

PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF GENERAL ADMINISTRATION
(ESTABLISHMENT-4 BRANCH)

NOTIFICATION

The 15th September, 2016

No.G.S.R.63/Const./Art.309/2016.- 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 Governor of Punjab is pleased to make the following rules, regulating the recruitment and the conditions of Service of the persons appointed to the Punjab Bhawan, New Delhi (Group-'B') (Non-Technical) Service, namely:-

RULES

1. **Short title, commencement and application.-** (1) These rules may be called the Punjab Bhawan, New Delhi (Group-'B') (Non -Technical) Service Rules, 2016.
 - (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'.
2. **Definitions.-**In these rules, unless the context otherwise requires,
 - (a) "Appendix" means an Appendix appended to these rules;
 - (b) "Government" means the Government of the State of Punjab in the Department of General Administration;
 - (c) "Resident Commissioner" means the Resident Commissioner, Punjab Bhawan, New Delhi; and
 - (d) "Service" means the Punjab Bhawan, New Delhi (Group -'B') (Non-Technical) Service.
3. **Number and character of posts.-** The Service shall comprise of the posts shown in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.
4. **Appointing Authority.-** Appointment to the Service shall be made by the Government.
5. **Method of appointment, qualifications and experience.-** (1) Appointment to the post in the Service shall be made in the manner specified in Appendix 'B':

Provided that if no suitable candidate is available for appointment to the Service by promotion and direct appointment, then appointment to the Service shall be made by transfer of a person holding analogous post under the State Government or Government of India :

Provided further that if no suitable candidate is available for appointment to the Service by transfer also, then appointment to the Service shall be made by deputation of a person holding analogous post in any Board or Corporation or Public Sector Undertaking.

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

(3) Appointment to the Service by promotion shall be made on seniority -cum- merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.

6. **Pay of the members of the Service.-** The members of the Service shall be entitled to such scales of pay, as may be authorised by the Punjab Government from time to time. The scales of pay, at present in force, in respect of the members of the Service are given in Appendix 'A'.
7. **Discipline, Punishment and Appeal.-** (1) In the matter of discipline, punishment and appeal, the members of the 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 rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 in respect of the members of the Service 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 Service shall be governed by 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. **Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel, shall decide the same.

Appendix -A

[See rules 1(3), 3 and 6]

Serial No.	Name of the post	Number of posts			Scale of pay and Grade pay (in rupees)
		Permanent	Temporary	Total	
1.	2.	3.	4.	5.	6.
1	Personal Assistant	1	-	1	10300-34800 + 4800
2	Liasion Officer	1	-	1	10300-34800 + 4600
3	Senior Assistant	9	-	9	10300-34800 + 4400
4	Accountant	1	-	1	10300-34800 + 4400
5	Accountant-cum-Cashier	1	-	1	10300-34800 + 4400
6	Supervisor Hospitality	2	-	2	10300-34800 + 4400
7	Supervisor (Reception)	2	-	2	10300-34800 + 4400
8	Resident Protocol Assistant	1	-	1	10300-34800 + 4400

Appendix-B

[See rule 5]

Serial.	Name of the Post	Percentage of appointment by		Qualification and experience for appointment by	
		Direct Appointment	Promotion	Direct Appointment	Promotion
1	2	3	4	5	6
1.	Personal Assistant	—	Hundred percent	—	From amongst the Junior Scale Stenographers working under the control of Resident Commissioner, who have an experience of working as such for a minimum period of ten years and who have qualified stenography test as specified in the Punjab Civil Services (General and Common Condition of Service) Rules, 1994 for the post of Senior Scale Stenographer to be filled up by way of promotion.
2.	Liasion Officer	—	Hundred percent	—	From amongst the Senior Assistants, who have an experience of working as such for a minimum period of ten years.
3.	Senior Assistant	Twenty five percent	Seventy five percent	As specified in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 for the post of Senior Assistant.	From amongst the clerks working under the control of Resident Commissioner, who have an experience of working as such for a minimum period of five years.

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4.	Accountant	--	Hundred percent	--	From amongst the Storekeeper/Coupon Clerk, working under the control of Resident Commissioner, who have an experience of working as such for a minimum period of ten years.
5.	Accountant-cum-Cashier	--	Hundred percent	--	From amongst the Storekeeper/Coupon Clerk, working under the control of Resident Commissioner, who have an experience of working as such for a minimum period of ten years.
6.	Supervisor Hospitality	--	Hundred percent	--	From amongst the Storekeeper/Coupon Clerk, working under the control of Resident Commissioner, who have an experience of working as such for a minimum period of ten years.
7.	Supervisor (Reception)	--	Hundred percent	--	From amongst the Telephone operator / Receptionist, working under the control of Resident Commissioner, who have an experience of working as such for a minimum period of ten years.
8.	Resident Protocol Assistant	--	Hundred percent	--	From amongst the Telephone operator / Receptionist, working under the control of Resident Commissioner, who have an experience of working as such for a minimum period of ten years.