

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-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 or 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 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 –C (Ministerial Wing -Head Office)

1.	Clerks/ Junior Assistant, 50% placement sanctioned posts of clerks	129 *	-	129	10300-34800 10300-34800	3200 3600
2.	Junior Scale Stenographers	6 *	-	6	10300-34800	3600
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/ Junior Assistant, 50% placement sanctioned posts of clerks	1221 *	-	1221	10300-34800 10300-34800	3200 3600
2.	Junior Scale Stenographers	2 *	-	2	10300-34800	3600
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 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 – C (Ministerial Wing-Head Office)

1	Clerks/ Junior Assistant	Eighty five per cent	Fifteen percent	<p>(a.) Possesses the Bachelor's Degree from a recognized University or institution and</p> <p>(b.) 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.</p> <p align="center">OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate</p>	<p>From amongst the Group 'D' Employees working in the Head Office under the control of the Director who have possesses educational qualification of Matriculation (with Punjabi) and have a minimum of five years experience as such at Head Office.</p> <p>They have also qualifying test in Punjabi Typewriting which should be</p>
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				<p>of Department of Electronics Accreditation of Computer Courses (DOBACC) of Government of India.</p> <p>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.</p> <p>3. Should pass Punjabi up to Matric standard.</p>	<p>equal to one prescribed by the S.S.S. Board for such post and it should be made essential to pass the test before a class IV employee is considered eligible for promotion.</p>
2.	Junior Scale Stenographers			-	<p>From amongst the Steno-typists working under the control of the Director who have an experience as such for a minimum period of five years.</p>
3.	Steno-typists	Hundred percent	-	<p>(a.) Possesses the Bachelor's Degree from a recognized University or institution and</p> <p>(b.) Qualifies a test in Punjabi Stenography to be held by the</p>	

				<p>Board or by the appointing authority at a speed specified by the Government from time to time and</p> <p>(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.</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 Courses (DOBACC) of Government of India.</p> <p>(d.) Should be passed Punjabi up to Matric standard.</p>	
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Group – C (Ministerial Wing -Sub Office)

1	Clerks/ Junior Assistant	Eighty five per cent	fifteen percent	<p>(a.) Possesses the Bachelor’s Degree from a recognized University or institution and</p> <p>(b.) 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.</p> <p align="center">OR</p> <p>Possesses a Computer Information Technology Course equivalent to ‘O’ level certificate of Department of Electronics Accreditation of Computer Courses (DOBACC) of Government of India.</p> <p>2. Shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by</p>	<p>From amongst the Group ‘D’ Employees working in the Sub Office under the control of the Director who have possesses educational qualification of Matriculation (with Punjabi) and have a minimum of five years experience as such at Sub Office.</p> <p>They have also qualifying test in Punjabi Typewriting which should be equal to one prescribed by the S.S.S. Board for such post and it should be made essential to pass the test before a class IV</p>
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				<p>the Appointing Authority at the speed of thirty words per minute within a period of one year from the date of his appointment.</p> <p>3. Should be passed Punjabi up to Metric standard.</p>	<p>employee is considered eligible for promotion.</p>
2.	Junior Scale Stenographers			-	<p>From amongst the Steno-typists (sub Office) working under the control of the Director who have an experience as such for a minimum period of five years.</p>
3.	Steno-typists	Hundred percent	-	<p>(a.) Possesses the Bachelor's Degree from a recognized University or institution and</p> <p>(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</p> <p>(c.) Possesses at least one hundred and twenty hours course with</p>	

				<p>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.</p> <p>OR</p> <p>Possesses a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Courses (DOBACC) of Government of India.</p> <p>(d.) Should be passed Punjabi up to Metric standard.</p>	
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