

**GOVERNMENT OF PUNJAB
DEPARTMENT OF PLANNING
Notification**

The 17th October, 1980

No.GSR 88/Const./Art. 309/80-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 recruitment, and the conditions of service of persons appointed to the Punjab Economic and Statistical Organisation (Class III) Service, namely:-

1. Short title, commencement and application :-(1) These rules may be called the Punjab Economic and Statistical Organisation (Class III) Service Rules, 1980.

(2) They shall come into force at once.

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

2. Definition:-In these rules, unless the context otherwise requires,-

(a) 'Board' means the Subordinate Services Selection Board Punjab or any other authority constituted or appointed to perform its functions;

(b) 'Commission' means the Punjab Public Service Commission;

(c) 'direct appointment' means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;

(d) 'Government' means the Government of the State of Punjab in the Department of Planning;

(e) 'recognised University' means,-

(i) any University incorporated by law in any of the States of India; or

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

(iii) any other university which is recognised by the State Government for the purposes of these rules;

(f) 'Service' means the Punjab Economic and Statistical Organisation (Class III) Service.

3. Number and character of posts.- The Service shall comprise the posts shown in Appendix 'A' to these rules:

Provided that nothing in these rules shall affect the inherent right of Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. Nationality, domicile and character of candidates appointed to the Service.-(1) No candidate shall be appointed to the Service unless he is-

- (a) a citizen of India; or
- (b) a citizen of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or
- (e) a person of Indian origin, who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam, with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

(2) A candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board or other recruiting authority of the Government and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India.

(3) No person shall be recruited to the Service by direct appointment, unless-

- (a) he produces a certificate of character from the principal of the college, school or the institution last attended, if any, and similar certificates from two responsible persons, not being his relatives who are well acquainted with him in his private life and are not connected with his college, school, or institution; and
- (b) he produces an affidavit to the effect that he was never convicted for criminal offence and that he never was dismissed or removed from service of any State Government or Government of India.

5. Disqualifications.- No person-

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the Service:

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Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Age.- (1) No person shall be appointed to the Service by direct appointment, if he-
- (i) In the case of Technical Assistant, Scrutiny Inspector, Statistical Assistant, Investigator and Inspector is less than twenty-one years of age or is more than thirty five years of age;
 - (ii) in the case of other posts is less than seventeen years of age or is more than twenty-seven years of age; on the 1st January immediately preceding the last date fixed for submission of applications or unless he is within such range of minimum and maximum age as may be specifically fixed by Government from time to time:

Provided that the condition of upper age limit may be relaxed up to forty-five years in the case of a person already in employment of the Punjab Government, any other State Government, or the Government of India:

Provided further that the appointing authority may for reasons to be recorded in writing, relax the upper age limit for a category or class of persons:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age-limit shall be such as may be fixed by Government from time to time.

- (2) In the case of a demobilized Armed Forces Personnel his age at the time of joining military service or training prior to the Commission as the case may be, shall be the determining factor for the purposes of this rule and if at that time he was within the age limits prescribed in this rule, he shall be considered to be within the age limits for recruitment to the service.

7. Appointing authority.- All appointments to the posts in the service shall be made by the Economic Adviser to Government of Punjab.

8. Method of appointment and academic qualifications.- (1) All appointments to the Service shall be made in the following manner, namely:-
- (a) In the case of Superintendent Grade I-
 - (i) by promotion from amongst the Superintendents Grade III; or
 - (ii) by transfer of a person already in the service of any State Government or Government of India, if a suitable person is not available for appointment by promotion.
 - (b) In the case of Superintendent Grade III-
 - (i) by promotion from amongst Assistants and Senior Scale Stenographers; or
 - (ii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by promotion.
 - (c) In the case of Assistants-
 - (i) Twenty-five per cent by direct appointment; and
 - (ii) Seventy-five per cent by promotion from amongst the Junior Scale Stenographers, Steno-typists and Clerks; or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
 - (d) In the case of Senior Scale Stenographers-
 - (i) Twenty-five per cent by direct appointment; and
 - (ii) Seventy-five per cent by promotion from amongst Junior Scale Stenographers, or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
 - (e) In the case of Junior Scale Stenographers-
 - (i) Sixty per cent by direct appointment; and
 - (ii) Forty per cent by promotion from amongst the Steno-typists; or
 - (iv) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
 - (f) In the case of Steno-typist-
 - (i) Seventy-five per cent by direct appointment; and

- (ii) Twenty-five per cent by promotion from amongst Clerks; or,
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (g) In the case of Clerks-
- (i) Eighty Five per cent by direct appointment; and
 - (ii) Fifteen per cent by promotion from amongst other class III employees of the Service and Class IV employees of the Economic and Statistical Organisation, Punjab; or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (h) In the case of Librarian-
- (i) by direct appointment; or
 - (ii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment.
- (i) In the case of Artist-cum-Draftsman-
- (i) Fifty per cent by direct appointment; and
 - (ii) Fifty per cent by promotion from amongst the Draftsmen; or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (j) In the case of Draftsmen-
- (i) Fifty per cent by direct appointment; and
 - (ii) Fifty per cent by promotion from amongst Tracers; or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (k) In the case of Tracer-
- (i) by direct appointment; or
 - (ii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment.

- (l) In the case of Technical Assistants and Scrutiny Inspectors-
 - (i) Fifty per cent by direct appointment; and
 - (ii) Fifty per cent by promotion from amongst the Statistical Assistants, Investigators and Inspectors; or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (m) In the case of Statistical Assistants, Investigators and Inspectors-
 - (i) Fifty per cent by direct appointment; and
 - (ii) Fifty per cent by promotion from amongst the Field Assistants Grade I; or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (n) In the case of Field Assistants Grade II-
 - (i) Fifty per cent by direct appointment; and
 - (ii) Fifty per cent by promotion from amongst Computers; or
 - (iii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment or promotion, as the case may be.
- (o) In the case of Computers-
 - (i) by direct appointment; or
 - (ii) transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment.
- (p) In the case of Agriculture Sub-Inspector-
 - (i) by direct appointment; or
 - (ii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment.
- (q) In the case of Drivers-
 - (i) by direct appointment; or
 - (ii) transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for appointment by direct appointment.

- (r) In the case of Book-binder-
 - (i) by promotion from amongst Class IV employees of the Economic and Statistical Organisation,Punjab; or
 - (ii) by transfer of a person already in the service of any State Government or Government of India if a suitable person is not available for promotion:
 - (2) All appointments to the service by promotion shall be made on the basis of seniority-cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone.
 - (3) No person shall be appointed to any post in the service unless he-
 - (i) possesses the qualifications and experience specified against that post in Appendix 'B' to these rules; and
 - (ii) except in the case of Driver and; Book-binder has passed examination in Punjabi language of Matriculation standard or its equivalent.
9. Probation.- (1) Persons appointed to any post in 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 such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
 - (b) In the case of an appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the service may, in the discretion of the appointing authority be allowed to count towards the period of probation; and
 - (c) any period of officiating appointment to the service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may,-
- (a) If such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the service by direct appointment; and
 - (b) If such person is 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.

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- (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 may 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.

10. Seniority of members of service.- The seniority inter se of members of the Service in each cadre shall be determined by the length of continuous service on a post in that cadre of the Service:

Provided that in the case of members recruited by direct appointment who join within the period specified in the order of appointment or within such period as may from time to time be extended by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission, Board or other recruiting authority, as the case may be, shall not be disturbed:

Provided further that in case of a candidate is permitted to join the Service after the expiry of the said period of four months in consultation with the Commission, Board or other recruiting authority, as the case may be, his seniority shall be determined from the date he joins the service:

Provided further that in case any candidate of the next selection has joined the Service before the candidate referred to in the preceding proviso joins, the candidate so referred shall be placed below all the candidates of the next selection who join within the time specified in the first proviso.

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Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows-

- (a) a member recruited by direct appointment shall be senior to a member appointed otherwise;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer;
- (c) in the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) in the case of members appointed by transfer from different cadres, their 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 rates of pay drawn are also the same; then by their length of service in those appointments; and if the length of such service is also the same an older member shall be senior to a younger member.

Note 1.- Seniority of members appointed on purely provisional basis shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

Note 2.- The persons recruited as Clerks and Computers shall be allowed to exercise an option within a period of three months from the date of the commencement of these rules to have seniority either with Clerks or with Computers. The option once exercised shall be final. In case, an employee fails to exercise the option within the said stipulated period, he shall be considered to have opted for the post against which he was originally recruited. Separate seniority lists for Clerks and Computers shall be prepared keeping in view the options so exercised and the existing joint-seniority of Clerks and Computers. In case of Computers opting for the cadre of Clerks, their experience as Clerk shall be counted from the date of option and any experience gained by them as Clerk before exercising the said option shall also be counted. In case of Clerks opting for the cadre of Computers, an experience gained by them as Clerk before exercising the said option shall also be counted for promotion to the post of Field Assistant Grade II. It is clarified that after the option is exercised the experience shall be counted on the basis of option irrespective of the fact whether the employee is actually posted in the cadre of his option or not for want of vacancy in that cadre.

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11. Liability to transfer.- A member of the Service may be transferred by the Government to any post, whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Volume I, Part I.
12. Liability to serve.- A member of the Service shall be liable to serve at any place, whether within or out of the State of Punjab on being ordered to do so by the appointing authority.
13. Leave, Pension and other matters.- In respect of pay, leave, pension and all other matters not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.
14. Discipline, penalties and appeals.- (1) In the matter of discipline, penalties and appeals, members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.
 - (2) The authority empowered to impose penalties under the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority thereunder in respect of the members of the Service shall be as specified in Appendix 'C' to these rules.
 - (3) The authority competent to pass an order as specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, other than an order imposing any of the penalties mentioned in Appendix 'C' to these rules and the appellate authority shall be as specified in Appendix 'D' to these rules.
15. Liability for vaccination and revaccination.- Every member of the Service shall get himself vaccinated or revaccinated when Government so directs by a special or general order.
16. Oath of allegiance.- Every member of the Service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.
17. Power to relax.- Where the Government is of opinion that it is necessary or expedient so to do, it may by order, by reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons:

Provided that the provisions relating to qualifications and experience shall not be relaxed.
18. Repeal and saving.- The Punjab Economic and Statistical Organisation (State Service Class III) Rules, 1963 are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed shall be deemed to have been issued or taken under the corresponding provisions of these rules.
19. Interpretation.- If any question arises as to the interpretation of these rules, Government shall decide the same.

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APPENDIX 'A'
(See Rules 1 and 3)

Serial No.	Designation of the Post	Number of Posts			Scale of Pay
		Permanent	Temporary	Total	
1	2	3	4	5	6
1	Superintendent Grade-1	1	..	1	Rs.825-25-850-30-1,000/40-1,200/50-1,400-60-1,580
2	Superintendents Grade-III	2	..	2	Rs. 750-25-850-30-1,000/40-1,200/50-1,300
3	(i) Assistant	18	6	24	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080
	(ii) Senior Scale Stenographers	2	2	4	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080 plus Rs. 40 as special pay for that attached with Head of Department.
4	(i) Junior Scale Stenographers	7	6	13	Rs. 480-15-600/20-700/25-850-30-880
	(ii) Steno-Typist	17	10	27	Rs.400-10-450/15-525/15-600 plus Rs.25 as Special Pay
	(iii) Clerks	22	7	29	Senior Clerks : Rs. 510-15-600/20-700/25-800 Clerks : Rs.400-10-450/15-525/15-600 (50 per cent Clerks and 50 percent Senior Clerks in the Department as a whole)
5	Librarian	1	..	1	Rs. 570-15-600-20-700/25-850/30-1,000/40-1,080.
6	Artist-cum-Draftsman	1	..	1	Rs.620-20-700/25-850-30-1,000/40-1,200
7	Draftsman	2	..	2	Rs. 510-15-600/20-700/25-850-30-940
8	Tracer	1	..	1	Rs.400-10-450/15-525/15-600/20-660
9	Technical Assistant and Scrutiny Inspectors	72	34	106	Rs.700-25-850/30-1,000/40-1,200 (M.A., Ist Class to start at Rs.725)
10	Statistical Assistant/ Investigators and Inspectors	19	18	37	Rs. 570-15-600-20-700/25-850/30-1,000-40-1,080

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1	2	3	4	5	6
11	Field Assistants	122	79	201	Grade I: Rs.450-15-525/15-600/20-700-25-800. Grade II: Rs.400-10-450/15-525/15-600/20-660
12	Computors	28	8	36	Rs.400-10-450/15-525/15-600/20-660
13	Agriculture Sub-Inspector	1	-	1	Rs.450-15-525/15-600/20-700-25-800.
14	Drivers	1	1	2	Rs.400-10-450/15-525/15-600 Time-scale & Rs 510-15-600/20-700/25-800 for selection Grade posts
15	Book Binder	1	..	1	Rs.325-5-350/10-400/10-450-15-495

Note:- Fifty percent of the total posts of the Field Assistants shall be designated as Field Assistants, Grade I and the remaining fifty percent as Field Assistants, Grade II, Initial appointment shall, however, be made only in the case of Field Assistants, Grade II.

APPENDIX B
[See Rule 8 (3)]

Serial No.	Designation of the post	Academic qualifications for appointment by			Minimum experience requisite for appointment by		
		Promotion	Direct appointment	Transfer	Promotion	Direct appointment	Transfer
1	2	3	4	5	6	7	8
1	Superintendent Grade I	Matriculate of a recognised university or its equivalent	..	Graduate of a recognised university or its equivalent	At least five year's experience as Superintendent Grade III in the Economic and Statistical Organisation, Punjab	..	At least ten years' experience of ministerial work out of which at least five years' experience should be as Superintendent Grade III in any office of the Government of Punjab.
2	Superintendent Grade III	Ditto	..	Ditto	At least three years, experience as an Assistant or a Senior Scale Stenographer in the Economic and Statistical Organisation, Punjab	..	At least six years' experience of ministerial work out of which at least three years' experience should be as an Assistant in any office of the Government of Punjab.
3	Assistant	(i) Matriculate of a recognised university or its equivalent (ii) Qualifies in a departmental test to be conducted by the Board for promotion to the post of Assistant.	(i) Graduate of a recognised university or its equivalent (ii) Qualifies the competitive test for posts of Assistants to be held by the Board.	(i) Graduate of a recognised university or its equivalent (ii) Qualifies the competitive test for posts of Assistants to be held by the Board.	At least three years' experience on one or more posts of Junior Scale Stenographer, Stenotypist or Clerk in the Economic & Statistical Organisation, Punjab	At least three years' experience of ministerial work	At least three years' experience of ministerial work

1	2	3	4	5	6	7	8
4	Senior Scale Stenographer	Matriculate of a recognised university or its equivalent and must have qualified the test conducted by the appointing authority for recruitment of Senior Scale Stenographers	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent and must have qualified the competitive test conducted by the Board for recruitment of Senior Scale Stenographers	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent and must have qualified the competitive test conducted by the Board for recruitment of Senior Scale Stenographers	At least three years' experience as Junior Scale Stenographer in the Economic & Statistical Organisation, Punjab	At least two years' experience of Stenography in any of the office of Central Government or a State Government.	At least two years' experience of Stenography in any of the office of Central Government or a State Government.
5	Junior Scale Stenographer	Matriculate of a recognised university or its equivalent and must have qualified the test conducted by the appointing authority for recruitment of Junior Scale Stenographers	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent and must have qualified the competitive test conducted by the Board for recruitment of Junior Scale Stenographers	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent and must have qualified the competitive test conducted by the Board for recruitment of Junior Scale Stenographers	At least two years' experience on the post of Steno-typist in the Economic & Statistical Organisation, Punjab

1	2	3	4	5	6	7	8
6	Steno-typist	Matriculate of a recognised university or its equivalent and must have qualified the test conducted by the appointing authority for recruitment of Steno-typist	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent and must have qualified the competitive test conducted by the Board for recruitment of Steno-typists	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent and must have qualified the competitive test conducted by the Board for recruitment of Steno-typists	At least one year's experience as Clerk in the in the Economic & Statistical Organisation, Punjab.
7	Clerk	Matriculate of a recognised university or its equivalent.	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent with knowledge of Punjabi type-writing at a speed of 30 words per minute	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent with knowledge of Punjabi type-writing at a speed of 30 words per minute	At least five years' experience of working on any Class III post or Class IV post or both, in the Economic & Statistical Organisation, Punjab.
8	Librarian	..	Graduate of a recognised university with degree in Liibrary Science	Graduate of a recognised university with degree in Liibrary Science	..	Preference will be given to candidates having experience in library work in a Government Department Or in an Educational Institution.	Preference will be given to candidates having experience in library work in a Government Department Or in an Educational Institution.

1	2	3	4	5	6	7	8
9	Artist-cum-Draftsman	Matriculate of a recognised university or its equivalent with diploma in Commercial Arts or diploma in Draftsmanship OR Matriculate of a recognised university or its equivalent	Matriculate of a recognised university or its equivalent and diploma in Commercial Arts OR Matriculate of a recognised university or its equivalent and Diploma in Draftsmanship	Matriculate of a recognised university or its equivalent and diploma in Commercial Arts OR Matriculate of a recognised university or its equivalent and Diploma in Draftsmanship	In case of diploma in Commercial Arts or Draftsmanship, at least two years' experience as Draftsman in the Economic & Statistical Organisation, Punjab OR In case of Matriculate, at least five years' experience as Draftsman in the Economic & Statistical Organisation, Punjab	In case of diploma in Commercial Arts .at least two years' experience and free-hand and scale drawing or making of maps, lineal charts and graphs preferably in a Statistical Organisation OR In case of diploma in Draftsmanship, at least two years' experience of drawing pictorial maps and diagrams preferably in a Statistical Organisation.	In case of diploma in Commercial Arts, at least two years' experience and free-hand and scale drawing or making of maps, lineal charts and graphs preferably in a Statistical Organisation. OR In case of diploma in Draftsmanship, at least two years' experience of drawing pictorial maps and diagrams preferably in a Statistical Organisation.
10	Draftsman	Ditto	Ditto	Ditto	At least one year's experience on the post of Tracer in the Economic & Statistical Organisation, Punjab , if the official has got diploma in Draftsmanship, otherwise at least five years' experience as Tracer	Preference will be given to candidates having experience of drawing pictorial maps and diagrams preferably in a Statistical Organisation	Preference will be given to candidates having experience of drawing pictorial maps and diagrams preferably in a Statistical Organisation

1	2	3	4	5	6	7	8
11	Tracer	..	Matriculate of a recognised university or its equivalent with knowledge of tracing. Preference will be given to a qualified Draftsman	Matriculate of a recognised university or its equivalent with knowledge of tracing. Preference will be given to a qualified Draftsman
12	Technical Assistant or Scrutiny Inspector	Graduate of a recognised university with Economics or Mathematics or Agricultural Economics or Commerce or Statistics as one of the elective subjects.	Master's degree in Second Class of a recognised university in Economics or Mathematics or Agricultural Economics or Commerce, with Statistics as one of the papers, or Master's degree in Second Class of a recognised university in Statistics OR Second Class Graduate of a recognised university with Economics or	Master's degree in Second Class of a recognised university in Economics or Mathematics or Agricultural Economics or Commerce with Statistics as one of the papers, or Master's degree in Second Class of a recognised university in Statistics OR Second Class Graduate of a recognised university with Economics or	At least three years' experience on the post of Statistical Assistant/Investigator/Inspector in the Economic and Statistical Organisation, Punjab.	In case of Master's degree preference will be given to persons having at least one years' experience in collection ,compilation and analysis of Statistical data in a Government office . OR In case of Graduates, at least three years' experience in collection,	In case of Masters' degree, preference will be given to persons having at least one year's experience in collection ,compilation and analysis of Statistical data in a Government office . OR In case of Graduates, at least three years' experience in collection, compilation and analysis of statistical data

1	2	3	4	5	6	7	8
			Mathematics or Agricultural Economics or Commerce or Statistics as one of the elective subjects.	Mathematics or Agricultural Economics or Commerce or Statistics as one of the elective subjects.		compilation and analysis of statistical data on a post comparable to that of Statistical Assistant/ Investigator/Inspector or in the Economic and Statistical Organisation, Punjab.	on a post comparable to that of Statistical Assistant/Investigator/Inspector in the Economic and Statistical Organisation,Punjab.
13	Statistical Assistant, Investigator and Inspector	Graduate of a recognised university with Economics or Mathematics or Agricultural Economics or Commerce, with Statistics as one of the elective subjects. OR Matriculate of a recognised university or its equivalent	Master's degree in Second Class of a recognised university in Economics or Mathematics or Agricultural Economics or Commerce, with Statistics as one of the papers, or Master's degree in Second Class of a recognised university in Statistics OR Second Class Graduate of a recognised university	Master's degree in Second Class of a recognised university in Economics or Mathematics or Agricultural Economics or Commerce or Statistics as one of the papers, or Master's degree in Second Class of a recognised university in Statistics OR Second Class Graduate of a recognised university	In case of Graduates, at least three years' experience on the post of Field Assistant Grade I in the Economic and Statistical Organisation,Punjab. OR In case of Matriculates, at least seven years' experience on the post of Field Assistant	In case of Master's degree preference will be given to those having at least one years' experience in collection ,compilation and analysis of Statistical data in a Government office . OR In case of Graduates, at least three years' experience	In case of Master's degree, preference will be given to those having at least one years' experience in collection ,compilation and analysis of Statistical data in a Government office . OR In case of Graduates, at least three years' experience in collection, compilation and analysis

1	2	3	4	5	6	7	8
			with Economics or Mathematics or Agricultural Economics or Commerce or Statistics as one of the elective subjects.	with Economics or Mathematics or Agricultural Economics or Commerce or Statistics as one of the elective subjects.	Grade I in the Economic and Statistical Organisation, Punjab.	in collection, compilation and analysis of statistical data in a Govt. Office.	of statistical data in a Government Office.
14	Field Assistant Grade II	Matriculate of a recognised university or its equivalent	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent	Graduate or Second Class Intermediate or First Class Matriculate of a recognised university or its equivalent	At least two years' experience as Computer in the Economic & Statistical Organisation, Punjab	Preference will be given to persons having at least one year's experience as Computer in an office of the Central government or a State Government	Preference will be given to persons having at least one year's experience as Computer in an office of the Central government or a State Government
15	Computer	..	Ditto	Ditto	..	Preference will be given to persons knowing how to operate calculating machine	Preference will be given to persons knowing how to operate calculating machine
16	Agriculture Sub-Inspector	..	Second Class Matriculate of a recognised university or its equivalent with Agriculture Sub-Inspector Class pass certificate from a recognised university or Institution	Second Class Matriculate of a recognised university or its equivalent with Agriculture Sub-Inspector Class pass certificate from a recognised university or Institution

1	2	3	4	5	6	7	8
17	Driver	Should have passed Middle Standard Examination with knowledge of Punjabi of Middle Standard Must hold license for driving vehicle.	Should have passed Middle Standard Examination with knowledge of Punjabi of Middle Standard. Must hold license for driving vehicle.
18	Book-binder	Should know binding work and possess knowledge of Punjabi of Primary Standard and working knowledge of Hindi.	..	Knowledge of binding Punjabi language upto Middle Standard and working knowledge of Hindi.

APPENDIX 'C'
(See rule 14 (2))

Serial. No.	Designation of official	Nature of Penalty	Authority empowered to impose penalties	Appellate authority
1	2	3	4	5
		MINOR PENALTIES		
1.	Superintendent Grade-1	(i) Censure; (ii) Withholding of his promotions (iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Govt. by negligence or breach of orders; (iv) With- holding of increments of pay;	(i) Seniormost Director in the Economic & Statistical Organisation, in respect of all the staff working at the Head Quarter's Office. (ii) The District Statistical Officers in respect of the employees working under them.	Economic Adviser to Government, Punjab.
2.	Superintendent ,Grade-III			
3	(i) Assistants (ii) Senior Scale Stenographer.			
4	(i) Junior Scale Stenographer (ii) Steno-typist (iii) Clerks/Senior Clerks			
5	Librarian			
6	Artist-cum-Draftsman			
7	Draftsman			
8	Tracer			
9	Technical Assistants and Scrutiny Inspectors			

1	2	3	4	5
		MAJOR PENALTIES		
10.	Statistical Assistant , Investigators, Inspectors	<p>(v)Reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the Government employees will earn increments of pay during the period of such reduction and whether on the expiry of such period , the reduction will or will not have the effect of postponing the future increments of his pay;</p> <p>(vi) Reduction to lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government employee to the time-scale of pay ,grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or service;</p> <p>(vii) Compulsory retirement;</p> <p>(viii)Removal from service which shall not be a disqualification for future employment under the Government;</p> <p>(ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.</p>	Economic Adviser to Government, Punjab	Commissioner for Planning and Secretary to Government, Punjab, Department of Planning.
11	Field Assistants Grade-I and Grade-II			
12	Computors			
13	Agriculture Sub-Inspector			
14	Driver			
15	Book Binder			

APPENDIX 'D'
[See rule 14 (3)]

Serial No.	Designation of official	Nature of order	Authority competent to pass Orders	Appellate authority
1	2	3	4	5
1.	Superintendent Grade-I	(i)An order of suspension made or deemed to have been made under rule 4 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 ;	The District Statistical Officers in the case of staff of field offices and the Senior-most Director in the Economic & Statistical Organisation, in the case of headquarter's staff.	Economic Adviser to Government, Punjab, in respect of the staff of headquarter as well as of Field Offices.
2.	Superintendents Grade-III	(ii) An order which-	Economic Adviser to Government Punjab in respect of the staff of headquarter as well as Field Offices.	Commissioner for Planning and Secretary to Government, Punjab, Department of Planning, in respect of the staff of headquarter as well as of field offices.
3.	(i) Assistants .. (ii) Senior Scale Stenographers	(a) denies or varies to his disadvantage his pay allowances, pension or other conditions of services as regulated by rules or by agreements; (b) Interprets to his disadvantage the provisions of any such rule or agreement;	Ditto	Ditto
4.	(i) Junior Scale Stenographers (ii) Steno-typists (iii) Clerks/Senior Clerks	(iii) An order- (a) Stopping him at the efficiency bar in the time -scale of pay on the ground of his unfitness to cross the bar;	Economic Adviser to Government Punjab, in respect of the staff of headquarter as well as Field Offices.	Commissioner for Planning and Secretary to Government, Punjab, Department of Planning, in respect of the staff of headquarter as well as of Field offices.

1	2	3	4	5
5.	Librarian	(b) Reverting him while officiating in a higher service, grade or post to a lower service , grade or post, otherwise than as a penalty;	Economic Adviser to Government, Punjab, in respect of the staff of headquarter as well as Field Offices.	Commissioner for Planning and Secretary to Government, Punjab, Department of Planning, in respect of the staff of headquarter as well as of Field Offices.
6.	Artist-Cum-Draftsman			
7.	Draftsmen ..			
8.	Tracer ..			
9.	Technical Assistants/Secrutiny Inspectors.	(c) Reducing or withhold the pension or denying the maximum pension admissible to him under the rules;	Economic Adviser to Government, Punjab, in respect of the staff of headquarter as well as Field Offices.	Commissioner for Planning and Secretary to Government, Punjab, Department of Planning, in respect of the staff of headquarter as well as of Field Offices.
10.	Statistical Assistants/ Investigators/Inspectors			
11.	Field Assistants ..			
12.	Computors			
13.	Agriculture Sub-Inspector	(d) Determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof; or	Economic Adviser to Government, Punjab, in respect of the staff of headquarter as well as Field Offices.	Commissioner for Planning and Secretary to Government, Punjab, Department of Planning, in respect of the staff of headquarter as well as of Field Offices.
14.	Drivers ..			
15.	Book-binder	(e) determining his pay and allowances- (i) for the period of suspension; or	Economic Adviser to Government, Punjab, in respect of the staff of headquarter as well as Field Offices.	Commissioner for Planning and Secretary to Government, Punjab, Department of Planning in respect of the staff of headquarter as well as of Field Offices.

1	2	3	4	5
		<p>(ii) for the period from the date of his dismissal, removal or compulsory retirement from service or from the date of his reduction to a lower service ,grade, post , time -scale or stage in a time-scale of pay to the date of his retirement or restoration to his service, grade or post; or</p> <p>(f) Determining whether or not the period from the date of his suspension or from the date of his dismissal, removal ,compulsory retirement or reduction to a lower service, grade, post, time scale of pay or stage in a time scale of pay to the date of his reinstatement or restoration to his service, grade or post shall be treated as a period spent on duty for any purpose.</p>	<p>Economic Adviser to Government, Punjab, in respect of the staff of headquarter as well as of Field Offices.</p> <p>Economic Adviser to Government, Punjab, in respect of the staff of headquarter as well as of Field Offices.</p>	<p>Commissioner for Planning and Secretary to Government, Punjab, Department of Planning, in respect of the staff of headquarter as well as of Field Offices.</p> <p>Commissioner for Planning and Secretary to Government, Punjab, Department of Planning, in respect of the staff of headquarter as well as of Field Offices.</p>

R.P. OJHA
Commissioner for Planning and Secretary to Government, Punjab,
Planning Department.