

PART III

WELFARE DEPARTMENT

NOTIFICATION

The 16th July, 1962

No.GSR159/Const./Art.309/62-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 Government of Punjab is pleased to make the following rules for regulating the recruitment and conditions of service of persons appointed to the Punjab Welfare Department, Class III Service, namely:-

Part-I-GENERAL

1. Short title and commencement:- (1) These rules may be called the Punjab Welfare Department, Class III Service Rules,1962.
(2) They shall come into force from the date of their publication in the PUNJAB GOVERNMENT GAZETTE.
2. Definitions:- In these rules, unless the context otherwise requires:-
 - (a) " Appendix" means an appendix to these rules;

- (b) “Board” means the Subordinate Services Selection Board, Punjab;
- (c) “Commissioner” means the Punjab Public Service Commission;
- (d) “ Direct appointment: means an appointment made otherwise than by promotion within the cadre of the same service or by transfer of an official already in the service of a State Government or of the Government of India;
- (e) “Director” means the Director, Welfare of Scheduled Castes and Backward Classes, Punjab;
- (f) “Government” means the Punjab Government in the Administrative Department ;
- (g) “Recognized University”, means(i) any University established by law in India: or (ii) in the case of degrees or diplomas obtained as a result of examinations held before the 15th August, 1947, the Punjab, Sind and Dacca University; or (iii) any other University which is declared by Government to be a recognized University for the purpose of these rules; and

(h) "Service" means Punjab Welfare Department, State Service Class III.

3. Number and Character of Posts- The Service shall comprise the post specified in appendix "A" to these Rules:

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

4. Nationality and domicile and Character of Candidates:-

(1) No person shall be appointed to the Service, unless he-

- (a) Is a citizen of India, or
- (b) Is a subject of Sikkim, or
- (c) Is a subject of Nepal or of a former Portuguese possession of the State of Pondicherry in India, or
- (d) Is a person of Indian origin, who has migrated from Pakistan with the intention of permanently settling in India;

Provided that if a person belongs to category (c) or (d) he must be a person whose favor certificate of eligibility has been given by the Competent Authority;

Provided further that if a person 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 Commission, the Board, or other recruiting authority and he may also provision, appointed subject to the necessary certificate being given to him by the Competent Authority.
- (3) No person shall be recruited by direct appointment to any post in the service unless he produces:-
 - (a) Certificates of character from the head of the educational institutions he last attended, and 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

(b) a certificate of physical fitness as required by rule 3.1 of the Punjab Civil Services, Volume I, Part I.

(4) No person shall be appointed to the Service unless-

(i) In the case of a man, he has not more than one wife living; and

(ii) In the case of a woman, she is not married to a person already having a wife living;

Provided that Government may, if satisfied that there are special Grounds for doing so, exempt any person from the operation of this sub-rule.

5. Age of Candidates:- (1) No person, not already in the service of the Government of a State or of the Government of India shall, ordinarily be appointed to the Service unless he is not less than 18 years and more than 25 years of age on any date specified by government for the purpose:

Provided that (i) the appointing authority may for reasons to be recorded in writing relax the upper age limit; and (ii) in the case of members of

Scheduled Castes, Scheduled Tribes and Backward Classes, the age shall be such as may for the time being be specified by the Government.

- (6) Appointing Authorities:- Appointments to the posts in the Service shall be made by the authority shown against such posts in Appendix "A" to these Rules.
- (7) Qualifications for Appointments:- No person shall be recruited to the Service, unless he possesses the educational qualifications prescribed in column 5 of Appendix "A" to these Rules.
- (8) Methods of Appointment:- (1) Appointments to the ministerial posts in the Service shall be made-
 - (a) In the case of Superintendent-
 - (i) By promotion of Head Assistants or Assistants;
 - (ii) by transfer or deputation of an official working in other Departments of Punjab Government or under the government of a State other than Punjab or of the Government of India; and
 - (iii) by direct appointment ;
 - (b) In the case of Head Assistant-
 - (i) by promotion of Assistants;

- (ii) by transfer or deputation of an official working in other Departments of Punjab Government or under the Government of a State other than Punjab or of the Government of India; and
- (iii) by direct appointment ;
- (c) In the case of Assistant-
 - (i) by promotion of a Clerk or Stenographer or Steno-typist;
 - (ii) by transfer or deputation of an official working in any other Department of Punjab Government or under the government of a State other than Punjab or of the Government of India; and
 - (iii) by direct appointment,
- (d) In the case of Clerks and Store-Keepers**
 - (i) By transfer or deputation of officials working in other Departments of Punjab Government or under the Government of a State other than Punjab or of the Government of India.**
 - (ii) by direct appointment,**
- (e) In the case of Stenographer and Steno-typist-

- (i) by promotion of a member of the Service in a lower or equivalent grade;
- (ii) by transfer or deputation of an official working in any other Department of Punjab Government or under the Government of a State other than Punjab or of the Government of India; and
- (iii) by direct appointment.

(f) In the case of Lady Welfare Officer—

(i) by Promotion from among Female Social Workers:

(ii) by transfer or deputation of an official working in any other Department of Punjab Government or under the Government of State other than Punjab or of the Government of India; provided she is a Graduate and has at least 3 years experience of Social Work amongst the Harijans ; and

(iii) by direct appointment;

(g) In the case of a District Welfare Officer for Scheduled Castes and Backward Classes—

(i) by promotion from among Tehsil Welfare Officers for Scheduled Castes and Backward Classes and Male Social Workers;

- (ii) by transfer or deputation of an official working in any other Department of Punjab Government or under the Government of a State other than Punjab or of the Government of India provided he is a Graduate and has at least 3 years experience of Social Work among Harijans; and
 - (iii) by direct appointment.
- (h) In the case of Tehsil Welfare Officer for Scheduled Castes and Backward Classes and Social workers-
- (i) by transfer or deputation of an official working in any other Department of Punjab Government or under the Government of a State other than Punjab or of the Government of India; Provided he is a Matriculate;
 - (ii) by direct appointment.
- (2) All promotions from one grade to another shall be made by selection based on merit and taking into consideration, seniority and seniority alone shall not give any right of appointment.
- (3) No member shall be eligible for promotion to the following posts and he has the experience indicated against each:-

- (i) Superintendent...five years experience as a Head Assistant or a total experience as an Assistant for ten years.
 - (ii) Head Assistant : Five years experience as an Assistant;
 - (iii) Assistant: Five years experience as a Clerk, Storekeeper, Stenographer or Steno-typist;
 - (iv) Lady Welfare: Seven years experience as a Officer Female Social Worker;
 - (v) District Welfare Officer : Seven years experience as for Scheduled Castes & Tehsil Welfare Officer Backward Classes. and Male Social Worker.
- (9) Probation---(1) Members of 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 the period of Service spent on deputation to a corresponding or a higher post may

be allowed to count towards period of probation fixed under this rule.

Explanation---- Officiating service shall be reckoned as period spent on probation but no member, who is officiating in any appointment shall on the completion of two years or one year in the service as the case may be, be entitled to be confirmed unless he is appointed against a permanent vacancy.

(2) If the work or conduct of any member of the service during the period of probation is in the opinion of the appointing authority not satisfactory, it will dispense with his services. If recruited by direct appointment, or revert him to his former post if recruited otherwise,

(3) On the completion of the period of probation of any member, the appointing authority may confirm such member in his appointment or if his work or conduct has in its opinion not been satisfactory, it may dispense with his services, if recruited by direct appointment or revert him to his former post if recruited otherwise, or may 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 extensions, if any, shall not exceed three years.

(4) On the completion of the period of probation satisfactory the appointing authority shall confirm such member if working against a permanent vacancy. During the period intervening the date of completion of the probation period and the date of confirmation he shall be considered to have qualified for confirmation.

(10) Seniority—The seniority inter se of members of the service shall be determined by the dates of their continuous appointments in the service;

Provided that in the case of members appointed directly the order of merit determined by the Commission or the Board shall not be disturbed;

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 recruited otherwise;
 - (b) a member recruited by promotion shall be senior to a member recruited by transfer;
 - (c) in the case of members recruited by promotion or transfer seniority shall be determined according to the seniority of such member in the appointments from which they were promoted or transferred; and
 - (d) in the case of members recruited by transfer from different cadre 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 the pay drawn are the same then by their length of service in these appointments; and if the length of such service is the same an older member shall be senior to a younger member.
- (11) Pay of a member of the service:- Members of the service shall be entitled to such scales of pay as may be authorized by Government from time to time. The scale of pay at present in force are given in Appendix 'A' to these Rules.

(12) Leave, pension and other matters not expressly provided for in these rules:- In respect of leave, pension and other cognate matter 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 framed by the competent authority under Article 309 of the Constitution of India or any law or rules made there under.

(13) Vaccination:- Every member of the Service shall get himself vaccinated and re-vaccinated if and when Government so directs by a special or general order.

(14) Discipline, Penalties and Appeals:-

(1) In matters relating to discipline, punishment and appeal, members of the Service shall be governed by the Punjab Civil Service (Punishment and Appeal) Rules 1952, provided that the nature of penalties which may be imposed, the authority empowered to impose such penalties and the appellate authority shall, subject to the provisions of

law or rules made under Article 309 of the Constitution of India, be as specified in Part-I of Appendix 'B' to these Rules.

(2) The authority competent to pass an order under clauses (c) and (d) of rule (10) of the said rules and the appellate authority, shall also be as specified in Part-II of Appendix 'B' to these Rules.

(15) Authority empowered to order transfer:- Members of the Service are liable to be transferred any where within the State of Punjab under the order of the appointing authority.

(16) Agreements and Securities:- Members of the Service who are entrusted with the receipt or custody of stores or who are required to handle moneys shall furnish security for the amount fixed by the appointing authority in cash in one of the forms of interest bearing securities mentioned in clause (b) of Rule 3.6 of the Subsidiary Treasury Rules or in the form of fidelity policy involving the payment of a monthly premium. When the security is taken in cash the appointing authority may determine whether the amount shall be paid in lump

sum or in installments (which shall not be less than 1/5th of the pay) as determined by Government from time to time or by deduction from pay.

- (17) Relaxation of Rules in favor of members of Services:- Where the Government are 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 requirements 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.
- (18) Repeal:- The Punjab Reclamation and Criminal Tribes Department subordinate Service Rules 1945, are hereby repealed.

APPENDIX 'A'

(See rule 3)

Sr. No.	Designation of post	Scale of pay	Appointment Authority	No. of post	Minimum qualifications for direct appointment	Remarks
1	2	3	4	5	6	7
1	District Welfare Officers For Scheduled Castes and Backward Classes	170-10-250/10- 350	SECTION -1- Executive State Government.	17	Graduate of a recognized university with at least 5 to 8 years experience of social work especially amongst scheduled Tribes and Backward Classes , Men, Women with thorough understanding of Harijans problems and imbued with a spirit of public service to be given special preference	
2	Lady Welfare Officer	170-10-250/10- 350	Ditto	1	Ditto	
3	Superintendent, Agricultural Settlement, Birth-bari	80-5-150	Director, Welfare of Scheduled Castes and Backward Classes, Punjab	1	Matric	
4	Tehsil Welfare Officers For Scheduled Castes and Backward Classes	80-5-150 (Person – for former Pepsu employees)	Ditto	20	Ditto	

5	Tehsil Welfare Officers For Scheduled Castes and Backward Classes	60-4-80/5-100	Director, Welfare of Scheduled Castes and Backward Classes, Punjab	3	Matriculate with experience of Social Work will be given preference .
6	Social Workers, Female	60-4-80/5-100	Ditto	91	(a) Middle, knowing Hindi and Punjabi, preference to be given to Matriculate. (b) Holders of diploma in tailoring cutting, etc., of at least one year, (c) Able to teach social education, cooking, first aid, mending of clothes.
7	Social Workers, Male	60-4-80/5-100	Ditto	91	Matriculate knowing Hindi and Punjabi and Able to teach cleanliness, song, games, good behavior, gardening and impart education to adults.

SECTION-II-Clerical

1	Superintendent	350-30-450	Director, Welfare of Scheduled Castes and Backward Classes, Punjab with the approval of Government.	1	Graduate of a recognized University.	
2	Head Assistant	250-10-350	Ditto	1	Ditto	
3	Assistants	150-10-300	Director, Welfare of Scheduled Castes and Backward Classes, Punjab	1	Ditto	
4	Assistants	116-8-180/10-250	Director, Welfare of Scheduled Castes and Backward Classes, Punjab	5	Graduate of a recognized University.	
5	Stenographer	100-5-150/5-175	Ditto	1	Matric knowing shorthand & typewriting.	
6	Clerks and Storekeepers	60-4-80/5-120/5-175	Ditto	30	Matric knowing typewriting with a minimum speed of 30 words per minute.	
7	Stenotypist	60-4-80, 5-120/5-175 with special pay of Rs. 15 per mensem	Ditto	1	Matric knowing shorthand & typewriting.	

SECTION-III-Technical

1	Jeep Driver	80-4-120	Director, Welfare of Scheduled Castes and Backward Classes, Punjab	1	License in driving light & heavy Vehicles.	
2	Van Driver	60-3-90	Ditto	1	Ditto	
3	Cinema Operator	80-4-100	Ditto	1	Matriculate holding license under the law relating to Cinematographs for the time being in force .	

6	Social Workers, Female	Ditto	Ditto	Ditto
7	Social Workers, Male	Ditto	Ditto	Ditto
8	Superintendent	Ditto	Director Welfare with the approval of State Government	Ditto
9	Head Assistant	Ditto	Director Welfare of Scheduled Casts and Backward Classes, Punjab, Jalandhar.	State Government
10	Assistants	Ditto	Ditto	Ditto
11	Assistants	Ditto	Ditto	Ditto
12	Stenographer	Ditto	Ditto	Ditto
13	Clerks and storekeepers	Ditto	Ditto	Ditto
14	Steno-typist	Ditto	Ditto	Ditto
15	Jeep Driver	Ditto	Ditto	Ditto
16	Van Driver	Ditto	Ditto	Ditto
17	Cinema Operator	Ditto	Ditto	Ditto

Excludes cases falling under rules 5.32 of the Punjab Civil Services Rules, Volume II

APPENDIX 'B' (PART-11)

Sr. No.	Designation of members of the service	Nature of case	Authority empowered to pass original orders	Appellate Authority
1	2	3	4	5
1	District Welfare Officers For Scheduled Castes and Backward Classes	i) Reducing the maximum amount of ordinary pension admissible under the rules governing pensions:-	State Government	-
2	Lady Welfare Officer	a) In the case of cut in pension to the extent of Rs. Five on grounds of inefficiency or loss of Government funds. b) In the case of cut in pension to the extent of Rs. Five on grounds of corruption and doubt full integrity. c) In the case of cut in pension exceeding Rs. Five on account of corruption doubt full integrity, inefficiency or loss of Government funds. ii) Termination of appointment otherwise than upon reaching the age fixed for superannuation		-
3	Superintendent, Agricultural Settlement, Birth-bari		Director, Welfare of Scheduled	State Government.

4	Tehsil Welfare Officer for Scheduled Castes and Backward Classes.	As above	Castes and Backward Classes, Punjab	
5	Ditto			