the proviso thereto, the subscriber shall send to the accounts officer a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of this rule.

(6) Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid and operative, take effect on the date on which it is received by the accounts officer.

Instructions.—Nominations under sub-rule (1) should be in such one of the forms set forth in Appendix A to these instructions as is appropriate in the circumstance. When a subscriber who has no family makes a nomination he shall specify in the penultimate column of the relevant form of nomination that the nomination shall become invalid in the event of his subsequently acquiring a family.

Subscriptions.

6. (1) Except as provided in sub-rule (2) of Rule 4 and except during a period of suspension, each subscriber shall subscribe monthly to the Fund an amount (being a sum of whole rupees) fixed by himself for each year :

Provided that—

(a) subscription shall be optional during leave ;

(b) if a subscriber is on duty for a part of a month and on leave for the remainder of that month and has not elected to subscribe during leave, the amount of the subscription payable shall be proportionate to the number of days spent on duty during the month ;

(c) a subscriber on reinstatement after a period of suspension shall have the option of paying in one sum or instalments any sum not exceeding the maximum amount of arrear subscription permissible for that period.

(2) The amount of monthly subscription fixed under sub-rule (1) for any year shall be, in the case of a member of the Indian Civil Service not more than $3\frac{1}{8}$ per cent, and in any other case not less than $6\frac{1}{4}$ per cent and not more than $15\frac{5}{8}$ per cent, of the subscriber's pay on the last day of the preceding year if he is then a subscriber, or, if he commences or recommences subscribing to the Fund during the year, of his pay at the time of such commencement or recommencement :

Provided that—

(*a*) if the subscriber was on leave on the last day of the preceding year and elected not to subscribe during such leave or was under suspension on the said date, the fixation of the monthly subscription shall be based on the pay, to which he was entitled on the first day after his return to duty; and

(*b*) if the subscriber was on deputation out of India on the last day of the preceding year or was on leave on the said date and continues to be on leave and has elected to subscribe during such leave, the fixation of the monthly subscription shall be based on the pay to which he would have been entitled had he been on duty in India :

Provided further that, in the case of a member permitted to serve in the armed forces of the Crown during an emergency, the amount of his subscription to the Fund shall be calculated on the emoluments he would have drawn if he had remained in civil employment, and that subscription to the Fund shall be optional while he is serving out of India.

Instructions

(1) (*i*) Where the subscriber draws pay from a Government treasury in India, the amount of subscription will be such as may be deducted by him from the bill on which he draws his pay for the last month of the preceding year.

(*ii*) If a subscriber commences or recommences subscription to the Fund during the year the amount of the subscription will be such as may be deducted by him from his pay bill for the month in which he commences or recommences his subscription.

(2) (*i*) In the case of a subscriber on leave on the last day of the preceding year who elected not to subscribe durnig such leave or in case of a subscriber who was under suspension on that day, the amount of subscription will be such as may be deducted by him from his first pay bill after return to duty.

(*ii*) In the case of a subscriber on leave on the last day of the preceding year, who elected to subscribe during such leave the amount of subscription will be such as may be deducted by him from his pay bill for the month of March.

(*iii*) Before proceeding on leave the subscriber should intimate to the accounts officer in India whether he wishes to subscribe during leave. No alteration will be permissible in the option so exercised for the perid of the leave. If the subscriber fails to intimate before proceeding on leave he will be deemed to have exercised his option in favour of subscribing during leave and deductions should be made accordingly.

(*iv*) The instructions in sub-paragraph 2(*iii*) will apply *mutatis mutandis* to a subscriber serving out of India in the armed forces of the Crown.

(3) If the subscriber was on foreign service on the 31st March of the preceding year, the amount of the subscription will be based on the pay in foreign service.

(4) Subscriptions to the Fund will be recovered—

(*i*) in respect of pay drawn from a Government treasury in India or a Colonial or Home treasury, by deduction from the pay ;

(*ii*) in respect of sterling overseas pay by deduction in India from the pay ; and

(*iii*) in respect of pay drawn from any other source, in cash, the subscriber remitting the amount direct to the accounts officer.

(5) All subscriptions made by a member together with interest on such subscriptions calculated under Rule 7 should be credited to his account in the Fund.

(7) (1) Except as provided in sub-rule (4), interest at the rate determined for each year according to the method of calculation prescribed by the Secretary of State shall be credited to the account of each subscriber as from the 31st March of each year :

Interest

Provided that if the rate of interest so determined is less than 4 per cent, persons who were subscribers to the Fund on or before the 31st March, 1938, shall be allowed interest at 4 per cent.

(2) Interest shall be credited in the following manners :—

(a) On the amount at the credit of the subscriber on the last day of the preceding year, less any sums withdrawn during the current year—interest for twelve months ;

(b) On sums withdrawn during the current year—interest from the beginning of the current year up to the last day of the month preceding the month of withdrawal ;

(c) On all sums credited to the subscriber's account after the last day of the preceding year—interest from the date of deposit up to the end of the current year ;

(d) The total amount of interest shall be rounded to the nearest whole rupee (8 annas and more counting as the next higher rupee) :

Provided that when the amount standing at the credit of a subscriber has become payable, interest shall thereupon be credited under this sub-rule in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be up to the date on which the amount standing at the credit of the subscriber became payable .

(3) Before the amount at the credit of a subscriber in the Fund is finally paid, his account shall be credited with interest up to the month preceding that in which the payment is made or tendered or up to the end of the sixth month after the end of the month in which he quitted the service or died, whichever of these periods is less.

(4) Interest shall not be credited to the account of a Muhammadan subscriber if he informs the accounts officer that he does not wish to receive it, but if he subsequently asks for interest it shall be credited with effect from the first day of the year in which he asks for it.

Instructions

For the purpose of Rule 7 recoveries will be treated as having been crdited to the Fund on the first day of the month in which they are made but if in cases falling under para (4) (*iii*) of the Instructions under Rule 6 above the amount is not received by the accounts officer before the fifth day of the month, the recoveries will be treated as having been credited on the first day of the next succeeding month.

ADVANCES

Grant of advances.

8. A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the authority specified in this behalf by Government subject to the following conditions :—

(a) no advance will be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it and that it will be expended on one or more of the following objects and not otherwise:—

(*i*) to pay expenses incurred in connection with the prolonged illness of the applicant or of any person actually dependent on him,

(*ii*) to pay for the overseas passage undertaken for reasons of health or education of the applicant or of any person actually dependent on him,

(*iii*) to pay obligatory expenses on a scale appropriate to the applicants' status in connection with marriages, funerals or ceremonies which by his religion it is incumbent on him to perform ;

(b) the authority shall record in writting its reasons for granting the advance ;

(c) an advance shall not, except with the previous sanction of the Government —

(*i*) exceed three month's pay or half the amount at the credit of the subscriber in the Fund, which ever is less, or

(*ii*) unless the amount already advanced does not exceed two-thirds of the amount admissible under sub-clause (*i*),

be granted until at least twelve months after the final repayment of all previous advance together with interest thereon.

Recovery of advances.

9. (1) An advance shall be recovered in such number of equal monthly instalments, each being at sum of whole rupees, not less than twelve nor more than twenty-four as the sanctioning authority may prescribed :

Provided that—

(*a*) no recovery shall except with the consent of the subscriber, be made while he is on leave or while under suspension during which reduced remuneration is drawn ;

(*b*) recovery may be postponed by Government during the recovery of an advance granted to the subscriber otherwise than from the Fund ;

(*c*) a subscriber may if he so desires repay more than one instalment in a month.

(2) If at any time under the provisions of Rule 8 an advance has been made to a subscriber before one previously made has been completely repaid, each advance shall be treated separately for purposes of recovery.

(3) After repayment of the advance, interest thereon equivalent to one-fifth per cent of the advance for each month or part of a month of the period between drawal and complete repayment of the advance and rounded to the nearest whole rupee (8 annas and more counting as the next higher rupee) shall be payable in one instalment or, if the period of repayment exceeds twenty months and if the subscriber so desires, in two equal instalments:

Provided that Mohammadan subscribers whose deposits in the Fund carry no interest shall not be required to pay into the Fund any additional instalments on account of interest on advance granted to them from the Fund.

Instructions.—(1) The advances from the fund can be granted with the sanction of Government in the administrative department concerned.

(2) Recoveries on account of advances will begin on the first occasion on which after the advance is made, the subscriber draws pay for a full month, and will be effected in the manner provided in the instructions under Rule 6 above for realization of subscriptions .

(3) If an advance drawn by a subscriber is subsequently disallowed before repayment is completed, the whole or the balance of the amount shall, with interest at the rate provided in Rule 7 forthwith be repaid or in default be ordered by Government to be recovered from the subscriber's pay or leave salary in one or more instalments as it thinks fit.

WITHDRAWAL FOR INSURANCE POLICIES, ETC.

10. Subject to the conditions hereinafter stated :—

Payment towards policies of insurance or subscritions to a family pension funds.

(a) Subscriptions to a family pension fund approved in this behalf by the Secretary of State or payments towards a policy of life insurance may, at the option of the subscriber, be substituted in whole or in part for subscriptions to the Fund ;

(b) Out of the amount standing to the credit of a subscriber in the Fund, any amount (being sum of whole rupees) may be withdrawn to meet —

(*i*) payments towards a policy of life insurance ;

(*ii*) the purchase of a single payments insurance policy;

(*iii*) the payment of a single premium on subscriptions to a family pension fund approved in this behalf by the Secretary of State :

Provided that no amount shall be withdrawn—

(1) before the details of the proposed policy have been submitted to the accounts officer and accepted by him as suitable ;

(2) to meet any payment or purchase made or effected more than twelve months before the withdrawal;

(3) in excess of the amount required to meet a premium or subscription actually due for payment within six months of the withdrawal,

Instructions.—(1) When a subscriber desires to divert or withdraw money from the Fund to pay subscriptions to an approved Family Pension Fund or a premium towards a policy of life insurance under Rule 10, he shall intimate to his accounts officer on his pay bill or by letter the fact of, and reason for, the reduction or withdrawal of money as the case may be. In the latter case he may also make necessary arrangements with the accounts officer for the withdrawal of money from the Fund.

(2) The accounts officer shall demand periodically to see the receipts or certified copies thereof showing that the amount so withheld or withdrawn has been duly applied. Failing the production of such receipts the matter shall be reported to Government which shall order the recovery of any amount by which subscriptions have been reduced or any amount withdrawn, with interest thereon at the rate prescribed in Rule 7 from the subscriber's pay or leave salary in one or more instalments as it thinks fit.

SCHEDULE

List of approved Family Pension Funds (*Rule* 10).

1. Superior Services (India) Family Pension Fund.
2. Bombay Government Service Family Pension Fund.
3. Bengal and Madras Service Family Pension Fund.
4. General Family Pension Fund .
5. Hindu Family Annuity Fund .
6. Bengal Christian Family Pension Fund .

Adjustments on account of withdrawal.

11. (1) If the total amount of any subscriptions or payments substituted under clause (*a*) of Rule 10 is less than the amount of the minimum subscription payable to the Fund under Rule 6 the difference shall be rounded to the nearest whole repee 8 annas and more counting as the next higher rupee), and paid by the subscriber as a subscription to the Fund.

(2) If the subscriber withdraws any amount standing to his credit in the Fund for any of the purposes specified in clause (*b*) of Rule 10 he shall, subject to his option under clause (a) of that rule continue to pay to the Fund the subscriptions payable under Rule 6.

Conditions governing policies.

12. (1) Government will not make any payments on behalf of subscribers to insurance companies nor take steps to keep the policy alive.

(2) The policy shall be on the life of the subscriber himself or on the joint lives of the subscriber and of his wife and shall, unless it is a policy expressed on the face of it to be for the benefit of his wife and/or his children or any of them, be such as may be legally assigned by the subscriber himself to Government :

Provided that a policy which has been assigned to the subscriber's wife shall not be accepted unless either the policy is first reassigned to the subscriber or the subscriber and his wife both join in an appropriate assignment :

Provided further that subscribers who have taken out policies under Note 1 to Rule 21 (*ii*) or under clause (*b*) of clause (*c*) of Rule 21-A of the rules in force on 31st March, 1936, shall remain subject to the provisions of those rules in so far as policies so taken out are concerned.

(3) The policy may not be effected for the benefit of any beneficiency other than the wife and /or children of the subscriber or any of them and may not be an educational endowment policy, if such policy is due for payment in whole or in part before the subscriber attains the age for superannuation.

Delivery of policy to accounts officer.

13. (1) The policy shall be delivered to the accounts officer within three months or, in the case of an insurance company whose headquarters are outside India, within such longer period as the accounts officer, if he is satisfied by the production of the completion certificate (*interim* receipt), may fix, after the first withholding of a subscription or withdrawal from the Fund in respect of the policy. If it is not a policy expressed on the face of it to be for the benefit of the wife and/or children of the subscriber or any of them, it shall, before delivery, be assigned to Government.

(2) The terms of a policy which has been accepted by an accounts officer for the purpose of being financed from the Fund shall not be altered nor shall it be exchanged for another policy without the prior consent of the accounts officer to whom details of the alteration or of the new policy shall be furnished,

(3) If the policy is not delivered in accordance with the provisions of sub-rule (1), any amount withheld or withdrawn from the Fund in respect of the policy shall with interest thereon at the rate provided in Rule 7, forthwith be paid or, repaid, as the case may be, by the subscriber to the Fund, or in default, be ordered by Government to be recovered by deduction from the pay or leave salary of the subscriber by instalments or otherwise, as it may direct.

(4) Notice of assignment of a policy shall be given by the subscriber to the insurance company and the acknowledgement of the notice by the insurance company shall be sent to the accounts officer within three months of the date of assignment

Restriction on drawal of bonus

14. A subscriber shall not during the currency of the policy drawn any bonus the drawal of which during such currency is optional under the terms of the policy and the amount of any bonus which under the terms of the policy the subscriber has no option to refrain from drawing during its currency, shall be paid forthwith into the Fund by the subscriber or in default recovered by deduction from his pay or leave salary by instalments or otherswise as may be directed by Government .

Return of policy by accounts officer.

15. (1) Save as provided by Rule 19, when the subscriber—

(*a*) quits the service, or

(*b*) has proceeded on leave preparatory to retirement and applies to the accounts officer for reassignment or return of the policy, or

(*c*) while on leave has been permitted to retire or is required to retire on grounds of ill-health and applies to the accounts officer for reassignment or return of the policy, or

(*d*) pays or repays to the Fund the whole of any amount withheld or withdrawn therefrom under Rule 10 on account of an insurance policy, together with interest thereon at the rate provided in Rule 7, the accounts officer shall,—

(*i*) if the policy has been assigned to Government reassign it to the subscriber or, as the case

may be, to the subscriber and the joint assured, and make it over to the subscriber together with a signed notice of reassignment addressed to the insurance company, and

(*ii*) if the policy has been delivered to the accounts officer make it over to the subscriber :

Provided that if a subscriber to whom clause (*b*) or clause (*c*) applies returns to duty any policy so reassigned or made over shall, if it has not matured or been assigned or charged or encumbered in any way, be again assigned to Government and delivered to the accounts officer in the manner provided in Rule 13 and thereupon the provisions of these rules shall, so far as may be, again apply in respect of the policy :

Provided further that if the policy has matured or been assigned or charged or encumbered in any way the provisions of sub-rule 3 of Rule 13 shall apply .

(2) Save as provided by Rule 19, when the subscriber dies before quitting service, the accounts officer shall,—

(*i*) if the policy has been assigned to Government, reassign it to the person legally entitled to receive it, and make it over to him together with a signed notice of reassignment addressed to the insurance company, and

(*ii*) if the policy has been delivered to the accounts officer, make it over to the beneficiary, or if there is no beneficiary, to the person legally entitled to receive it.

16. (1) If a policy assigned to Government matures before the subscriber quits the service, or being a policy on the joint lives of the subscriber and his wife, also assigned to government, falls due for payment by reason of the death of the subscriber's wife, the accounts officer shall, save as provided by Rule 19, proceed as follows:—

(*a*) If the amount assured together with the amount of any accrued bonuses is greater than the whole of the amount withheld or withdrawn from the

Fund in respect of the policy with interest thereon at the rate provided in Rule 7, the accounts officer shall reassign the policy to the subscriber or to the subscriber and to the joint assured, as the case may be, and make it over to the subscriber, who shall immediately on receipt of the policy moneys from the insurance company pay or repay to the Fund the whole of any amount withheld or withdrawn with interest, and, in default, the provisions of sub-rule (3) of Rule 13 shall apply ;

(b) If the amount assured together with the amount of any accrued bonuses is less than the whole of the amount withheld or withdrawn with interest, the accounts officer shall realise the amount assured together with any accrued bonus and shall place the amount so realised to the credit of the subscriber in the Fund.

(2) Save as provided by Rule 19, if a policy delivered to the accounts officer under Rule 13 matures before the subscriber quits the service, the accounts officer shall make over the policy to the subscriber :

Provided that if the interest in the policy of the wife and/or children of a subscriber, or any of them, as expressed on the face of the policy, expires when the policy matures, the subscriber, if the policy moneys are paid to him or the insurance company, shall immediately on receipt thereof pay or rapay to the Fund either—

(a) the whole of any amount withheld or withdrawn from the Fund in respect of the policy together, with interest thereon at the rate provided in Rule 7 or

(b) an amount eqtal to the amount assured together with any accrued bonuses.

whichever is less, and in default the provisions of sub-rule (3) of Rule 13 shall apply.

Instruction.—Assignments under Rule 13 and reassignments under Rules 15 and 16, as the case may be, should be in such one of the forms set forth in Appendix B to these instructions as is appropriate in the circumstances.

17. If the interest of the subscribe in the family pension fund ceases, in whole or in part, from any cause whatsoever, the account of the subscriber in the Fund shall forthwith be reimbursed by the amount of the refund secured by the subscriber from the family pension fund, which amount shall, in default or reimbursement, be deducted from the scriber's pay or leave salary by instalments or otherwise as may be directed by Government.

Procedure when interest in family pension fund ceases.

18. If the policy lapses or is assigned otherwise than to Government under Rule 13. charged or encumbered, the provisions of sub-rule (3) of the said Rule shall apply.

Lapse of policy.

19. If the accounts officer receives notice of—

Notice of irregular assignment or encumberance.

(a) an assignment (otherwise than an assignment to Government under Rule 13), or

(b) a charge or encumberance on, or

(c) an order of a court restraining dealings with the policy or any amount realised thereon,

he shall not make over or reassign the policy as provided in Rule 15 or realise the amount assured by the policy or reassign or make over the policy as provided in Rule 16, but shall refer the matter to Government.

20. If the authority competent to sanction an advance under Rule 8 is satisfied that money drawn from the Fund under that rule, or withheld or withdrawn from the Fund under Rule 10, has been utilised for a purpose other than that for which the money was allowed to be drawn, withheld or withdrawn the amount in question, shall, with interest at the rate provided in Rule 7, forthwith be repaid or paids as the case may be by the subscriber to the Fund or in default be ordered by Government to be recovered from the subscriber's pay or leave salary in one or more instalments as it thinks fit.

Recovery when advances is utilised for another purpose.

FINAL PAYMENT

Recovery of the amount with-drawan.

21. Except as provided in Rule 10, the amount standing to the credit of a subscriber in the Fund shall not be withdrawn untill he quits the service or dies :

Provided that a subscriber who has been granted leave preparatory to retirement, or in the case of one serving in a vacation department, has been allowed to combine vacation with such leave or who, while on leave, is either permitted to retire voluntarily or is required to retire on ground of ill-health may withdraw the amount standing to his credit at any time between the commencement of the leave or vacation as the case may be or the date of such permision or requirement as the case may be and the date of actual retirement, but if he returns to duty he shall, if required to do so by Government, Pay to the Fund the whole or part of the amount withdrawn by him together with interest thereon at the rate provided in Rule 7.A subscriber who exercises the option allowed by this proviso shall not subscribe to the Fund after such withdrawal unless and until he returns to duty.

Instruction.—Where a subscriber has to repay to the Fund under the proviso to Rule 21, the whole or part of the amount withdrawn by him, Government will determine whether the amount should be repaid in one or more instalments and in cash or securities or both.

Final payment.

22. On the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made :—

(1) When the subscriber leaves a family—

(a) if a nomination in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall be paid to his nominee or nominees in the proportion specified in the nomination.

(b) if no such nomination subsists, or, if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family be paid to the members of his family in equal share:

Provided that no shares shall be payable to—

(1) Sons who have attained legal majority ;

(2) sons of a deceased son who have attained legal majority ;

(3) married daughters whose husbands are alive,

(4) married daughters of a deceased son, whose husbands are alive ;
if there is any member of the family other than those specified in clauses (1), (2) (3) and (4) of the proviso :

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempt from the provisions of clause (1) of the first proviso ;

(2) When the subscriber leaves no family , if a nomination in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomicnation relaters shall be paid to his nominee or nominees in the proportion specified in the nomination, and, if no nomination subsists it shall be paid to the person legally entitled to receive it.

Instruction.—(1) The accounts officer will be responsible for making final payments under Rules 21 and 22. If payment is to be made under Rule 22 any person claiming payment

should send a written application to that officer. In a case where there is doubt or dispute, but only with regrard to a portion of the amount standing to the credit of the subscriber the accounts officer should authorise prompt payment of that portion in regard to which there is no dobut or dispute. The persons to whom any amount is payable from the Fund should make their own arrangements to receive payment in India.

(2) If the person to whom any payment is to be made from the Fund is a lunatic, payment should be made to the authority entitled under the law to receive payment on his behalf

(3) Sums not claimed for a period of six months after they have become payable will, at the end of the year, be transferred from the account head "General Provident Fund" to the account head "Deposits" and treated under the ordinary rules relating to deposits. Such transfer does not, however, affect the fiduciary capacity in which the sums are held by Government.

Payment in rupees.

23. All payments from the Fund shall be made in India in rupees.

MISCELLANEOUS

Transfer of amount from other Provident Funds.

24. If a person who is a subscriber to any other Government Provident Fund which is a non-contributory Provident Fund is permanently transferred to pensionable service under the rule-making control of the Secretary of State, the amount of subscriptions together with interest thereon standing to his credit in such other fund at the date of transfer shall be transferred to his credit in the Fund.

Statement of account.

25. As soon as possible after the close of each year, each subscriber shall be supplied with a statement of his account in the Fund which shall show the opening balance as on 1st April of the year, the total amount credited or debited during the year, the amount of interest credited as on the 31st March of the year, and the closing balance as on that date.

Instructions.—The accounts officer will assign a number to the account of each subscriber, and when paying subscriptions in India, the subscriber should quote this number,

(2) Subscribers are required to satisfy themselves as to the accuracy of annual statements. Errors, if any, should be brought to the notice of the accounts officer within six months of receipt of statements. If no statement is received by the 1st of October, the subscriber should communicate with the accounts officer.

(3) The accounts officer shall, if required by a subscriber, once, but not more than once, in a year, inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

Governor-General and Governor.

26. (1) Until the commencement of Part II of the Government of India Act (1935) references in these rules to the Governor-General shall be construed as references to the Governor-General in Council.

(2) In the discharge of his functions under these rules the Governor shall exercise his individual judgement.

Repeal of G.P.F. Rules.

27. The General Provident Fund (Superior Civil Services) Rules are hereby repealed.

PAYMENT OF GENERAL PROVIDENT FUND BALANCES

18.2. I—Officers whould see that, with a view to avoid any delays in the payment of balances in the General Provident Fund to subscribers, the requirements of Accountant-General, Punjab's General letter No. 8, dated the 18th July, 1922 (reproduced below) regarding intimation of dates of death or retirements of subscribers to the Fund, whether gazetted or non-gazetted, are strictly complied with.

II—The initiative must come from the interested party and in the case of application for a refund made through the officers of this department it should be seen that the following particulars are invariably given :—

(*i*) The number of the General Provident Fund account as assigned by the audit office.

(*ii*) The actual date of retirement, resignation, dismissal or death of the subscriber.

(*iii*) A certificate from the sanctioning authority referred to in Rule 2 of Appendix B to the

Punjab General Provident Fund Rules stating whether any advance from the fund was granted to the subscriber during the previous 12 months and, if so, full particulars of the advance.

(*iv*) The amount of the last fund deductions, with the No. and date of the treasury voucher from which it was deducted.

(*v*) The name of the treasury at which payment of the Provident Fund money is desiresd. With a view to facilitate the indentification of a non-gazetted Government sevant the following documents may be furnished in addition :—

(1) Personal marks of identification of the payee.
(2) Specimen signature of the payee.
(3) Thumb and fingers impressions of the left-hand of the payee.

These documents should be attested by an authority who is competent to attest such documents in the case of gratuity payments. These documents need not be furnished if the payment is desired through the head of office and not direct at treasury.

(*vi*) In case of leave preparatory to retirement, whether the officer desires to with draw the deposit before the actual date of his retirement in terms of Rule 29 of the Punjab General Provident Fund Rules. If so—

(*a*) the date of commencement of leave;
(*b*) the date on which he will actually retire;
(*c*) in case of officers proceeding to England on leave preparatory to retirement, whether they desire to receive payment through their agents in India or by means of sterling bills in England. In the latter case they shall have to satisfy the Government of their intention to reside after retirement in a country where rupee is not a legal tender.

(*vii*) (*a*) In the case of dismissal, whether the subscriber has filed or intends to file an appeal. If the appeal has been rejected, the date of its rejection.

(*b*) If no appeal has been filed yet, the date on which the appeal becomes time-barred.

(*viii*) A certificate stating whether any advance from the Fund was taken by the subsciber for payment of insurance premium during the previous 12 months ; if so, full particulars of the advance

(*ix*) Present address of the subsciber.

(*x*) In the case of resignation the following information :—

(*a*) Whether the resignation has been accepted.

(*b*) In the case of discharge, the reasons for the same.

Note.—Similar information may also be furnished to the Accountant-General, Punjab in respect of subscribers to the Punjab Contributory Provident Fund.

III—Paragraphs 19.13 to 19.15 of this Manual equally apply in the case of applications referred to in II above.

General letter No. 8, *dated* 18*th July*, 1922, *from the Accountant-General, Punjab, to all Heads of Offices and Departments in the Punjab and North-West Frontier Province, Civil and Public Works Department.*

I HAVE the honorur to state that delay sometimes takes place in making payment of the General Provident Fund deposits to the nominees of deceased subscribers or to the subscribers themselves when they have retired from Government service. This delay is mainly due to the fact, that in the case of the death of a subscriber information is not received in my office soon after the event takes place, while in the case of retirements this office gets the information either at the time of verification of service when it is too early to take any action for making the repayment of General Provident Fund money, or at the time the application for pension is received by which time in many cases the deposits should have already been repaid. To obviate this delay and consequent inconvenience to subscribers, I have the honour to request that you will be so good as to report to this office, in future, the death or retirement of a subscriber to the General Provident Fund, whether gazetted or non-gazetted, immediately the event takes place or comes to your notice. On receipt of this information immediate steps will be taken in this office to facilitate the repayment of the General Provident Fund deposits as early as practicable.

APPENDIX A

(Referred to in Rule 5 under para 18.1)

FORM OF NOMINATION

I. When the subscriber has a family and wishes to nominate one members thereof

I hereby nominate the person mentioned below, who is a member of my family has defined in Rule 2 of the Secretary of State's Services (General Provident Fund) Rules, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid :—

Name and address of nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber

Dated this———————day of———————19 .

at———————.

Signature of subscriber———————

Designation———————

Two witness to signature :—

1. ———————

2. ———————

II. When the subscriber has a family and wishes to nominate more than one member thereof

I hereby nominate the persons mentioned below, who are members of my family as defined in Rules 2 of the Secretary of State's Services (General Provident Fund) Rules, to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names —

Name and address of nominees	Relationship with Subscriber	Age	*Amount or shares of accumulations to be pid to each	Contingencies on the happening of oich the nomination shall become invalid	Name, address and relationship of person, if any to whom the right of the nominee shall pass in the event of his predeceasing the subscriber

Dated this———————day of———————19 ,

at———————.

Signature of subscriber———————

Designation———————

Two witnesses to signatures:—

1. ———————.

2. ———————.

*NOTE.—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any Time.

III. When the subscriber has no family and wishes to nominate one person.

I, having no family as defined, in Rule 2 of the Secretary of State Services (General Provident Fund) Rules, hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the fund, in the event of my death, before that amount has become payable, or having become payable has not been paid :—

Name and address of nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber

Dated this ——— day of ——— 19 ,

at ———.

Signatures of subscriber———

Designation———

Two witnesses to signature :—

1. ———

2. ———.

IV. When the subscriber has no family and wishes to nominate more than one person

I, having no family as defined in Rule 2 of the Secretary of State's Services (General Provident Fund) Rules, hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death, before that amount has become payable, or having become payable has not been paid, and direct that the amount shall be distributed among the said persons in the manner shown below against their names:—

Name and address of niminee	Relationship with subscriber	Age	*Amount of shares of accumulations to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, address and relatinship of person, if any to whom the right of the nominee shall pass in the event of his predecessing the subscriber

Dated this——————— day of———————19 ,

at———————.

Signature of subscriber———————

Designation———————

Two witnesses to signature :—

1. ———————.

2. ———————.

*NOTE.—This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any Time.

APPENDIX B

(Referred to in Rule 16 under para 18.1)

FORM OF ASSIGNMENT

(1)

I, A.B., of ————hereby assign unto the Governor of the Punjab the within policy of assurance as security for payment of all sums which under Rule 18 of the Secretary of State's Services (General Provident Fund) Rules, I may hereafter become liable to pay to that Fund.

I hereby certify that no prior assignment of the within policy exists.

Dated this————————day of ————————19 ,

at————————.

Signature of subscriber————————

Designation————————

One witness to signature :—

————————.

(2)

We, A.B., (the subscriber), of————————and C.D., (the joint assured), of————————in consideration of the Governor of the Punjab aggreeing at our request to accept payments towards the within policy of assurance in substitution for the subscriptions payable by me the said A.B., to the General Provident Fund (or, as the case may be, to accept the withdrawal of the sum of Rs.————, from the sum to the credit of the said A.B., in the General Provident Fund for payment of the premium of the within policy of assurance), hereby jointly and severally assign unto the said Governor of the Punjab the within policy of assurance as security for payment of all sums which under Rule 18 of the Secretary of State's Services (General Provident Fund) Rules the said A.B. may hereafter become liable to pay to that Fund.

we hereby certify that no prior assignment of the within policy exists.

Dated this————————day of————————19 ,

at————————.

Signature of subscriber and the joint assured ————————

One witness to signature :—

————————.

(3)

I, C.D., wife of A.B., and the assignee of the within policy, having at the request of A.B., the assured, agreed to release my interest in the policy in favour of A.B., the assured assign the policy to the Governor of the Punjab who has agreed to accept payments towards the within policy of assurance in substitution for the subscription payable by A.B., to the General Provident Fund, hereby at the request and by the direction of A.B., assign and I the said A.B. assign and confirm unto the Governor of the Punjab the within policy of assurance as security for payment of all sums which under Rule 18 of the Secretary to State's Services (General Provident Fund) Rules the said A.B., may hereafter become liable to pay to the Fund.

We hereby certify that no prior assignement of the within policy exists.

Dated this——————————day of——————————19 ,

at——————————.

Signature of the assignee and the subscriber——————————

One witness to signature :—

——————————.

OR

(*i*) Cancellation of any assignment in favour of wife ;

(*ii*) Execution of an assignment in favour of the subscriber and his wife as joint tenants in the followig form :—

I (here state name and description of the assured) do hereby assign and transfer the benefit of the within policy and all moneys receivable thereunder or in respect thereof to myself and my——————————(here state relationship and name) to hold the same unto myself and the said——————————of survivor as joint tenants and, I declare that on the death of either, the receipt

of the survivor shall be a sufficient discharge to the insurance company within named.

Dated this——————day of——————19 ,

Witnesses :—

1. ——————.

2. ——————.

——————
(Signature)

and

(*iii*) Execution of an assignment by the a subscriber and his wife in form No. 2 in favour of Government.

NOTE.—The assignment may be executed on the policy itself either in the subscriber's handwriting or in type, or alternatively a typed or printed slip containing the assignment be pasted on the blank space provided for the purpose on the policy. A type or printed endorsement must be duly signed and if pasted on the policy it must be initialled accross all four margins.

FORMS OF REASSIGNMENT

(1)

All sums which have become payable by the above-named A.B. under Rule 18 of the Secretary of State's Services (General Provident Fund) Rules having been paid and all liability for payment by him of any such sums in the future having ceased, the Governor of the Punjab doth hereby reassign the within policy of assurance to the said A.B. and C.D./A.B.

Dated this——————day of——————19 ,

Executed by——————

Accounts Officer of the Fund for and on behalf of the Governor of the Punjab in the presence of

X Y

(Signature of the Accounts Officer).

Y.Z.

(One witness who should add his designation and address).

(2)

The above named A.B. having died on the ———————— day of ————————19 , the Governor of the Punjab doth hereby reassign the within policy of assurance to C.D., (Full particulars of person legally entitled to receive the policy).

Dated this————————————day of————————————19

Accounts Officer of the Fund for and on behalf of the Governor of the Punjab in the presence of

X Y

(Signature of the Accounts Offocer).

Y.Z.

(One witness who should add his designation and address.)

(3)

The Governor of the Punjab doth hereby reassign the within policy to the said A.B./A.B., and C.D.

Dated this————————————day of————————————19 ,

Executed by————————————

Accounts Officer of the Fund for and on behalf of the Governor of the Punjab in the presence of

X Y

(Signature of the Accounts Officer).

Y. Z.

(One witness who should add his designation and address).

CHAPTER 19

Pensions

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CHAPTER 19

Pensions.

APPLICATIONS FOR AND GRANT OF PENSIONS

Procedure to be adopted in regard to applications.

19.11. All officers shall give personal attention and do everything in their power for the prompt settlement of claims to pensions or gratuites and death-cum-retirement gratuity. In particular the following points should be borne in mind in dealing with these claims :—

(*a*) The verification of services should ordinarily be taken up six months before an officer retires and should be completed in communication with the accounts officer, so that all preliminary steps may be ready before actual retirement. There are often cases in which further steps on the part of heads of offices to complete the verification are necessary, after receipt back from the accounts officer of the history or statement of services.

See Article 907(b), Civil Services Regulations
Rule 9.5 (b), Punjab Civil Services Rules, Volume II,

(*b*) The application for pension should be submitted by the officer concerned at least six months before he is due to retire. The superintending engineer or the divisional officer, as the case may be, should go carefully through the record of the officer concerned and give his recommendations as to the amount of pension that should, in his opinion, be granted with reference to Article 470 of the Civil Services Regulations / Rule 6.4 of the Punjab Civil Services Rules, Volume II read with letter No. 19010 (Financial), dated 18th October, 1917, from the Financial Secretary to Government, Punjab.

(*c*) Any enquiries made and information asked for by the accounts officer in connection with pension matters should be promptly and satisfactorily answered. The defects and irregularities pointed out by the audit office in the statement of service should be completely attended to.

(*d*) There should be a freer resort to the grant of anticipatory pension. Whenever delay is likely to occur, application should be submitted for an anticipatory pension, with a declaration in the form prescribed in Article 925 of the Civil Services Regulations / Rule 9.13 of Punjab Civil Services Rules, Volume II. In this connection attention is invited to Article 928 of the Civil Services Regulations / Rule 9.16 of Punjab Civil Services Rules, Volume II

(*e*) In any case in which there has been any undue delay in undertaking or completing the verification of an officer's service, a special explanation should be furnished for the information of Government through the accounts officer concerned.

(*f*) The pension application should be completed and signed in all places provided for the purpose : in the case of a non-gazetted officer, the application should bear on page 1 impressions of the applicants left hand thumb and fingers, and should be accompanied by similar impressions on a separate sheet of paper. These impressions should always be taken before an applicant leaves the office, and not delayed until he attends the office again for the purpose. A dated application for pension written by the applicant himself (Articles 906 and 930, Civil Services Regulations / Rules 9.3 and 10.1, Punjab Civil Services Rules, Volume II) should also accompany the application. The statement of service prepared in the audit office should accompany the pension application, together with the applicant's service book, which must be posted up to date and should contain a final entry recording retirement.

(*g*) A clear last pay certificate should be sent after adjusting all outstandings due to or from the applicant.

(*h*) If the application is for an invalid pension or invalid gratuity, a medical certificate, as prescribed in Article 442 to 447-A, Civil Services Regulations / Rules 5.12, 5.13, 5.19 to 5.26, Punjab Civil Services Rules, Volume II is necessary, unless the applicant is 60 years of age or upwards. Care should be taken to see that the invaliding certificate is in the prescribed form and correctly filled up, and that two out of the three items A, B and C in the form regarding the degree of incapacity are properly scored out.

(*i*) In the case of an officer whose service has had to be wholly or partly verified in terms of Articles 908 (d) and (e), Civil Services Regulations / Rule 9.6 Punjab Civil Services Rules, Volume II all documents with their English translations (whenever necessary), should accompany the pension application.

(*j*) The length of qualifying and non-qualifying service should be worked out correctly. Calculations for pension should be based on the length of qualifying service only.

(*k*) Average emoluments should be worked out strictly in accordance with Article 487 of the Civil Services Regulations / Rule 6.24, Punjab Civil Services Rules, Volume II The statements showing the calcultions of the average emoluments and pension should also be submitted with the pension papers.

19.12. The applicant for pension should be required to furnish a certificate in the following form prescribed by the Government of India letter No. 210-C.S.R.-24, dated 18th October, 1926, to all Provincial Governments and local Governments :—

Certificate to be furnished by the applicant

"I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon".

If the applicant has already received a gratuity or is in receipt of a pension and death-cum-retirement gratuity, the certificate should, of course, be suitably altered.

Prompt disposal of pension papers.

19.13. Divisional accountants, head clerks, of divisional offices, superintendents of circle offices, and superintendents of establishment sections in the Secretariat will be held responsible for seeing that clauses (*a*), (*b*) and (*c*) of paragraph 19.11 are duly complied with and that no undue delay takes place in the preparation and completion of the pension papers of the individuals whose date of retirement has been fixed.

Cases of delay inthe sanction of pensions are brought to the notice of Government by the Accountant-General, Punjab, and the Government will be compelled to regard with severe displeasure any departure from these instructions that is brought to notice. Even if the Accountant-General, Punjab does not report a case, the head of the office concerned should take disciplinary action against any Government servant to whose neglect in observing these instructions, delay in dealing with applications for pensions results.

Quarterly statement to be submitted to superintending engineer.

19.14. In order to facilitate and expedite the scrutiny of pension papers by divisional officers, a statement in the form given below should be submitted to the superintending engineer every quarter giving the name or names of those who have taken or applied for pension during the quarter, Similar return should be submitted by superintending engineer to chief engineer every half-yearly :—

Statement showing disposal of applications for Pensions or Gratuity and Death-cum- Retirement Gratuity.

Serial No.	Name of applicant	Designation	Action taken	Remarks

Note.—A name is not to be taken off this return until the case is finally settled.

Typical defects in pension papers.

19.15. The following are typical defects in pension papers submitted to the Accountant-General, Punjab :—

(*i*) The last pay certificate is not sent, or if sent, is defective.

(*ii*) The specimen signature or the finger impression slips are not sent or the declaration prescribed in Government of India, Finance Department No. 210-C.S.R. 24, dated 18th October, 1926, is not attached.

(*iii*) Service books when sent to the Accountant-General are often incomplete in that all entries have not been made or existing entries are not corrected where necessary and corrections are not attested.

(*iv*) Sanction is sometimes accorded by an authority other than the competent authority.

(*v*) Sanctions are sometimes found incomplete because :—

(*a*) provisions of Article 922, Civil Service Regulations / Rule 10-10 (a), Punjab Civil Services Rules, Volume II are not incorporated in the sanction, or

(*b*) date from which the pension has effect is not mentioned , or

(*c*) the amount is not definitely stated.

(*vi*) Certificate of verification of service (not originally verified) is not attached.

(*vii*) All columns in the pension application form are not filled up and details of service are often incomplete.

(*viii*) No attention is paid to the objections incorporated in the certificate and report on the case issued by the office of the Accountant-General, Punjab.

(*ix*) All necessary documents which should be submitted to the Accountant-General, Punjab, with the authority of sanction are not sent.

Procedure relating to payments.

19.16 A copy of Punjab Government, Finance Department, letter No. 26330-F, dated 25th November 1924, is reproduced below for general information and guidance :—

Letter No. 26330-F, dated 25th November, 1924, from the Secretary to Government, Punjab, Finance Department, to all Heads of Departments.

SUBJECT :—*Procedure relating to the payment of pensions.*

The attention of the Government of India has been drawn to the desirability of improving the procedure relative to the payment of pension in view of a case which recently happend of payment to a wrong person on account of mistaken identity.

(2) It appears that in applications for pension, proper names are frequently illegible, and consequently there is a possibility of mistakes occurring in payment. The Government of India have accordingly issued instructions that in order to prevent such mistakes the details recorded against items 1,2, 3, 4 and 14 of Form No. 25, Civil Services Regulations / Pension I, Punjab Civil Services Rules, Volume II items 1 and 2 of *Form No.* 26 and items 1, 4, 8, and 14 of Form No. 22 / Form No. Pen. 2 should be entered in block capitals by heads of offices or other officers concerned. I am directed by the Governor in Council to request that)in future heads of offices and others concerned will personally see that the details enumerated above are so filled in.

(3) The procedure indicated in Article 328, Civil Account / Rule 4.95, Sub-Treasury Rules Code, Volume II / Punjab Handbook No. 1 is also susceptible of improvement. According to existing procedure when a pensioner presents himself to draw his pension for the first time, the treasury officer takes his signature on the collector's half of the pension payment order. As regards literate pensioners, it seems unsafe to depend entirely upon personal marks as these are often scanty and somewhat indeterminate. A fraudulent pensioner having passed muster on the first occasion will have no further trouble, since his signature on the receipts will ever after be compared with the signature he gave on his first appearance. As the existing procedure is defective, the Government of India have decided that in future when completing the pension application form the head of the office should take two spare copies of the applicant's signature. These should be sent to

The most essential conditions which must be satisfied in such cases are —

(*a*) that the service should have been sufficiently long to have earned a pension.

(*b*) that where the service is not sufficiently long the concession under this rule can be granted in most exceptional circumstances only ; and

(*c*) that in both (*a*) and (*b*) it is not enough to show that the service has been uniformly good : the service must have been of a character not ordinarily expected from the incumbent of the particular post.

In applying these principles the entire service must be carefully scrutinized whether it is wholly non-qualifying for pension or partly non-qualifying and partly qualifying. In other words, it is not merely the non-qualifying service which should come under review and consideraion.

Reduction of Pension

19.3. (1) The grant of a pension is a matter of grace and not of right and the full pension admissible under the rules is not be to granted as a matter of course unless the service rendered has been really approved. If the service has not been thoroughly satisfactory, the authority sanctioning the pension should make such reduction in the amount as it thinks proper under Rule 6.4 Punjab Civil Services Rules, Volume II. No order sanctioning a pension should thus be passed unless the sanctioning authority has first examined the personal file or character book of the official and satisfied himself that there are no entries therein rendering it desirable to take action under the above-quoted rule. This will cover cases in which the integrity of an official has been in question.

(2) In the case of those Government servants who entered the service of the Punjab Government prior to 31st July, 1939, a pension once sanctioned cannot be reduced or withheld for misconduct committed prior to retirement. Steps should, therefore, be taken to ensure that an officer concerned in any loss or irregularity which is the subject of an enquiry is not inadvertently allowed to retire on pension while the enquiry is in progress and accordingly when a pensionable Government servant is concerned in any irregularity or loss, the authority investigating the case should immediatley inform the accounts

officer responsible for reporting on his title to pension and the authority competent to sanction the pension, and it will be the duty of the latter to make a note of the information and to see that pension is not sanctioned before either a conclusion is arrived at as regards the Government servant's culpability or it has been decided by the sanctioning authority that the result of the investigation need not be awaited.

(3) A claim against a Government servant may become known and the question of making recovery may arise :—

(*A*) when the pension is not yet sanctioned ;

(*B*) after the pension has been sanctioned.

The claim may be one or other of the following :—

(i) Recovery as a punitive measure in order to make good the loss to Government as a result of negligence or fraud ;

(ii) Recovery of other Government dues such as over issues of pay, allowances or leave salary, or house rent, premium for postal insurance and advances of various kinds ;

(iii) Recovery of non-Government dues.

(4) In case of (*a*), none of the recoveries (i) to (iii) may be effected by a reduction of pension about to be sanctioned except :—

(*a*) when an officer's service has not been thoroughly satisfactory in which case a reduction may be made under Rule 6.4., Punjab Civil Services Rules, Volume II. The fact that the loss was casued by negligence would in itself justify holding that service has not been wholly satisfactory;

(*b*) when the pensioner has agreed that the recovery be made. Otherwise sums admittedly due to Government, may not be recovered from pension. Recovery in such cases can only be effected by going to a court of law, if necessary.

(5) in case of (B) none of the recoveries (i) to (iii) can be effected except with the express consent of the pensioner.

the Accountant-General concerned who would retain one copy in his office and paste the other copy on the disbursing officer's half of the pension payment order. The treasury officer will then be in a position to compare the pensioner's signature on his first appearance with a signature known to be genuine.

Principles underlying the operation of Rule 3.19, Punjab Civil Services Rules Volume II.

19.21. Under Rule 3.19, Punjab Civil Services Rules, Volume II, a Government servant transferred from a temporary to a permanent post can count his service in the temporary post if, though at first created experimentally or temporarily, it eventually becomes permanent.

When it is proposed to count temporary service under this rule in accordance with the general principles setforth in the Civil Services Rules, a list should be prepared in the form annexed and forwarded to the Accountant-General, Punjab, for verification. The following instructions should be observed in preparing this list :—

(*i*) The number of permanent posts sanctioned or increased and the names of temporary men brought on the permanent establishment in the particular revision of cadre or limiting scale should be given.

(*ii*) Only that number of temporary men in order of seniority brought on to the permanent establishment should be given as the number of posts sanctioned or increased in the particular revision.

(*iii*) Only that service will count towards pension which was rendered in posts which were created temporarily or experimentally in the first instance and made permanent in the revision, provided that the service is continuous and the number of temporary posts in no case exceeds the number of permanent posts increased or sanctioned.

(*iv*) Temporary men employed against casualty vacancies do not count their service under this rule.

(*v*) Names of men who held the posts from the date of their creation to the dates shown in column 10 of the list should be stated.

(*vi*) The number of temporary posts brought on to the permanent establishment should be shown in column 4.

LIST OF———BROUGHT ON TO THE PERMANENT ESTAB - LISHMENT AGAINST THE APPOINTMENTS CREATED IN THE REVISED SCALE OF———AND THOSE IN WHICH A CORRESPONDING REDUCTION WAS MADE IN THE TEMPORARY APPOINTMENTS IN THE———————————CIRCLE.

Revised scale sanctioned		Increase and decrease			Particulars of the men brought on the permanent establishment					
Authority	Date from which sanctioned	Increase in permanent appointments showing number ineachgrade	*Decrease in temporary appointments*		Serial No.	Name	Date from which appointed tothe permanent establishment quoting authority for permanent appointment	Date of appointment to temporary establishment	Date of appointment to the temporary post which subsequently became permanent	Date from which temporary service counts under Rule 3.19 Punjab Civil Services Rules, Volume II	Remarks, i.e., resigned, retired, died, etc., with dates
			Number of posts	Date on which the temporary post was originally created (quoting Government orders)							
1	2	3	4	5	6	7	8	9	10	11	12

Principles under lying the operation of Rule 3.13 Punjab Civil Services Rules, Volume II.

19.22. Ordinarily—no pension is admissible unless service is substantive and permanent under Government,—*vide* Rule 3.12, Punjab Civil Service-Rules, Volume II. Under Rule 3.13 *ibid*, however, Government may in individual cases allow service (i.e., service other than substantive and permanent) to count for pension but this is to be done subject to such conditions as Government may think fit to impose in each case. The service which may be allowed to count for pension under this rule, is that which under the person rules does not qualify for pension. It may be :—

(*a*) entirely temporary ; or

(*b*) some of it may be temporary and some qualifying for pension.

(6) The part or whole of the pension may be withheld under Rule 2.2 (*a*), Punjab Civil Services Rules, Volume II, on account of crime or misconduct occurring after the pensioner has retrired from Government service. This rule does not cover a reduction of pension for purposes of retrieving loss caused to Government as a result of negligence or fraud occurring before retirement.

(7) Heads of offices are responsible for seeing that the last pay or leave salary prior to retirement shall not be paid until it is clear that a retiring Government servant has no outstanding dues to Government—Rule 9.15 (1) of the Punjab Civil Services Rules, Volume II.

(8) Sometimes it is not practicable to ascertain in time, all the outstanding dues, while sometimes dues may exceed the amount of last pay or leave salary. In such cases, it is the duty of heads of offices (in consultation with the treasury and audit officers in respect to gazetted officers) to bring promptly to the notice of the audit office all outstanding amounts by a separate communication stating in detail the nature of the recovery and why it has not been possible to effect it from last pay or leave salary. The outstanding amount shou d also be completely noted on the last pay certificate in sufficient detail with reference to the correspondence with the audit officer and if the recovery is to be effected from pension, it should be clearly recorded on the last pay certificate itself that the request or express consent of the pensioner in writing to effect recovery from his pension has been obtained.

(9) Punitive recovery can only be made indirectly by sanctioning a reduction in the amount of pension permanently and not as a temporary measure (for a limited period). To sanction full pension and to effect punitive recovery directly either in lump-sum or by instalments would not technically be covered by the rules. No attempt should thus be made to equate the amount of loss caused to Government with the amount of reduction.

Conditions of award of special additional pensions.

19.4. (*1*) The Governor-General or the Governor, as the case may be, acting in the exercise of his individual judgment should review annually the service rendered by each officer in the previous year in a post qualifying for additional pension and come to a decision whether the officer's service is to be regarded as qualifying for such pension. Use may be made for this purpose of the annual confidential reports on the officers work or of special reports obtained *ad hoc*.

(Extracted from Government of India letter No. F.I. (2)-R, II/39, dated 13th November, 1940 as approved in India Office letter No. S & G. 1654/41, dated 17th September, 1941).

(*ii*) If the Governor-General or the Governor (as the case may be) decides that the work of an officer was such as to justify his reversion or compulsory retirement, action should be taken to revert him or to order his retirement. In other cases where the officer's work does not come up to the required standard, a warning should be issued to him that his work in the previous year has not been considered satisfactory and that though the final award of additional pension will depend on the service rendered by the officer in the post as a whole, his additional pension for that year and for future years will be liable to reduction or refusal unless certain defect/s, which should be specified, is/are remedied. As a corollary, the officer against whom action has not been taken on the lines indicated above should be deemed to be entitled to the special additional pension for his previous year's service.

(*iii*) Before the special additional pension is finaly awarded, an officer's service in posts qualifying for such pension should be reviewed as a whole when he retires or is about to retire. If in any case it is decided that the award of an amount less than the maximum admissible would be justified, a recommendation to that effect should be made to the Secretary of State for his orders under section 247 (6) of the Government of India Act, 1935. The recommendation should state the reasons for making the smaller award and should be sent through the Government of India who will forward it to the Secretary of State with the views of the Union Public Service Commission and their own opinion.

(*iv*) The amount of reduction will be decided by the Secretary of State in each case but it will be useful to adopt the working rule that the reduction should be the same proportion of the maximum additional pension admissible as the years of unapproved service bear to the total service rendered in qualifying posts.

Invaliding of officials.

19.51. (*i*) Every applicant for invalid pension or gratuity shall appear for examination before the Standing Medical Board at Amritsar or the Invaliding Committee, Ambala, according to the district in which he is serving as shown in the annexed schedule, unless he is a class IV Government servant as defined in Article 396 of the Civil Service Regulations. Rule 342, Punjab Civil Services Rules, Volume II or is certified by a commissioned medical officer or medical officer in charge of a district, to be

unable to travel on account of physical or mental incapacity. In these cases, except when a second opinion is considered necessary under the provisions of Article 442 (d) of the Civil Services Regulations, Rule 5.19(d), Punjab Civil Services Rules, Volume II and can conveniently be obtained an invalidment certificate by a single commissioned medical officer or medical officer in charge of a district may be submitted, the sanctioning authority being left to decide in each case whether or not the applicant should be required to undergo further examination.

(*ii*) The Director, Health Services, will arrange for the assembling of the Medical Board and Committee once a month and see that heads of departments and offices are duly informed, when the arrangements are complete, of the date on which applicants for invalid pension or gratuity should be sent for examination, and the place and hour at which they should appear.

The Standing Invaliding Committee at Ambala and on other suitable centres, will assemble on the first Friday of each month at 10.30 a.m. at the office of the civil surgeon, provided that three days' clear notice has previously been given to the civil surgeons of those stations by the head of the department or office to which the applicant or applicants belong.

The Standing Medical Board at Amritsar will meet on the first and third Saturday in each month at 10 a.m. at the office of the Civil Surgeon, Amritsar, on a similar application being made to the Director, Health Services, Punjab.

The above days and timings are, however, liable to alteration, and application should be made to the Director, Health Services, Punjab in order to avoid error.

In the absence of the notice referred to above a committee will not assemble.

In cases of urgency a special meeting of a committee may at any time be summoned.

(*iii*) The applicant must, in the first instance, be examined by the civil surgeon or other officer in medical Charge of the district in which he is serving, or by some other medical officer of not less standing. The civil surgeon or other medical officer will state his opinion in one or other of the prescribed forms of

certificate, and after noting on the reverse of the certificate the personal marks of the applicant for purposes of identifications, forward it and the statement (if any) of the medical case and treatment adopted to the head of the applicants office or Department, who will make over the papers to the applicant with instructions to present himself before the Board or Committee with them, and simultaneously give the Board or Committee notice by means of a nominal roll in the annexed form which should be sent under a covering docket addressed to the civil surgeon of the district at which the Board or Committee meets. The recommendation of the Board in each case, together with the medical certificate and connected papers, will be forwarded direct to the head of the office or department to which the applicant belongs.

(*iv*) Medical certificates of incapacity for further service shall be drawn up in the prescribed forms.

(*v*) Attention is invited to the orders contained in relating

Articles 442(f), 443(a), (b) and (c) and 444, Civil Service Regulations

Rules 5.20, 5.21, 5.22, 5.24 and 5.25 Punjab Civil Services Rules, Volume II

to medical certificates.

NOMINAL ROLL OF————UNDER ORDERS TO APPEAR BEFORE THE STANDING MEDICAL BOARD AT AMRITSAR

THE ————————

Invaliding Committee————————

Name	Father's name	Recorded date of birth by Christian era	Employment	Length of service counting for pension or gratuity	Amount of pension or gratuity to which the person is supposed to be entitled	Remarks
1	2	3	4	5	6	7

Dated ————————

The ————————

Signature and Designation of Head of Office

SCHEDULE

Simla .. Medical Board, Amritsar—For districts Jullundur, Hoshiarpur Kangra, Ferozpur, Amritsar and Gurdaspur.

Invaliding .. Committee, Ambala—For districts, Gurgaon, Hissar, Rohtak, Karnal, Ambala, Simla and Ludhiana.

19.52 (1) If a provincial Government, on receiving the report of a Medical Board, considers that an officer should be retired on invalid pension, it should inform the officer that, as the Board has reported that he is unfit for further service, it is proposed to submit a recommendation to Secretary of State that he should be invalided from service, and that, until the orders of the Secretary of State are received he will be granted leave. Except in cases where it is clear that the officer himself desires to retire on invalid pension, or where it is obvious from the nature of the disability that no useful purpose will be served by an appeal, the officer should also be informed that, if he so desires, he may submit to the Provincial Government within one month a request (Which would then be communicated by them to the Government of India) to be examined by a Medical Appeal Board, supported by prima facie evidence that good exists for the appeal. The officer should not be informed of the reasons which led the Board to recommend that he should be invalided. The officer should be informed that an appeal cannot be claimed as of right, but if an application for review is made it would be considered on merits by the Government of India (in the appropriate department concerned with the service to which the officer belongs). He should also be informed of the arrangements regarding the costs of the Appeal Board set forth in Sub-paragraph (4)

Medical Appeal Board for Secretary of State's Officers (Approved—*vide* India Office letter No. S. &G. 451644, dated 12th April, 1944).

2. If it is decided by the Government of India that a sufficiently strong case has not been made out for review, the application would be rejected, and the papers would be forwarded by them with their recommendations to the Secretary of State for final orders.

3. If the Government of India consider that a prima facie case has been made out for an Appeal Board steps would be taken by them to constitute a Special Appeal Board on the advice of the Director-General, India Medical Services, to suit the specific requirements of individual cases coming up for review. Neither the Director-General, Indian Medical Services, nor any of his subordinate officers, should sit on this Board, as it is possible that on occasions, the former might be called upon by the Government of India to give his independent opinion and advice on such cases. The President of the Board should be an Administrative Medical Officer of a Province other than that to which the officer belongs The venue of the Board should depend on the availability of specialists or special plant and equipment necessary to deal with the particular case and also on the

convenience of the members. In any case, it should not sit in the Province to which the appellant belongs. The opinion of the Appeal Board and other papers relating to the case will then be forwarded by them with their recommendations to the Secretary of State for final orders.

4. The entire expenditure incurred in assembling the Appeal Board should be borne by the Province to which the appellant belongs. A fee of Rs. 48 should be payable by an unsuccessful appellant; a successful appellant should receive travelling allowance from his Provincial Government.

CHAPTER 20

Personnel

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CHAPTER 20

Personnel

Definition of a public servant.

20.11. A "public servant" means a public servant as defined in section 21 of the Indian Penal Code and is a functionary or holder of some office. The office may be one of dignity or importance ; equally it may be humble. But whatever its nature, it is essential that the person holding the office should have, in some degree, delegated to him certain powers or functions of Government.

In order to establish in a court of law that a certain person is a public servant within the meaning of section 21 of Indian Penal Code, it is necessary for a canal officer to give formal evidence regarding the duties of that person and state that in the particular case under reference he was acting as a public servant.

Notification of events in the service of gazetted officers.

20.12. All events in the service of gazetted officers including leave, other than casual leave, will be notified in the *Punjab Gazette*.

Change of name and religon of Government servants.

20.13. A Government servant in the Irrigation Branch, who applies for a change in his name or religion should publish an advertisement to this effect, as indicated in the specimen below, in two different issues of at least three newspapers, including a newspaper that is widely circulated among members of his religion (and in the case of a change of religion, among members of both his old and new religion). Cuttings from the newspapers containing these advertisements and details of the date and name of the newspaper should be submitted to the chief engineer's office for necessary action. The person concerned should be clearly made to understand that Government accepts no responsibility for any liability

whatsoever arising out of the addition to or change of name or the procedure adopted by him in doing so and he should also forward a certificate acknowledging this fact along with the newspaper cuttings.

SPECIMEN ADVERTISEMENT

Notice

I, ————————————, of————————————do,

hereby, give notice of the change of my $\frac{\text{Name}}{\text{Religion}}$ to ————.

20.14. It is not necessary to issue any instructions on this subject as it is left to the discretion of the officers concerned to use whatever prefixes Shri they like before their names the official correspondence. For their guidance it is observed that a practice is developing, dropping generally the use of "Mr." and "Esquire" etc., in favour of "Shri".

USE OF HEREDITARY TITLES, CUSTOMARY STYLES AND SOCAL APPELLATIONS

20.15. After the attainment of the independence, the position has changed considerably. The present Constitution enjoins equality for all citizens. Therefore, the use of titles, styles or appellations would now appear to be contrary to the spirit of the Constitution. All officers and officials are accordingly advised to drop the use of hereditary titles, e.g., Raja, Nawab, etc., Customary styles, i.e. Raja, Rana, Kanwar, Diwan; Rai, Rao, Thakur, Seth; and social appellations, viz., Pandit Bawa, Sodhi, Bakhshi, and Lala.

20.2. SECRETARY OF STATE'S SERVICES (CONDUCT) RULES, 1942

[*Issued with Government of India, Home Department, notification No.* 50/1/36-*I-Public* (C), *dated* 23*rd*, *September*, 1943, *with subsequent amendments.*]

1. (1) These rules may be called the Secretary of State's Title and appli. cation. Services (Conduct) Rules, 1942.

(2) They apply to Government servants whether on duty, leave or foreign service—

(*i*) appointed by the Secretary of State in Council or the Secretary of State to a civil service of, or a civil post under, the Crown in India;

(*ii*) other than those specified in clause (*i*) who have been appointed substantively in accordance with the provisions of rules under section 246 of the Government of India Act, 1935, to posts reserved under that section ;

(*iii*) who hold a civil post under the Crown in India and are, or were, when first appointed to such a post, officers of His Majesty's forces :

Provided that nothing in these rules shall apply to any such Government servant when holding any office specified in the schedule to these rules.

2. In these rules:—

Defination.

(1) "the Government" means —

(*i*) as respect a Government servant serving in connection with the affairs of the Federation, the Governor-General in Council until the commencement of Part II of the Government of India Act, 1935, and thereafter the Governor-General exercising his individual judgment; or

(*ii*) as respects a Government servant serving in connection with the affairs of a Province, the Governor of the Province exercising his individual judgment :

Provided that the powers of the Government shall be exercisable, when the Government servant is in Europe whether on duty, leave or foreign service, by the Secretary of State.

(2) "Member of a Government servant's family" includes—

(*a*) a wife, child or step-child, whether residing with the Government servant or not, and

(b) any other relative of his or his wife's when residing with him, but does not include a wife legally separated from the Government servant, or a child or step-child who is no longer in any way dependent upon him or of whose custody the Government servant has been deprived by law.

Gifts

3. (1) Save as otherwise provided in this rule, no Government servant shall, except with the previous sanction of the Government, accept or permit any member of his family to accept from any person any gift the receipt of which will place him under any form of offcial obligation to the donor. If the offer of a gift cannot be refused without giving undue offence, it may be accepted and delivered to Government for decision as to its disposal.

(2) If any question arises whether the receipt of a gift places the receipient under any form of official obligation to the donor the decision of the Government thereon shall be final.

(3) A Government servant may accept a ceremonial gift from the Ruler of an Indian State if the gift is such that a return gift will be made at Government expense. A gift so accepted shall be delivered to the Government.

Public demonstrations in honour of Government servants.

4. (1) Save as otherwise provided, in this rule, no Government servant shall, except with the previous sanction of the Government :—

(*a*) receive any complimentary or valedictory address, accept any testimonial or attend any meeting or entertainment held in his honour ; or

(*b*) take part in the presentation of a complimentary or valedictory address or a testimonial to any other Government servant or any person who has recently quitted the service of the Crown or attend a meeting or entertainment held in honour of such other Government servant or person.

(2) Notwithstanding anything contained in sub-rule (1)—

(*a*) a Chief Commissioner may receive an address ;

(*b*) a Government servant may at the request of any public body sit for a portrait, bust or statute not intended for presentation to him ;

(*c*) subject to the provisions of any general or special order of the Government, a Government servant may take part in the raising of a fund to be expended, in recognition of the services of any other Government servant or of a person who has recently quitted the service of the Crown, or the foundation of a scholarship or any other public or charitable object or on the execution of any portrait, bust or statue, not intended for presentation to such other Government servant or person ;

(*d*) subject to the provisions of any general or special order of the Government, a Government servant may attend a farewell entertainment of a substantially private and informal character held in honour of himself or any other Government servant or any person who has recently quitted the service of the Crown, on the occasion of the retirement from the or departure from a district or station of himself or such other Government servant or person.

Presentation of trowels, etc., at ceremonial functions

5. (1) No Government servant shall, except with the previous sanction of the Government, receive any trowel, key or other similar article offered to him at a ceremonial function, such as the laying of a foundation stone or the opening of a public building.

(2) Nothing in sub-rule (1) shall apply to a Chief Commissioner, to a member of a Board of Revenue, to a Financial Commissioner, or to a Commissioner of a division.

Subscriptions.

6. Except with the previous sanction of the Government, if he is a Commissioner of a division or a head of a department, or of the Commissioner or the head of his department in other cases, no Government servant shall ask for, or accept, or in any way participate in the raising of, any subscription or other pecuniary assistance in pursuance of any object whatsoever.

7. (1) No Government servant shall—

Lending and borrowing.

(*a*) directly or indirectly engage in the business of money-lending, or

(*b*) except with the previous sanction of the Government, lend money to any person possessing land within the local limits of his authority, or at interest to any person; or

(*c*) save in the ordinary course of business with a bank or a firm of standing, borrow money from, or otherwise place himself under pecuniary obligation to any person within the local limits of his authority; or

(*d*) except with the previous sanction of the Government permit any relative under his direct control to enter into any transaction of the nature of those prohibited in the case of Government servants;

Provided that—

(*i*) clause (b) does not preclude the making of advances of pay to private servants even if they possess land within the local limits of the Government servant's authority ;

(*ii*) clause (c) does not preclude the acceptance of a purely temporary loan of small amount, free of interest, from a personal friend or the operation of a credit account with a *bona fide* tradesman ;

(*iii*) this sub-rule shall, in its application to the dealings of a Government servant with a co-operative society registered under the Co-operative Societies Act, 1912 (II of 1912) or under any similar Provincial law, be subject to such relaxation as the Government may by special or general order direct.

(2) When a Government servant is appointed or transferred to a post of such a nature as to involve him in the breach of any of the provisions of sub-rule (1), he shall forthwith report the circumstances to the Government and shall thereafter act in accordance with such orders as may be passed by Government.

Buying and selling houses and other valuable property.

8. Save in the case of a transaction conducted in good faith with a regular dealer or permitted under Rule 9, a Government servant who intends to transact any purchase, sale or disposal by other means of movable or immovable property exceeding in value Rs. 200 with any person residing, possessing immovable property or carrying on business within the local limits of the official authority of such Government servant, shall declare his intention to the Government. The declaration shall state fully the circumstances, the price offered or demanded and, in the case of disposal otherwise than by sale, the method of disposal, and the Government servant shall thereafter act in accordance with such orders as may be passed by the Government:

Provided that a Government servant who is about to quit the local limits of his official authority may, without reference to the Government dispose of any of his movable property by circulating lists of it among the public generally or by causing it to be sold by public auction.

Holding or acquiring immovable property.

9. (1) No Government servant domiciled outside Asia, shall, save in good faith for the purpose of residence directly or indirectly hold or aquire immovable property:—

(*a*) within the province in which he is employed or within any Province with the administration of which he is concerned or within an Indian State in which he is employed ; or

(*b*) except with the previous sanction of the Government, within any other Province or Indian State.

(2) No Government servant domiciled in Asia, shall, save in good faith for the purpose of residence, acquire any immovable property in India by purchase or gift, except with the previous sanction of the Government.

Control over immovable property held or acquired by Government servants.

10. Subject to the provisions of any general or special order of the Government, every Government servant shall make to the Government, through the usual channel, a declaration of all immovable property in India from time to time held or acquired by him or by his wife or by any member of his family living with, or in any way dependent upon him. The declaration shall state the

district or the Indian State within which the property is situated and shall contain such further information as the Government may by general or special order require.

Investments.

11. (1) No Government servant shall speculate investments. For the purposes of this sub-rule, the habitual purchase and sale of securities of notoriosuly fluctuating value shall be deemed to be speculation in investments.

(2) No Government servant shall make any investment likely to embarrass or influence him in the discharge of his official duties.

(3) If any question arises whether a security or an investment is of the nature referred to in sub-rule (1) or sub-rule (2), respectively, the decision of the Government thereon shall be final.

Promotion and management of companies.

12. No Government servant shall, except with the previous sanction of the Secretary of State, take part in the promotion, registration or management of any bank or company:

Provided that a Government servant may, with the previous sanction of the Government, enter into the service of a railway company :

Provided also that a Government servant may, in accordance with the provisions of any general or special order of the Government, take part in the promotion, registration or management of a co-operative society registered under the Co-operative Societies Act, 1912 (II of 1912), or under any similar Provincial law.

Private trade or employment.

13. No Government servant, shall, except with the previous sanction, of the Government, engage in any trade or undertake any employment or work, other than his official duties:

Provided that a Government servant may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of a literary or artistic character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake, or shall discontinue such work if so directed by the Government.

Insolvency and habitual indebtedness

14. A Government servant shall avoid habitual indebtedness. If a Government servant is adjudged or declared insolvent, or if the whole of the portion of his salary which is liable to attachment is frequently attached for debt, has been continuously so attached for a period of two years, or is attached for a sum which, in ordinary circumstances, he could not repay within a period of two years, he should be presumed to have contravened this rule. But he need not be so deemed if he proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, he cold not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits. A Government servant who applies to be or is adjudged or declared insolvent shall forthwith report his insolvency to the head of the office or department in which he is employed.

Communication of official documents or information.

15. No Government servant shall, except in accordance with any special or general order of the Government, communicate directly or indirectly, any official document or information to a Government servant unauthorised to receive the same, to a non-official person or to the press.

Connection with press.

16. No Government servant shall, except with, and during the continuance of the previous sanction of the Government, own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publication.

Anonymous publication of documents and an onymous communication to the press.

17. No Government servant shall, in any document which he publishes anonymously or in any anonymous communication to the press, criticise the policy or action of Government intemperately or unreasonably. A Government servant shall, in respect of any such publication on communication be subject to the provision of Rule 15.

Publication of documents and communications to the press in the name of Government servant and Public speeches.

18. (1) No Government servant shall, in any document published over his own name or in any communication made to the press over his own name or in any public utterance delivered by him, make any statement of fact or opinion which is capable of embarrassing—

(*a*) the relations between the Central Government or any Provincial Government and the people of India or any section thereof, or

(*b*) the relations betwen His Majesty's Government or the Central Government and any foreign country or Indian State.

(2) A Government servant who intends to publish any document over his own name or to make any communication to the press over his own name or to deliver any public utterance containing statements in respect of which any doubts as to the application of the restrictions imposed by sub-rule (1) may arise, shall submit to the Government a copy or draft of the document which he intends to publish or of the utterance which he intends to deliver, and shall thereafter act in accordance with such orders as may be passed by the Government.

Evidence before committee.

19. (1) No Government servant shall give evidence before a public committee except with the previous sanction of the Government.

(2) No Government servant giving such evidence shall criticise the policy or decisions of the Secretary of State, of the Central Government or of any Provincial Government.

(3) This rule shall not apply to evidence given before statutory committees which have power to compel attendance and the giving of answers, nor to evidence given in judicial, inquiries.

Taking part in politics and elections.

20. (1) (i) No Government servant shall take part in subscribe in aid of, or assist in any way any political movement in India, or relating to Indian affairs.

Explanation.—The expression "political movement" includes any movement or activities tending directly or indirectly to excite disaffection against or to embrass, the Government as by law established, or to promote feelings of hatred or enmity between different classes of His Majesty's subjects, or to disturb the public peace.

(*ii*) No Government servant shall permit any person dependent on him for maintenace or under his care or control to take part in, or in any way assist, any movement or activity which is, or tends directly or indrectly to be, subversive of Government as by law established in Indian.

Explanation.—A Government servant shall be deemed to have permitted a person to take part in or assist a movement or activity within the meaning of clause (ii) if he has not taken every possible precaution and done everything in his power to prevent such person from so acting, on if, when he knows or has reason to suspect that such person is so acting, he does not once inform the Govrenment or the officer to whom he is subordinate.

(2) No Government servant shall canvass or otherwise interfere or use his influence in connection with, or to take part in, any election to a legislative body, whether in India or elsewhere :

Provided that a Government servant who is qualified to vote as such election may exercise his right to vote, but, if he does so, shall give no indication of the manner in which he proposes to vote or has voted.

(3) A Government servant who issues an address to electors or in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or prospective candidate for election to a legislative body shall be deemed for the purpose of sub-rule (2) to take part in an election to such body.

(4) The provisions of sub-rules (2) and (3) shall, so far as may be, apply to elections to local authorities for bodies, save in respect of Government servants required or permitted by or under any law, or order of the Government, for the time being in force to be a candidate at such elections.

Vindication of acts and character of Government servant as such.

21. (1) No Government servant shall, except with the previous sanction of the Government, have recourse to any Court or to the press for the vindication of his official acts or character from defamatory attacks.

(2) Nothing in sub-rule (1) shall derogate from the right of a Government servant to vindicate his private acts or character.

Membership of service association.

22. No Government servant shall be a member, representative or officer of any association representing or purporting to represent Government servants or any class of Government servants unless such association satisfies the following conditions , namely :—

(a) Membership of the association shall be confined to a distinct class of Government servants and shall be open to all Government servants of that class.

(b) The association shall not be in any way connected with, or affiliated to, any association which does not, or any federation of associations which do not, satisfy condition (*a*).

(c) The association shall not be in any way connected with any political party or organisation, or engage in any political activity.

(d) The association shall not—

(*i*) issue or maintain any periodical publication except in accordance with any general or special order of the Government ;

(*ii*) except with the previous sanction of the Government, publish any representation on behalf of its members, whether in the press or otherwise.

(*e*) The association shall not, in respect of any election to a legislative body, or to a local authority or body, whether in India or elsewhere—

(*i*) pay, or contribute towards, any expenses incurred in connection with his candidature by a candidate for such election ;

(*ii*) by any means support the candidature of any person for such election ; or

(*iii*) undertake or assist in the registration of electors, or the selection of a candidate for such election.

(*f*) (*i*) The association shall not maintain or contribute towards the maintenance of any members of a legislative body, or of any member of a local authority or body, whether in India or elsewhere, or

(*ii*) pay, or contribute towards, the expenses of any trade union which has constituted fund under section 16 of the Indian Trade Union Act, 1926 (XVI of 1926) :

Provided that conditions (*a*) and (*b*) shall not be held to debar any Government servant from remaining or becoming a member, of the European Government Servants' Association of the Indian Officer' Association and that the Government may, for reasons to be recorded in writing by general or special order, dispense with those conditions in the case or any other association.

Saving.

23. Nothing in these rules shall be deemed to derogate from the provisions of any law, or of any order of any competent authority, for the time being in force, relating to the conduct of Government servants.

24. The Government Servants' Conduct Rules, 1935,(*a*), are hereby cancelled in so far as they are applicable to the Government servants to whom these rules apply.

SCHEDULE

(*Referred to in Rlule* 1)

1. Governor of a Province.
2. Member of the Executive Council of the Governor General.
3. Judge of the Federal Court.
4. Judge of a Hight Court, Chief Court or Judicial Commissioner's Court.
5. Auditor-General of India.
6. Agents-General for India in the United States of America and in China.
7. High Commissioner for India in the Union of South Africa.

PRIVATE INTEREST IN THE USE OF CANAL WATER

20.3. The attention of all officers is drawn to Rule No. 78 under Act, VIII of 1873, prohibiting members of the canal establishment from having any interest in the distribution or use of water from the canal on which they are employed, and from purchasing, or bidding for, any Government property sold thereof without previous sanction of the divisional canal officer.

Persons holding landed property which can be irrigated from the canal have an interest in the distribution and use of the Water and members of the establishment including candidates for employment, should be required to make a declaration of their being in possession of, or of their having acquired, such landed property, stating where it is situated.

Any person who neglects to make such a declaration will be liable to be punished departmentally.

RECORD OF LANDED PROPERTY IN POSSESSION OF OR ACQUIRED BY OFFICIALS AND CANDIDATES FOR EMPLOYMENT

Annual declaration of landed property.

20.411. Every Government servant should be called upon to write up his declaration form of landed property annually or to record a certificate thereon that there have been no additions or alterations to his immovable property during the previous year or to that of his relatives referred to in the next paragraph.

Form of declaration.

20.412. The information as regards the land held shouldl be recorded in the service books of non-gazetted establishment and in the personal files maintained in the circle and divisional offices of other officers concerned, in the form below (Universa Form 76-A) :—

Declaration by———————————of the immoveable Porperty held by him and members of his family.

In what district, tahsil, police station and village or town situated	Description of holdings with areas, value and assessment	How and when acquired (e.g., by inheritance) gift, purchase etc., and in whose ownership registered	REMARKS
1	2	3	4

Note:—(i) All interests in land of a permanent nature, whether ownership, mortgage or hereditary occupancy, should be entered ; also dwelling houses in towns.

(ii) Member of a family include the wife, sons, father, brothers or nephews of the Government servant.

(iii) Particulars in regard of family holdings should be indicated separately.

(iv) The names of the canal divisions in which the property is situated should be entered in the remarks column.

Acquisition of property by members of the family.

20.413. Acquisitions of immovable property by the wife, sons, father, brothers or nephews of a Government servant must in all cases be shown in the statement.

Declarations by engineers, etc.

20.414. The information as regards engineer officers, deputy collectors, land reclamation officers, assistant land reclamation officers, research officers and assistant research officers should also be supplied to the chief engineer for record in their personal files maintained in the Secretariat. The report of each officer should be on a separate sheet, in the same form as in paragraph 20.412. Additions and alterations in the case of members of these establishments should be reported annually as usual.

Interest in joint Hindu family property.

20.415. Any interest held by a Government servant in a joint Hindu Family property should be shown by him in the declaration which he is required to submit through the head of his office.

20.416. Up to 1928, acquisitions of immovable property made in good faith for residential purposes did not require the sanction of Government. The distinction which existed between residential and non-residential property was abolished in 1928 and the acquisition of residential property now requires the sanction of the proper authority.

20.417. The persons responsible for the upkeep and maintenance of service books and personal files are responsible to record fresh declarations or to correct the declarations already recorded therein, under the signature of the Government Servant concerned.

ORDERS GOVERNING THE PURCHASE OF LANDED PROPERTY

Applications for the purchase of property.

20.421. Applications from Government servants for the purchase of immovable property should be accompanied by a copy of the form shown as Appendix I in which full details should be given.

Procedure regarding sanction to purchase of property.

20.422. The orders contained in paragraphs (2) to (4) of Chief Secretary to Government Punjab, letter No. 4921-G-41/35539, dated 9th July, 1941, are reproduced for information and guidance.

* * * * * * * *

(2) The heads of departments to whom the power to sanction acquisition of immovable property was delegated in Punjab Government, Home Department, notification No. 21175, dated the 17th July, 1928, should take steps to ensure that immovable property is not acquired by Government servants in their departments as a speculation. Even where this element is absent, the acquisition of such property in districts other than the officer's home district or the district in which he already holds such property should not ordinarily be permitted, particularly for officers serving in the Revenue Department since such acquisitions are unsound in principle and are likely to act as a bar to officers being posted to the districts concerned. Permission may, however, be given to the acquisition of land near an officer's own home particularly held by the family. Applications for permission to bid at auctions of land should be decided on the same lines.

Permission may be given freely for the acquisition of property for the purchaser's own *bonafide* residence, but the head of department must be satisfied that this is the object of the purchase and that it is not speculative.

(3) These principles apply with equal force to the acquisition of mortgage rights in immovable property. In this connection I am to invite a reference to the instructions contained in Punjab Government circular letter No. 7990-G-36/1941(H—Gaz.), dated the 18th January, 1937. Where permission to acquire land outright could be given on the principles outlined above, sanction may also be accorded to mortgages.

(4) In the case both of mortgages and purchases, it is important to consider whether the mortgage or sale is unduly favourable to the mortgagee or purchaser, and where undue influence is suspected to have been brought to bear, permission should be refused.

PUBLICATION OF BOOKS BY GOVERNMENT SERVANTS IN THEIR OWN NAMES

20.51. In accordance with the provisions of Rule 18 of the Government Servants Conduct Rules,—*vide* Appendix 23 of Punjab Civil Services Rules, Volume, 1, Part II, and Rule 18 under paragraph 20.2 of this Manual in the case of Secretary of State's Officers, the sanction of goverment is necessary to the publication under a Government servant's own name of a book,

which contains any statement of fact or opinion which may embarrass Government. Since Government must be the sole judge, the proof of any book which appears to offend against the rule quoted must be submitted to Government for orders in the same way as in the case of any other communication to the press.

OBTAINING PATENTS BY GOVERNMENTS SERVANTS

20.52. The orders contained in Appendix 9 to Punjab Civil Services Rules, Volume I , Part II, should be rigidly complied with and officers are warned that they must always apply for Government's permission before making an application for a patent.

Irrigation Branch are prepared to consider any offers to take over inventions of real value which are connected with canal works, with the object of securing patent rights, if deemed necessary by the Punjab Government.

GOVERNMENT SERVANTS REQUIRED TO ACT AS ARBITRATORS AT THE REQUEST OF CIVIL COURTS

20.53. A Government servant called upon by a court of law to execute a commission, to examine any person, to make, a local investigation , to examine accounts, to make a partition of immovable property or to perform any other duty for which the appointment of such a commission is authorised by law, may comply with the request, provided that the case is not of such a nature as will be likely to come before him in the course of his official duties. Government servants are, however, not allowed to arbitrate without previous permission, because an arbitration award may be challenged and an officer of Government may be unnecessarily involved even though he may have arbitrated in his private capacity. Government will also settle the question of fees to be received by the officer concerned when granting such permission.

RULES REGARDING GOVERNMENT SERVANTS SEEKING PRIVATE EMPLOYMENT OR RE-EMPLOYMENT IN OTHER DEPARTMENT OF GOVERNMENT OR UNDER OTHER GOVERNMENTS

20.611. (1) A Government servant shall not apply for private employment, nor shall he signify his willingness to accept such employment without the previous permission of the appointing authority of his post or service.

Private employment

Home Department notification No. 32627, dated 23rd November, 1934 as amended by notification No. 12550, dated 30th March, 1935.

(2) An application for permission to apply for private employment shall not be entertained unless such authority is satisfied that the premature resignation of the applicant may be accepted without detriment to the public service.

(3) If a Government servant, who is refused permission to apply for private employment, wishes to resign his appointment under Government, such resignation shall ordinarily be accepted.

(4) A Government servant, who is permitted to apply for private employment, must, on accepting it, resign his appointment under Government, After such acceptance he shall not be allowed any leave, nor shall he be permitted to retain a lien on his appointment under Government.

Note.—Nothing in these rules shall be deemed to override the provision of the Fundamental Rules, and the Subsidiary Rules framed thereunder, i.e., Fundamental Rules 47 and 69.

Employment in other departments of Government or under other Governments.

20.612. (1) A Government servant shall not apply for an appointment in another office or department of Government or under another Government unless the head of such office or department or such other Government or the Union or a State Public Service Commission has invited applications for the post.

(2) A Government servant must submit his application for such an appointment through the appointing authority of his own post or service, which shall decide whether he shall be permitted to apply. Such permission shall ordinarily be granted, unless such authority, considers that the application should not be allowed on the ground that the transfer would not be consistent with the interest of the public service. Applications submitted direct to the authority making the appointment shall be rejected, if the authority is a department of, or subordinate to, the Government of the Punjab.

(3) No convassing shall be allowed in the case of applications referred to in this rule.

Exception.—A Government servant, who wishes his name to be considered for an appointment for which applications are not ordinarily invited, may inform the authority which makes the appointment by a letter submitted through the appointing authority of his own post or service.

Admission of employees of other Government for recruitment in the Punjab.

20.613. A Government servant who wishes to appear a a competitive examination for another servict or post shall obtain the previous permission of Government.

Admission of employees of other Governments for recruitment in the Punjab.

20.614 No application for service under the Government of the Punjab State by a person serving under another State in India shall be entertained, nor shall such a person be accepted as a candidate at any examination for admission to service under the Government, save with the permission of the Government under which he is serving.

No joining time, joining time pay or travelling allowance is allowed to servants of the Union or State Government appointed under the Punjab Government, who take up a new post after termination of their connection with their old posts except when the appointment of a particular Government servant is in the wider public interst.

Similarly in the case of appointments of Government servants of one department to another department of the Punjab Government no joining time, joining pay or travelling allowance is admissible and the joining time, if allowed, should be the minimum possible i.e., the transit period only.

GOVERNMENT SERVANTS DIRECTLY SEEKING INTERVIEWS WITH HEADS OF DEPARTMENTS

20.621 A practice has sprung up under which officers and subordinates of the Department proceed direct to headquarters and seek to secure personal interviews with the head of the Department, in order to urge their claims and to discuss personal questions such as transfers promotions, etc., In most of these cases the object of the interview is not previously intimated by the officers to their immediate superior within their circle and the previous permission of the chief engineer to the interview has not been sought or obtained. The practice savours of lack of discipline, often causes waste of time without serving any useful purpose and is also extremely inconvenient. Requests are made by officers on which superintending engineers have not been given an opportunity of expressing an opinion, or cases are reopened verbally which the chief engineer had previously declined to reconsider.

The following rules should be observed by officers and subordinates seeking interviews with the chief engineer :—

(*i*) No officer shall personally address the chief engineer when on leave or otherwise.

(*ii*) If an officer wishes to present a personal case or urge his personal claims, etc., he must ordinarily do so through the superintending engineer of his circle.

(*iii*) If an officer considers that his case can only be disposed of by a personal interview, he must secure in writing through his superintending engineer the previous permission of the chief engineer to the interview stating clearly the subject he wishes to discuss and such applications should hence forward be sanctioned freely. If the sanctioning authority, for any reason, refuses, to grant it, the reasons therefor should be stated clearly. Interviews are generally not to be refused, save in exceptional cases.

Disciplinary action should be taken against those officers and subordinate who fail to comply with these instructions.

INSTRUCTIONS FOR GRANT OF INTERVIEW TO OFFICERS AND STAFF

20.622 Applications from officers and staff, who wish to seek an interview with the chief engineer or the Minister-in-charge of Irrigation, should henceforward be sanctioned *freely*. The officers should dispose of applications for such an interview immediately. It should, however, always be kept in view that interviews are not to be generally refused save in exceptional cases.

SUBMISSION OF ADVANCE COPIES OF REPRESENTATIONS, ETC. TO GOVERNMENT

20.623 There is nothing wrong if an officer or official submits an advance copy of his representation, etc., to Government provided the original is submitted at the same time through proper channel and the ultimate authority addressed in this representation, etc., is Government itself.

Sending of advance copy to Government of the demi-official letters addressed to chief engineer is irregular and should be stopped.

GOVERNMENT SERVANTS APPROACHING MEMBERS OF THE ASSEMBLY FOR THE REDRESS OF THEIR GRIEVANCES

20.63 Government servants are prohibited from approaching members of the Legislative Assembly with a view to having their individual grievances made that subject of interpellation in the Chambers. Apart from the fact that the questions involved are rarely, if ever, of public importance, the practice usually entails, the disclosure to non-official persons of information which has been obtained from official sources or has come into the possession of the Government servant in the course of his official duties. Any such disclosure is thus a breach of the Government Servants Conduct Rules. All Government servants are, therefore, warned that any communication to a member of the Legislative Assembly which involves an infringement of the rules will be severely dealt with.

Representations received through M.L.As and other influential individuals simply throw suspicion on those on whose behalf they are made and necessary action must be taken against them to stop this practice.

GOVERNMENT SERVANTS APPROACHING THROUGH RELATIVES, POLITICAL OR SEMI-POLITICAL BODIES

20.64 Canal officials frequently endeavour to bring about a postponement or cancellation of an order of transfer by arranging with some relative or influential friend, instead of coming in person, to interview the executive engineer, superintending engineer, Under-Secretary (Establishment) or the chief engineer on their behalf. Such interviews should not be given and appeals regarding transfers should be addressed through proper channel by the official concerned. Any endeavour to influence the decision in a manner contrary to these instructions should only result in an immediate effect being given to the order of transfer.

Superintending Engineers should, as a rule, refuse to consider the appeal from the official through normal channel when improper outside influence is brought to bear on the decision.

Applications from friends and relatives on behalf of the officials concerned are not to be considered except for some very strong reasons. Memorials and respresentations from semi political bodies regarding the posting, promotion or transfers of officers should be ignored and counted to the discredit of the officer concerned.

There is, however, no objection to Government servants attaching to their applications, submitted through proper channel, the recommendations of their friends or relatives and these will be considered sympathetically.

Interview in connection with recruitment to the various services is nothing but canvassing and as such it will lead to the disqualification of the candidate without exception.

NECESSITY FOR AN OFFICER BEING ACCESSIBLE TO ALL CLASSES

20.65 It is one of the most important duties of all Government officers to be freely accessible to all who desire to see them either on business or as expressed in popular parlance, for the purpose of "paying their respects", However efficient an officer may be on paper or in his office, he is a failure if he is not personally known to the people of his charge. The public have a strong predilection for personal government and are much more amenable to order and control when they recognise the personal source of such control instead of considering it in the light of a mere mechanical emanation not from a man, but from an office. There is nothing which a *zamindar* appreciates more than the privillege of personal access to the officers and the opportunity of orally representing his grievance or his point of view at length. Even when it is a foregone conclusion that a reply to a respresentation must be in the negative, it is a mistake on that account to decline to listen to argument, within reasonable limits or to terminate a discussion curtly. A refusal or an unpalatable order is accepted with much greater resignation when the officer, who has to give it, has listened to all what is to be said on the other side. It is well, therefore, even at the cost of some waste of time, to all visitors or petitioners or deputations to talk till they have said all that they want to say.

It is in the interest of the constituents and of the administration that M.L.As should have access to officers of Government and that in so far as the points under discussion are not of a confidential nature, he should be able to discuss freely with the officers matters of general public concern. The officers should be careful to treat with consideration the members of Legislative bodies and should afford to them reasonable opportunities of access and of discussion.

It is of the utmost importance that officers of Government, however, great the demand of their time may be, as a result of extra work, shall take the greatest care not to give unnecessary offence to any visitor. Courtesy and considerate treatment of visitors who support the administration is vital for the growth of a sense of mutual trust and confidence coupled with due respect for constituted authority.

It is not necessary to fix specific days and time for interviews so long as officers are easily accessible to the *zamindars* and other visitors but if this interferes with their work they have the option of fixing the time of the day during which visitors can see them. For this purpose officers are expected to work in their office rooms while at headquarters.

HEALTH AND AGE CERTIFICATE

20.7. Medical certificates of fitness are required to be produced on first entry into Government service by temporary and officiating Government servants, if they are likely to officiate or to hold temporary posts for any period exceeding 6 months, as required by Rule 3.1 of the Punjab Civil Services Rules, Volume I, Part I.

When sending a candidate to the civil surgeon for medical examination, heads of offices should carefully fill in all entries on the back of the prescribed form of medical certificate, after reference to the service book of the person concerned and transmit the form to the civil surgeon along with the candidate for examination. The civil surgeon will, after examination, complete the front side of the form of medical certificate and forward it to the head of the office concerned.

On receipt of the certificate, the head of the office will carefully check details of all entries with the details in the service book and the educational certificate and record a certificate to the following effect :—

> "Certified that I have personally seen and examined the service book, the educational and the health and age certificates and found that the details on the first page of the service book agree with the details in the educational and health and age certificates and that they are all in order in the case of.....".

If the head of the office is himself the appointing authority for the candidate, the health and age certificate and

the check certificate will be attached to the service book of the person concerned till he is appointed to the permanent establishment. It will then be attached to the first pay bill of the permanent establishment in which the pay of the person is drawn as a permanent member of the establishment.

If, however, the head of the office is not the appointing authority, the health and age certificate, check certificate, service book and educational certificate should be forwarded to the appointing authority who will examine all the documents and if found in order, countersign the check certificate and return the documents to the head of the office for record.

The head clerk or superintendent will be held personally responsible in this matter and expected to exercise a personal check but this will in no way absolve the executive engineer or the superintending engineer from the responsibility for checking the details before the certificate is recorded.

In case of any difference in the recorded age in the service book and the health and age or educational certificate, the matter should be referred to the superintending engineer for orders and if any alteration is found to be necessary in the date of birth as already recorded in the service book, sanction of Government should be sought.

When the prescribed age limit has to be waived sanction of the proper authority should be sought and the form shown as Appendix II used for the purpose.

Note.—In completing the prescribed form of medical certificate, the examining medical officer should obtain the thumb and finger impressions of illiterate persons while in the case of literate persons who can sign in English, it is sfifficient to obtain the signature of the candidate in his presence. The signature should be verified afterwards by the head of the office, by comparison with that in the service book.

Government employees suspected of suffering from leprosy.

20.81. (1) Any Government employee who suspects that he has contracted the disease of leprosy should at once report himself to his immediate superior, who will arrange to have him examined by the civil surgeon of the district. In case the civil surgeon suspects the employee to be suffering from leprosy, he will refer the case to the State Leprosy Office, Punjab.

(2) If after clinical and bacteriological examinations, the case is found to be a closed one, i.e., a case from which dissemination of infection seems improbable, the patient should

be allowed to continue in service under the following conditions :—

(*a*) That he remains under suitable medical supervision and treatment.

(*b*) That at periodical examinations by the State Leprosy Officer, he is found to remain a closed case.

After each examination the State Leprosy Officer will inform the patient and his superior officer, when re-examination is necessary.

(*c*) If after careful examination the case is considered one from which dissemination seems probable, the patient should be granted sick leave up to the maximum to which he is entitled. He should not be allowed to resume his employment, unless he is certified by the State Leprosy Officer as having become a closed case. He should then be allowed to resume his employment under the conditions laid down for closed cases.

(*d*) If a Government servant fails to report as required above, he will render himself liable to disciplinary action.

(3) Government servants in receipt of pay not exceeding Rs. 25 per mensem who are suffering from leprosy and are required to undergo medical examination will be allowed travelling and halting allowances for journeys to and from Chandigarh at the ordinary rates they are entitled to.

(4) The incubation period for leprosy has not yet been determined. Patients suffering from this disease should be excluded from coming in contact with others, till such time as they are declared non-infectious by a medical officer. Contacts should be examined for signs of the disease.

RULES RELATING TO GRANT OF MEDICAL CERTIFICATES TO GOVERNMENT SERVANTS

20.82. The rules for the grant and submission of medical certificates are contained in Rules 8.6 to 8.14 of the Punjab Civil Services Rules, Volume 1, Part I. The following rules

contained in Appendix XXVIII of the Punjab Medical Manual are also reproduced for general observance :—

I. The forms of medical certificate required under Rules 3.1, 8.44, 8.8, 8.10, 8.11 and 8.13 of the Punjab Civil Services Rules, Volume I, Part I, are given in Appendix XXIX of the Punjab Medical Manual (1937).

II. The duty of granting medical certificates and of countersigning certificates granted by his subordinates (to non-gazetted officers) under Rule 8.13 of the Punjab Civil Services Rules, Volume I, Part I, shall be performed by the civil surgeon of the district, who will examine or countersign certificates relating to persons of all departments who belong to, or are employed in his district. He shall on no account examine or countersign a certificate for a person attached to another district except under the circumstances described in Rule VII.

Notes (*a*)—A certificate granted by a private practitioner whose name appears in the Annual List of Registered Medical Practitioners in the Punjab, or other Provinces, will also require countersignature unless the head of the office, in exercise of the discretion allowed by Rule 8.44 of the Punjab Civil Services Rules, Volume I, Part I, decides to accept it without such countersignature.

(b)—A registered medical practitioner includes a medical practitioner :—

(*i*) whose name appear in the latest annual Medical List ; and

(*ii*) who, having been registered after the closing of the latest Medical List, certifies his registration number.

III. An officer of Government, gazetted or non-gazetted, who is desirous of obtaining a medical certificate recommending leave, extension of leave, or retirement, must act with the cognizance of the head of his office, or, if he himself is the head of his office, of the head of his department. Such certificate requires the countersignature of the chief medical officer of the district where the applicant is residing at the time of the granting of the medical certificate if the certificate has not been granted by such medical officer.

IV. (*a*) All heads of offices are authorised to accept without countersignature such certificates when granted by medical practitioners whose names appear in the Annual Medical List.

(*b*) As a matter of practice, uncountersigned certificates of such medical practitioners should ordinarily be accepted by heads of offices unless there are special grounds for not doing so.

V. Medical officers should be very careful to see that certificates for sick leave are not granted until they are fully acquainted with the reasons that have caused the applicant to report sick, and that in no case is such a certificate granted until an application has been received from the head of the patient's department or office, or the patient can produce an order from the head of his department or office to obtain and submit a certificate.

VI When applicants are reported by their departmental superiors as having reasons other than or in addition to illness for applying for sick leave, they should be kept under close observation to enable the medical officer to satisfy himself whether or not leave is absolutely necessary, and his final decision should be based on the result of such observation.

VII. Officers on leave, while at a station other than that from which they went on leave, who are desirous of obtaining an extension of leave on medical certificate, should apply to the civil surgeon of the district. In every such case it shall be the duty of the medical officer, before he grants a certificate, to ascertain direct from the head of the applicant's department or office, particulars regarding the applicant's previous medical history, as well as whether he is really on leave, and the district to which he belongs and the fact that this has been done shall be mentioned in the medical certificate. Pending this enquiry, the applicant will be placed on the sick list.

VIII. Candidates selected for Government service and sent for medical examination by the head of the department or office for which they have been

selected shall be examined free of charge. Such medical examination must be made by the civil surgeon himself.

In examining candidates seeking admission into Indian services, medical officers should exercise the utmost care, and in order to prevent the employment of a candidate who has been rejected by the Medical Board at the India Office as unfit for such service, it should be ascertained from him whether he has at any time been pronounced unfit for Government employment by the Medical Board at the India Office or any other duly constituted medical authority.

In cases where this is found to be so, medical officers should refuse to grant a certificate. Similar precautions should be taken in examining candidates for the Provincial and subordinate services.

IX. * * * * * *

Punjab Government letter No. 4774-M-36/32759, dated 29th October, 1936.

X. In examining candidates for medical certificate required by Rule 3.1 of the Punjab Civil Services Rules, Volume 1, Part 1, medical officers should bear in mind that a candidate for Government service otherwise fit, with one good eye need not be rejected because he has lost the other eye. If, however, the only remaining eye has a large error of refraction or suffers from disease liable to recurrence or the other eye was lost from disease which may affect the remaining eye, the candidate must be rejected.

Note—This will apply to all subordinate, clerical or other establishments for which no visual standard has been laid down.

When granting health certificates to candidates for appointment to Government service, civil surgeons should certify that the candidates have been vaccinated or re-vaccinated within the previous 12 months.

Note—This condition will not apply to candidates who have already had smallpox and show obvious scars thereof.

X-A. No candidate will be accepted for Government service in India whose standard of vision does not come up to the specified requirements without the use of contact glasses.

XI. A candidate who is examined for a medicl certificate required by Rule 3.1 of the Punjab Civil Services Rules, Volume I, Part I, and declared unfit, shall be informed of the nature of the disability on payment of fee of—

(*i*) one rupee, if he is already temporarily in Government service, and is examined for confirmation in such service.

(*ii*) two rupees, if he is seeking admission into Government service for a direct appointment.

A rejected candidate may appeal from an unfavourable decision of the medical officer to the Standing Medical Board on payment of a fee of ten rupees and the decision of the Board shall be final. All fees realized under this rule shall be credited to Government under head "XXVII—Medical—Provincial—Miscellaneous fees for Medical Examinations."

Note 1—The appeal to the Medical Board under this rule must be made within 15 dadys from the date of the communication to the examinee of the result of the medical examination.

Note 2—Rule X does not apply to candidates newly appointed in India to posts in the All India Services and to special posts a such candidates are required to be Examinations in the first instance by a Special Medical Board,—*vide* Punjab Government Resolution No. 26555, dated the 14th November, 1923.

Note 3—In cases where a complaint is made against the decision of a member of the Standing Medical Board, the case shall be examined by a special Medical Board of which the said officer shall not be a member.

XII. Medical officers are debarred from recommending the grant of sick leave in any case in which there appears to be no reasonable prospect that the officer concerned will ever be fit to return to duty. In such cases, the opinion that the officer is permanently unfit for service under Government should be recorded in the medical certificate.

XIII. All certificates of Medical Boards or medica officers granted under the provisions of Rule 8.9 or 8.12 of the Punjab Civil Services Rules, Volume

I, Part I, (or under any similar rules applicable to particular classes or officers) should contain a proviso that no recommendation in them shall be evidence of a claim to any leave which may not be admissible to an officer under the terms of his contract or the rules to which he is subject.

XIV. Medical officers may not recommend the transfer of public servants of any description from one station to another on the ground of ill-health, or unsuitability of climate. Should the head of a department or the immediate superior officer of any applicant for a certificate require any information as to any locality being likely to prove detrimental of his health, or on the contrary beneficial as compared with another, it may be furnished but apart from the certificate.

XV. If a public servant be ill, he must be reported sick. (If it be considered that the station in which he is serving is inimical to his constitution, and that he is likely to have better health elsewhere, he must still be reported sick and unfit for duty, for the time being and be dealt with accordingly.)

XVI. Whenever particulars of a Government servant's illness are required, in the interests of Government, by his official superior, the Gevernment medical officer who has dealt with his case in his official capacity may supply them without infringing the relations which ordinarily exist between a patient and his medical advisor. This procedure, however, should rarely be necessary and ordinarily the medical statement of his case should be demanded from the subordinate himself who can obtain it from his medical attendant in the way in which the somewhat analogous statements, required to support an application for leave on medical certificate, are obtained.

XVII. The following procedure will be observed by Government servants before returning to duty from leave in Asia on medical certificate :—

(1) a Government servant who has taken leave on medical certificate should produce the original

nal certificate and statement of the case on which the leave was granted or extended before the authority asked to certify fitness to return to duty ; and

(2) a gazetted Government servant who has taken leave on a certificate granted by a medical committee should produce a certificate of fitness to return to duty also from a medical committee except—

(*i*) in cases in which the leave is for not more than three months, or

(*ii*) in cases in which the leave is for more than three months or leave for three months is extended beyond three months but the medical committee granting the original certificate or the certificate for extension shall state at the time of granting such certificate, that the Government servant need not appear before another committee for obtaining the certificate of fitness to return to duty.

20.83 THE SECRETARY OF STATE'S SERVICES (MEDICAL ATTENDANCE) RULES, 1938.

GENERAL

1. (1) These rules may be called the Secretary of State's Services (Medical Attendance) Rules, 1938.

(2) They shall apply to any person, other than a person recruited for service on the railways, when on duty or on leave in British India or on foreign service in India—

(*i*) appointed by Secretary of State in Council or the Secretary of State to a civil service of, or a civil post under, the Crown in India or as Chaplain ; or

(*ii*) who not being a person appointed as aforesaid, holds substantively or temporarily a post reserved under section 246 of the Government of India Act, 1935 ; or

(*iii*) who not being a person appointed as aforesaid, or holding a post reserved as aforesaid, holds for

the time being a civil post under the Crown in India and is, or was when he was first appointed to such a post—

(*a*) an officer holding a permanent commission in His Majesty's Land Forces other than a departmental officer of the India Unattached List or the Indian Medical Department ; or

(*b*) an officer holding a permanent commission in His Majesty's Indian Land Forces other than a Viceroy's Commissioned Officer ; or

(*c*) an officer of the Royal India Navy other than officer of the Royal Indian Naval Reserve, the Royal Indian Naval Volunteer Reserve or a Commissioned Warrant Officer.

Definitions

2. In these rules unless there is anything repugnant in the subject or context :—

(*a*) "authorised medical attendant" means—

(1) in respect of a Government servant of non-Asiatic domicile—

(*i*) if the Government servant was appointed before the 1st June, 1945, and claims to be attended and treated by a European Officer of the Indian Medical Service, the nearest such officer appointed by the Government to attend its officers of non-Asiatic domicile and stationed at one of the centres specified in the first shchedule to the Indian Medical Service (Civil) (Reserved Posts) Rules, 1939 ;

(*ii*) in other cases , the principal medical officer appointed by the Government to attend its officers in the district in which the Government servant falls ill, and includes a European military medical officer or other European physician or surgeon with whom arrangements have been made by the Government to attend its officers of non-Asiatic domicile in the area in which the Government servant falls ill ;

(2) In respect of any other Government servant, the principal medical officer appointed by the Government to attend its officers in the district in which the Government servant falls ill;

(b) "family" means the wife, legitimate children and step-children of a Government servant, residing with and wholly dependent upon him ;

(*c*) "the Government" means the Governor-General in case of Government servants employed in connection with the affairs of the Federation and the Governor of the Province in the case of Government servants employed in connection with the affairs of a Province ;

(*d*) "Government hospital" includes a British Military Hospital, a hospital maintained by a local authority and any other hospital with which arrangements have been made by the Government for the treatment of its officers, but does not include a railway hospital ;

(*e*) "medical attendance" means attendance in hospital or at the residence of a Government servant, and includes—

(*i*) such pathological, bacteriological, radiological or other methods of examination for the purposes of diagnosis as are available in any Government hospital or laboratory in the Province and are considered necessary for the authorised medical attendant ; and

(*ii*) such consultation with a specialist or other medical officer in the service of the Government as the authorised medical attendant certifies to be necessary, to such extent and in such manner as the specialist or medical officer may, in consultation with the authorised medical attendant, determine ;

(*f*) "nurse" means a qualified nurse holding a certificate or diploma recognized by the chief administrative medical officer of the Province or a registered nurse in a Province in which there is statutory provision for the registration of nurses ;

(*g*) "patient" means a Government servant, to whom these rules apply or a member of his family, who has fallen ill ;

(*h*) "Province" means the Province in which a patient falls ill ; and

(*l*) "treatment" means the use of all medical and surgical facilities available at the Government hospital in which a Government servant is treated, and includes—

(*i*) the employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorised medical attendant ;

(*ii*) the supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in Government hospitals in the Province ;

(*iii*) the supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorised medical attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition, of the Government servant ;

(*iv*) such a accommodation as is ordinarily provided in the hospital to which the Government servant is admitted and is suited to his status ;

(*v*) the services of such nurses as are ordinarily employed by the hospital to which the Government servant is admitted ;

(*vi*) such special nursing as the authorised medical attendant may certify in writing to be essential for the recovery, or for the prevention of serious deterioration in the condition, of the Government servant ; and

(*vii*) the medical attendance described in sub-clause (*ii*) of clause (*e*) ; but does not include diet, or provision at the request of the Government servant of accommodation superior to that described in sub-clause (*iv*).

CONDITIONS GOVERNING MEDICAL ATTENDANCE

3. A Government servant, and a member of the family of a chaplain, shall be entitled, free of charge, to medical attendance by the authorised medical attendant.

Free Medical attendance.

Medical attendance on families.

4. The families of Government servants other than those for home special provision is made in Rule 3, shall be entitled to medical attendance on the payment of such fees as may be mutually arranged between the Government servant and the authorised medical attendant or the Government, or other competent authority, as the case may be.

Travelling allowance admissible

5. (1) When the place at which a patient falls ill is not the headquarters of the authorised medical attendant :—

(a) The patient shall be entitled to travelling allowance for the journey to and from such headquarters ; or

(b) if the patient is too ill to travel, the authorised medical attendant shall be entitled to travelling allowance for the journey to and from the place where the patient is.

(2) Applications for travelling allowance under sub-rule (1) shall be accompained by a certificate in writing by the authorised medical attendant stating that medical attendance was necessary and , if the application is under clause (b) of that sub-rule, that the patient was too ill to travel.

Services of a specialist.

6. (1) If the authorised medical attendant is of opinion that the case of a patient is of such a serious or special nature as to require medical attendance by some person other than himself, or that the paient requires anti-rabic treatment, he may, with approval of the chief administrative medical officer of the Province (which shall be obtained beforehand unless the delay involved entails danger to the health of the patient)—

(*a*) send the patient to the nearest specialist or other medical officer in the Province by whom, in his opinion, medical attendance is required for the patient , or in the case of anti-rabic treatment, to the nearest station in the Province where such treatment is available ; or

(*b*) if the patient is too ill to travel, summon such specialist or other medical officer to attend upon the patient.

(2) A patient sent under clause (a) of sub-rule (1) shall on production of a certificate in writting by the authorised medical attendant in this behalf, be entitled to travelling allowance for the journey to and from the headquarters of the specialist or other medical officer, or as the case may be, the place of anti-rabic treatment.

(3) A specialist or other medical officer summoned under clause (b) of sub-rule (1) shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be entitled to travelling allowance for the journey to and from the place where the patient is.

Place where free medical attendance is admissible.

7. (1) A Government servant shall be entitled, free of charge, to treatment :—

(*a*) in such Government hospital in the district in which he falls ill, as can, in the opinion of the authorised medical attendant, provide the necessary and suitable treatment ; or

(*b*) if there is no such hospital as is referred to in clause (a), in such hospital, other than a Government hospital, in that district as can, in the opinion of the authorised medical attendant, provide the necessary and suitable treatment ; or

(*c*) if there is no such hospital as is referred to in clauses (a) and (b), in such hospital in the Province as can, in the opinion of the authorised medical attendant, provide the necessary and suitable treatment.

(2) Where a Government servant is entitled, under sub-rule (1), free of charge, treatment in a hospital, any amount paid by him on account of such treatment shall, on production of a certificate in writing by the authorised medical attendant in this behalf, be reimbursed to him.

Medical treatment at residence.

8. (1) If the authorised medical attendant is of opinion that, owing to the absence or remoteness of a suitable hospital or to the severity of the illness, Government servant cannot be given treatment as provided in sub-rule (1) of Rule 7, the Government servant may receive treatment at his residence.

(2) A Government servant receiving treatment at his residence under sub-rule (1) shall be entitled to receive towards the cost of such treatment incurred by him a sum equivalent to the cost of such treatment as he would have been entilted, free of charge, to receive under these rules if he had not been treated at his residence.

(3) Claims for sums admissible under sub-rule (2) shall be accompained by a certificate in writting by the authorised medical attendant, stating :—

(*a*) his reasons for the opinion referred to in sub-rule (1) ;

(*b*) the amount of the cost of similar treatment referred to in sub-rule (2).

Extra charges.

9. (1) Charges for services rendered in connection with but not included in, medical attendance, on or treatment of, a patient entitled, free of charge, to medical attendance or treatment under these rules shall be determined by the authorised medical attendiant and paid by the patient.

(2) If any question arises as to whether any service is included in medical attendance or treatment, it shall be referred to the Government, and the decision of the Government shall be final.

Saving.

10. Nothing in these rules shall be deemed to entitle a patient :—

(a) to travelling allowance for a journey —

(*i*) for attendance by a dentist or oculist ; or

(*ii*) outside the Province ; or

(b) to reimbursement of costs incurred in respect of medical services obtained by him, or to travelling allowance for any journey performed by him, otherwise than as expressly provided in these rules.

Certificate for grant of travelling allowance.

11. The Government may, by general or special order direct that any certificate required by these rules to be given by the authorised medical attendant, and the controlling officer, for travelling allowance purposes, of a patient may, by special order, direct that any certificate so required for such purposes, shall be countersigned by the chief administrative medical officer of the Province.

Medical treatment on foreign service.

12. No Government servant shall be transferred to foreign service unless the foreign employer undertakes to afford to him, so far as may be, privileges not inferior to those which he would have enjoyed under these rules if he had been employed in the service of the Crown in India.

13. Nothing in these rules shall be construed as preventing the Government from granting to any person to whom they apply any concession relating to medical treatment or attendance which is not authorised by these rules.

References to Governor-General.

14. (1) Until the commencement of Part II of the Government of India, Act, 1935, references in these rules to the Governor-General shall be construed as references to the Governor-General in Council.

(2) In the discharge of his functions under these rules the Governor, and after the commencement of Part II of the said Act, the Governor-General shall exercise his individual judgment.

INSTRUCTIONS ISSUED BY PUNJAB GOVERNMENT

Free treatment in private house.

1. The concession of free treatment in a private house in cases where the civil surgeon certifies that the patient cannot be treated in hospital owing to the absence of accommodation in the nearest hospital, will continue to be granted to officers who were entitled to it, under the Punjab Rules on the date on which the Secretary of State's Rules were published, namaely the 2nd February, 1939. All other concessions which were admissible under the Punjab Rules, but are not allowed under the Secretary of State's Rules are discontinued.

Procedure to be followed in reimbursing cost of medical treatment to Government servants.

2. When an officer serving under the Punjab Government to whom the Secretary of State's Rules are applicable is treated in a hospital of the Punjab Government, the free treatment shall constitute an ordinary function of the hospital and the charge will be borne by the Medical Department. If he is treated at his residence or in the hosiptal where he has to pay on account of his treatment, he should himself make the payment in the first instance and recrover the amount from Governent afterwards.

Before claiming reimbursement, the officer should obtain from the hospital authority, a copy, if possible, of printed tariff of the hospital, a bill in full detail and also a duly signed receipt in token of having made the payment and present them to the head of his office together with the certificates from the authorised medical attendant as required under the rules. The Head of the office should check the bill with the tariff and after obtaining the sanction of Government draw the amount payable on contingent bill form for which the hospital bill and the receipt will form the vouchers. The amount should then be disbursed to the officer. Such charges are debitable to the primary unit of appropriation "Other Allowances and Honoraria" of the account head appertaining to the department to which the officer belongs.

20.84 THE PUNJAB SERVICES (MEDICAL ATTENDANCE) RULES, 1940

[*Issued with Punjab Government, Medical Department No.* 68-*M*-41/2111, *dated the* 14*th January*, 1941].

Title and application.

1. These rules may be called the Punjab Services (Medical Attendance) Rules, 1940.

2. They shall apply to the following Government servants under the Punjab Government, when on duty or leave in India or on foreign service in India:—

(*i*) Members of the State services ;

(*ii*) Members of Subordinate services drawing a substantive pay of not less than Rs. 150 per mensem ;

(*iii*) Officers holding "special posts" who are not members of any of the services mentioned in clauses (*i*) and (*ii*) ;

(*iv*) Contract officers whose agreements provide for free medical attendance.

Definitions.

3. In these rules , unless there is anything repugnant to the subject or context :—

(*l*) "hospital" means a Government hospital, including a hospital maintained by a local body where there is accommodation suitable to the circumstances of the patient but does not include a dental hospital.

(*2*) "Civil surgeon" means the civil surgeon of the district in which the Government servant falls ill.

(*3*) "treatment" means the use of all medical and surgical facilities available at the hospital in which a Government servant is treated, and includes—

(*i*) the supply of all such medicines and vaccines as are in the price lists of the Medical Stores Depot and such medical comforts as are certified by the Civil surgeon to be necessary but no alcoholic stimulants ;

(*ii*) such special treatment including electrical treatment and X-ray examination as is certified by the civil surgeon to be necessary and which may be provided by the staff of the hospital ;

(*iii*) such accommodation as is ordinarily provided in the hospital and is suited to the status of the Government servant ;

(*iv*) the services of such nurses as are ordinarily employed by the hospital ; but does not include diet or treatment by specialist who are not on the staff of the hospital.

Free medical attendance.

3. A Government servant shall be entitled free of charge to treatment in a hospital in the place where he falls ill, and in the absence of a hospital there, in the nearest hospital.

Note—(1) Free treatment at home or in a nursing home or anywhere outside a hospital will not be allowed in any case.

(2) When the patient is treated at a hospital in a place other than that where he falls ill he will not be entitled to travelling allowance for the journey to such hospital.

Recovery of charges for board.

4. (*i*) Where according to the rules of the hospital in which a Government servant receives treatment separate charges are made for medical, surgical and nursing treatment and for board the charges for the former shall be defrayed by Government and the charges for board will be met by the officer himself.

(*ii*) Where the hospital charge is an inclusive charge, the charge for board shall be levied from the Government servant under treatment at the rates noted below and the remaining

hospital charges shall be regarded as the charges for medical surgical and nursing treatment :—

	Rs.	A.	P.	
(*a*) For ordinary diet or simple milk diet as laid down in Appendis XXIV of the Punjab Medical Manual for Indian patients	0	8	0	per diem
(*b*) For rodinary diet *plus* extras as prescribed by the medical officer ..	1	0	0	,, ,,
(*c*) For European diet	2	0	0	,, ,,

Head to which the charges are debitable.

5. If a Government servant is treated in a Government hospital, the free treatment will constitute an ordinary function of the hospital and the Medical Department will bear the charge which will be debited to the primary units of appropriation "Other Allowances and Honoraria" under head "38—Medical."

Treatment in a hospital maintained by local body.

6. If a Governmen servant is treated in a hospital maintained by a local body where he is to pay for his treatement, he shall himself make the payment in the first instance and recover the amount from Government afterwards. Before claiming reimbursement, he should obtain from the hospital authority a copy, if possible, of the printed tariff of the hospital, a bill in full detail and also a duly signed receipt in token of having made the payment and present them to the head of his office. The head of the office shall check the bill with the tariff and after obtaining the sanction of Government draw the amount payable on a contingent bill form for which the hospital bill and the receipt will form the vouchers. The amount shall then be disbursed to the officer. Such charges are debitable to the primary units of appropriation "Other Allowances and Honoraria" of the account head appertaining to the department to which the officer belongs.

DENTAL TREATMENT

20.85. If the diagnosis of the physiological or other disability, from which an officer is suffering, indicates that teeth are the real source of disturbance, he is entitled to free dental treatment, provided it is of a "major" kind, such as treatment of a jaw bone disease, wholesale removal of teeth.

etc. It does not include stopping of teeth or the free supply of artificial dentures. Dental treatment does not form part of medical treatment afforded to officers in a military hospital.

MAINTENANCE OF RELATIONSHIP REGISTER

Chief Secretary to Government, Punjab, letter No. 1825/24676/324-S.G./36/H.—Gaz., dated 13th August, 1936.

20.9. It has been left to the heads of departments to issue orders for the maintenance of a relationship register as they think fit. It has accordingly been decided that all gazetted officers of the All-India and State Services should furnish the superintending engineer with a brief statement showing their relationships, if any, with—

(*a*) other gazetted officers of Government ; and

(*b*) prominent public men.

They may also, if they care to do so, add a very brief account of their family history—not exceeding page of foolscap—to be recorded in type and not in manuscript.

A copy of each of these will be recorded in the qualification report file with the superintending engineer and another copy sent to the Secretariat for similar record there.

The details of relationship of non-gazetted Government servants should be recorded in the register of establishment prescribed in paragraph 9.6 of this Manual.

APPENDIX I

(Referred to in paragraph 20.421)

STATEMENT OF PARTICULARS REQUIRED TO ACCOMPANY APPLICATIONS FROM GOVERNMENT SERVANTS FOR PERMISSION TO PURCHASE IMMOVABLE PROPERTY

Name	Designation	Situation of permanent residence—(a) District; (b) Tehsil; (c) Village; (d) Whether in canal colony area	Details of Land to be Acquired				Any other information that applicant considers it desirable to give and in the case of land for non-residential purpose details as to the agency through which it will be controlled.	Detail of Land already owned			
			Situation—(a) District; (b) Tehsil; (c) Village; (d) Whether in canal colony area	Area	Value	Purpose for which to be acquired		Situation—(a) District; (b) Tehsil; (c) Village	Area	Revenue paid annually	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Signature of the applicant——————

Date——————

APPENDIX II

(Referred to in paragraph 20.7)

Name	Date of birth	Capacity in which served with date prior to date of proposed permanent appointment	DATE WITH AGE FROM WHICH APPOINTED TO CONTINUOUS TEMPORARY ESTABLISHMENT		DATE WITH AGE FROM WHICH APPOINTMENT TO THE PERMANENT ESTABLISHMENT IS TO HAVE EFFECT		Reasons for waiving the age limit as required by Rule 3.8 of Punjab C.S.R., Volume I, Part I (strong reasons must be given the case of person over 30 years of age)
			Date	Age	Date	Age	
1	2	3	4	5	6	7	8

CHAPTER 21

Instructions regarding preparation and submission of absentee statements

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CHAPTER 21

Instructions regarding preparation and submission of absentee statements

21.1. (*a*) *Audit Officer* means the Accountant-General, Punjab.

Definitions.

(*b*) *Cadre* means the strength of service or a part of a service sanctioned as a separate unit. In this memorandum three distinct classes are recognised :—

(*i*) *State cadres*.—Establishments controlled by the chief engineer.

(*ii*) *Circle cadres*.—Establishments controlled by the respective superintending engineers.

(*iii*) *Divisional cadres*.—Establishments controlled by the divisional canal officers.

These cadres are listed in paragraph 21.42.

(*c*) *Controlling authority* in respect to a cadre means the authority competent to make appointments and promotions, etc.

(*d*) *Limiting scales*.—The sanctioned strength of a cadre may be divided into smaller units, similarly sanctioned, termed "limiting scales". Thus a State cadre may be divided between circles ; such allocations are circle limiting scales. Similarly the strength of a circle cadre may be allotted to divisional limiting scales.

(*e*) *Nominal rolls*.—These rolls comprise the names of all men permanent, officiating, or temporary, employed against a cadre. They are maintained in the office of the controlling authority.

Absentee statements.

21.2. An absentee statement is a record of officials in superior service who are absent for the time being, from their posts against which they were recruited temporarily, or subsequently confirmed or promoted. This absence may be due to transfer to a temporary post, or joining time or suspension or leave (except casual leave) or a post left vacant substantively, whether any officiating arrangements have or have not been made against it. These absentee statements are prepared in Form S. T. R. 25. as shown in Appendix 1, separately for permanent establishment and temporary establishment.

Purpose of absentee statements.

21.3. The sole object of these statements is to provide the audit officer, with detailed data to enable him to conduct audit against the number of posts (permanent or temporary) sanctioned for each cadre. In other words, audit with the help of these statements, can trace changes that take place due to leave, promotion, transfer, etc., and can check the number of men employed against the sanctions communicated from time to time.

See A&C. No. 2, dated 10th January, 1956.

21.31. Treasuries do not audit pay bills against absentee statements and, indeed, do not require these statements for purposes of payment.

> "In terms of Rule 4.32(a) of S.T.R. the absentee statements in respect of temporary establishment shall be attached with the respective pay bills; whereas those of permanent establishment shall be forwarded to the Accountant-General, Punjab for audit purposes."

How to prepare absentee statements

21.40. Absentee statements are prepared separately for permanent and temporary establishments. It is necessary to record the names of absentees only (from whatever cause) as also the names in full, e.g., Shadi Ram (2) and not Shadi Ram only, of officiating men with the details regarding dates etc. Posts which remain unfilled should also be recorded to ensure that the complete chain of arrangements is indicated as clearly as possible.

21.41. Pay bills and absentee statements (which should of course agree with each other) should be prepared on the basis of the nature of posts held by individuals working thereagainst irrespective of the fact whether they themselves are

temporary or permanent Government servants. Thus the pay of the substitutes appointed in place of permanent hands posted against temporary posts elsewhere, should be drawn in the pay bill of permanent establishment and shown therein as "officating pay". Similarly, the pay of permanent men employed against temporary posts for the time being should be drawn in the pay bill for temporary establishment. The bills should be clearly marked "permanent" or "temporary" as the case may be.

The same criterion for classification between "permanent" and "temporary" applies to absentee statements. They should also be prepared separately for establishments for which leave reserve is provided and those for which no such reserve exists.

Temporary posts created for limited period should on no account be included in the permanent sanctioned strength nor the names of persons appointed to such posts, shown in the absentee statements for permanent establishment.

Sanctioning authority for all temporary posts should be quoted invariably to aviod confusion.

21.42. The following grouping arrangement should be adopted in respective statements for temporary and permanent establishment:—

	State cadres.	*Controlling authority*
Group I	Circle Superintendents, Head clerk	Chief engineer
Group II	Head draftsman, Draftsmen	Ditto
Group III	Overseers (O. E. S.)	Ditto
Group IV	*Zilladars*	Ditto
	Circle cadres	
Group V	Accounts clerks, Sub-divisional clerks, Assistant clerks	Superintending engineer
Group VI	Head vernacular clerks, Assessment clerks, vernacular clerks	Ditto
Group VII	Tracers	Ditto
Group VIII	Cashiers	Ditto

		Circle cadres—concld		*Controlling authority*
Group IX	..	Storekeepers	..	Superintending engineer.
Group X	..	Signallers	..	Ditto
Group XI	..	Artificers	..	Ditto
		Divisional cadres		
Group XII	..	Navigation readers	..	Divisional canal officer

21.43. The sanctioned scale of each class of establishment under each sub-head of account, should be shown conspicuously on the absentee statements to facilitate check in Accountant-General's office.

21.44. Overseers placed in charge of sub-divisions do not count against the limiting scale sanctioned for each circle. Their names should not be included with those provided against the sanctioned scale, but shown separately in the nominal rolls under the head "Overseers in charge of Sub-divisions."

Controlling authorities have a free hand in the matter of posting individuals.

21.5. Audit is directed to ensure that the total number of men employed and for whom pay is drawn, at no time exceeds the number of sanctions (permanent or temporary) communicated from time to time. It follows that audit is not concerned with the actual employment of individuals. Controlling authorities have complete discretion in the matter of posting individuals in the best interest of the public service.

It follows that a permanent servant may be posted to a temporary post by reason of his experience or special qualifications. The temporary servant actually employed against this temporary post may be permitted to officiate in the permanent post so made vacant.

But all such arrangements must be clearly noted in the absentee statements concerned.

Who may submit the absentee statements to the Accountant-General, Punjab.

21.6. Oridinarily, the controlling authority for each cadre has to prepare and transmit to the Accountant-General, absentee statements in respect of that cadre.

21.61. In the Irrigation Branch all State cadres are divided and allocated to circles in the form of "limiting scales". The absentee statements relating to State establishments, should accordingly be consolidated in circle offices and submitted to the chief engineer for counter-signature and transmission to the Accountant-General, Punjab. The provisions of Rule 4.22 of Financial Handbook, No. 1—Treasury Rules, Punjab, and Subsidiary Treasury Rules issued thereunder should be complied with.

Dates of submission of absentee statements.

21.71. The absentee statements of State establishments due to be submitted to the office of the chief engineer should reach punctually by the 5th of the month following that to which they relate. These will be transmitted duly countersigned, to the Accountant-General, Punjab, by the 15th.

21.72. The dates of submission of the Statement by superintending engineers direct to the Accountant-General, Punjab, will stand as heretobefore, viz.,—

Divisional office to superintending engineer.	Last day of the month to which it relates.
Superintending engineer to Accountant-General.	*15th of the month following that to which it relates.*

How long should the absentee statements be preserved.

21.8. Absentee statements form part and parcel of pay bills and they should be preserved for the period for which the pay bills are preserved.

APPENDIX 1

(Referred to in paragraph 21.2)

ABSENTEE STATEMENT FOR ESTABLISHMENT FOR WHICH LEAVE RESERVE IS PROVIDED

Name of absentee	Actual rate of pay	Designation and rate of pay of vacant post	Nature of absence				Rate of absentee allowance per month	To be filled up by audit office	Officiating Government servant (if any)				To be filled up by audit office
			Kind	Period	From A.M. or P.M.	To A.M. or P.M.			Name	Substantive post	Substantive pay	Officiating pay	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
								E.O. S.					E.O. S.
(A) Scale vacancies—													
Sanctioned permanent strength										44			
Permanent men on duty										34			
Permanent men on leave										5			
Officiating men on duty									4	5*			*The numbers should agree
Officiating men on leave									1				
Total on leave and duty										44			
Vacancies remaining unfilled										*Nil.*			
(1) Shri N.R. Tandon	Appointed to hold charge of sub-division from								(1) Shri I.J.L. Sapra				
(2) Shri Brahma Nand	On deputation to Rajasthan from								(2) Shri C.L. Kalra				
(3) to (5) ..	Other permanent scale Vacancies due to deaths, retirement, etc.								(3) Shri Joet Khairullah				5
									(4) Shri Gurdial Singh				
									(5) Shri Mehnga Singh				
(B) Absentee on leave against which no officiating arrangements are permissible. Here detail the names of persons and description of leave, etc.													

Note.—The specimen entries made above indicate generally the nature of information to be furnished. Specific details will, however be required to be noted in the respective columns in each case.

ABSENTEE STATEMENT FOR ESTABLISHMENT FOR WHICH NO LEAVE RESERVE IS PROVIDED

Absentee Statement (STATE)

Name of absentee	Actual rate of pay	Designation and rate of pay of vacant post	Nature of absence				Rate of absentee allowance per month	To be filled up by audit office	Officiating Government servant (If any)				To be filled up by audit office
			Kind	Period	From A.M. or P.M.	To A.M. or P.M.			Name	Substantive post	Substantive pay	Officiating pay	
1	2	3	4	5	6	7	8	9	10	11	12	13	14
								E.O. S.					E.O. S.

Sanctioned permanent strength 40
Permanent men on duty .. .. .. 33 *plus* one from (1—12)
Officiating men on duty .. .. .. 6 *plus* one from (13—30)
Total number on duty 40
Vacancies remaining unfilled .. .. .. *Nil.*

Officiating arrangements against scale vacancies—
(1) Shri Hashmat Raion foreign service to some State for — (1) Shri Panna Lal
(2) Shri Gurbakhsh Singh on deputation to Irrigation Department, Uttar Pradesh, from — (2) Shri Madan Lal
(3) and (3) Other permanent scale vacancies due to deaths, retirement, etc. — (3) Shri Sewa Singh (on leave)
(4) Shri G.C. Alfred

Officiating arrangement in leave vacancies—
(1) Shri Kidar Nath, leave on average pay for 3 months — (1) Shri K.L. Sethi
(2) Shri Dina Nath, leave on average pay on medical certificate for 8 months — (2) Shri Chiranjit Lal
(3) Shri Ranjit Singh, leave on half average pay for three months — (3) Shri Khushal Singh
(4) Shri Hari Chand, leave on average pay for 18 days (13th—30th) — (4) Shri Ram Dass from 13th to 30th

Note.—The specimen entir made above indicate generally the nature of information to be furnished. Specific details will, however, be required to be noted in the respective columns in each case.

CHAPTER 22

Office Routine and Administration

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CHAPTER 22

Office Routine and Administration

Office attendance.

22·1. The hours of attendance in all offices shall be from 10.00 A.M. to 5.00 P.M. with an interval of thirty minutes for lunch at 1.30 P.M.

The attendance registers for the office staff of circle and divisional offices should be properly maintained in the attendance roll forms (S.T. 159) which can be had from the Controller of Printing and Stationery, Punjab, Chandigarh.

GENERAL OFFICE ROUTINE AND ADMINISTRATION—

Office.

22·21. For an office to function smoothly and efficiently every member of the staff, irrespective of the appointment held by him should do his proper share of the work. If he cannot do so, the office is bound to fail in its functions and will require immediate re-organisation.

Relation between the officer and the clerk.

22·22. The clerk is an assistant to his officer. In order that an officer should perform to the best advantage, he must know what to expect from each of his assistants. An officer is not expected to do the clerk's work and conversely, he should not expect from his staff more than their due share. Only by the proper execution of allotted duties, by all concerned, can full efficiency be secured.

The clerk.

22·23. Clerks recruited from the open market frequently have very sound book knowledge but lack the necessary experience for efficent working of an office. A clerk should be trained by experience in an office and the application of knowledge attained by him in school or college,

Every clerk in an office must know thoroughly, the office in which he is required to work, the functions of the department to which his office belongs and the complete chain of responsibiliy downwards and the channel of submission upwards.

22·24. A clerk must know what consituttes a file or case. Briefly, a file or case should deal with one subject only to facilitate disposal and simplify references afterwards. A file is really a collection of papers each of which is immediately relevant to every other paper in that collection. If a paper is only indirectly relevant, it should from the subject of another file with a proper cross reference.

The file.

Every file in the Secretariat and circle offices has two parts, the noting part and the correspondence part. A clerk should know how to bring correspondence on to a case. The entry of a receipt should be marked in red ink in the noting part as below:—

From
No. Dated.

and underneath a brief summary of the contents of the receipt.

Thereafter comes the noting proper.

22·25. Noting should assist the officer who has to pass orders, to understand the case. From the noting the reason why certain decisions were taken can be asscretained. To understand a case having previous history, it is normally sufficient to read the correspondence only, just to realise the background of the immediate problem.

Noting.

THE SYSTEM OF FOUR Ps AND THREE Cs

22·31. Such a system as that of the four Ps and the three Cs—

The advantages of the system.

(*a*) gives confidence to the clerks,

(b) reduces the work of the office and the officer,

(c) saves time and paper,

(*d*) increase efficiency,

(*e*) often provides solution of the problem under disposal, and

(*f*) always facilititates drafting.

If noting is faulty or is not clearly expressed, a wrong decision may be the result.

The four Ps.

22·32. The four Ps are (1) P.U.C. (paper under consideration), (2) P.P. (previous papers), (3) Policy and (4) Precedent.

P.U.C.—The paper under consideration (or precis thereof if very long) must be read by the officer himself. Only if the p.u.c. has been so badly drafted that the points on which orders are required are not clear from the document itself or need further amplification, should any noting be required, except such remarks as "p.u.c. flagged," "points on which orders are required are in paragraph————."

P.P.—Previous papers usually precede the p.u.c. The clerk dealing with the case shouldfind them out andstate in the notes, where they are to be found. If these are found in another file bearing on the case, it should be linked up with the file containing the p.u.c. and references flagged. Before putting up the case to an officer for action, it is sometimes necessary to add a precis, particularly if the case is a complicated one or is to be submitted to an officer who is not sufficiently familiar with the case. If the officer is sufficiently familiar with the case, it will only be necessary to say "P.P.—File————page———— flagged————————".

Poilcy—Policy is the heart of every case and forms the basis of all decisions. In every case a new policy has to be defined or an existing policy applied. The initiation of a new policy invariably requires the orders of high authority, which may be Government itself. The decision on a case which is governed by policy already defined particularly,, when there is a clear precedent existing, can generally be given by an undersecretary. The policy is sometimes to be found in an Act of the Legislature, sometimes in a speech made by a member of the Government, sometimes in an official letter, while at other

times it has to be decduced from a series of possibly disconnected decisions. But wherever contained, the policy, must be sought and even if the clerk or officer concerned fails to find any, a reference should be made in the noting to the effect "Policy—None found."

Precedent.—Precedent shall be powerful and very important as it gives an indication of previous decision and other interests involved. Parallel results always flow from parallel circumstances, care being taken to see that the parallel is exact. If none is exact, the clerk should selecte the closest parallel and point outin the noting in what respect these parallers, differ. Cross referencing of files greatly facilitates this kind of comparison.

The three Cs.

22·23. Drafting must be based on the three Cs which are the canon of good drafting.

The three Cs are (1) Clear, (2) Complete and (3) Concise.

Clear—'Clear' means clear to the recipient and not capable of being misinterpreted. It is enough that the draftsman is merely able to justify his draft but it is essential for him to see that the receipient will understand exactly the meaning, which it is intended to convey to him. If an order is misunderstood, only the unwise would attempt to show that it could only be understood as he had intended. The wise man would blame himself for not looking at matter from the recipient's point of view.

Sometimes drafts are deliberately vague but vagueness due to carelessness is not to be excused as it wastes valuable time of highly paid officials in correcting misunderstandings which have arisen or may arise from lack of precision in a draft.

Compiete.—Complete drafts are the automatic result of the observance of the four Ps. Letters either convey information or request orders and the following formula should be observed in drafting a complete letter—

(1) The subject of a letter should head it to enable the officer immediately to switch his mind to the contents.

(2) The reference to the letter being replied to and the object should be contained preferably in the first line but necessarily in the first paragraph;

(3) The second paragraph should deal with the necessary re ital of circumstances ;

(4) The third paragraph should refer to the policy governing the case;

(5) A precedent, if any, should be quoted in the fourth paragraph; and

(6) The decision, conclusion , or recommendation, if any, should be contained in the final paragraph.

Letters so drafted will get through the registration and the administrative machinery of an office quickly as the most ill-informed registery or record clerk will be able to collect the necessary papers in the shortest possible time and submit them to the clerk responsible for their disposal. The noting clerk may have little more to do than to check the correctness of the references and pass on the case to the officers for orders. In this way orders issue very quiclkly and all concerned are saved the wastage of time involved in the issue and disposal of reminders.

Concise.—Concise letters are good to write and good to read. Attention has always been drawn to the necessity of brevity, clearness and conciseness in official correspondence. One must try to tell the shole story in the first line of a letter.

DESTRUCTION OF OFFICIAL RECORDS

General.

22.411. A special clerk, preferably a head clerk, should be deputed for the destruction of any official records. His work will be directed towards the destructions of all surplus records, boxing of all records which must be retained and yet are not in constant use and, lastly, the preparatio of a complete index of current cases and their proper placinng on the shelves.

The following general instructions should be observed in this connection. The superintending engineer or executive engineer may, however, issue such further detailed instructions as appear necessary to ensure that the work is done t*horough-ly* as well as expeiditously.

Classification of cases.

22.412. The clerk should examine every individual cases and classify under one of the following three heads :—

(*i*) *Cases likely to be required at intervals for reference.*—Such cases should be few and should be incorporatedin the records of the division concerned.

(*ii*) *Cases not likely to be required, but containing correspondence on important matters, which should be retained.*—Such cases should be stored in boxes. Each box is to be provided on top with a complete list of contents and a copy of the list should be filled with the clerk's final report.

(*iii*) *Cases which may safely be destroyed under the existing rules for destruction of records and* which are concerned with ephemeral matters.

Running record of cases examined.

22.413. He should maintain a running record of every single case examined. This record will contain a reference to the case examined, i.e. subdivision and division concerned and the case number. It will contain a summary in a few words only of the contents of the case; the disposal of the case, i. e. whether incorporated in divisional record, stored or destroyed; if destroyed, the paragraph in the rule of the destruction of records to which it refers.

At the end of each day's work, the clerk will summarise at the bottom of this running record the number of cases handled and the number of cases passed to each ofthe three classes.

Final disposal of cases.

22.414. Cases which are to be retained under class (*ii*) should be stored in wooden boxes. The wooden boxes will be lined with water-proof paper and should be of handy size to contain cases without waste of space. They should be screwed down and a number stencilled on them. Reference to the number should be contained in a separate list indicating briefly the contents of each case.

Cases which are to be destroyed, should first be taken to pieces. File-boards should be preserved, case covers in good condition should also be preserved. The paper used on one side only may be put aside, for use in divisional office for notes and scribble paper, etc. The rest may be collected in sacks and transferred to the nearest jail for pulping.

Progress report.

22.415. The clerk will submit a copy of his summary to the executive engineer, in a separate register, every week. The executive engineer will summarise this report in his monthly progress report.

WEEKLY PROGRESS REPORT

Week ending	Number of cases examined		Number of cases destroyed		Number of cases preserved	
	During week	To date	During week	To date	During week	To date

POSTING OF ADDENDA AND CORRIGENDA TO REFERENCE BOOKS

22.42. It is extermely important that all addenda and corrigenda to reference books which are received from time to time are posted very promptly.

The following instructions should be complied with in this connection :—

(*i*) All addenda and corrigenda shall be filed in numerical order on the back of those books that have laced binding for the purpose.

(*ii*) In the case of books which do not have laced binding, addenda and corrigenda shall be maintained in a separate cover, which itself shall be laced to the back cover of the publication.

(*iii*) The amended words, sentences, paragraphs or pages shall be struck out and a reference given to the number of addenda and corrigenda directing this correction.

(*iv*) Corrections to any prior amendment shall be carried out on the addenda and corrigenda affected and not in the original paragraph.

(*v*) No other record of addenda and corrigenda, and no index of addenda and corrigenda in the back pages of the book need be kept.

In circle, divisional and sub-divisional offices, while the clerk-in-charge of the library books will be held personally responsible for the correct and prompt posting of addenda and corrigenda to all books, in his charge, the reference books in charge of other members of the staff will be kept up to date by themselves. All reference books with the superintending engineers and executive engineers will be completed by their camp clerks in the manner indicated above.

UNDERTAKING OF PRIVATE WORK OUT OF OFFICE HOURS

22.5. The following instructions are issued for general information and compliance :—

On the principle that the Buildings and Roads Branch of the Public Works Department is the Branch responsible for buildings, Government has sanctioned the following procedure for the future. If a private person or State wants a building designed, estimated or supervised, and applies to any officer for assistance, the request should be sent to the Secretary, Buildings and Roads Branch, who will deal with it. If assistance can more appropriately be given by an officer of the Irrigation Branch, then this Branch will be consulted and orders can issue from the Irrigation Branch, but the reference should in every case first go to the Buildings and Roads Branch, which is in the best position to advise on the case.

In order to give effect to the above instructions all officers of the Irrigation Branch, who are approached by any private person or State with a view to obtaining a design, estimate or supervision of construction of a building, must obtain an application in writing from the applicant giving details of what work he wishes to be undertken and, in the event of an officer of the Irrigation Branch being particularly required for the job, the reasons for this must be clearly stated. Any such application is to be forwarded to the Chief Engineer, Irrigation Branch, for submission to the Buildings and Roads Branch and no work of this description is to be undertaken without first of all obtaining the necessary permission from the chief engineer.

SUBMISSION OF CORRESPONDENCE TO THE IRRIGATION SECRETARY

22.61. Copies of notes and correspondence submitteed to the Irrigation Secretartiat should invariably show the name and rank of the officer who wrote them. This should be done by the insertion of a heading thereon, thus "Copy of a $\frac{\text{note}}{\text{lettre}}$ dated the ——————————by (name and designation of the writer), regarding (subject)". This is essential in personal matters and in matters of importance involving opinions. For instance to avoid delay it is absolutely necessary to know the name and rank of an officer asking for an advance from his provident fund or an advance for a motor car, etc. Similarly, it is essential to have the name of a divisional or other officer giving his opinion on any work or in regard to any rule, so that the authority who has to pass orders may be in a position to gauge what weight should be attached to the opinion expressed.

(2) Letters and other correspondence should be copied on foolscape paper unless there are any special orders to the contrary; and the subject of a letter should always be given as a heading.

(3) Tabular statements should always be signed and dated by the submitting officer.

(4) The enclosures to a letter, whether plans or correspondence should be destinctly marked as "enclosure" to $\frac{\text{Circle}}{\text{Division}}$ letter No.——————, dated ——————', and the tag holes thereof should be properly reinforced to avoid parts being lost or mislaid.

The head clerk of the office and all others directly concerned must be held personnaly responsible to see that the above instructions are strictly observed.

SUPPLY OF CONFIDENTIAL DOCUMENTS TO PROSPECTIVE EMPLOYERS

22.62. When a discharged Government servant applies for employment elsewhere, no objection need be raised to giving to his prospective employer a reference to the Irrigation Branch officer under whose control he servec. If the prospective employers refers to that officer, the latter may, if the

prospective employer be Government, supply personal register, qualification report or other confidential decouments under a confidential cover for reference and return and may also supply confidentially and other information he considers fit. If the employer is an authority other than Government, no confidential documents should be supplied and this officer should not, without reference to chief engineer, go further than stating in general terms and confidentially whether the service of this person concerned has been satisfactory or not .

Confidential documents including personal files, personal registers and qualification reports should not, except in unusual cases, be allowed to leave the office in which the individual was employed. If an officer of another department wishes to see the confidential records of a person, he should , if possible, inspect these records in company with the officer responsible for their custory or his superiors.

On no account should the heirs of a deceased Government servant be given the original personal register, qualification report or other confidential documents or any copies of extracts therefrom, nor can they be allowed to see these documents or confidential records in the officer's presensce.

Service books and copies of character sheets may, however, be supplied to the heirs of a deceased employee.

PROCEDURE TO BE FOLLOWED IN ACCOUNTANT-GENERAL'S INSPECTION OF A DIVISIONAL OFFICE

22.7. During the period of Accountant-General's inspection of a divisional office, each morning the rough notes of the work done by the inspecting staff will be handed over to the divisional accountant in half margin. The divisional accounttant will take action thereon to settle as many points as possible. The orders of the executive engineer should be obtained, where necessary, to set right the defects. At the end of the day, the divisional accountant will return these sheets to the inspecting officer with his remarks against each paragraph. My adopting such a procedure, it should be possible to settle quite a large number of points with the executive engineer during the days of the inspection and give the inspecting officer every assistance towards explaining the points brought forward and so curtail the extent of the final report.

(2) Unless there are special and urgent reasons which necessitate the divisional officer being absent during the inspection, he should be present at headquarters and be in close touch with the inspecting officer as long as the inspection lasts.

(3) After the inspection is finished, the report, is to be sent to the executive engineer with a note by the inspecting officer, requesting the former to see if the facts, etc., mentioned in the report are correct and asking him to fix an appointment so that the latter may discuss this report with him.

(4) The sub-divisional officer and the sub-divisional clerk of the sub-division, the accounts of which are being test-audited should be present at divisional headquarters throughout the period of such audit.

(5) The sub-divisional clerk should be present when required to facilitate the submission of records and the supply of information in connection therewith to the inspecting officer or to the staff accompanying him, in the presence of the sub-divisional officer.

(6) The staff accompanying the inspecting officer will not obtain any information from the sub-divisional clerk except in the presence of the sub-divisional officer.

(7) Records will not be removed from the divisional office by the staff accomanying the inspecting officer. In case, however, an inspecting officer requires records out of office hours in order to expedite the work of inspection, the divisional officer shall supply the records to him on receipt of a written requisition from the inspecting officer.

(8) The aduit officer will not reproduce in the inspection report any items noted already in the reports of the executive engineer unless he is dissatisfied with the action taken thereon by the executive engineer, or superintending engineer, of unless he desires to offer any additional remarks or represent another aspect of the case.

ASSEMBLY QUESTIONS AND RESOLUTIONS.

22.8 It sometimes happens that Assembly questions cannot be finally replied to without obtaining information from the local canal officers. When any such reference is made, all concerned must treat it as really urgent from the moment of its receipt, and superintending engineers and divisional officers

should see that the information called for is supplied with the least possible delay. Doubtful and unverified statements of facts should always be avoided. The necessity for expeditious disposal of all cases relating to Assembly questions and resolutions cannot be over-emphasised.

Government realises that some questions involve considerable time and labour in collecting the necessary material to suggest a reply thereto, but unnecessary delay in supplying information even for a day, sometimes necessitates giving an "*ad interim*" reply, which is undesirable.

22.91. INSTRUCTIONS FOR THE SUBMISSION, RECEIPT AND TRANSMISSION OF PETITIONS TO THE GOVERNOR-GENERAL IN COUNCIL, IN SO FAR AS THEY RELATE TO PETITIONS FROM PERSONS WHO ARE, OR HAVE BEEN, IN THE CIVIL SERVICE OF THE CROWN IN INDIA

PART I

PRELIMINARY

1. In these instructions:— Definitions.

(1) "Provincial Government" includes the authorities mentioned in the Schedule; and

(2) "Petition" includes memorials, letters, and applications of the nature of petitions.

2. (1) Save as hereinafter provided, these instructions shall apply, so far as may be, to all petitions addressed to the Governor-General in Council, by persons who are, or have been, in the civil service of the Crown in India other than those employed under the Crown Representative in respect of matters arising out of such employment or in respect of the termination of such employment. Scope of instructions.

(2) They shall apply only in so far as they are not inconsistent with the conditions of the Royal Indian Navy, Army, or Royal Air Force, to petitions of the nature referred to in sub-instruction (1) from persons who are or have been in such service in respect of matters arising therefrom.

(3) They shall not affect any rules or orders made by the Governor-General in Conucil in respect of representations submitted by recognised associations of Government servants.

PART II

FORM AND MANNER OF SUBMISSION OF PETITIONS

Form of petition.

3. (1) A petition may be either in typescript or in print.

(2) Every petition shall be authenticated by the signature of the petitioner, and submitted by the petitioner in his own behalf.

(3) Every petition, and the documents accompanying it, shall be in English.

Contents of petition.

4. Every petition shall—

(*a*) contain all material statements and arguments relied upon by the petitioner ;

(*b*) be complete in itself ;

(*c*) if any recorded order of a public authority is complained against, be accompanied by a copy of the orders and by a copy of any order in the case passed by subordinate authority ; and

(*d*) end with a specific prayer.

Methods of submission.

5. (1) Every petition shall be submitted through—

(*a*) the Provincial Government mentioned in the Schedule in respect of the petitioner ; or

(*b*) if no Provincial Governments is mentioned in the Schedule in respect of the petitioner, the Provincial Government of the province in which the petitioner is or has last been residing or employed ;

and shall be accompanied by a letter requesting the Provincial Government to transmit the petition to the Governor-General in Council.

(2) If there is no Provincial Government such as is referred to in sub-instruction (1), the petition shall be submitted to the Governor-General in Council direct.

Channel of submission.

6. (1) Every petition shall be submitted to the authority provided in instruction 5 through the head of the office or department to which the petitioner belongs or belonged.

(2) The head of an office or department, on receipt of any petition submitted through him in accordance with sub-instruction (1) above, shall forwarded the petition, by means of the usual official channel, to the authority provided in instruction 5.

PART III

WITHHOLDING OF PETITIONS BY THE PROVINCIAL GOVERNMENT

Circumstances in which petitions may be withheld.

7. The Provincial Government may, at discretion, withhold a petition when—

(1) the petitioner has not complied in full with the provisions of Part II of these instructions ;

(2) the petition is illegible or unintelligible or contains language which is, in the opinion of the Provincial Government, disloyal, disrespectful or improper ;

(3) a previous petition from the petitioner on the same subjected has been disposed of by the Secretary of State for India or the Governor-General in Council, and the petition, in the opinion of the Provincial Government discloses no new facts or circumstances which afford grounds for a reconsideration of the subject ;

(4) the petition is a representation against a decision which is declared to be final by any law or statutory rule ;

(5) the petition is —

(*a*) an application for employment in Government service not made in pursuance of any rule or announcement regarding applications for such employment ; or

(*b*) a request for exemption from the provisions of any law or rule prescribing the qualifications to be possessed by persons in the service of Government or by persons engaging in any profession or employment ;

(6) the peition relates to a subject on which the Provincial Government is competent to pass orders, and no application for redress has been made by the petitioner to the Provincial Government;

(7) the petition is a representation against an order communicated to the petitioner more than six months before the submission of the petition, and no satisfactory explanation of the delay is given ;

(8) the petition is a representation against a failure to exercise a discretion vested in the Provincial Government:

Provided that no petition submitted by an officer appointed by the Secretary of State in Council or the Secretary of State or a Commissioned Officer on the Active List of the Royal Indian Navy, or an officer holding the King's Commission on the Active List of the Regular Army or the Royal Air Force or an officer appointed substatively to a reserved post, or an officer appointed by the Governor-General in Council to a Central service, shall be withheld ;

(9) the petition is a representation against the discharge of a person—

(*a*) appointed on probation, during such probation ;

(*b*) appointed, otherwise than under contract, to hold a temporary appointment, on the expiration of the period of such appointment ; or

(c) engaged under contract, in accordance with the terms of such contract ;

(10) the petition is a representation against an order—

(*a*) from which the petitioner has exervise, or possesses, a rigth of appeal under —

(*i*) rules or orders regulating his condtions of services ; or

(*ii*) the terms of his contract of service ;

(*b*) passed by any authority in the exercise of appellate or revisional powers conferred by any, rule order or contract such as is referred to in sub-clause (*a*) ; or

(*c*) from which, not being an order of punishment passed by the Governor-General in Council, on an officer appointed by the Governor-General in Council, an appeal is expressly barred by any rule, order or contract such as is referred to in sub-clause (*a*) ;

(11) the petition is a representation relating to—

(*a*) the application of —

(*i*) rules or orders made by the Secretary of State for India in Council or the Secretary of State for India ; or

(*il*) the terms of the contract of service of the petitioner ; or

(*b*) an order of the Provincial Government refusing to grant or to recommend—

(*i*) a special pension ;

(*il*) a compassionate pension ; or

(*iii*) any pecuniary or other concession to which the petitioner is not entitled under any law or statutory rule :

Provided that no petition submitted by an officer appointed by the Secretary of State in Council or the Secretary of State or a Commissioned Officer on the Active List of the Royal Indian Navy, or an officer holding the King's Commission on the Active List of the Regular Army or the Royal Air Force or an officer appointed substantatively to a reserved post, or an officer appointed by the Governor-General in Council to a Central service shall be withheld ;

(12) the petition is submitted, otherwise than in accordance with any rule, order or contract such as is referred to in sub-clause (*a*) of clause (10), with regard to the prospective claim of the petitioner to pension ; or

(13) the petition is a representation against the withholding of a petition by an authority competent to do so.

Petitioner to be informed when petition is withheld.

8. The Provincial Government shall, when a petition is withheld under instruction 7, inform the petitioner of the withholding and the reason therefor.

List of petitions withheld.

9. The Provincial Government shall send a quarterly return to the Governor-General in Council specifying all petitions from officers under the rule-making control of that authority or an authority subordinate thereto, withheld under instruction 7 by the Provincial Government, and the reasons for withholding them.

PART IV

TRANSMISSION OF PETITIONS BY THE PROVINCIAL GOVERNMENT

Procedure for transmission.

10. The Provincial Government shall transmit to the Governor-General in Council all petitions not withheld under instruction 7, together with a concise statement of facts material thereto and, unless there are special reasons to the contrary, an expression of the opinion of the Provincial Government thereon.

SCHEDULE

LIST OF AUTHORITIES INCLUDED IN THE TERM "PROVINCIAL GOVERNMENT."

[*See* Instruction 1 (1)]

1. Chief Commissioners.

2. The Commander-in-Chief in India and Army, District and Independent Brigade Commanders.

Note. In case of petitioners who are ex-soldiers and have served under more than one Army District of Independent Brigade Commander, the Provincial Government for the purposes of these instructions shall be the Army District or Independent Brigade Commander who from his knowledge of the petitioner or of the subject-matter of the petition is best able to make recommendations on the petition.

3. The Air Officer Commanding, Royal Air Force in India.

4. The Flag Officer Commanding, Royal Indian Navy.

5. Heads of departments who are directly under the Government of India.

6. In respect of persons serving under the Railway Board

(*a*) as regards non-pensionable non-gazetted staff :—

(*i*) General Managers

(*ii*) Chief Engineers

(*iii*) Chief Operating and Transportation Superintendents

(*iv*) Chief Traffic and Commercial Managers

(*v*) Locomotive and Carriage and Wagon Superintendents

(*vi*) Chief Mechanical Engineers

(*vii*) Superintendents of Machanical Workshops

(*viii*) Financial Advisers and Chief Accounts Officers

(*ix*) Divisional Superintendents

(*x*) Controller of Railway Accounts

of the N.W., E. B., E. I., and G. L. P., Railways.

(*b*) as regards other staff :—
The Railway Board.

22.92. INSTRUCTIONS FOR THE SUBMISSION OF CERTAIN CLASSES OF PETITIONS TO THE GOVERNOR-GENERAL IN COUNCIL BY THE MEMBERS OF THE PUBLIC.

PART I

PRELIMINARY

Definitions.

1. For the purposes of these instructions, "petition" includes memorials, letters and applications of the nature of petitions.

Scope of instructions.

2. These instructions shall apply, so far as may be ; to all petitions addressed to the Governor-General in Council relating to matters to which the executive authority of the Governor-General in Council extends excepting—

(*i*) petitions substituetd by, or on behalf of, persons santenced by a court of law to death or to any other punishment ;

(*ii*) petitions submitted by, or on behalf of, persons who are or have been in the service of the Crown in respect of matters arising out of such service or in respect of the termination of such service ; and

(*iii*) petitions relating to bills pending before the Indian Legislature.

PART II

FORM ANY MANNER OF SUBMISSION OF PETITIONS

Form of petition.

3. (1) A petition may be etither in type or in print.

(2) Every petition shall be authenticated by the signature of the petitioner, or when the petitioners are numerous, by the singnatures of one or more of them.

(3) Every petition and the documents accompanying it, shall, if possible, be in English ; if not, they shall be accompanied by an English translation authenticated in the manner provided in sub-instruction (2).

Contents of petition.

4. Every petition shall—

(*a*) contain all material statements and arguments relied upon by the petitioner ;

(*b*) be complete in itself ;

(*c*) if any recorded order of a public authority is complained against, be accompanied by a copy of the order and by a copy of any order in the case passed by the subordinate authority ; and

(*d*) end with a specific prayer.

Method of submission.

5. Every petition shall be submitted—

(*a*) if it relates to a matter directly administered by the Governor-General in Council, through the head of the department concerned ;

(*b*) if it emanates from a Chief Commissioner's Province and is not covered by the preceding clause, through the Chief Commissioner, and

(*c*) in any other case, to the Governor-General in Council in the Home Department ;

and shall be accompanied by a letter requesting the authority to submit the petition to the Governor-General in Council.

PART III

WITHOLDING OF PETITIONS BY SUBORDINATE AUTHORITIES

Circumstances in which petitions may be withheld.

6. The petitions received by any authority under sub-instructions (*a*) and (*b*) of instruction 5 may, if it is an authority specified in the Schedule be withheld by that authority, when—

(1) the petitioner has not complied in full with the provisions of Part II of these instructions ;

(2) the petition is illegible or unintelligible, or contains language which is, in the opinion of the authority, disloyal, disrespectful or improper ;

(3) a previous petition from the petitioner on the same subject has been disposed of by the Secretary of State for India, or the Governor-General in Council, and the petition, in the opinion of the authority, discloses no new facts or circumstances which afford grounds for reconsideration of the subject ;

(4) the petition is a representation against a decision which is declared to be final by any law or statutory rule ;

(5) the law provides a different or specific remedy in respect of the subject-matter of the petition, whether or not any period of limitation prescribed for the prosecution of such remedy has expired ;

(6) the petition is in effect an appeal from a judicial decision ;

(7) the petition is a mere application for relief, pecuniary or other, which is—

(*a*) presented by a person manifestly possessing no claim or advancing a claim of an obviously unsubstantial character ; or

(*b*) so belated that its consideration is clearly impossible ;

(8) the petition makes a proposal regarding legislation which the authority is not prepared to support ;

(9) the petition is a representation against the action of a private individual or of a body of private individuals regarding the private relations of the petitioner or such individual or body ;

(10) the petition relates to a matter in which the petitioner has no direct personal interest ;

(11) the petition relates to a subject on which the authority is competent to pass orders, and no application for redress has been made by the petitioner to the authority ;

(12) the petition is a representation against an order communicated to the petitioner more than six months before the submission of the petition and no satisfactory explanation of the delays is given ;

(13) the petition is a representation against a failure to exercise a discretion vested in the Governor-General in Council or any other authority ;

(14) the petition is a representation relating to orders made by the Secretary of State for India.

Petitioner to be informed when Petition is withheld.

7. When a petition is withheld under instruction 6, the authority shall inform the petitioner of the withholding and the reasons therefore.

List of petitions withheld.

8. The authorities mentioned in the Schedule shall send a quarterly return to the Governor-General in Council specifying all petitions withheld under instruction 6 and the reasons for withholding them.

PART IV

TRANSMISSION OF PETITIONS BY SUBORDINATE AUTHORITIES

Procedure for transmission.

9. (1) The authorities referred to in sub-instruction (*a*) and (*b*) of instruction 5 shall transmit to the Governor-General in Council all petitions not withheld under instruction 6 together with a concise statement of facts material thereto and an expression of the opinion of the authority concerned thereon.

(2) Where the petition or any document accompanying it is not in English :—

(*a*) if it is accompained by an English translation, the authority shall examine the translation and report any defects found therein while transmitting the petition ;

(*b*) if it not accompained by an English translation, the authority shall prepare such a translation and transmit it together with the petition.

SCHEDULE

LIST OF SUBORDINATE AUTHORITIES WHO MAY WITHHOLD PETITIONS

[*see* INSTRUCTION 6]

1. All heads of departments directly administered by the Governor-General in Counicl including :—

(*a*) the Commander-in-Chief in India ;

(*b*) the Flag Officer Commading, Royal Indian Navy ;

(*c*) the Air Officer Commanding-in-Chief, Air Headquarters, India ; and

(*d*) the Railway Board.

2. Army, District and Independent Brigade Commanders.

3. Chief Commissioner.

22.93. INSTRUCTIONS FOR THE SUBMISSION, RECEIPT AND TRANSMISSION OF MEMORIALS ADDRESSED TO THE GOVERNOR OR GOVERNMENT OF THE PUNJAB STATE.

PART I

PRELIMINARY

1. In these instructions—

Definition.

(1) "Head of Department" means the authority shown in column 5 or Appendix D to the Punjab Budget Manual (4th Edition) is respect of the Government servants whose pay is charged to the corresponding head of account in column 2 of that Appendix.

(2) "Memorial" includes petitions, letters and applications of the nature of memorials.

(3) "Governor" means the Governor of the Punjab State.

(4) "Government" means the Punjab Government in the Administrative Department.

2. (1) These instructions shall apply to memorials addressed to the Governor of Punjab or the State Government by persons who are or have been in the Civil Service of the Punjab State in respect of matters arising out of such employment or in respect of the terminsation of such employment and who are or were subject to the rule-making power of the Governor.

Scope of instructions.

(2) These instructions shall not affect any rules or orders made by competent authority in respect of representations submitted by recognized associations of Government servants and shall be in additions to and not in derogation of the rules governing the conditions of service of the memorialist.

PART II

FORM AND MANNER OF SUBMISSION OF MEMORIALS

3. (1) A memorial may be either in manuscript, typewritten or in print.

Form of memorial.

(2) Every memorial shall be authenticated by the signatures of the memorialist and submitted by the memorialist on his own behalf, or when the memorialists are numerous, every person preferring the memorial shalll do so separately and in his own name unless the subject-matter of the memorial is with respect to or arises out of one and the same order affecting them jointly, in which case it may be signed jointly.

(3) Every memorial, and the papers connected therewith, shall be accompained by a rendering of it in the language for the time being authorized for use in the State for official purpose duly authenticated in the manner aforesaid.

Contents of memorial.

4. Every memorial shall—

(*a*) contain all material statements and arguments relied upon by the memorialist ;

(*b*) be complete in itself ;

(*c*) contain copies of the orders passed by the original as well as the appellate authority against which the memorial has been preferred together with copies of his applications and/or appeals to such authorities ;

(*d*) mention in cases of dismissal, removal or reduction in rank or any other penalty, whether a reasonable opportunity was given to show cause against the action taken, as laid down in the Punjab Civil Services (Punishment and Appeal) Rules or such other rules which are applicable to the facts of the case in regard to him ; and

(*e*) and with a specific prayer or relief sought.

Method of submission.

5. (1) Every memorial shall be submitted to the Head of the Department to which the memorialist belongs or last belonged ; and through the authority from whose order the appeal or application for revision was preferred and rejected. It shall be accomapined by a letter requesting the Head of the Department, or the authority concerned to transmit the memorial to the Government or the Governor as he case may be.

(2) The Head of the Department, on receipt of any memorial submitted through him in accordance with Rule 5(1)—

(*i*) shall acknowledge its receipt;

(*ii*) shall, as soon as may be, forward the memorial through the usual official channel, to the Government and inform the memorialist. The Government shall examine the same and submit to the Governor, through the Minister concerned, if prayed for in the memorial, or if considered necessary.

(3) The memorialist may forward an advance copy of the memorial to the Governor or Government. The advance copy shall not be acknowledged.

PART III

WITHHOLDING OF MEMORIALS BY HEADS OF DEPARTMENTS

6. If the Head of a Department to whom a memorial is presented or forwarded, decides to withhold it, he shall inform the memorialist giving reasons therefor. A memorial may be withheld only on any one or more of the following grounds:—

(*i*) The memorialist has not complied, in full, with the provisions of Part II of these instructions.

(*ii*) The memorial is illegible or unintelligible, or contans language which is, in the opinion of the head of the Department, disloyal, in disrespectful, or improper.

(*iii*) A previous memorial from the memorialist on the same subject has been disposed of by the Government or Governor, and the memorial, in the opinion of the Head of the Department discloses no new facts or circumstances which afford ground for a reconsideration of the subject.

(*iv*) The memorial is—

(*a*) an application for employment in Government service not made in pursuance of any rule or any advertisement regarding applications for such employment; or

(*b*) a request for exemption from or relaxation of the provisions of any law or rule prescribing the qualifications to be possessed by persons in the service of Governor; or

(*c*) the memorial relates to a subject on which the Head of the Department is or was competent to pass orders and no application for redress has or had been made by the memorialist to the Head of the Department, in which case the memorialist will be informed as to his forum for redress.

(*v*) The memorial is a representation against an order communicated to the memorialist more than six months before the submission of the memorial, and no satisfactory explanation of the delay is given.

(*vi*) The memorial is a representation against the discharge by competent authority of a person—

(*a*) appointed on probation, during or at the end of the period of probation in accordance with the terms of appointment and rules governing the probationary service; or

(*b*) who as a temporary Government servant is appointed otherwise than under contract, on the expiration of period of the appointment; or

(*c*) engaged under contrat in accordance with the terms of such contract.

(*vii*) The memorial is a representation against an order from which the memorialist possesses a right of appeal under—

(1) rules or orders regulating his conditions of service; or

(2) the terms of his contract or service;

Provided that the memorial withheld on account of failure to comply with the instructions provided in Part II may be resubmitted at any time within one month of the date of date on which the memorialist has been informed of the reasons for withholding of the memorial and if resubmitted in a form which complies with instructions referred to above, shall not be withheld.

List of memorials withheld.

7. The Heads of Departments shall send a quarterly return in the form given at annexure on the 15th day of April, July, October and January to Government specifying all memorials withheld by them under instruction 6, during the the preceding quarter, and the reasons for withholding the same.

8. Notwithstanding anything contained in the foregoing rules, the Governor or the Government, as the case may be, may of his or its own motion, or on application made, call for the records of any proceedings or order relating to the memorial withheld by sub-ordinate authority, for the purpose of satisfying himself or itself as the legality or property of such order and may pass such order in reference thereto as he or it may consider fit.

9. As soon as may be after a decision has been taken on the memorial, the authority making the order thereon shall communicate the same to the memorialist and forward a copy of the same to the sub-ordinate authority for such action as may be considered appropriate in the circumstances of such case.

ANNEXURE

[*See* Rule 7]

(*a*) List of memorials withheld during the quarter ending the ————————

(*b*) Name of Department————————

FORM

Serial No.	Name and particulars of Government servant who memorialised	Brief subject of the memoria l	Date of the submission of the memorial	Head of Department who withheld the memorial	Reasons with dates of order withholding the memorial
1	2	3	4	5	6

PETITIONS FROM ESTABLISHMENT REGARDING PROMOTIONS AND CONFIRMATIONS

22.94. Definite times are fixed for submission of recommendation rolls of very kind and petitions in connection with these rolls should be sent with time and not at other times.

Such petitions should not be, therefore, forwarded to the Secretariat unless superintending engineers have very good reasons for specially recommending a man out of season.

If superintending engineer is unable to support the request made it is usually a waste of time to forward it.

PETITIONS FOR SUPPLY OF EXTRACTS OF COPIES FROM PERSONAL FILES

22.95. Personal files are confidential documents maintained by Government for its own purpose. Reporting officers are entitled to assume that their remarks will be treated as confidential, i.e., they will be divulged only at the discretion of Government. It would, therefore, be a breach of confidence if copies of their reports were given in such a manner that these might be communicated to other persons.

The giving of copies or extracts therefrom is alsio prohibited. It is, however, permissible for heads of departments or higher authority to give to officers who have retired or are on the point of retirement, a letter in which their offical record is summed up.

CHAPTER 23

Law Suits

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CHAPTER 23

Law Suits

STAMPING OF COPIES OF OFFICIAL DOCUMENTS

23.1 (1) A copy of a document referred to in Articles 6, 7 or 9 of Schedule I of the Court-fees Act, 1870, as amended by Punjab Act, VII of 1922, or in Article 24 of Schedule 1-A added to the Stamp Act by Punjab Act VIII of 1922, and accompanying a petition to a public officer must bear the stamp of the value indicated in the above Articles. Punjab Government, Revenue Department Circular No. 6, dated 18th April, 1894.

(2) Section 6 of the Court-fees Act (appended) absoultey prohibits the receipt of documents not duly stamped. Every such document should be returned to the sender or presenter. A petition enclosing a copy not duly stamped should ordinarily, if the consideration of the unstamped documents is essential, be returned to the sender or presenter with a direction that orders cannot be passed unless it is resubmitted with the copy duly stamped.

Attention is called to the following letter on the subject of the levying of stamp duty on petitions under the Court-fees Act :—

> "*No. 3790-S.R, dated Simla, the 27th July, 1894, from J.E. O'Conner, Esq., Assistant Secretary to the Government of India, Finance and Commerce Department, to the Chief Commissioner of Burma.*
>
> I AM directed to acknowledge the receipt of your letter No. 313-2-S-10, dated the 16th April, 1894 requesting in connection with an applicatiion to the Financial Commissioner from a lessee of certain lead mines in Burma, to dispose of his interest in them to another party, that

it may be authoritatively ruled what are the classes of communications from the general public to Government which are liable to the duty leviable under the court-fees Act, VII of 1870.

(2) I am to say that in the opinion of the Governor-General-in-Council the law does not require, and was not intended to require, that application of every description to a chief commissioner or other chief revenue or executive authority should be stamped under clause (*c*) of Article I of Schedule II of the Court-fees Act, VII of 1870. That clause applies only to petitions and applications in connection with a proceeding which is being taken before a chief commissioner or other authority specified therein, with a view to the exercise or non-exercise of some power or authority conferred upon him by some law or rule having the force of law.

(3) I am to request that this view may be acted upon in future."

(3) The orders passed by canal officers are of two kinds—

(a) Executive;
(b) Under the Canal Act.

(4) Case (a) includes all orders in connection with contracts, the dismissal of public servants, etc.

Case (b) includes all non-magisterial proceedings taken by a sub-divisional officer or divisional canal officer or canal deputy collector under Act VIII of 1873.

In both these (which are covered by Article 9 of Schedule I of the Court-fees Act) it is necessary that all copies *Obtained from* a revenue or canal or other office; or *certified* by a revenue or canal officer to be true copies. should, when accompanying a petition to any canal officer, be stamped with an eight-anna court-fees stamp; if, however, the document copied is one of which the number of words can be counted, and the number exceeds 360. then an additional eight anna stamp is required for every additional 360 words or fraction thereof. It should be particularly noted that *original* documents do not require to be stamped.

Section 6 of Court-fees Act (No. VII of 1870).

Fees on documents filed, etc., in *mufassil* courts or in public offices.

Except in the courts *hereinbefore mentioned, no documents of any of the kinds specified as chargable in the first or second Schedule to this Act annexed shall be filed, exhibited or recorded in any court of justice, or shall be received or furnished by any public officer, unless in respect of such documents there be paid a fee of an amount not less than that indicated by either of the said schedules as the proper fee for such documents.

(5) Copies of the divisional canal office documents for supply to the public should be made by the divisional office staff. The whole charges for a particular work, recovered as copying fee calculated at the rates given below, should be credited to Government :—

	Engilsh or Roman			*Vernacular Urdu*		
	Rs.	A.	P.	Rs.	A.	P.
First 200 words or under	0	12		0 0	6	0
Every additional 100 words or fraction thereof	0	6		0 0	3	0

Copies of *chakbandi*, *Warabandi* and *Khasra bandobast* should be supplied on the basis number of words at the rate given in the above-mentioned table. Charges for supply of copies of *shaja* plans should be recovered as below :—

	Rs.	A.	P.
For first 100 field numbers	2	0	0
For every additional 50 field numbers or fraction thereof	0.	8	0

Applications presented by the public to the divisional canal officer for supply of copies of divisional office documents on payment should bear in every case a two annas court-fee stamp ,—*vide* last paragraph of Article 1(a) of Schedule II to the Court-fees Act, 1870) .

*1. High Courts.
2. Small Cause Courts in Presidency Towns.

CRIMINAL MATTERS

23.2 (1) Besides the public prosecutors attached to districts, whose services may be obtained for the prosecution of cases through the district magistrate, the following law officers, viz., the Advocate-General, two Assistant Legal Rememberancers and the Assistant to the Advocate-General are also available for the conduct of difficuult or important casses. Of these, the last-mentioned law officer is not usually employed for criminal cases outside the High Court. If, for a special case, the services of a law officer are regarded as necessary, a reference should in the first instance be made to the Legal Remembrancer, who will take the necessary steps. It should be noted that for cases outside the High Court, the Advocate-General is entitled to a fee of Rs. 200 per day, and an Assistant Legal Rememberancer to a fee of Rs. 100 per day, of attendance, in addition to travelling allowance. A law officer will not ordinarily be instructed by the Legal Remembrancer without the sanction of the administrative department. The procedure is similar where the services of a particular counsel, not in Government employ, are required, but fees for each such engagement must be settled in advance, and require the sanction of Government if they are in excess of the scales laid down in Chapter 11, Law Department Manual for private practitioners.

(2) The following documents must be furnished to the counsel in charge of a departmental case :—

(a) in original trials and enquiries before a magistrate, a list of the witnesses for the prosecution with a note of the evidence each is expected to give; and copies of any documents material to the case which are available ;

(b) in original trials before a court of sessions, a complete copy of the record of the committing magistrate except formal papers which do not affect the merits of the case ;

(c) in appeals before a magistrate or court of sessions, a complete copy of the record of the lower court, except formal papers not affecting the merits of the case ;

(d) copies of the police papers whenever, in the opinion of the officer applying for the services of

the law officer, they are likely to help materially to a proper understanding of the case ; and

(e) any other papers which counsel may require. The cost of procuring such documents will be met by deputy commissioners , and will be debited to "Law Charges" of the Public Works Department (Irrigation Branch).

(3) Every possible assistance should be rendered to the counsel in charge of a case in the preparation and presentation of the case, and to enable him to carry out the instructions of the court. A special officer may be deputed for the purpose where necessary, in important cases, but in every case, an officer should be specially charged with the rendering of such assistance. No step of any kind should be taken by any departmental officer, in any case which is proceeding in court, without the concurrence of the counsel in charge. At the close of the proceedings, the counsel in charge should be required to procure and supply, without delay, copies of the court's Judgment or order, together with his opinion regarding appropriate action in higher courts, if necessary. The counsel in charge should be required to take similar steps in relation to important intermediate orders, should this be regarded as necessary for the protection of the interests of Government.

(4) Whenever an appeal is lodged in the High Court or Court of Sessions against conviction for an offence relating to the canals, the District Magistrate will immediately inform the superintending engineer of the circle concerned of this fact in order to enable him to decide whether any instructions should be given to the Crown counsel regarding the technical aspect of the case.

Home Secretary to Government, Punjab, letter No. 12045-Judl., dated 24th April, 1933.

(5) Instructions regarding the defence of Government servants in criminal cases, and the conditions upon which the Government will undertake the cost of such defence will be found in Chapter 12, Law Departmental Manual. The Government servant in question must inform his executive superior as soon as he becomes aware that he is to be prosecuted. Orders of Government sanctioning defence at public expense may be obtained by the head of the department on reference through the Legal Remembrancer. In an emrergent case, the local head of the department may ask the deputy commissioner to arrange for the defence, and the deputy commissioner willordinarily do

so. A reference should, however, be made at the same time for orders of Government as indicated above. Government will not pay more than a sum which, after consulting the Legal Remembrancer, it is satisfied represents the reasonable cost of the defence, and in the following classes of cases only, viz :—

(a) where the alleged criminal act arises out of the performance of the Government servant's duty, and Government is satisfied that it was done in good faith ;

(b) where, although the alleged criminal act does not so arise, Government is satisfied that it was done in good faith, and that the complaint has been brought with the object of deterring the Government servant from, or harassing him in, the performance of his public duty ;

(c) where, in respect of an act arising out of the performance of duty, the Government servant is finally acquitted honourably, notwithstanding that Government declined in the initial stages to meet the cost of defence.

If compensation is awarded by the court to the Government servant who was accused in a criminal case, he will be required to refund the sum spent by Government on his defence, up to the limit of the compensation awarded. If as a result of the proceedings, Government is satisfied that the Government servant concerned did not act in good faith, any preliminary decision to bear the reasonable cost of the defence will become liable to revision.

(6) Government servants who are prosecuted in criminal cases are entitled to engage counsel of their own choice. The Legal Remembrancer or the deputy commissioner will always be prepared to assist in the selection of counsel ; and advice regarding the line of defence may also be obtained from the Legal Remembrancer, which however, must not be regarded as binding. The fees of counsel are to be settled directly between counsel and client, except where the deputy commissioner is asked to appoint counsel in which case the Government servant concerned will be required to pay the fees fixed by the deputy commissioner. The public prosecutor will not be employed to defend Government servants in such cases, as this is regarded as undersirable on principle.

CLASSES OF SUITS IN RESPECT OF WHICH SUPERITENDING ENGINEERS ARE CONTROLLING AUTHORITIES.

23.3 The folowing list shows the classes of cases in respect of which superintending engineers, Irrigation Branch Punjab, are the "controlling authority", subject to the provisos that the amount involved does not exceed Rs. 2,500 and that whenever a case arises which is such that an adverse decision would affect the policy or rules of the department, it should be referred to the chief engineer :—

(1) Suits by contractors for payment for work done, articles supplied and other services done to the department.

(2) Suits by *zamindars* on account of alterations in outlet, irrigation boundaries and alterations in an existing *warabandi* sanctioned under section 68 of the Canal Act.

(3) Suits for damages on account of the short supply of water.

(4) Suits regarding changes in the alignment of an established watercourse.

(5) Claims on account of damage to private property and crops owing to breach in a canal or a *bund*.

(6) Suits regarding encroachment upon private land as well as trees standing thereon.

(7) Claims for compensation on account of entry on lands adjacent to any canal and other acts under sections 14 and 15 of the Canal Act.

Note—For detailed instructions for awarded compensation under section 15 of the Canal Act, see articles 3.10 and 3.11 of the Irrigation Manual of Orders. The superintending engineers are debarred from granting compensation for any items not mentioned in Article 3.11 *ibid.*

(8) Suits regarding pay and other allowances.

(9) Suits for damage done on account of the source of supply, as required by a *zamimdar*, not having been granted.

(10) Suits, on account of cancellation of lease for temporary, cultivation after giving possession of land.

(11) Suits on account of interference in area leased out for temporary cultivation before the expiry of the lease.

(12) Suits for refund or reduction in lease money on account of injury to any part of the land leased out for temporary cultivation.

(13) Suits arising out of severance of areas due to the construction of drains or other channels.

(14) Suits threatened when land is to be acquired compulsorily.

(15) Suits on account of *kharaba*.

Note.—The Suit Rules are contained in Part III of the Punjab Law Department Manual. There are also published separately in the form of a pamphlet entitled "Suit Rules" which has been supplied to all divisional and sub-divisional officers in the Punjab.

CLOSURE OF AND SPECIAL CHANGES FOR UNAUTHORISED IRRIGATION FROM DAMAGED OUTLETS

23.4. The following instructions are issued in connection with the closing of outlets for repairs and the assessment of special charges for irrigation from damaged outlets :

(1) An outlet does not form part of a watercourse as defined in section 3 (2) of the Canal Act.

(2) When an outlet is found to be damaged or enlarged in size so as to draw extra supply, the checking official will inform the sub-divisional officers, deputy collector and the divisional canal officer by canal wire, and either the sub-Divisional officer or the deputy collector must inspect the outlet at once, and must report the result to the divisional canal officer.

(3) Report should be made to the police if the gazetted checking officer considers that the outlet has been tampered with.

(4) After the inspection of the damaged outlet by the police, the watercuorse leading from it may be closed under Ruses 15 and 16 of the Act, until the outlet is repaired. It should not be closed under Rule. 17.

(5) This power should, however, be used sparingly and the closure should be enforced only when it is really necessary to do so. As far as possible, damage to existing crops should be avoided.

(6) When it is found that unauthorised irrigation is being effected from a damage outlet, the irrigators should be informed in writing that the outlet will be closed for repairs.

(7) Charges for unauthorised irrigation should not be levied till the receipt of the result of the police enquiry , or after the findings of the court if a criminal case has been started under section 70 of the Canal Act or section 430 of the Indian Penal Code and then enforced only if there is clear evidence, which should be recorded in the file of the case, to show that the outlet had been purposely enlarged.

(8) The full amount of the fine prescribed in Rule 32 need not necessarily be levied. The divisional officer may impose a lower charge if he thinks fit. (This remarks applies to all fines under Rules 32 and 33).

INSTRUCTIONS FOR DEALING WITH COURT CASES CONNECTED WITH IRRIGATION BRANCH LAND DISPUTES.

23.5. (*i*) In suits and disputes about the ownership of land originated either by Government or private persons there is every danger of such suits being lost if the land plans are incorrect or the land boundaries are incorrectly demarcated at site or the land plans differ from the civil records.

(*ii*) It is, therefore, impresed on all officers that the greatest care is necessary in properly co-ordinating the departmental land plans with the revenue maps and in correctly demarcating land boundaries and accurately filling in details, especially of the objects which are under dispute, in collaboration with the officers of the Revenue Department.

The legal position regarding the plans put in the court is explained on pages 31 and 32 of the Manual for the Guidance of Officers of the Public Works Department in their relations with contractors, 3rd edition, 1935 and these should be kept in view when preparing such plans.

(*iii*) In future, in court cases connected with Irrigation Branch land disputes, the following procedure should invariably be adopted :—

(*a*) Before a suit is filed or before a decision is reached regarding any claim against the Irrigation Branch, the departmental land plans showing all necessary details must be co-ordinated with the revenue maps in accordance with Article 3.6 of the Irrigation Manual of Orders, 3rd edition, unless this has already been done during settlement operations or a quadrennial revision and no change has occurred in the meantime.

(*b*) After the plans have been co-ordinated and all discrepancies removed, the collector should be addressed to have the land demarcated at site, and the canal sectional subordinate should be present during this demarcation.

The demarcation should then be checked personally by the sub-divisional officer by measuring from the corners of squarers or 100 acreas rectangles or other reliable permanent marks if situated within a reasonable distance.

In case the sub-divisional officer is not satisfied with the demarcation the case should be referred back to the collector and further check should be carried out jointly by the sub-divisional officer and an officer of the Civil Department not below the rank of a *tahsildar*.

(*c*) When all differences have been reconciled, the plan must be prepared in duplicate and signed by the sub-divisional officer and a gazetted revenue officer. If required one copy will be filed in court and the other in the Irrigation Branch file.

(*d*) If any suit is filed against the Irrigation Branch the above procedure should be followed.

(*e*) In case of any demarcation under the orders of the court the sub-divisional officer should be present with the records to watch departmental interests.

(*f*) The executive engineer is responsible that the above instructions are strictly complied with.

COURT-FEES ON APPEALS FILED BY GOVERNMENT SERVANTS

23·6. No court-fees are chargeable under clause (c) of Article I or Article II of Schedule II to the Court-fees Act, 1870, on petitions and appeals against orders of punishment presented under the following acts or rules, by officials under the administrative control of the Government of the Punjab:— Punjab Government, Finance Department notification No. 28971 Genl., dated 3rd December, 1932.

(1) The Punjab Classification of Services (including method of recruitment and appointments thereto and number and character of posts) Conduct, Discipline. Punishment and Appeals—*vide* Chapter XIV of Punjab Civil Services Rules, Volume I, Part I.

(2) Section 13 of the Punjab Land Revenue Act, 1887.

SERVICE OF SUMMONS AND ATTENDANCE OF GOVERNMENT SERVANTS IN COURTS

23.7. All summons for service on a defendant or witness who is in the public service are to be served on a defendant or witness himself and copies of the same sent to the head of his office at least 15 days (10 days for local hearing) before the date of hearing.

Service of summons on a subordinate officials should not be unnecessarily delayed by a too diligent application of the ordinarly procedure. Officers should take steps to ensure that in case of urgent requirements of civil or criminal courts, departmental rules and regulations should be interpreted as liberally as possible. If the court issues an urgent summons for the attendance of an official witness with Government records at very short notice, the object in view should be to get the witness to the court at the proper time and not to stand on the letter of the rules and regulations on the subject. Home Secretary to Government Punjab No 1375-J-38/9374, dated 14th March, 1938.

NOTICES OF SUITS FROM DISCHARGED EMPLOYEES

23·8. Notices are occassionally received from discharged employees for damages on account of wrongful dismiss although the suits are not instituted till after a considerable time. The relevant papers shall in such cases be kept confidential for 5 years from the date of cause of action disclosed by the notice under section 80 of the Indian Penal Code.

CHAPTER 24

Miscellaneous

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CHAPTER 24

Miscellaneous

UNIFORM FOR CANAL EMPLOYEES

24.11. The canal servants specified below shall wear the distinctive dresses and badges prescribed against their class:—

1. *Sowars*

Arms	..	Sword	Supplied by Government
Belt	..	Black leather with badge and a loop on the left for the sword	Ditto

2. *Maintenance beldars, dak runners, chowkidars, and patrols not employed as registrars of irrigation*

Badge	..	Armlet with badge	Supplied by Government

8. *Gauge writers*

Turban	..	White	At the employee's own expense
Coat	..	*Khaki*	Ditto
Kamarband	..	Red	Supplied by Government
Pyjamas	..	White	At the employee's own expense
Badge	..	Armlet with badge	Supplied by Government

4. *Regulation beldars*

Turban	..	White	At the employee's own expense
Blouse	..	Blue	Supplied by Government

5. *Regulation beldars at Ferozepur Headworks*

Turban	.. *Khaki* with red border	Supplied by Government
Blouse	.. *Khaki*	
Shorts	.. *Khaki*	
Cotton Stockings	*Khaki*	

6. *Jamadars of beldars*

Turban	.. White	At the emlpoyee's own expense
Blouse	.. Blue with light blue chevrons or sleeves	Supplied by Government

7. *Jamadars of beldars at Ferozepur Headworks*

Turban	.. *Khaki* with red border	Supplied by Government
Coat	.. Costing not more than Rs. 3	
Blouse	.. *Khaki*	
Breeches	*Khaki*	
Patti	.. *Khaki*	

8. *Barkandaz guards*

Turban	.. Dark-blue with light blue ends	Supplied by Government
Coat	.. Indigo blue	
Waist belt	.. Black leather, 3" wide, with loop for sword and rectangular buckle plate	
Arms	.. Sword or police pattern *lathi* when swords are not available	

NOTE—*Daffadars* to have three white chevrons on right arms.

Superintending engineers should see that the orders regarding dress are strictly enforced by divisonal officers.

(2) The periods for the renewal of the supply of articles of uniforms to be supplied by Government will be as noted below :—

Name of article	*Interval of supply*
1. Arms and badges	.. Indefinite period.
2. *Kamarband*, blouse, turban and coat	.. 2 years
3. Waist belt for guards	.. 4 years
4. Belt for sowars	.. 8 years

Note :—In case of regulation *beldars* and *jamadars* at Ferozepore Headquarter, who are employed throughout the year, the uniforms as detailed in items 5 and 7 of paragraph 1 *supra* should be supplied annualy, while in the case of "Flood season *beldars*" they shall be given every second year.

LIVERY AND CLOTHING RULES

24.12. The supply of liveries, summer and warm clothing, water-proof caps, belts, cross-belts, and badges, at public expense, to the various classes of Government servants shall be made strictly in accorance with the "Livery and Clothing Rules" sanctioned by the Punjab Government. The supply in every case is subject to the ordinary rules of budget provision. See A & C No. 9 dated 15th January, 1958.

SUPPLY OF UMBRELLAS TO PEONS

24.13. In stations where Umbrellas are required for peons carrying public papers, a few may be purchased under serial No. 1 or 2 of paragraph 20.8 of Punjab Financial Rules, Volume I. Umbrellas should be given only to those perons who are required to carry papers exposed to sun and rain and may be renewed after an interval of two years except in hill stations, where, if necessary, they may be supplied annually.

GRANT OF CERTIFICATES TO GOVERNMENT SERVANTS PROHIBITED

24.2. The following rules apply to all classes of establishment and to officers as well as to persons of lower rank :—

(1) Officers should abstain from giving private or demi-official testimonials to their subordinates. A superior has ample opportunities of recording his opinion of his subordinate in the various

annual reports and character books and if a special expression of opinion is desired it should be conveyed in an official letter addressed to higher authority.

(2) Recommendations for rewards, appointments, promotions, increase of pay and the like, when made, should not be mentioned to the parties interested, as such proceedings give rise to hopes and expectations which may be disappointed and in a measure tend to fetter the action of Government.

(3) If public services are rendered by a non-official person which cannot be acknowledged in any other way, the officer concerned will be at liberty to give such perosn a testimonial if he thinks fit, but he should do so with a due sense of responsiblity.

VISITORS ENTITLED TO THE USE OF A CHAIR

24.3. With regard to the grant of chairs to visitors, no absolute rule is laid down. Ordinarily a chair should be offered to every person paying an official visit, to whom it would appear an ordinary matter of courtesy to offer one. In regard to Government servants, those drawing Rs. 50 per mensem or over as salary are entitled to the privilege of a chair when paying an official visit.

POSITION OF DEPUTY COMMISSIONERS IN THE REGARD TO CANAL ADMINISTRATION

24.41. It is important that the canal officer should recognise the responsibility of the deputy commissioner in all matters likely to affect the welfare of the people of his district. He should spontaneously keep the deputy commissioner informed, and when necessary, consult him freely, with regard to all important matters connected with canal administration, and more specially with regard to any contemplated changes likely to affect the interests of the people.

(2) It should be clearly recognised that the deputy commissioner has a right to point out what may appear to him to be defects in the canal administration, to obtain information with regard to any matter in which he has good reason to

believe that any person in his district has a genuine grievance, and to be informed as to the remedy which it is proposed to apply.

(3) If on any question connected with the canal administration the deputy commissioner disagrees with a divisional officer, he has power to require that the case be submitted by the divisional officer with a copy of his (the deputy commissioner's) remarks for the orders of the superintending engineer, who should not over-rule the deputy comissioner without the consent of the commissioner. The principle to be followed is that at each stage the revenue officer who cannot agree with the orders passed or to the proposal made by an Irrigation officer may require the latter to refer the case to his own superior who will consult the superior of the revenue officer regarding it, if he is unable to accept the view of the latter.

DISTRICT OFFICERS TO CONSULT IRRIGATION OFFICERS IN CERTAIN CASES

24.42. The superintending engineers and divisional officers of the Buildings and Roads Branch are the official advisers of the district officers. but where there are canal divisions, it is desirable that the Irrigation officers should be consulted regarding the preparation of projects connected with irrigation, district drainage (as distinct from town drainage) water-supply of towns from canals, etc.

(2) It has sometimes happened that a project has been called for in the Irrigation Branch by the chief engineer, and that the deputy commissioner with the assistance of the divisional officer, Buildings and Roads Branch, has been engaged on the same work.

(3) There is no objection to a district officer seeking advice from officers of both Branches, but when any considerable amount of labour is involved it should not be done twice over. In all cases of doubt, therefore, as to the Branch in which the work should be taken up, the divisional officer first consulted should refer the matter to his superintending engineer ; the latter should communicate, when necessary, with the superintending engineer of the other Branch, and if these officers fail to agree regarding the Branch in which action should be taken, the case should be referred for the orders of Government.

PAYMENT OF BONUS AND SALARY OF *Patwaris* THROUGH *zilladars*

24.51. The payment of salaries or bouns to *patwaris* through the *zilladars* should be discouraged . The sub-divisional officer should endeavour to make as many salary payments as is possible without detriment to his own duties , but bouns to *patwari* should, in all cases, be paid by him personally. There should, however, be no delay in the payment of salaries on any account.

DISTRIBUTION OF CANDIDATE *zilladars* BY CIRCLES

24.52. Every outsider candidate *zilladara* on joining the circle should be informed that although it is the custom to put an outsider candidate *zilladar* to a canal near his home for his convenience and in order to save him expenses, he is warned that when the time comes to make permanent (on probation) appointments those men who have not had sufficient experience in officiating appointments of *zilladars*, will be passed over by junior men who have gone to canals further away in order to gain the necessary experience.

Any junior outsides *zilladar* candidate who is unable to get chances of officiating appointment in the circle in which he is employed should apply to the chief engineer through proper channel for a transfer elsewhere in order to get officiating chances as *zilladar*.

Superintending engineers must also watch this and ask for any candidate so placed to be transfered to some other circle.

Candidate *zilladars* who are appointed as officiating *zilladars* by the Chief engineer should not be reverted, if occasion arises, without specific order from the chief engineer.

In short leave vacancies of 4 months and under the post may be filled by a vernacular clerk or an assistant vernacular clerk, who is considered suitable for trial as a *zilladar* candidate, in case no accepted *zilladar* candidate is available within the circle, to fill it. If such a vernacular or assistant vernacular clerk is not available in the circle, a request should be made to the nearest circle for the loan of an accepted candidate *zilladar* If the vacancy exceeds 4 months it must be filled by a *zilladar* candidate from within the circle or from an adjoining circle on loan.

RECOGNITION OF ASSOCIATIONS OF GOVERNMENT SERVANTS

Instructions regarding associations of Government employees serving in the Departments of Punjab Government other than those in the poilce and prisons Departments.

Chief Secretary's No. 6016-G 37/ 34196, dated 8th October, 1933,

General Instructions by the Punjab Government.

24.61. Government is prepared to accord official recognition to associations of its employees which comply with the conditions set out below.

(2) The association must ordinarily consist of a distinct class of Government employees.

(3) Every Government employee of the same class must be eligible for membership of the association.

(4) Ordinarily Government will not object to persons who are not in the active service of Government being office-holders of the association, but Government reserve the right in particular cases to refuse recognition to associations of which all the office-holders are not either in the active service of Government or honourable retired officers belonging to the same class of Government emoployees as the association represents.

(5) Representations from such associations, whether made orally by deputation, or presented in writing, may be recieved by Government officer notwithstanding anything contained in the rules relating to the submission of petitions and memorials by Government servants :

Provided that—

(*a*) no representations or deputations will be received, except in connection with a matter which is, or raises questions which are, of common interest to the class represented by the association; and

(*b*) nothing in these instructions affects the discretion of the Governor or the head of a department or any other officer of Government to receive or not to receive a deputation from any association.

(6) Recognition is accorded solely for the purpose of enabling employees of Government to ventilate their needs to

Government direct or to their respective "heads of departments". If therefore, an association adopts other methods e.g., by approaching members of the Central or State Legislatures to agitate for an improvement in their conditions of service by putting questions and moving resolutions in the legislaturates or by other means, Government may forthwith withdraw its recognition of the association.

(7) Government may require the regular submission, for its information, of copies, of the rules of the association and the annual statement of its accounts and of list of its members.

(8) Government may specify the channel through which representations from the association shall be suumitted and the authority by whom deputations may be received.

(9) The officer who is empowered to grant leave to a Government employee will, so far as possible, grant casual leave to an employee who is a representative of a recongnised association to attend duly constituted meetings of the association. The grant of such leave will be subject to the exigencies of the service, of which the officer in question shall be the sole judge.

(10) (*i*) In these instructions, unless the context otherwise requires, "Government" means the Punjab Government and includes the head of a department subordinate to the Punjab Government to whom powers have been delegated under clause (*ii*) of this rule.

(*ii*) Government may delegate any of its powers under instructions (1) to (9) to any authority subordinate to it.

(*iii*) A head of a deparment may issue subsidiary instructions regarding the recognition of associations of classes of Government employees suborinate to him.

I. B. Associations.

24.62. The Irrigation Branch employees' associations named below have been recognised by Goernment ;—

(1) Punjab Service of Engineers and Temporary Engineers' Associations.
(2) Punjab Irrigation Clerks' Association.
(3) Punjab Irrigation Secretariat Clerical Association.
(4) Punjab Government Stenographers' Association.

(5) Engineers Subordinates' Association.

(6) Public Works Department, East Punjab Draftsmen Association.

(7) Canals Superior Revenue Establishment Association.

(8) Punjab Irrigation Vernacular Clerks' Association.

(9) Canal *Patwaris*' Association.

(10) Punjab Canal Signallers' Association.

(11) Gauge Readers' Association.

(12) Punjab Peon's Association.

(13) Punjab Irrigation Storekeepers' Association.

(14) Punjab Canal Artificers' Association.

(15) Punjab Irrigation Research Assistants' Association.

Sec, A & C 9 dated 15-1-58 (16) Nangal Bhakra Teacher's Association.

The memorandum of articles and by-laws of all these associations have been approved by Government. Any additions or alterations to these should, before incorporation be submitted by the association concerned for the approval of Government.

Channel of submission of representation.

24.63. The channel through which representations from the various associations shall be submitted and the authority by whom deputations may be received shall be the Secretary to Government, Punjab, Irrigation Branch.

In the case of the *patwaris*' association, when the question discussed in a divisional association is purely of a local nature, viz., concerning a particular, decision, a copy of the resolutions passed on the subject should be submitted to the executive engineer concerned through the general secretary of the association. But when the matter also relates to other division of the circle and the superintending engineer is competent to deal with it, a reference should be made to the superintending engineer concerned through the general secretary. The superintending engineer would forward the case to chief engineer's office for order only if the matter is of a common service interest to the *patwaris* establishment as a whole or is of a State nature.

Annual return of members

24.64. The secretary of each association should submit annually to the Secretary to Government, Punjab, Public Works Department, Irrigation Branch, an up-to-date list of members of the association and up-to-date copy of the rules.

Submission of resolutions.

24.65. Resolutions on different subjects should be submitted separately for consideration in the respective files. Not more than six resolutions per annum will be entertained from each association and if more than this number is submitted, all of them are likely to be returned without consideration.

The associations must confined themselves to matters of common service interest, such as pay, status, conditions of service, etc. relating to the class of establishment they represent. They must not, therefore, take up and refer for orders other matters such as relating to poilicy or the working of the Branch with which members of the establishment come into contact in the course of their official duties. Government will not be prepared to enter into any discussion on subjects which are not of common service interest.

Matters which do not affect any division or which are not of common service interest, should be represented by the persons concerned to their immediate superiors for consideration.

EMPLOYMENT OF UNPAID APPRENTICES IN OFFICES

24.7. No unpaid apprentices should be allowed to work in any office of the Irrigation Branch as they are a source of leakage of information. Moreover, they consider that they have a lien on any vacancy that may occur, thus restricting the choice of selection.

RETIREMENT OF GAZETTED AND NON-GAZETTED GOVERNMENT SERVANTS AFTER THE AGE OF SUPERANNUATION, VIZ., 55 YEARS

Chief Secretary to Government Punjab letter No. 509-G-50/1-668, dated 17th February, 1950.

24.81. No person, whether holding a gazetted or a non-gazetted post, should be retained in service after he has attained the age of superannuation, viz., 55 years, save in cases of exceptional nature and on the over-riding grounds of public interest, which must be recorded in writing as required by Rule 3.26(*a*) of the Punjab Civil Service Rules, Volume I, Part I. The power to retain in service in exceptional circumstances, a non-gazetted Government servant after the age of 55 years

has been delegated to Heads of Departments,—*vide* Finance Department notification No. 4780-F.R.-49/2499, dated the 21st September, 1949. In order to ensure that an effective check is maintained and a uniform policy followed in all departments in respect of granting extensions in service to superannuated Government servants, the delegation referred to above should be considered to have been held in abeyance and every case of extension of service should be referred in advance for the approval of Government.

(2) Similarly no Government servant, whether gazetted or non-gazetted, should be re-employed without the previous approval of Government.

(3) Cases of re-employment or of extension of service should be referred to Government well in advance (say, 3 months) of the crucial date. Government would ordinarily decline to entertain any such proposals submitted at the eleventh hour.

(4) The question of selection of a successor to a retiring officer/official should be taken up well in advance before his retirement because very often the process of selection is not completed in time with the result that in certain cases the leave preparatory to retirement applied for by the retiring Government servant has to be refused in public interest.

Chief Secretary to Government, Punjab letter No. 206[-G-50/-1251, dated 1st April, 1950.

In accordance with the provisions of Rule 8.21 of the Punjab Civil Services Rules, Volume I, Part I, the refusal of leave preparatory to retirement entails the grant of leave after the date of superannuation. This leave carries with it the grant of an automatic extension in service for the stipulated period subject to a maximum of 6 months. In some cases the services of a retiring officer are utilized by re-employing him pending the selection of his successor. In order to obviate the necessity of granting extension of service or re-employing officers after the date of superannuation in the circumstances explained above, the Heads of Department should prepare every month a list of all officers/officials who are due to retire within the next 12 months and take up the question of appointing their successors well in advance so that all the formalities (e.g. consultation with the Public Service Commission, where necessary under the rules) are completed long before an officer is due to retire or intends to proceed on leave preparatory to retirement.

INTERPRETATION OF RULES

24.82. The interpretation of rules rests with the competent authority as defined in various reference books. Superintending engineers or executive engineers should avoid making inquiries regarding the interpretation of rules from the Accountant-General, Punjab, unless it is really necessary to do so. The accountants should be required to interpret the rules to avoid unnecessary reference to the Accountant-General, Punjab.

Gazetted officers can address the Accountant-General, Punjab, direct on personal cases, but such reference should be reduced to the minimum.

Heads of offices should submit requests for interpretation of rules (other than those regarding the correct classification of receipts and charges) through the heads of their departments. The details of the concrete case which may have given rise to the reference in question should also be given in such cases.

PUBLIC WORKS DEPARTMENT, PUNJAB, IRRIGATION BRANCH

ADDENDUM AND CORRIGENDUM

TO

P.W.D.,I.B., MANUAL OF ADMINISTRATION, SECOND EDITION, 1954.

No. 1, *dated the* 10*th October*, 1955.

(*Case No.* 155/21).

Chapter 16.21 (*ii*).

Read Rs. 35 per mensem instead of Rs. 25 per mensem appearing in line 2 of Chapter 16.21(ii).

S. L. MALHOTRA,

Secretary to Government, Punjab.
P.W.D., Irrigation Branch.

(*No.* 3, *dated* 17*th January*, 1956.)

(*Case No.* 6/1956.)

Substitute the ranks noted in Column 2, below for those in Column 1, wherever they occur in this Manual.

Existing Ranks	Revised Ranks
1	2
1. Head Vernacular Clerk	Head Revenue Clerk
2. Vernacular Clerk	Revenue Clerk
3. Assistant Vernacular Clerk	Assistant Revenue Clerk

S. L. MALHOTRA,

Secretary to Government, Punjab,
P.W.D., Irrigation Branch.

(*No.* 4, *dated the* 28*th March*, 1956.)

Paragraph 15.13.

The scale of pay against Item 4 "Draftsmen" of paragraph 15.13 may be substituted as under :—

"100—8—140—10—160/10—200".

S. L. MALHOTRA,

Secretary to Government, Punjab,
P.W.D., Irrigation Branch.

(*No.* 5/*E*, *dated* 22*nd May*, 1956.)

(*Case No.* 1617/46).

Paragraph 16.14.

For the figure 50 occurring in 2nd line please *read* 30.

S. L. MALHOTRA,

Chief Engineer,
Irrigation Works, Punjab.

(*No.* 6/*E, dated the* 21*st November*, 1956.)

(*Case No.* 1617/46).

Paragraph 8.312(*a*).

Insert he following as note under this sub-para.

Note.—Departmental Qualified candidates (Overseers, Draftsman, etc.) shall be eligible for appointment as Temporary Engineers upto the age of 45 years.

S. L. MALHOTRA,

Chief Engineer,
Irrigation Works, Punjab.

(*No.* 7, *dated 7th June*, 1957.)

(*Case No.* 876/57).

Substitute the rank noted in column 2, below for the rank in column 1, wherever it occurs in this Manual.

Existing Rank	Revised Rank
1	2
Divisional Revenue clerk	Divisional Second clerk

MANGAT RAI,

Secretary to Government, Punjab,
P.W.D., Irrigation Branch,
Chandigarh.

(*No.* 8, *dated Chandigarh, the* 26*th April*, 1957 / 16*th September*, 1957)

Substitute the words "Sectional Officer" *for* the word "Overseer" appearing in the Manual of Administration, 2nd Edition, 1954.

MANGAT RAI,

Secretary to Government, Punjab,
P.W.D., Irrigation, Branch.

(Case No. 1282/56)

(*No.* 9, *dated* 15*th January*, 1958.)

Paragraph 24.62.

Insert the following as item 16 :—

(16) Nangal-Bhakra Teachers Association.

N. K. MUKERJI,

Secretary to Government, Punjab,
P.W.D., Irrigation Branch.

(*No.* 10/*EG.*, *dated* 9*th May*, 1958.)

(*Case No.* 515/53).

Paragraph 1.413.

Add the following at the end of Para 1.413 :—

RULES OF BUSINESS FOR CHIEF ENGINEERS

1. The Chief Engineers function like a Board of Consultants to the Government on all important matters relating to the Department and carry a joint responsibility with respect to the Administration of their Department.

2. In important technical matters particularly new projects and schemes it is necessary that before Government enters into a commitment involving heavy financial implications it should have the views of and scrutiny by all its technical advisers.

3. For this purpose, all cases relating to items mentioned below will be noted upon by all Chief Engineers before decisions are taken or are put up to the Minister for orders :—

(1) All policy matters including policy to be followed in dealing with technical problems, e.g., water-logging, thur reclamation, tube-wells, lining of channels, lining of water courses, etc.

(2) All cases involving promotion of officers including promotions of Subordinates to officer's grades.

(3) All Projects and important schemes costing more than Rs. 10 lacs.

(4) Representations from service associations.

(5) Service rules including their interpretations.

(6) Additions and Alterations to Departmental Codes and Manuals.

(7) Remodelling of Headworks.

(8) Serious damage to headworks and works on Main Canals and Branches costing more than Rs. 5 lacs.

(9) Transfers and postings of S.Es. and Xens. at Headquarters.

(10) All cases of changes in organisation structure.

(11) All cases relating to Canal Act and Rules thereunder and schedule of water rates and policy of assessment.

(12) Schedule of Rates including alterations to it and interpretation of the items included in the schedule

(13) Specifications.

(14) Water allowance.

(15) Capacity Factors.

(16) Type of Irrigation to be given to particular areas.

(17) Run off from different types of areas in various Zones.

(18) Cases relating to transfer of Executive Engineers/other Gazetted Officers will be submitted or decided after obtaining the opinion of the Chief Engineer concerned.

(19) Cases of deputation of officers.

(20) Research problems and matters concerning development or advancement of technical knowledge.

(21) Type Designs.

4. The cases will be initiated by the Chief Engineer incharc, and will be circulated amongst all the Chief Engineers starting from the junior most and ending with the senior most. Where it is necessary to submit the case to the Government the Chief Engineer incharge will submit after taking care that where there is a difference of opinion, the view expressed by all the Chief Engineers are distinctly brought out.

S. N. KAPUR,

Chief Engineer, Irrigation Works, Punjab.

(*No* 11, *dated* 11*th April*, 1959).

Substitute the following for the existing para 2.47 (Size of maintenance Section).

When applying for sanction of the staff required for maintenance of channels, etc., the following yard stick should be observed.

(a) One Sectional Officer for 40 to 50 miles length of channels or on an average of 45 miles.

(b) Four Sectional Officers for a Sub-Division.

The number of Sub-Divisions and Divisions in a Circle will remain as provided in paragraph 2.23 and 2.24 *ibid*.

In calculating the equated mileage of channels the mileage of Main Canals, Branches, Sub-Branches, and Flood Protection embankment should be taken twice the actual mileage, and the mileage of Drains of less than 300 cusecs discharge to be halved and 300 cusecs and above should be taken as normal.

In the early stages of the development of a project, the mileage per section should be 25 miles in the first year and should go on increasing at the rate of 5 miles per year till the maximum of 45 miles is reached. Similarly in the early stages, 50 per cent more staff may be provided on temporary basis for maintenance of River Protection Bunds and newly dug drains on the above anology.

S. N. KAPUR,

Chief Engineer, Irrigation Works, Punjab.

Addendum and Corrigendum to the Manual of Administration (2nd Edition, 1954)

(C. No. 6/56)

Dated Chandigarh, the 26th April, 1957.

Substitute the word "Sectional Officer" for the word "Overseer" appearing in the Manual of Administration 2nd Edition 1954.

MANGAT RAI,

Secretary to Government, Punjab,
Irrigation Branch.

(*No.* 1089/*Irr*(*C*)-57/8128)

Dated Chandigarh, the 26th April/3rd May, 1957.

Copy in advance forwarded to all Chief Engineers P.W.D., Irrigation Branch, Punjab, for information.

By Order,

(Sd.) . . .,

Under Secretary, Irrigation,
for Secretary to Government, Punjab,
Irrigation Branch.

Secretary to Government, Punjab, P.W.D., Irrigation Branch, letter endorsement No. 1089-Irr(C)-57/8128, dated 3rd May, 1957.

(*No.* 4112-40/*O.S.*)

Dated the 24th May, 1957.

Copy forwarded to :—

(1) All Superintending Engineer, Irrigation Branch, Punjab.

(2) Director of Irrigation and Power Research Institute.

(3) Director of Inspection and Control, Nangal.

(4) Director, Bhakra Dam Design Directorate, Delhi.

(5) Superintending Engineer (Admn.) Directorate of Construction and Plant Nangal.

(6) All Superintendents and Heads of Sections and Stenos (P.W.D.) I.B., Patiala.

for information.

Sd/————————

Deputy Superintendent,

for Chief Engineer, Irrigation Works, Punjab, Patiala.

Addendum and Corrigendum to the Manual of Administration

(Second Edition, 1954)

(*No.* 8)

Dated Chandigarh, the 26th April, 1957 / 16th September, 1957

Substitute the word "Sectional Officer" for the word "Overseer" appearing in the Manual of Administration, 2nd Edition, 1954.

MANGAT RAI,

Secretary to Government, Punjab,
Irrigation Branch.

ADDENDUM AND CORRIGENDUM TO THE P.W.D., IRRIGATION BRANCH

Manual of Administration (2nd Edition)

(*No.* 7)

Dated 7th June, 1957 (C.No. 876/57)

Substitute the rank noted in Column 2, below for the rank in Column 1, wherever it occurs in this Manual.

Existing Rank	Revised Rank
1	2
Divisional Revenue Clerk	Divisional Second Clerk

MANGAT RAI,

Secretary to Government, Punjab,
P.W.D., Irrigation Branch.

ADDENDUM AND CORRIGENDUM TO THE PUBLIC WORKS DEPARTMENT, IRRIGATION BRANCH

Manual of Administration (2nd Edition)

(*No.* 3)

Dated 17th January, 1956 (Case No. 6/1956)

Substitute the ranks noted in column 2 below for those in Column 1, wherever they occur in this Manual.

Existing Ranks	Revised Rank
1	2
Head Vernacular Clerk	Head Revenue Clerk
Vernacular Clerk	Revenue Clerk
Assistant Vernacular Clerk	Assistant Revenue Clerk

S. L. MALHOTRA,

Secretary to Government, Punjab,
P.W.D., Irrigation Branch.

ADDENDUM AND CORRIGENDUM TO THE PUBLIC WORKS DEPARTMENT, IRRIGATION BRANCH

(MANUAL OF ADMINISTRATION II EDITION)

No. 17/OS, Dated 28th August, 1965

Insert the words "or by transfer" between the words "No person shall be appointed directly" and "to the service unless he" in Rule 6 of the Punjab Public Works Department (Irrigation Branch) Research Assistants State Service Class III, Rules 1956 as incorporated in Chapter 7 (Para 7.21) of this Manual.

2. For note below Rule 10 of the said Rules, substitute the following new sub-rule :—

"(4) Appointments to the various grades of the service in accordance with the procedure laid down in sub-rule (1), shall be made in the following ratious :—

(a) In the case of Research Assistants Grade 'A'

(i) 40 per cent by direct recruitment ;

(ii) 10 per cent by transfer, and

(iii) 50 per cent by promotion.

(b) In the case of Research Assistants Grade 'B'

(i) 25 per cent by direct recruitment :

(ii) 8 per cent by transfer, and

(iii) 67 per cent by promotion.

(c) In the case of Reasearch Assistants Grade 'C'

(i) 67 per cent by direct recruitment ;

(ii) 8 per cent by transfer :

(iii) 25 per cent by promotion.

S. S. GREWAL,

Secretary to Government, Punjab,
Irrigation and Power Departments.

ADDENDUM AND CORRIGENDUM TO THE PUBLIC WORKS DEPARTMENT, IRRIGATION BRANCH

(MANUAL OF ADMINISTRATION II EDITION)

No. 18/OS, dated 18th September, 1965

CHAPTER 8, PARAGRAPH 8.412

Substitute the following for the existing Para 8.412 :—

"Temporary Overseers will be recruited from the candidates qualified from the Institutions, Professional/Technical qualifications of which have been recognized by the Punjab Government/ Government of India for puposes of employment to the services and posts under the State/Central Government."

S. S. GREWAL,

Secretary to Government, Punjab,
Irrigation and Power Departments.

ADDENDUM AND CORRIGENDUM

TO THE

P.W.D., IRRIGATION BRANCH

(Manual of Administration II Edition)

No. 19 DATED THE 30TH NOVEMBER, 1965

1. (i) *Add* the words :—

"and any other officer empowered by the Government to exercise the powers of the Director under these Rules" at the end of clause (c) Rule 2 of the Punjab P.W.D., (I.B.) Overseers Engineering State Service, Class III Rules 1955 (hereinafter referred to as the said Rules) as incorporated in Chapter 7 (Para 7.41) of this Manual.

(ii) *Add* the following new clause after clause (b) of the said Rules :—

"(m) 'Overseer' includes Sectional Officer as will".

2. *Substitute* the following for Rule 4 of the said Rules :—

"Nationalty of candidates"

4 (1) No person shall be appointed to the Service unless he is :—

(a) a citizen of India ; or
(b) a subject of Sikkim ; or
(c) a subject of Nepal ; or
(d) a subject of Bhutan ; or

(e) a Tibetan refugee who came over to India before the 1st January, 1962, with the intention of permanently settling in India ; or

(f) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India ;

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

(2) A candidate in whose case a certificate of eligibility is necessary may be admitted to an examinstion or interview conducted by the Board or any other recruiting authority on his furnishing proof that he has applied for the certificate and he may alao provisionally be appointed subject to the necessary certificate being given to him by the Government of India".

3. *Substitute* the following rule for rule 11 of the said Rules :—

"Probation of members of service.

11 (1) Persons appointed to the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruited otherwise ;

Provided that :—

(a) any period, after appointment to the Service spent on deputation on a corresponding or a higher post shall count towards the period of probation fixed under this rule ;

(b) in the case of an appointment by transfer, any period of work in similar rank or above, prior to appointmen to the Service may, at the discretion of appointing authority, be allowed to count towards the period of probation fixed under this rule ; and

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

(2) If the work or conduct of a person appointed to the Service during the period of probation is, in the opinion of appoiming autority, not satisfactory, it may.—

(a) dispense with his services : if recruited by direct appointment ; or

(b) if recruited otherwise :—

(i) revert him to his former post ; or

(ii) deal with him in such other manner as the terms and conditions of his previous 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 ; or

(b) If his work or conduct has not been, in its opinion, satisfactory :—

(i) dispense with his services, if appointed by direct appointment ; or if appointed otherwise, revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment 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 or probation, provided that the total period of probation including extension, if any, shall not exceed three years."

4. Add the following Note to rule 12 of the said Rules :—

"Note.—Separate seniority lists shall be maintained for civil and Mechanical overseers."

5. For sub-rule (2) of rule 13 of the said Rules, *Substitute* the following:

"(2) Each member of the Service shall, on his appointment have to undergo training for a period of three months which may be extended by the appointing authority, if the training is not satisfactorily completed during the initial period of three months. The total period of training including extension if any shall in no case exceed six months. During the period of training the members shall be designated as "overseer under training" and shall be paid the minimum of the pay-scale of the post of overseer."

6. *Omit* rule 16 of the said rules.

7. *Substitute* the following for appendix 'A' of the said Rules.

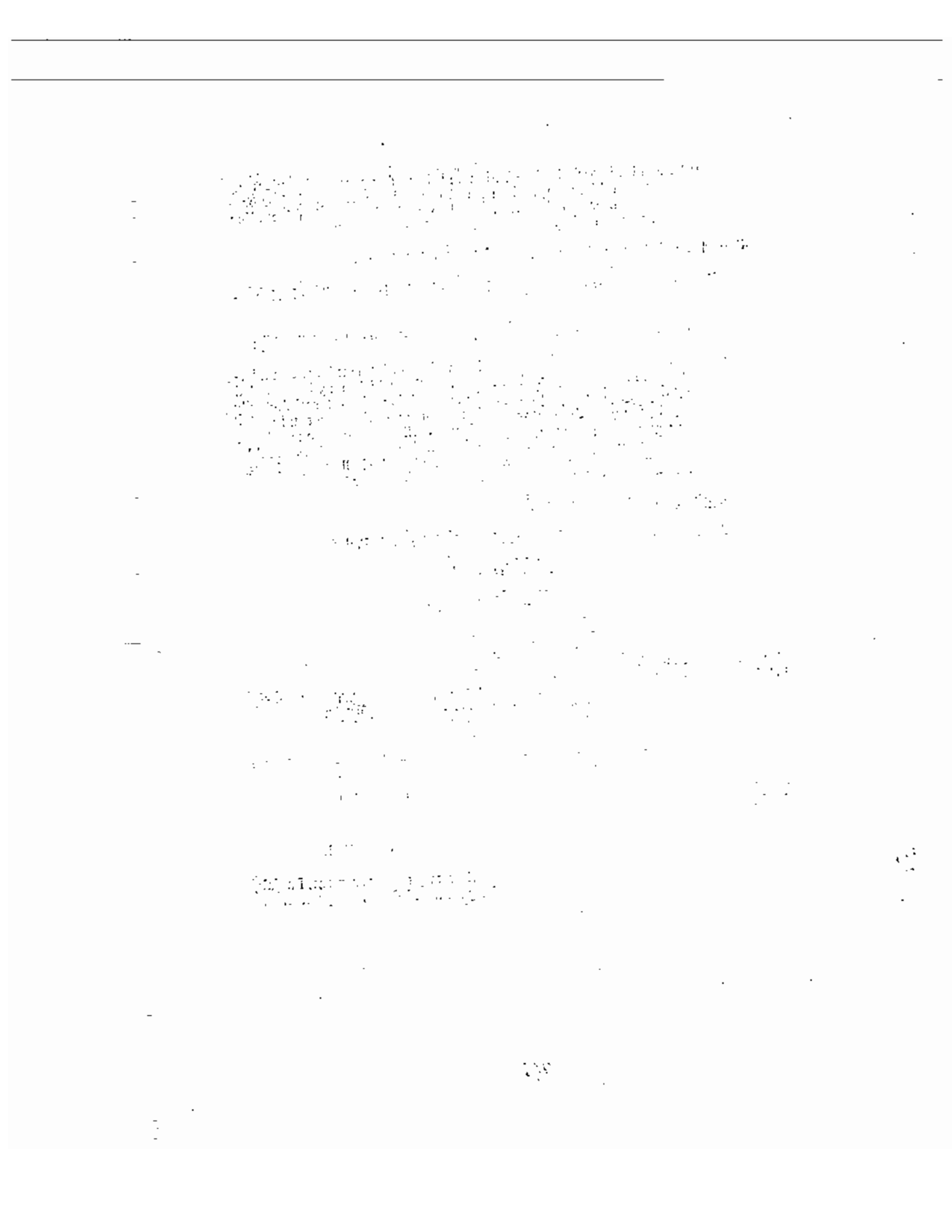
APPENDIX 'A'

[*See* rules, 3, 12, 13(I)]

Designation of post	No. of posts	Raising from	Pay per mensen			To	With efficiency bar at	Remarks
			By annual increment of	To	and then by annual increment, if any of			
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
Overseers	831	100	10	200	10	300	200	

S. S. GREWAL,

Secretary to Government, Punjab,
Irrigation and Power Departments.



ADDENDUM AND CORRIGENDUM TO MANUAL OF ADMINISTRATION II EDITION, PUBLIC WORKS DEPARTMENT, IRRIGATION BRANCH.

No. 9153-IE(3)-75/21 Dated the 23rd January, 1975.

Chapter 6, paragraph 16.12 substitute the following for the existing para 16.12:—

"When a Government servant holds current charges of another post in addition to that of his own substantive post he does not officiate in the former and is not therefore, entitled to any additional remuneration. A competent authority may in special circumstances allow suitable honorarium in such cases, which ordinarily should not exceed 10 per cent of the substantive pay of the Government servant, excluding overseas pay or 5 per cent of the officiating pay, if he has no substntative pay."

Note—This para is not applicable in the case of aspointment to two posts in the same office or establishment which are in the same line of promotion or cadre as they cannot be held as independent posts for the purpose of this para. As in such case an officer is entitled to the highest pay for one post only and nothing more, the grant os special pay, is also permissible. Further even the honorarium as defined in rule 2·30 of Punjab Civil Service Rules, Vol. I, Part I cannot be granted as additional work cannot be treated as special work of the occasional or intermittent character. In such cases, the said officer shall not be paid anything more than the pay and allowances admissible for a single post.

R.C, Kapila
Commissioner for Public Works and
Secretary to Government, Punjab,
Public Workf Department

30260 IB—Govt. Press, U.T. Chd.

APPENDIX I

(Referred to in paragraph 17·1)

1. Ambala City ..	Ambala City(1)															
2. Amritsar ..	156	Amritsar (2)														
3. Delhi ..	126	279	Delhi (3)													
4. Dharamsala (Lower)	201	124	324	Dharamsala (Lower) (4)												
5. Ferozepur Cantt ..	146	81 55	268	203 179	Ferozepore Cant (5)											
6. Gurdaspur ..	197	45	320	80	125 99	Gurdaspur (6)										
7. Gurgaon ..	144	297	19	343	287	339	Gurgaon (7)									
8. Hissar ..	191	286 260	101	392	205	327 301	120	Hissar (8)								
9. Hoshiarpur ..	126	75	249	78	134	115	268	315	Hoshiarpur (9)							
10. Jalandhar City ..	106	51	228	101	113	92	247	294	25	Jalandhar City (10)						
11. Karnal ..	51	204	75	250	194	245	93	141	174	153	Karnal (11)					
12. Lahore (Pakistan) ..	190	36	312	158	50	79	331	252	109	85	238	(Lahore Pakistan) (12)				
13. Ludhiana ..	69	88	192	135	276	129	211	258	58	37	117	122	hiana (13)			
14. Rohtak ..	134	287	43	333	262	328	60	58	257	236	83	310	200	Rohtak (14)		
15. Simla ..	91	244	214	290	233	285	233	280	214	193	139	278	157	222	Simla (15)	

POLYMETRICAL TABLE
OF
DISTANCES
BETWEEN THE HEADQUARTERS OF DISTRICTS

NOTE —

1. Block figures denote nearest distances along Public Works Department Roads.
2. Figures *In italics* denote alternative distances along Public Works Department and District Board Roads.

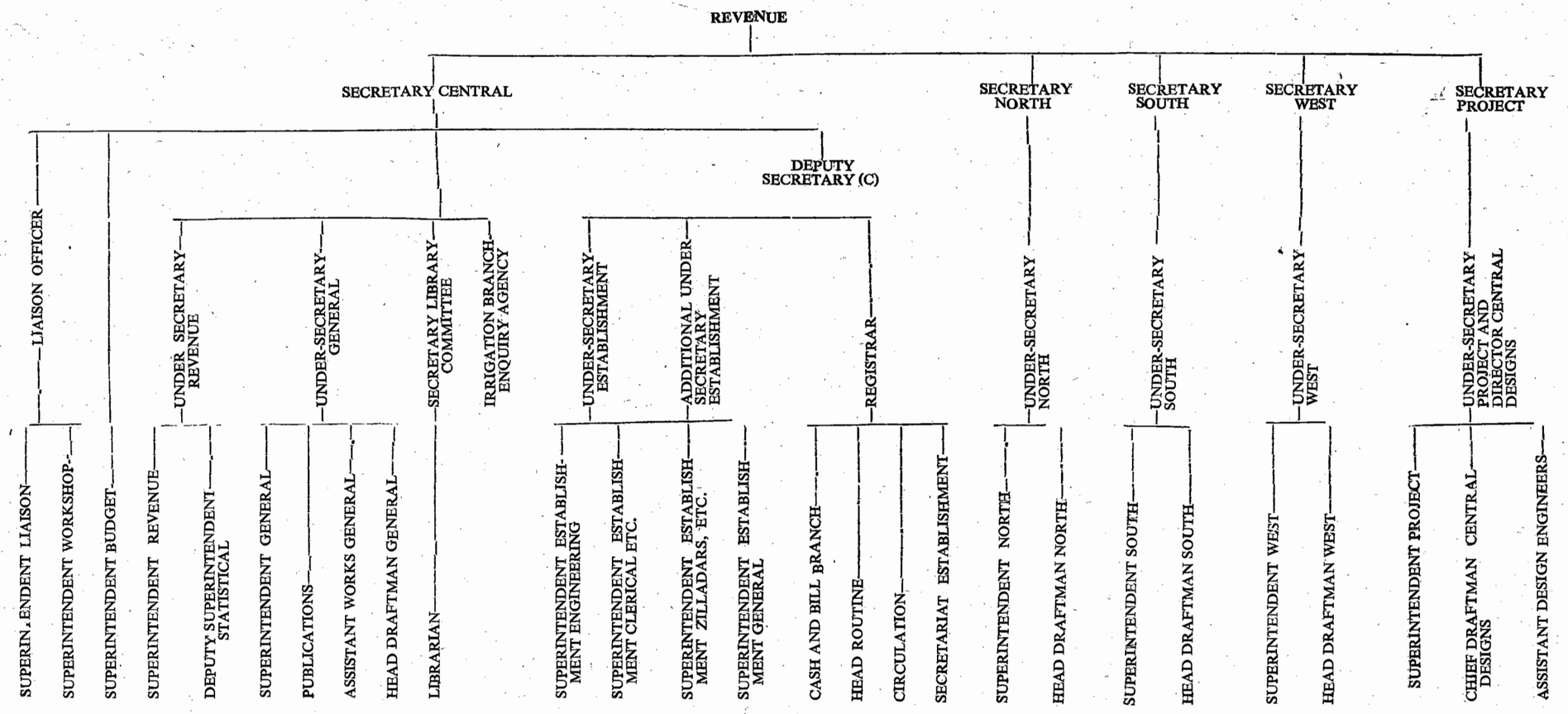
Table showing the distances from the Railway Station to the Chief Public Offices in the following Headquarters Stations.

Station	Distance to Railway Station		Remarks
	Miles	Furlongs	
Ambala City ..	..	4	5 miles from Ambala Cantt
Amritsar ..	1	3	
Delhi ..	1	1	
Dharamsala (Lower) ..	14	2	From Kangra Railway Station
Ferozepore Cantonment ..	1	6	
Gurdaspur ..	..	6	
Gurgaon ..	2	4	
Hissar ..	..	2	
Hoshiarpur ..	..	4	
Jalandhar City ..	1	7	
Karnal ..	1	3	
Lahore (Pakistan) ..	2	1	
Ludhiana ..	1·32 1·59	..	*Via* Under Bridge *Via* Over Bridge
Rohtak ..	..	4	
Shimla ..	1	4	

APPENDIX I

(Referred to in para 1.22, Part I)

ORGANIZATION OF THE IRRIGATION BRANCH SECRETARIAT



Notes—(1) Central Designs Office works under Under-Secretary Project and Director, Central Designs Office for all Administrations.

(2) Under-Secretary West also prepares "Works" cases for Seretary Central.

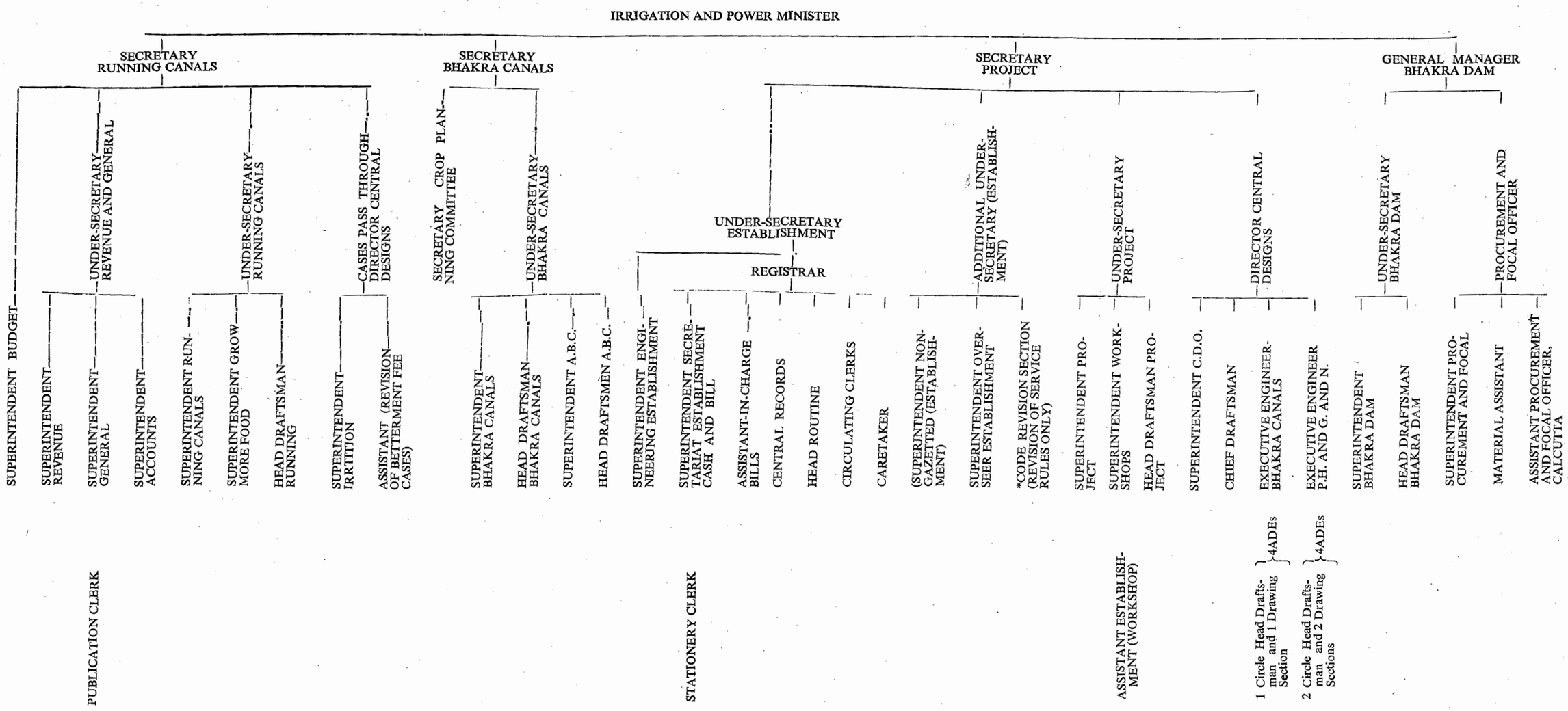
(3) Post of Secretary Library Committee is Honorary and is occupied by a Secretariat Officer.

(4) Cases concerning Secretariat Establishment are passed by Registrar through Under-Secretary Etablishment and Deputy Secretary (C) to Secretary Central.

APPENDIX II

(Referred to in Para 1.413, Part II)

ORGANISATION OF THE PUNJAB IRRIGATION SECRETARIAT



*Cases regarding revision of Referenc Books (other than Service Rules) are routed through U. S. and G.

NOTE—Besides the above organisation the following offices are functioning at—

(1) Office of the Officer-in-Charge, III Party Claims, AMRITSAR

(2) Office of the Secretary Bhakra Control Board NEW DELHI