

GOVERNMENT OF PUNJAB

DEPARTMENT OF HEALTH AND FAMILY WELFARE

(Health-6 Branch)

NOTIFICATION

No._____ In exercise of the powers conferred by the provision to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and conditions of Service of the persons appointed to the Punjab Health & Family Welfare, Ministerial Staff (Head Office & Sub Office) “Group-B” Service namely:-

RULES

1. Short title, Commencement and Application.- (1) These rules may be called the Punjab Health and Family Welfare Ministerial Staff (Head Office & Sub Office) “Group-B” Service Rules.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix ‘A’. in the Punjab.

2. Definitions.- (1) In these rules, unless the context otherwise requires,-

- (a) `Appendix` means an Appendix, appended to these rules;
- (b) `Director` means the Director, Health and Family Welfare, Punjab;

(c) `Government` means the Government of the State of Punjab in the Department of Health and Family Welfare; and

(d) `Service` means the Punjab Health and Family Welfare Ministerial Staff (Head Office & Sub Office) Group-B Service;

(2) The expression used in these rules, but not defined shall have the respective meanings assigned to these expressions in the Punjab Civil Services (General and Common Conditions of Services) Rules, 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 or to reduce the number of such posts or to create new posts with difference designations and scale of pay, whether permanently or temporarily.

4. Appointing Authority. - Appointment to the service shall be made by the Government.

5. Pay of members of the Service. - The members of the Service shall be entitled to such scales of pay, as may be authorized by the Punjab Government from time to time. The scales of pay at present in force are given in Appendix `A`.

6. Method of appointment, qualifications and experience.-(1) Appointment to the Service shall be made in the manner as specified in Appendix `B`:

Provided that if no suitable candidate is available for appointment by promotion, then appointment to the service shall be made by transfer of a

person holding a similar or an identical post under a State Government or Government of India.

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

(3) Appointment 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.

7. Discipline, Punishment and appeal.- (1) In the matters of discipline, punishment and appeal, the members of 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, as specified in the rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of the members of the Service, shall be the Director.

(3) The authority competent to hear an appeal against an order specified in rule 5 of Punjab Civil Services(Punishment and Appeal) Rules 1970 other than an order imposing any of the penalties specified in rule 5 of the above said rules shall be the Government.

8. Application of the Punjab Civil Service (General and Common Conditions 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, at present in force, are contained in Appendix 'C'.

9. Repeal; - Punjab Medical Department Subordinate post (Recruitment and Condition of Services) Rules, 1945 to the extent of Services/Posts mentioned in these Rules are hereby repealed:

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

10. Interpretation.- If any question arises as to the interpretation of these rules, the Government shall decide the same in consultation with the Department of Personnel.

VINI MAHAJAN

Principal Secretary to Government of Punjab
Department of Health and Family Welfare

"APPENDIX `A`

[See Rules 1(3), 3 and 5]

Serial No.	Designation of the Post	Number of Posts			Pay Band (in Rupees)	Grade pay (in Rupees)
		Permanent	Temporary	Total		

Group –B (Ministerial Wing -Head Office)

1.	Superintendent Grade-11	14 *	-	14	10300-34800	4800
2.	Senior Assistant	135 *	-	135	10300-34800	4400
3.	Personal Assistant	4 *	-	4	10300-34800	4800
4.	Senior Scale Stenographer	3	-	3	10300-34800	4400

Note:- * Out of above sanctioned posts 2 posts of Superintendent Grade-2, 17 posts of Senior Assistant and 1 post of Personal Assistant are sanctioned under Director Research and Medical Education, Punjab & the case of bifurcation of post mentioned above amongst D.H.S. & D.R.M.E. is under active concentration of Punjab Govt. After that these posts will be transferred to the D.R.M.E.

Group –B (Ministerial Wing -Sub Office)

1.	Superintendent Grade-II	80 *	-	80	10300-34800	4800
2.	Senior Assistant	311 *	-	311	10300-34800	4400
3.	Senior Scale Stenographer	16 *	-	16	10300-34800	4400

Note:- * Out of above sanctioned posts 16 posts of Superintendent Grade-2, 44 posts of Senior Assistant and 7 posts of Senior Scale Stenographer are sanctioned under Director Research and Medical Education, Punjab & the case of bifurcation of post mentioned above amongst D.H.S. & D.R.M.E. is under active concentration of Punjab Govt. After that these posts will be transferred to the D.R.M.E.

"APPENDIX `B`

[See Rule 6]

Serial No.	Designation of the post	Percentage for Appointment by		Method, Qualification and Experience for Appointment by	
		Direct Appointment	Promotion	Direct Appointment	Promotion
1.	2.	3.	4.	5.	6.

Group – B (Ministerial Wing-Head Office)

1	Superintendent Grade-II	-	Hundred percent	-	From amongst the Senior Assistants working in the Head Office under the control of the Director who have an experience of working as such for a minimum period of eight years.
2.	Senior Assistant	Twenty Five Percent	Seventy Five percent	No person shall be given direct appointment to the post of Senior Assistant under the Punjab Govt. unless he :- (i) Possesses the Bachelor's Degree from a recognized University or institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and	From amongst the clerks, who have an experience of working as such for a minimum period of five years.

				<p>(iii) Possesses at least one hundred and twenty hour course with hands on experience in the use of personal computer or information technology in office productivity application or desktop publishing application from a Government recognized institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <p>2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule(1), shall have, before his appointment, qualified a test in Punjabi typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology,</p>	
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				<p>as the case may be, at a speed of thirty words per minute :</p> <p>Provided that where appointment of Group 'B' non-Technical post is offered to a War Hero, who has been discharged from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule(2)".</p>	
3.	Personal Assistant	-	Hundred percent	-	From amongst the Senior Scale Stenographers working in the Head Office under the control of the Director who have an experience of working as such for a minimum period of eight years.

4.	Senior Scale Stenographer	Twenty Five Percent	Seventy Five percent	<p>No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Govt. unless he :-</p> <p>(i) Possesses the Bachelor's Degree from a recognized University or institution; and</p> <p>(ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follow</p> <p>a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than</p>	<p>i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typist, who have an experience of working as such for a minimum period of five years; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute;</p>
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				<p>4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".</p> <p>(iv) Possesses at least one hundred and twenty hour course with hands on experience in the use of personal computer or information technology in office productivity application or desktop publishing application from a Government recognized institution or a reputed institution, which is ISO 9001, certified.</p> <p style="text-align: center;">OR</p> <p>Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>and</p> <p>b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer"</p>
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Group – B (Ministerial Wing -Sub Office)

1	Superintendent Grade-II	-	Hundred percent	-	From amongst the Senior Assistants working in the Sub Office under the control of the Director who have an experience of working as such for a minimum period of eight years.
2.	Senior Assistant	Twenty Five Percent	Seventy Five percent	No person shall be given direct appointment to the post of Senior Assistant under the Punjab Govt. unless he :- (i) Possesses the Bachelor's Degree from a recognized University or institution; and (ii) Qualifies in the competitive test specified by the appointing authority from time to time; and (iii) Possesses at least one hundred and twenty hour course with hands on experience in the use of personal computer or information technology in office productivity application or desktop	From amongst the clerks, who have an experience of working as such for a minimum period of five years.

				<p>publishing application from a Government recognized institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p> <p>2) The person so appointed as Senior Assistant in terms of the Provisions of sub-rule(1), shall have, before his appointment, qualified a test in Punjabi typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute :</p> <p>Provided that where appointment of Group 'B' non-Technical post is offered to a War Hero, who has been discharged</p>	
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				from Defense Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be Graduate from a recognized University or Institution. However, such person shall not be required to qualify the test in Punjabi type-writing as provided in sub-rule(2)".	
3.	Senior Scale Stenographer	Twenty Five Percent	Seventy Five percent	No person shall be given direct appointment to the post of Senior Scale Stenographer under the Punjab Govt. unless he :- (i) Possesses the Bachelor's Degree from a recognized University or institution; and (ii) Qualifies in a stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follow a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in Punjabi language required to be transcribed	i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year. Provided that if the Junior Scale Stenographer is not available then from amongst the Stenotypist, who have an experience of working as such for a minimum period of five years; and ii) Qualifies in a Stenography test in four paras (two in

			<p>these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute.</p> <p>(iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for appointment as Senior Scale Stenographer".</p> <p>(iv) Possesses at least one hundred and twenty hour course with hands on experience in the use of personal computer or information technology in office productivity application or desktop publishing application from a Government recognized institution or a reputed institution, which is ISO 9001, certified.</p>	<p>Punjabi and two in English language) containing 250 words each as follows:-</p> <p>a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test</p>
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				<p>OR</p> <p>Possesses a Computer information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.</p>	<p>for promotion as Senior Scale Stenographer"</p>
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"APPENDIX `B`

[See Rule 6]

Serial No.	Designation of the post	Percentage for Appointment by		Method, Qualification and Experience for Appointment by	
		Direct Appointment	Promotion	Direct Appointment	Promotion
4.	5.	6.	4.	5.	6.

Group – B (Ministerial Wing-Head Office)

1	Superintendent Grade-II	-	Hundred percent	-	From amongst the Senior Assistants working in the Head Office under the control of the Director who have an experience of working as such for a minimum period of eight years.
2.	Senior Assistant		Hundred percent		From amongst the clerks, who have an experience of working as such for a minimum period of five years.
3.	Personal Assistant	-	Hundred percent	-	From amongst the Senior Scale Stenographers working in the Head Office under the control of the Director who have an

					experience of working as such for a minimum period of eight years.
4.	Senior Scale Stenographer		Hundred percent		<p>i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year.</p> <p>Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typist, who have an experience of working as such for a minimum period of five years; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in minute in Punjabi language required to be transcribed these</p>

					<p>(at typewriter/computer) at a speed of 20 words per minute; and</p> <p>b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>iii) The candidates committing not more than 4% mistakes in aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer"</p>
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Group – B (Ministerial Wing -Sub Office)

1	Superintendent Grade-II	-	Hundred percent	-	From amongst the Senior Assistants working in the Sub Office under the control of the Director who have an experience of working as such for a minimum period of eight years.
2.	Senior Assistant	Twenty Five Percent	Seventy Five percent		From amongst the clerks, who have an experience of working as such for a minimum period of five years.
3.	Senior Scale Stenographer	Twenty Five Percent	Seventy Five percent		i) From amongst the Junior Scale Stenographers, who have an experience of working as such for a minimum period of one year. Provided that if the Junior Scale Stenographer is not available then from amongst the Steno typist, who have an experience of working as such for a

				<p>minimum period of five years; and</p> <p>ii) Qualifies in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-</p> <p>a) the passage in Punjabi shall be dictated at a speed of 100 words per minute in minute in Punjabi language required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and</p> <p>b) the passage in English shall be dictated at a speed of 60 words per minute in English language required to be transcribed these (at typewriter/computer) at the speed of 12 words per minute.</p> <p>iii) The candidates committing not more than 4% mistakes in</p>
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					aggregate and only if he/she qualifies the stenography test in both the languages shall be considered to have qualified the test for promotion as Senior Scale Stenographer"
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