

THE PUNJAB EDUCATION DEPARTMENT (SUB OFFICE)
MINISTERIAL CADRE (GROUP BC) SERVICES RULES 2005

GOVERNMENT OF PUNJAB
DEPARTMENT OF EDUCATION
(Education V Branch)
NOTIFICATION
The , 2005

No. In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and all the powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of the service of the persons appointed to the Punjab Education Department (Sub Offices) Ministerial Cadre (B&C) Service, namely :-

1. Short title and commencement and application:-

- (i) These rules may be called the Punjab Education Department (Sub Office) Ministerial Cadre (Group BC) Services Rules 2005.
- (ii) They shall come into force on and with effect from the date of their publication in the Official Gazette.
- (iii) They shall apply to the posts specified in Appendix "A" to these rules.

2. Definition: -1. In these rules, unless the context otherwise requires.

- (a) ('Appendix') means as Appendix appended to these rules.
- (b) ('Director Administration') means an officer belongs to Punjab Civil Services ('P.C.S') (Executive Branch) appointed as Director Administration.
- (c) ('Director') means the Director of Public Instruction (Schools) Punjab.
- (d) ('Government') means the Government of State of Punjab on the Department of Education, and
- (e) ('Service') means the Punjab Education Department (Sub Offices) Ministerial (Group C) Service.

The expression used in these rules but not defined in these rules, shall have the same meanings as assigned to these expressions in the Punjab Civil Service (General and common conditions of Service Rule, 1994).

3. Number and character of posts: - The service shall comprise the posts specified in Appendix 'A' provided that nothing in these rules shall affect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. **Appointing Authority:** - All Appointments to service shall be made by the Director Administration.

5. **Methods of Appointment and qualification:-**

(1) All appointments to the service shall be made in the manner specified in Appendix 'B' provided that if no suitable candidate is available for appointment by promotion and by direct appointment, as the case may be, then appointments to the Service shall be made by transfers of a person holding similar or identical post under a State Government or Government of India.

(2) No person shall be appointed to a post in the Service unless he possesses the qualifications and experience as specified against that post in Appendix 'B'.

(3) All Appointments to the service by promotion shall be made on the basis of seniority-cum-merit, but no person shall have any right to claim promotion on the basis of seniority alone.

(4) Whenever any vacancy or post in the service occurs or is about to occur the appointing authority shall determine by which mode the same shall be filled in.

6. **Discipline, punishment and Appeals:-**

(1) In the matters of discipline, punishment and appeals, the members of the service shall be governed by the Punjab Civil Service (Punishment and Appeal) Rules 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in Rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be Administrative Officer and the appellate authority (there under) in respect of the members of the Service shall be the Government.

7. **Application of the Punjab Civil Service (General and Common Condition of Service) Rules 1994:-**

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

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 for the time being in force, are contained in Appendix 'C'.

8. **Interpretation:** - If any question arises as to the interpretation of these rules, the Government shall decide the same.

9. **Repeal and saving:** - The Punjab Education Department (Subordinate Offices) Clerical Services Rules, 1941 are hereby repealed.

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

APPENDIX 'A'
(Group 'B')

Sr. No	Resignation of	See Rule 1 (3) and 3 No. of Posts			Scale of pay in Rupees
		Permanent	Temporary	Total	
1	2	3	4	5	6
1	Administrative Officer	14	--	14	7000-220-8100-275-10300-340-10980
2	Superintendent Grade-II	119	--	119	6400-200-7000-220-8100-275-10300-340-10640
3	Circle Auditor Senior Auditor	2	--	2	6400-200-7000-220-8100-275-10300-340-10640

APPENDIX 'A'
(Group 'C')

Sr. No.	Designation of	See Rule 1 (3) and 3 No. Posts			Scale of pay in Rupees
		Permanent	Temporary	Total	
1	2	3	4	5	6
1	Senior Assistant	253	--	253	5800-200-7000-220-8100-275-9200
2	Statistical Assistant	2	--	2	5800-200-7000-220-8100-275-9200
3	Accountant	5	--	5	5800-200-7000-220-8100-275-9200
4	Senior Scale Stenographer	3	--	3	5800-200-7000-220-8100-275-9200
5	Jr. Auditor	2	--	2	5800-200-7000-220-8100-275-9200
6	Jr. Scale Stenographer	28	--	28	4400-150-5000-160-5800-200-7000
7	Jr. Assistant	1610	--	1610	4400-150-5000-160-5800-200-7000
8	School Librarian	393	--	393	4550-150-5000-160-5800-200-7200
9	Statistician	12	--	12	4020-120-4260-140-4400-150-5000-160-5800-200-6200
10	Technician	02	--	02	4020-120-4260-140-4400-150-5000-160-5800-200-6200
11	Steno Typist	46	--	46	3330-110-3660-120-4260-140-4400-150-5000-160-5800-200-6200
12	Library Restorer/Library Attendant	175	--	175	3330-110-3660-120-4260-140-4400-150-5000-160-5800-200-6200
13	Driver	32	--	32	3330-110-3660-120-4260-140-4400-150-5000-160-5800-200-6200
14	Clerk	1610	--	1610	3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160
	Sr. Clerk				4020-120-4260-140-4400-150-5000-160-5800-200-6200

15	Sr. Laboratory Attendant	2234	--	2234	3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160
16	Restorer	1	--	1	3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160
17	Projectionist/Junior Technician/Cinema Operator	1	--	1	3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160
18	Receptionist	2	--	2	3120-100-3220-110-3660-120-4260-140-4400-150-5000-160-5160
APPENDIX 'A' (Group 'D')					
1	Machine man	4	--	4	2820-100-3220-110-3660-120-4260-140-4400

APPENDIX 'C'
(See Rules 07)

1	2	3	4	5
Sr. No	Designation of Official	Name of Penalty	The authority empowered to impose the penalties mentioned at Sr. No 3 upon the members of service	Appellate Authority
1	Administrative Officer	1. Censure 2. Withholding of his/her promotion	Government	Government
2	Superintendent Grade-II	3. Recovery from his pay or part of any perused by him to the Govt. by negligence of breach of order.		
3	Circle Auditor/Senior Auditor	4. Withholding of increment of pay without cumulative effect. Major Penalties 5. Reduction of lower stage in time scale of pay for a specified period with further or not the govt. employees will earn increments. During such reduction and whether on the expiry of such period the reduction will or will not have the effect of the postponing the future increments of his/her pay or withholding of increment of pay with cumulative effect. 6. Reduction to lower time scale of pay grade, post of service from which he was reduced with or without further directions regarding conditions of the restoration to the grade of the post of service frock which the Govt. Employee was reduced and his/her seniority and pay on such		

		<p>restoration to that grade, post or service.</p> <p>7. Removal from service which will not be a disqualification for further employment under the Govt.</p> <p>8. Compulsory Retirement Dismissal from service with ordinarily be a disqualification for future employment under the Govt.</p>		
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APPENDIX 'C'
(See rules 07)

1	2	3	4	5
S.No	Designation	Name of Penalty	The authority of empowered to impose the penalties mentioned at S.NO 3 upon the members of services	Appellate Authority
1	Senior Assistant	1 Censure	Direction Administration	Administration
2	Statistical Assistant	2 Withholding of his /her promotion		
3	Accountant	3 Recovery from his pay of any perused by him to the Govt by negligence of breach of order		
4	Senior scale stenographer	4 Withholding of increment of pay without cumulative effect		
5	Junior Scale Stenographer			
		Major Penalties		
6	Steno-typist	5 Reduction of lower stage in time scale of pay for a specified period with further or not the Govt. employees will earn increment during such reduction and weather on the expiry of such period the reduction will or will not have the effect of the postponing the further increment of his/her pay or withhold of increment of pay with commutative effect.		
7	Library Restorer			
8	Library Attendant			
9	Driver			
10	Clerk/Sen. Clerk			
11	Junior Assistant			

12	Senior Laboratory Attendant	8 Reduction to lower time scale of pay grade post of service from which he was reduced with or without further directions regarding conditions of restoration to the grade of post of the service work which the Govt employee was reduced and his/her seniority to that grade post of service		
13	Restorer			
14	Projectionist/ Cinema Operator/ Junior Technician			
15	School Librarian			
16	Statistician	9 Removal from service with will not be a disqualification for under the Govt		
17	Technician			
18	Junior Auditor	8 Compulsory Retirement		

APPENDIX 'C'

(See rules 07)

3	4	5
Name of penalty	The authority empowered to impose the penalties mentioned at S.NO 3 upon the members services	Appellate Authority
1 Censure 2 withholding of his/her promotion 3 Recovery from his pay or part of any	Government	Government -do- -do-
Pecuniary loss caused by him to the Govt. by negligence of branch of order. With holding of increment of pay without cumulative effect major penalties 4 withholding of increment of pay without cumulative effect major penalty 5 reduction of lower stage in time scale of pay for a specified period with further or not the Govt. Employees will be earn increment during such reduce	Direction Administration -do-	-do- -do- -do-
19 Receptionist	Dismissal from services with shall ordinarily be a disqualification for future employment under the Govt.	

APPENDIX 'C'
(See rules 07)

1	2	3	4	5
S. NO.	Designation of official	Name of Penalty	The authority empowered to impose the penalty mentioned at S.No. 3 upon the members of services	Appellate authority
1	Machine man	<p>1 censure 2 withholding of his/her promotion 3 recovery from his pay or part of any perused b6 him to the Govt. by negligence of breach of order 4 withholding of increment of pay without cumulative effect.</p> <p>Major penalties</p> <p>5 Reduction to lower stage in time scale of pay for a specified period with further or not the Govt. employees will earn increment during such period the reduction and whether on the expiry of such period the reduction will or will not have the effect of the postponing the future increment of pay with cumulative effect</p> <p>10 Reduction to lower time scale of pay grade ,post of services from which he was reduced with or without further directions regarding conditions of the restoration to the grade of post of service from which the Govt. employee was reduced and his/her seniority and pay on such restoration to that grade post or service</p> <p>11 Removal from service which will not be a disqualification for future employment under the govt.</p> <p>8 Compulsory retirement</p>	Direction Administration	Administration

		Dismissal from service with shall ordinary be a disqualification for future employment under the Government		
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