#### Government of the Punjab Services, General Administration & Information Department

#### **NOTIFICATION**

**NO. SOR-III-1-28/80.** In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servants Act, 1974, and in supersession of the West Pakistan Planning & Development Department (Gazetted Posts) Recruitment Rules, 1972, the Governor of the Punjab is pleased to make the following rules, namely:-

#### THE PUNJAB PLANNING AND DEVELOPMENT DEPARTMENT RECRUITMENT RULES, 1985

- 1. These rules may be called the Punjab Planning & Development Department Recruitment Rules, 1985.
- 2. They shall come into force at once.
- 3. The method of recruitment, minimum qualifications, age limits and other matters related thereto for the posts shall be as given in the schedule annexed.
- 4. The Planning and Development Department (Ministerial/Subordinate Posts) Recruitment Rules, 1979 are hereby repealed.
- 5. The West Pakistan Planning & Development Department (Non Gazetted Technical Posts) the post of Computors (Economics) are hereby repealed.

BY ORDER OF THE GOVERNOR OF THE PUNJAB

SAJJAD-UL-HASSAN
ADDITIONAL CHIEF SECRETARY

#### NO.SOR-III-1-28/80 Dated the 21st May, 1985.

A copy is forwarded for information and necessary action to:-

- 1. The Secretary to Government of the Punjab:
  - i. Law Department.
  - ii. Finance Department.
  - iii. Planning & Development Department.

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- 2. The Secretary, Punjab Public Service Commission, Lahore.
- 3. The Registrar, Lahore High Court, Lahore.
- 4. The Private Secretaries to Chief Secretary/ Additional Chief Secretary and Personal Assistant to Secretary (Services) S.G.A & I Department.
- 5. The Accountant General Punjab, Lahore.
- 6. The District Accounts Officers in the Punjab.
- 7. The Superintendent Government Printing Press, Lahore with the request to publish this notification in the Punjab Gazette at an early date. Before its publication in the official gazettes a proof copy should be sent to the undersigned for scrutiny. It is further requested that 250 printed copies of the notification may be supplied to the undersigned.

UNDER SECRETARY R-III SGA&ID

Name of Departmen	Function al Unit	Name of Post	Appointing Authority	Initial Promotion		Method of recruitment  Method of recruitment  Trg., Or any other condition require for		Examination, Trg., Or any other condition	
t				Initial recruitment or transfer	Promotion		Minimum Years	Maximu m Years	confirmation
1	2	3	4	5	6	7	8	9	10
Planning & Development Department	Ministerial	Assistant	Additional Secretary (Dev.)	Degree from a recognized university	-	By promotion on the basis of seniority cum-fitness from among members of the service holding posts of senior clerks in the functional unit with at least 3 years' experience as such. If no suitable person is available for promotion, then by initial recruitment.	18	25	-
Planning & Development Department	Ministerial	Senior Clerk	Additional Secretary (Dev.)	Degree from a recognized university	-	By promotion on the basis of seniority cum-fitness from amongst the person holding posts of Junior Clerks in the functional unit with at least 2 Years' experience as such.	18	25	-
Planning & Development Department	Ministerial	Junior Clerk	Additional Secretary (Dev.)	(i) Matriculation or equivalent qualifications from a recognized University or Board and (ii) A speed of 25 words per minute in typewriting.	-	By initial recruitment	18	25	-

Planning & Development Department	Ministerial	Steno typist	Additional Secretary (Dev.)	(i) Matriculation or equivalent qualifications from a recognized university or Board and (ii) A speed of 80 words per minute in shorthand in English and 40 words per minute in typewriting.	-	By initial recruitment	18	25	-
Planning & Development Department	Ministerial	Accountant	Secretary / Additional Secretary (Dev.)	B.Com from a recognized university or D.com from a recognized Board with 2 years' experience in budget and accounts.	-	By promotion on the basis of seniority cum-fitness from among the Junior Clerks in the functional unit with least 4 years' experience accounts and establishment matters. If no suitable person is available in promotion then by initial recruitment.	18	25	-
Planning & Development Department	Ministerial	Assistant Librarian	Secretary / Additional Secretary (Dev.)	Degrees with qualification in Library science and one year experience of Library work.	-	By initial recruitment	20	25	-
Planning & Development Department	Ministerial	Stenographer	Additional Secretary (Dev.)	(i) Matriculation or equivalent qualifications from a recognized university or Board and; (ii) A speed of 100 words per	-	By Initial recruitment.	18	25	-

Planning & Development Department	Ministerial	Senior Scale Stenographer	Additional Secretary (Dev.)	minute in shorthand in English and 40 words per minute in type writing.  (i) Matriculation or equivalent qualification from a recognized University or Board and; (ii) A speed of 120 words per minute in shorthand in English and 40 words per minute in type writing.	-	By promotion on the basis of seniority cum-fitness from among persons holding the posts of stenographers in the functional unit with at least 3 years' experience as such. If none is available for promotion, then by initial recruitment.	-	-	-
Planning & Development Department	Economic Planning	Economic Investigator	Government	Master's Degree in Economics/ Statistics/Commerc e or equivalent qualifications from a recognized University	Graduate with Economics/Commerce with 5 Years' experience OR Intermediate with Economics/Statistics/Commerce with 8 Years' experience	on the basis of selection on merit from among persons holding the posts of Economics Computer in the functional unit.	21	28	-
Planning & Development Department		Economic Computer	Secretary/ Additional Secretary (Dev.)	F.A or F. Sc with Mathematics or Physics or Economics as one of the major subject from recognized University or Board	-	By initial recruitment	18	25	-

Planning & Development Department	Ministerial	Administrative Officer	Government	-	-	By promotion on the basis of seniority cum-fitness from amongst the Superintendents in the functional unit.	-	-	-
Planning & Development Department		Superintendent	Additional Secretary (Dev.)	(i) Degree from a recognized University; and (ii) Five (05) years' experience in office routine, Accounts and Budget.		By promotion on the basis of seniority cum-fitness from among persons holding the posts of Assistants and Stenographers in the functional unit and who have at least 5 years' experience as such and have passed the departmental examination, if any prescribed by the Department. If no suitable person is available for promotion then by initial recruitment.  Note:  A common seniority list shall be maintained of Assistants and Stenographers for the purpose of promotion to the post of Superintendent.	-		-
Planning & Development Department		Draftsman	Secretary/ Additional Secretary (Dev.)	Matriculation with 2-3 years Diploma in Engineering/Techni cal Draftsman ship from a recognized institute.	-	-	-	-	-

Planning &	Tracer	-do-	Matriculation or	-	-	-	-	-
Development			equivalent					
Department			qualifications from					
			a recognized					
			University or Board					
			with Drawing as					
			one of the subject					



## GOVERNMENT OF THE PUNJAB SERVICES AND GENERAL ADMINISTRATION DEPARTMENT (REGULATION WING)

Dated Lahore, 27th July, 2019

#### **NOTIFCATION**

**NO.SOR-III(S&GAD)1-3/2019.** In exercise of the powers conferred under section 23. of the Punjab Civil Servants Act, 1974 (VII of 1974), Governor of the Punjab is pleased to make the following amendments in the Punjab Planning & Development Department Recruitment Rules, 1985 with immediate effect:

#### **AMENDMENTS**

#### In the Punjab Planning & Development Department Recruitment Rules, 1985, in the schedule

(1) At Sr. No. 9-A [Assistant / Sub-Engineer (BS-11), in columns 1 to 10, for the existing entries, the following shall be substituted.

Name of Department	Functional Unit	Name of post with basic scale	Appointing Authority	Minimum qualification for appointment by		Method of Recruitment	ini	e for tial itment	Examination, training and other
				Initial Recruitment	Promotion		Min.	Max.	conditions required for confirmation
1	2	3	4	5	6	7	8	9	10
"Planning and Development Board"	Ministerial	9-A, Sub- Engineer (BS-11)	Additional Secretary (Admn.)	(i) Secondary School Certificate (Second division) or equivalent qualification from a recognized Board; and (ii) Diploma in Civil Engineering after undergoing a minimum three years course from the Punjab Board of Technical Education or equivalent qualification from the recognized institute.	-	By initial recruitment.	18	25	Post induction training

### (2) At Sr. No. 12 [Assistant], in columns 1 to 10, for existing entries, the following shall be substituted:

Name of Department	Functional Unit	Name of post with basic scale	Appointing Authority	appointment by		Method of Recruitment	ini	e for tial itment	Examination, training and other
				Initial Recruitment	Promotion		Min.	Max.	conditions required for confirmation
1	2	3	4	5	6	7	8	9	10
"Planning and Development Board"	Ministerial	12. Assistant (BS-16)	Additional Secretary (Admn.)	Bachelor's degree (Second division) from a recognized university by Higher Education Commission.	-	i) 33% by initial recruitment; and (ii) 67% by promotion on seniority-cum-fitness basis from amongst the senior Clerks (BS-14) with at least three year's regular service in the functional unit and have successfully completed promotion related training at Management and Professional Development Department.	18	25	Post induction training at Management and Professional Development Department.

(3) At Sr. No. 13 [Senior Clerk], in columns 1 to 10, for existing entries, the following shall be substituted:

Name of Department	Functional Unit		Appointing Authority	Minimum qualification for appointment by		Authority		Method of Recruitment	ini	for tial tment	Examination, training and other
				Initial Recruitment	Promotion		Min.	Max.	conditions required for confirmation		
1	2	3	4	5	6	7	8	9	10		
"Planning and Development Board"	Ministerial	13. Senior Clerk (BS-14)	Additional Secretary (Admn.)	-	-	By promotion on seniority- cum-fitness basis from amongst the Junior Clerks (BS-11) with at least two years' service in the functional unit and have successfully completed promotion related training at Management and professional Development Department.	-	-	_".		

Name of Department	Functional Unit	Name of post with basic scale	Appointin g Authority	Minimum qualifica appointment		Method of Recruitment	initial		Examination, training and other conditions
				Initial Recruitment	Promotion		Min.	Max.	required for confirmation
1	2	3	4	5	6	7	8	9	10
"Planning and Development Board"	Ministerial	14. Junior Clerk (BS-11)	Additional Secretary (Admn.)	i. Higher Secondary School certificate School Certificate (second division) or equivalent qualification from a recognized Board; ii. Twenty five words per minute typing speed in English on computer; and iii. Proficiency in Microsoft office or any other compatible office application.  Note: Preference shall be given to those having twenty-five words per minute speed in typing Urdu.	-	(i) 80% by initial recruitment; and (ii) 20% by promotion on seniority-cum-fitness basis from amongst the employees in BS-1 to BS-4 in the functional unit and have: (a) Secondary School Certificate (Second division) or equivalent qualification from a recognized Board; (b) Minimum three years' relevant experience; and (c) Twenty five words per minute typing speed in English on computer.  If none is available for promotion then by initial recruitment.	18	25	Four weeks training course in office management for probations appointed by initial recruitment as well as those promoted against 20% quo9ta, at Management and Professional Development Department or Technical Education and Vocational Training Authority or any other department training institution notified by the concerned Administrative Department. Those who are promoted against 20% quota shall undergo and successfully complete an additional two weeks course on Microsoft office or any other such package".

(5) At Sr. No. 14-A [Persona Assistant], in columns 1 to 10, for existing entries, the following shall be substituted:

Name of Department	Functional Unit	Name of post with basic scale	Appointing Authority	appointment by		Method of Recruitment	Age for initial recruitment		Examination, training and other
				Initial Recruitment	Promotion		Min.	Max.	conditions required for confirmation
1	2	3	4	5	6	7	8	9	10
"Planning and Development Board"	Ministerial	14-A. Personal Assistant (BS-16)	Additional Secretary (Admn.)	-	-	By promotion on seniority cum fitness basis from amongst the senior Scale Stenographers (BS-16) with three years regular service in the functional and have successfully completed promotion related training at Management and Professional Development Department.	-	-	-".

(6) At Sr. No. 14-B [Private Secretary (BS-16)], in columns 1 to 10, for existing entries, the following shall be substituted:

Name of Department	Functional Unit	Name of post with basic scale	Appointing Authority	Minimum qualification for appointment by		Method of Recruitment	ini	e for tial itment	Examination, training and other
				Initial Recruitment	Promotion		Min.	Max.	conditions required for confirmation
1	2	3	4	5	6	7	8	9	10
"Planning and Development Board"	Ministerial	14-B. Private Secretary (BS-17)	Additional Secretary (Admn.)	-	-	By promotion on seniority cum fitness basis from amongst the Personal Assistant (BS-16) who have successfully completed promotion related training at Management and Professional Development Department		-	-n.

(7) At Sr. No. 15 [Senior Scale Stenographer)], in columns 1 to 10, for existing entries, the following shall be substituted:

Name of Department	Functional Unit	Name of post with basic scale	Appointing Authority	appointment by		Method of Recruitment	Age for initial recruitment		Examination, training and other
				Initial Recruitment	Promotion		Min.	Max.	conditions required for confirmation
1	2	3	4	5	6	7	8	9	10
"Planning and Development Board"	Ministerial	15. Senior Scale Stenographer (BS-16)	Additional Secretary (Admn.)	-	-	By promotion on seniority cum fitness basis from amongst the Stenographers (BS-15) with three years' regular service in the functional unit and have successfully completed promotion related training at Management and Professional Development Department	-	-	-n.

### (8) At Sr. No. 16 [Stenographer)], in columns 1 to 10, for existing entries, the following shall be substituted:

Name of Department	Functional Unit	Name of post with basic scale	Appointing Authority	Minimum qualification for appoint	Method of Recruitment	Age for initial recruitment		Examination, training and other	
				Initial Recruitment	Promotion		Min.	Max.	conditions required for confirmation
1	2	3	4	5	6	7	8	9	10
"Planning and Development Board"	Ministerial	15. Stenographer (BS-15)	Additional Secretary (Admn.)	<ul> <li>(i) Higher Secondary School Certificate (Second division) from a recognized Board;</li> <li>(ii) Seventy words per minute speed in shorthand in English and thirty-five words per minute typing speed on typewriter or computer and;</li> <li>(iii) Three months' office automation certificate in computer operations covering MS Word, MS Excel, MS Power Point, usage of internet and e-mail from a recognized institute.</li> </ul>	-	By initial recruitment.	-	-	Post induction training at Management and Professional Training Department.

(9) At Sr. No. 17 [Steno typist)], in columns 1 to 10, for existing entries, the following shall be substituted:

Name of Department	The state of the s		ment by	Method of Recruitment	Age for initial recruitment		Examination, training and other		
				Initial Recruitment	Promotion		Min.	Max.	conditions required for confirmation
1	2	3	4	5	6	7	8	9	10
"Planning and Development Board"	Ministerial	17. Typist (BS-5)	Additional Secretary (Admn.)	<ul> <li>(i) Secondary School Certificate (second division) or equivalent qualification from a recognized Board; and</li> <li>(ii) Twenty-five words per minute typing speed on typewriter or computer.</li> </ul>	-	By initial recruitment.	18	25	Post induction training.

(10) At Sr. No. 20 [Draftsman], in columns 1 to 10, for the existing entries, the following shall be substituted:

Name of Department	Functional Unit	Name of post with basic scale	Appointing Authority	Minimum qualification for appointment by		Method of Recruitment	Age for initial recruitment		Examination, training and other
				Initial Recruitment	Promotion		Min.	Max.	conditions required for confirmation
1	2	3	4	5	6	7	8	9	10
"Planning and Development Board"	Ministerial	20. Draftsman (BS-14)	Additional Secretary (Admn.)	-	-	By promotion on seniority- cum-fitness basis from amongst the Tracers (BS- 09) having Secondary School Certificate (Second Division)		-	-

(11) At Sr. No. 21 [Tracer], in Columns 1 to 10, for the existing entries, the following shall be substituted:

Name of Department	Functional Unit	Name of post with basic scale	Appointing Authority	Minimum qualification for appointment by		Method of Recruitment			Examination, training and other
				Initial Recruitment Promotion			Min.	Max.	conditions required for confirmation
1	2	3	4	5	6	7	8	9	10
"Planning and Development Board"	Ministerial	21. Tracer (BS-09)	Additional Secretary (Admn.)	Secondary School Certificate (second division) with drawing as one of the subjects or equivalent qualification from a recognized Board.	-	By initial recruitment.	18	25	Post induction training.

# SECRETARY (REGULATIONS) GOVERNMENT OF THE PUNJAB SERVICES AND GENERAL ADMINISTRATION DEPARTMENT

NO.SOR-III(S&GAD)1-3/2019

A copy is forwarded for information and necessary action to:-

- 1. The Secretaries, Government of the Punjab,
  - (i) Law & Parliamentary Affairs Department.
  - (ii) Finance Department.
  - (iii) Management & Professional Development Department.
  - (iv) Planning and Development Board.
- 2. The Accountant General, Punjab, Lahore.
- 3. The Secretary, Punjab Public Service Commission, Lahore.
- 4. The Deputy Secretary (Reg.), Law & Parliamentary Affairs Department.
- 5. The Deputy Secretary (PC), Finance Department, Lahore.
- 6. The Private Secretaries to the Governor, Punjab/Chief Minister/Chief Secretary/Additional Chief Secretary, Secretary (Services) and Secretary (Regulations), S&GAD.
- 7. PA to System Analyst, Regulations Wing, S&GA Department, Lahore with the request to upload the said amendments on the official website of the Regulations Wing, S&GAD.

## GOVERNOR OF THE PUNJAB SERVICE AND GENERAL ADMINISTRATION DEPARTMENT REGULATION WING

Dated Lahore, the 4th April, 2016

#### **NOTIFCATION**

No.SOR-III(S&GAD)2-54/2010. In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act 1974 (VIII of 1974), Governor of the Punjab is pleased to direct that in the rules made or deemed to have been made under the Act the following amendments shall be made

#### **AMENDMENTS**

In all the rules made or deemed to have been made under the Act.

- (1) against the post of superintendent whenever occurs for the expression BS-16 the expression" BS-17" shall be substituted.
- (2) against the post of Assistant or Head Clerk, wherever occurs for the expression "BS-14 the expression "BS-16" shall be substituted.
- (3) against the post of Senior Clerk, wherever occurs for the expression "BS-09" the expression "BS-14" shall be substituted.
- (4) against the of Junior Clerk wherever occurs
  - (a) for the expression "BS-07" the expression "BS-11" shall be substituted and
  - (b) for the existing qualifications in the column minimum qualification to appointment by initial recruitment the following shall be substituted.
    - (i) Higher Secondary School certificate (Second division) from a recognized Board.
    - (ii) a speed of 25 words per minute of typing on computer in English and he shall demonstrate such proficiency.

**Dr. Muhammad Saleh Tahir,** Secretary (Regulation) S&GAD

No. SOR-III (S&GAD) 2-54/201

Dated Lahore the 7th April 2016

- 1. The Registrar, Lahore High Court, Lahore.
- 2. The Senior Member Board of Revenue Punjab
- 3. The Chairman P&D Board Punjab, Lahore.
- 4. The Principal Secretary to Governor Punjab.
- 5. The Secretary to Chief Minister Punjab.
- 6. The Additional Chief Secretary Punjab.
- 7. All the Administrative Secretaries in the Punjab.
- 8. All Provincial Police Officer, Punjab.
- 9. All Division Commissioner in the Punjab.
- 10. All District Coordination Officers Punjab.
- 11. The Secretary Provincial Ombudsman Punjab Lahore.
- 12. The Secretary Provincial Assembly Punjab Lahore.
- 13. All Heads of Attached Departments in the Punjab.
- 14. All Heads of Autonomous Boards in the Punjab.
- 15. The Registrar Punjab Service Tribunal Lahore.
- 16. The Secretary, Punjab Public Service Commission, Lahore.
- 17. The Secretary, Chief Minister Inspection Team, Lahore.
- 18. All District Coordination Officers Punjab.
- 19. The Accountant General Punjab, Lahore.
- 20. The PS to Chief Secretary Punjab.
- 21. The PS to Additional Chief Secretary Punjab.
- 22. All District Accounts Officers in the Punjab.
- 23. All Additional Secretaries Deputy Secretary and Section Officers, S&GAD.
- 24. The Superintendent, Government Printing Press Punjab Lahore for publishing the notification in the official gazette and provide a copy of the same to this department.

(MUHAMMAD SALEEM)
Section Officer (Regulation-III)

### GOVERNMENT OF THE PUNJAB SERVICES GENERAL ADMINISTRATION AND INFORMATION DEPARTMENT

#### **NOTIFICATION**

The 10th Sept: , 1992

**NO.SOR-III-1-18/86.** In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), Governor of the Punjab is pleased to direct that in the Punjab Planning and Development Department Recruitment Rules, 1985 the following amendment shall be made namely:-

#### **AMENTDMENT**

In the Schedule after Sr. No. 14 the following new entry shall be inserted:-

Name of the Post	Appointing Authority			Method of Recruitment
3	4	5	6	7
14-A. Personal Assistant	Secretary	-	-	By promotion of the basis of the seniority-cumfitness from amongst the members of the functional unit holding the post of Senior Scale Stenographers.

### BY ORDER OF THE GOVERNOR OF THE PUNJAB ADDITIONAL CHIEF SECRETARY

#### NO. SOR-III 1-18/86

DATED15-9-1992

A copy is forwarded for information & necessary action to

- 1. The Secretary to Government of the Punjab:
  - i) Finance Department.
  - ii) Law & Parliamentary Affairs Department.
  - iii) Planning & Development Department.
- 2. The Secretary, Punjab Public Service Commission, Lahore.
- 3. The Registrar, Lahore High Court, Lahore
- 4. The Private Secretaries to the Chief Secretary Punjab, Addl. Chief Secretary SG&I Department.
- 5. The Accountant General, Punjab, Lahore.
- 6. The Section Officer R-I, II, IV, S&GI Department.
- 7. The D.S/ D.D. (O&M) VIII, SG&I Department.
- 8. The Superintendent Govt. Printing Press, Punjab, Lahore with the request to publish this notification in the official gazette and to supply 20 printed copies of the notification to the undersigned at an early dates.

Muhammad Sultan **Section Officer (R-III)** 



## GOVERNOR OF THE PUNJAB SERVICE & GENERAL ADMINISTRATION DEPARTMENT (REGULATION WING)

Dated Lahore, the 4<sup>th</sup> April, 2016

#### **NOTIFCATION**

**No.SOR-III(S&GAD)1-3/2019**. In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act 1974 (VIII of 1974), Governor of the Punjab is pleased to make the following amendment in the Punjab Planning & Development Board Recruitment Rules, 1985.

#### **AMENDMENTS**

In **the Punjab Planning & Development Board Recruitment Rules, 1985,** in the Schedule, at Sr. No. 14-A [Personal Assistant (BS-16)], in column 7, in the existing entry, the following shall be omitted:

"With three years regular service in the functional unit and have Successfully completed promotion related training at Management And Professional Development Department"

> (AHMAD ALI KAMBOH), SECRETARY (REGULATION) S&GAD

#### No. SOR-III (S&GAD) 1-3/2019

**Dated Lahore the 9th December 2020** 

A copy is forwarded information and necessary action to:-

- 1. The Secretaries, Government of the Punjab,
  - i) Finance Department.
  - ii) Law & Parliamentary Affairs Department.
  - iii) Management & Professional Development Department
  - iv) Planning & Development Board.
- 2. The Accountant General Punjab Lahore.
- 3. The Secretary, Punjab Public Service Commission, Lahore.
- 4. The Deputy Secretary (Reg.), Law & Parliamentary Affairs Department.
- 5. The Deputy Secretary (PC), Finance Department, Lahore.
- The Private Secretaries to the Governor Punjab / Chief Minister / Chief Secretary (Regulations), S&GAD.
- 7. PA to System Analyst (Regulations / O&M Wing), S&GA Department, Lahore with the request to upload the said amendment on the official website of the Regulations Wing, S&GAD.

Section Officer (R-III)