#### **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 beh	alf, the Governor of Punjab is pleased to make the
following rules, regulating	ng the recruitment and conditions of Service of the
persons appointed to the	Punjab Health & Family Welfare, Ministerial Staff
(Head Office & Sub Office	ce) "Group-C" 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-C" 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-C

  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 of temporarily.

- **4. Appointing Authority. -** Appointment to the service shall be made by the Director.
- **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 form 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 Designation of the Post		<b>Number of Posts</b>		Pay Band	Grade pay
No.				(in Rupees)	(in Rupees)
	Permanent	Temporary	Total	_	

#### **Group –C** (Ministerial Wing -Head Office)

1.	Clerks/	129 *	-	129	10300-34800	3200
	Junior Assistant, 50%				10300-34800	3600
	placement sanctioned					
	posts of clerks					
2.	Junior Scale	6 *	-	6	10300-34800	3600
	Stenographers					
3.	Steno-typists	9	-	9	10300-34800	3200

#### Note:-

\* Out of above sanctioned posts 14 posts of Clerks and 1 post of Junior 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.

#### **Group –C** (Ministerial Wing -Sub Office)

1.	Clerks/	1221 *	-	1221	10300-34800	3200
	Junior Assistant, 50%				10300-34800	3600
	placement sanctioned					
	posts of clerks					
2.	Junior Scale	2 *	-	2	10300-34800	3600
	Stenographers					
3.	Steno-typists	264 *	-	264	10300-34800	3200

#### Note:-

\* Out of above sanctioned posts 123 posts of Clerks, 1 post of Junior Scale Stenographer and 65 posts of Steno typists 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	Designati	Percentage for		Method, Qualification and Experience for Appointment		
No.	on of the	Appointment by		by		
	post					
		Direct	Promotion	Direct Appointment	Promotion	
		Appointment				
1.	2.	3.	4.	5.	6.	

# **Group - C** (Ministerial Wing-Head Office)

1	Clerks/	Eighty five	Fifteen	(a.) Possesses the Bachelor's Degree	From amongst the
	Junior	per cent	percent	from a recognized University or	Group 'D'
	Assistant			institution and	Employees working
				(b.) Possesses at least one hundred	in the Head Office
				and twenty hours course with	under the control of
				hands on experience in the use	the Director who
				of Personal Computer or	have possesses
				Information Technology in	educational
				Office Productivity application	qualification of
				or Desktop Publishing.	Matriculation (with
				Applications from Government	Punjabi) and have a
				recognized institution or a	minimum of five
				reputed institution, which is ISO	years experience as
				9001, certified.	such at <b>Head Office</b> .
				OR	They have also
				Possesses a Computer	qualifying test in
				Information Technology Course	Punjabi Typewriting
				equivalent to 'O' level certificate	which should be

			of Department of Electronics	equal to one
			Accreditation of Computer	prescribed by the
			Courses (DOBACC) of	S.S.S. Board for
			Government of India.	such post and it
			2. Shall have to qualify a test in	should be made
			Punjabi typewriting to be	essential to pass the
			conducted by the Board or by	test before a class IV
			the Appointing Authority at the	employee is
			speed of thirty words per minute	considered eligible
			within a period of one year from	for promotion.
			the date of his appointment.	
			3. Should pass Punjabi up to Matric	
			standard.	
Junior			-	From amongst the
Scale				Steno-typists
Stenograp				working under the
hers				control of the
				Director who have
				an experience as
				such for a minimum
				period of five years.
Steno-	Hundred	-	(a.) Possesses the Bachelor's Degree	
typists	percent		from a recognized University or	
			institution and	
			(b.) Qualifies a test in Punjabi	
			Stenography to be held by the	
	Scale Stenograp hers Steno-	Scale Stenograp hers  Steno- Hundred	Scale Stenograp hers  Steno- Hundred -	Accreditation of Computer Courses (DOBACC) of Government of India.  2. Shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the Appointing Authority at the speed of thirty words per minute within a period of one year from the date of his appointment.  3. Should pass Punjabi up to Matric standard.  Junior Scale Stenograp hers  Steno- Hundred - (a.) Possesses the Bachelor's Degree typists percent from a recognized University or institution and (b.) Qualifies a test in Punjabi

	Board or by the appointing	
	authority at a speed specified by	
	the Government from time to	
	time and	
	(c.) Possesses at least one hundred	
	and twenty hours course with	
	hands on experience in the use	
	of Personal Computer or	
	Information Technology in	
	Office Productivity application	
	or Desktop Publishing.	
	Applications from Government	
	recognized institution or a	
	reputed institution, which is ISO	
	9001, certified.	
	OR	
	Possesses a Computer	
	Information Technology Course	
	equivalent to 'O' level certificate	
	of Department of Electronics	
	Accreditation of Computer	
	Courses (DOBACC) of	
	Government of India.	
	(d.) Should be passed Punjabi up to	
	Matric standard.	

# **Group - C** (Ministerial Wing -Sub Office)

1	Clerks/	Eighty five	fifteen	(a.) Possesses the Bachelor's Degree	From amongst the
	Junior	per cent	percent	from a recognized University or	Group 'D'
	Assistant			institution and	Employees working
				(b.) Possesses at least one hundred	in the Sub Office
				and twenty hours course with	under the control of
				hands on experience in the use	the Director who
				of Personal Computer or	have possesses
				Information Technology in	educational
				Office Productivity application	qualification of
				or Desktop Publishing.	Matriculation (with
				Applications from Government	Punjabi) and have a
				recognized institution or a	minimum of five
				reputed institution, which is ISO	years experience as
				9001, certified.	such at Sub Office.
				OR	They have also
				Possesses a Computer	qualifying test in
				Information Technology Course	Punjabi Typewriting
				equivalent to 'O' level certificate	which should be
				of Department of Electronics	equal to one
				Accreditation of Computer	prescribed by the
				Courses (DOBACC) of	S.S.S. Board for
				Government of India.	such post and it
				2. Shall have to qualify a test in	should be made
				Punjabi typewriting to be	essential to pass the
				conducted by the Board or by	test before a class IV

				the Appointing Authority at the	employee is
				speed of thirty words per minute	considered eligible
				within a period of one year from	for promotion.
				the date of his appointment.	
				3. Should be passed Punjabi up to	
				Metric standard.	
2.	Junior			-	From amongst the
	Scale				Steno-typists (sub
	Stenograp				Office) working
	hers				under the control of
					the Director who
					have an experience
					as such for a
					minimum period of
					five years.
3.	Steno-	Hundred	-	(a.) Possesses the Bachelor's Degree	
	typists	percent		from a recognized University or	
				institution and	
				(b.) Qualifies a test in Punjabi	
				Stenography to be held by the	
				Board or by the appointing	
				authority at a speed specified by	
				the Government from time to	
				time and	
				(c.) Possesses at least one hundred	
				and twenty hours course with	

	hands on experience in the use	
	nands on experience in the use	
	of Personal Computer or	
	Information Technology in	
	Office Productivity application	
	or Desktop Publishing.	
	Applications from Government	
	recognized institution or a	
	reputed institution, which is ISO	
	9001, certified.	
	OR	
	Possesses a Computer	
	Information Technology Course	
	equivalent to 'O' level certificate	
	of Department of Electronics	
	Accreditation of Computer	
	Courses (DOBACC) of	
	Government of India.	
	(d.) Should be passed Punjabi up to	
	Metric standard.	