

HOME DEPARTMENT

POLICE

NOTIFICATION

The 25th November, 1960

No. 18736-H-60 – 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 recruitment to and conditions of service of persons appointed to the Punjab Police Clerical Service (State Service Class III), namely: -

PART I – GENERAL

Sr. No.	
1.	Short title – (1) These rules may be called “The Punjab Police Clerical Service (State Service Class III) Rules, 1960. (2) These shall come into force from the date of the publication of this notification in the official Gazette.
2.	Definitions – In these rules, unless the context otherwise requires, - (a) “Assistant Inspector-General” means the Assistant Inspector-General of Police, Punjab; (b) “Assistant Inspector-General, Government Railway Police” means the Assistant Inspector-General, Government Railway Police, Punjab; (c) “Board” means the Subordinate Services Selection Board, Punjab; (d) “Commission” means the Punjab Public Service Commission; (e) “Deputy Inspector-General” means any Deputy Inspector-General of Police, Punjab; (f) “direct appointment” means an appointment made otherwise than by promotion from the Service or by transfer of an official already in the service of a State Government or the Union of India; (g) “Government” means the Government of the State of Punjab in the Administrative Department; (h) “Inspector-General” means the Inspector-General of Police, Punjab; (i) “Principal” means the Principal, Police Training School, Phillaur; (j) “P.R.O.” means the Police Radio Officer, Punjab; (k) “recognized University” means- (i) any University incorporated by law in any of the States of India; (ii) in the case of degrees or diplomas obtained as a result of examinations held before the 15 th August, 1947, the Punjab, Sind or Dacca University; and (iii) any other University which is declared by the Government to be a recognized University for the purpose of these rules; and (l) “Service” means the Punjab Police Clerical (State Service Class III).
	PART II – POSTS IN THE SERVICE AND APPOINTMENTS THERETO
3.	Number and character of posts – The service shall comprise of the posts shown in Appendix ‘A’: Provided that nothing in this rule shall affect the inherent right of the Government to make additions to or reduction in the cadre of the Service either permanently or temporarily.
4.	Authorities empowered to make appointments. – All appointments to posts in the Service shall be made by the Inspector-General: Provided that appointment to the post of Restorer may be made by the Assistant Inspector-General.
5.	Nationality – (1) A candidate for appointment to the Service must be- (a) a citizen of India ; or (b) a subject of Sikkim ; or (c) a subject of Nepal or of a Portuguese or former French possession in India ; or (d) a person of Indian origin, who has migrated from Pakistan with the intention of permanently settling in India :

	<p>Provided that if he belongs to category (c) or (d), he must be a person in whose favour a certificate of eligibility has been given by the Government of India or of the Punjab:</p> <p>Provided further that if he belongs to category (d), the certificate of eligibility shall be valid for a period of one year from the date of his appointment beyond which he may be retained in service only if he has become a citizen of India:</p> <p>(2) A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission, Board, or other recruiting authority and he may also provisionally be appointed subject to the necessary certificate being given to him by Government;</p>
6.	<p>Age. – No person shall be appointed directly to the Service, who is more than twenty-five years or less than eighteen years’ of age on the date of appointment:</p> <p>Provided that the Inspector-General may, in special circumstances, to be recorded in writing, appoint a person who is more than twenty-five years in age:</p> <p>Provided further that in the case of candidates belonging to Scheduled Castes, Schedules Tribes and other Backward Classes, the maximum age-limit shall be such as may be fixed by Government from time to time.</p>

7. **Educational and other qualifications for appointment.** – (I) No person shall be appointed directly to the Service unless-

(i) in the case of an appointment to the post of-	
(a) (i) <u>Assistant Class I.</u>	he holds a degree of a recognized University or has passed an equivalent examination.
(ii) <u>Head Clerk ..</u>	Ditto
(b) <u>Senior Scale Stenographer ..</u>	he has passed the B.A., B.Sc., or equivalent examination of a recognized University, has good knowledge of Stenography and passes such test in stenography as may be prescribed in this behalf.
(c) <u>Auditor ..</u>	he is a B.Com of a recognized University and a holder of a certificate in Accountancy.
(d) <u>Junior-scale stenographer and Steno typist ..</u>	he has passed B.A., B.Sc. or equivalent examination of a recognized University, has good knowledge of stenography and passes such test in stenography as may be prescribed in this behalf.
(e) <u>Clerk ..</u>	he is at least a first class Matriculate of a recognized University or has passed the intermediate or degree examination in any class.
(f) <u>Restorer ..</u>	he has passed the matriculation examination of a recognized University or its equivalent:

Provided that the appointing authority may, for sufficient reasons to be recorded in writing, appoint to any post in the service any person who does not possess the qualifications prescribed by this rule;

Note: - Other things being equal, preference will be given to a candidate who himself has worked for the cause of national independence or who has rendered some outstanding social or public service,

- (ii) he produces a medical certificate required by rule 3.1 of the Punjab Civil Services Rules, Volume I, Part I;
 - (iii) he produces a certificate of character from the principal academic officer of his University, College, School or institution last attended, if any, and certificate of character from two responsible persons, not being his relatives, who are well acquainted with him in private life and un-connected with his University, College, School or institution;
- (2) No person who has more than one wife living, or in the case of a woman, is married to a person already having a wife living, shall be eligible for appointment to the service;

Provided that the Government may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-rule.

8.	<p>Method of recruitment – (I) Recruitment to the Service shall be made. –</p> <ul style="list-style-type: none"> (a) in the case of Restorers- <ul style="list-style-type: none"> (i) by direct appointment; or (ii) by selection from amongst Daftries who are matriculates; (b) in the case of Clerks – <ul style="list-style-type: none"> (i) by direct appointment; or (ii) by transfer of officials already in the service of Government of a State or of the Government of India; or (iii) by promotion from among the Restorers in the Police Department who are either graduates; or who are matriculates and have completed five year's service as such and have qualified in a departmental test; (c) in the case of Auditors- <ul style="list-style-type: none"> (i) by direct appointment; or (ii) by transfer of official already in the service of Government of a State or of the Government of India; (d) in the case of Assistants Class I- <ul style="list-style-type: none"> (i) by direct appointment; or (ii) by promotion from amongst Clerks with 5 years minimum service and junior-scale stenographers with 5 years minimum service including one year's minimum experience as Clerk; (iii) by selection from among officials employed in departments of Government other than the Police Department; (e) in the case of Head Clerks- <ul style="list-style-type: none"> (i) by direct appointment; or (ii) by selection from amongst Assistants Class I; (f) in the case of Head Assistants and Deputy Superintendents- <ul style="list-style-type: none"> (i) by promotion from amongst Head Clerks and Assistants with 7 years experience as Assistant Head Clerk; (ii) by transfer of officials already in the service of the Government of a State or of the Government of India, or (iii) by transfer from amongst Senior-Scale Stenographers having a minimum experience of five year's as Senior Scale Stenographer followed by 3 years experience as Assistant/Head Clerk; (g) in the case of Steno-typist- <ul style="list-style-type: none"> (i) by direct appointment, or (ii) by selection from amongst Clerks who qualify in a stenography test to be conducted by the Inspector-General; (h) in the case of Junior Scale Stenographers- <ul style="list-style-type: none"> (i) by selection from amongst Steno-typist; (ii) by selection from amongst Clerks who qualify in a Stenography test to be conducted by the Inspector General; or (iii) by direct appointment; (i) in the case of Senior-Scale Stenographers- <ul style="list-style-type: none"> (i) by selection from amongst Junior-Scale Stenographers; or (ii) by direct appointment; <p>(2) When any vacancy occurs or is about to occur in the service, the Inspector-General in respect of other posts and the Assistant Inspector-General in the case of the post of Restorer shall determine the manner in which such vacancy shall be filled.</p>
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	<p>(3) Appointments by promotion shall be made by selection and no member of the Service shall be entitled to such appointment as of right.</p> <p>(4) Direct appointments to the various posts in the Service shall be made as under: -</p> <p>(a) 75 per cent of the vacancies of Restorers.</p> <p>(b) 95 per cent of the vacancies of Clerks.</p> <p>(c) 20 per cent of the vacancies of Auditors.</p> <p>(d) 10 per cent of the vacancies of Assistants and Head Clerks.</p> <p>(e) 75 per cent of the vacancies of Steno-typists.</p> <p>(f) 10% of the vacancies of Junior-scale Stenographers.</p> <p>(g) 10% of the vacancies of Senior-scale Stenographers.</p>
	PART III – CONDITIONS OF SERVICE
9.	Pay of members of the Service. – Members of the Service shall be entitled to such scales of pay including special pay, if any, as may be authorized by Government from time to time. The scales of pay at present in force in respect of specified posts are given in Appendix ‘A’.
10.	<p>Probation of members of the Service.-(I) Members of the Service shall remain on probation for a period of two years if recruited by direct appointment and one year if recruited otherwise:</p> <p>Provided that the period of Service spent on deputation to a corresponding or a higher post may be allowed to count towards period of probation fixed under this rule.</p> <p>Explanation. – Officiating service shall be reckoned as period spent on probation but no member, who is officiating in any appointment, shall, on the completion of two years or one year in service as the case may be, be entitled to be confirmed unless he is appointed against a permanent vacancy.</p> <p>(2) If the work or conduct of any member of Service during the period of probation is, in the opinion of the appointing authority, not satisfactory, it may dispense with his services if recruited by direct appointment, or revert him to his former post if recruited otherwise.</p> <p>(3) On the completion of the period of probation of any member, the appointing authority may confirm such member in his appointment or, if his work or conduct has, in its opinion, not been satisfactory, it may dispense with his services if recruited by direct appointment, or revert him to his former post if recruited otherwise, or may extend his period of probation and thereafter pass such order as it could have passed on the expiry of the first of probation:</p> <p>Provided that the total period of probation including extension, if any, shall not exceed three years.</p> <p>(4) On the completion of the period of probation satisfactorily the appointing authority shall confirm such member if working against a permanent vacancy. During the period intervening the date of completion of the probationary period and date of confirmation, he shall be considered to have qualified for confirmation and shall be deemed as confirmed hand so far as application of the Punjab Civil Services (Punishment and Appeal) Rules, 1952, is concerned.</p>
11.	<p>Seniority of members of the Service:- subject to the provision of Punjab Services Integration Rules, 1957 the seniority Inter-se of members of the service holding the same class of posts shall be determined by the dates of their joining appointments to such posts in the Service.</p> <p>Provided that in the case of members appointed directly the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed;-</p> <p>Provided further that in the case of two or more members joining their appointments in the same class of posts on the same date, their seniority shall be determined as follows:-</p> <p>(a) a member recruited by direct appointment shall be senior to a member recruited otherwise;</p> <p>(b) a member recruited by promotion shall be senior to a member recruited by transfer;</p>

	<p>(c) in case of members, who are recruited by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred;</p> <p>(d) in the case of members recruited by transfer from different cadres, their seniority shall be determined accordingly to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn be also the same, then by their length of service, and in case their lengths of service also happen to be the same, an older member shall be senior to a younger member.</p> <p>Note:- (1) The posts of clerks, steno-typist and Junior Scale Stenographers shall be treated as the 'same class of posts' for the purpose of preparing a joint seniority list for making promotions to higher posts, their seniority Inter-se reckoning from their dates of joining the posts. Whenever a Steno-typist is promoted as Junior-Scale Stenographer involving the supersession of the some other Steno-typist senior to him, the senior to him, the seniority of the promoted official on the joint seniority list vis-a-vis the other clerks and stenographers would remain undisturbed except that the superseded Steno-typist to the Steno-typists as the case may be, would be brought down on the joint seniority list so as to rank junior to the Steno-typist who has been found suitable for promotion.</p> <p>(2) Similarly, the posts of Senior- scale Stenographer, Assistant and Head Clerks should be interchangeable and treated, as the 'same class of posts' for the purposes of preparing a joint-seniority list for making promotion to higher posts-their seniority inter-se reckoning from the dates of joining the posts.</p>
12.	Liability to transfer:- Members of the Service shall be liable to be posted in any Police Office under Punjab Government.
13.	Leave, Pension and other matters:- In respect of leave, pension and other matters not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been or may hereafter be framed by competent authority under Article 309 of the Constitution of India or any law or rules made thereunder.
14.	Discipline, Penalties and Appeals:- 1) In matters relating to discipline, penalties and appeals, the members of the Service shall be governed by the Punjab Civil Services (Punishment and appeal) Rules, 1952: Provided that the nature of penalties which may be imposed, and, subject to the provisions of any law or rules made under Article 309 of the 'Constitution of India the appellate authority, shall be as specified in Appendix "B" 2) The authority competent to pass an order under clause(c) and (d) of rule 10 of the said rules, and the appellate authority shall be as specified in Appenden 'C'.
15.	Vaccination:- Every member of the Service shall get himself vaccinated or revaccinated when the Government so directs by special or general order. This rule shall not be applicable to the members of Service who were in Government service on 8 th March, 1926, except with their concurrence.
16.	Power to relax:- Where the Governor of Punjab is satisfied that the operation of any of these rules causes undue hardship in any particular case, he may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as he may consider necessary for dealing with the case in a case just and equitable manner: Provided that where any such rule is applicable in the case of any person, the case shall not be dealt with in any manner less favourable to him than that provided by these rules.
17.	Repeal :- The Punjab Police Clerical Service Rules, 1933, published with Punjab Government notification No. 23654, dated the 13 th September, 1933, and the Patiala and the Patiala and East Punjab States Union Police Clerical Service (Recruitment) Rules, 1951, published with Pepsu Government notification No. 93, dated 26 th February 1952, are hereby repealed.

A.N. KASHYAP,

Home Secretary to Government, Punjab.

APPENDIX 'A'

(See rules 3 and 9)

Head Assistants- 5 Rs. 250-10-350	Junior scale Stenographers- 15 Rs. 100-5-150/5-175
Deputy Superintendents- 2 Rs.150-10-200/10-300 plus Special Pay Rs.50/-	Steno-typists –19 Rs.60-4-80/5-120/5-175 Rs.15 Special Pay
Assistants Class-I-33 Rs.150-10-200/10-300 Head Clerks-5 Rs.150-10-200/10-300 plus Rs.25 Special Pay Head Clerk –1 Rs.150-10-200/10-300	Clerks 173 Rs.60-4-80/5-120/5-175
Senior Scale Stenographers-4 Rs.150-10-200/10-300	Restorers-6 Rs.45-2-75
Auditors-5 Rs.150-5-180/10-250	

APPENDIX 'B'

(See rule 14)

S. No.	Designation	Nature of penalty	Punishing authority	Appellate authority	Second appellate authority
1.	Head Assistant	(a),(b), (c), (d),(e) (f), (g)	Deputy Inspector General of Police, C.I.D. and Assistant Inspector General of Police, Punjab Inspector General of Police, Punjab	Inspector General of Police, Punjab Punjab Government	Punjab Government
2.	Deputy Superintendent	(a),(b), (c), (d),(e) (f), (g)	Deputy Inspector General of Police, C.I.D. and Assistant Inspector General of Police, Punjab Inspector General of Police, Punjab	Inspector General of Police, Punjab Punjab Government	Punjab Government
3.	Assistant/ Head Clerk	(a),(b), (c), (d),(e) (f), (g)	All Deputy Inspector General of Police, Assistant Inspector General of Police, Assistant Inspector General of Police, Government Railway Police, Punjab Inspector General of Police, Punjab	Inspector General of Police, Punjab Punjab Government	Punjab Government
4.	Senior Scale Stenographer	(a),(b), (c), (d),(e) (f), (g)	Deputy Inspector General of Police, C.I.D., Punjab and Assistant Inspector General of Police, Punjab Inspector General of Police, Punjab	Inspector General of Police, Punjab Punjab Government	Punjab Government
5.	Auditor	(a),(b), (c), (d),(e) (f), (g)	All Deputy Inspector General of Police, Assistant Inspector General of Police, Assistant Inspector General, Government Railway Police, Punjab Inspector General of Police, Punjab	Inspector General of Police, Punjab Punjab Government	Punjab Government
6.	Clerks	(a),(b), (c), (d),(e) (f), (g)	All Deputy Inspector General of Police, Assistant Inspector General of Police, Assistant Inspector General, Government Railway Police Inspector General of Police, Punjab	Inspector General of Police, Punjab Punjab Government	Punjab Government

7.	Junior Scale Stenographers and Steno- typists	(a),(b), (c), (d),(e)	All Deputy Inspector General of Police; Assistant Inspector General of Police; Assistant Inspector General, Government Railway Police; Principal Police Training School; Police Radio Officer Inspector General of Police, Punjab	Inspector General of Police, Punjab Punjab Government	Punjab Government
8.	Restorer	(a),(b), (c), (d),(e),(f), (g)	Assistant Inspector General of Police, where the appointment is made by him, otherwise Inspector General Of Police	Inspector General of Police, Punjab Government when the order imposing punishment is passed by Inspector General of Police	Punjab Government

Explanation of the letters (a) to (g) used in column 3 above

- (a) Censure
- (b) Withholding of increments or promotion including stoppage at an efficiency bar.
- (c) Reduction to a lower post or time-scale or to lower stage in a time-scale.
- (d) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.
- (e) Suspension
- (f) Removal from the service, which does not disqualify from future employment.
- (g) Dismissal from the service, which ordinarily disqualifies from future employment.

APPENDIX 'C'

(See rule 14)

Designation of official	Nature of order	Authority empowered to pass order	Appellate authority
1. Head Assistant 2. Deputy Superintendent 3. Assistant/ Head Clerk 4. Senior scale stenographer 5. Auditor	(a) Reducing the maximum amount of ordinary pension or withholding the whole or reducing the maximum amount of additional pension	Inspector General of Police with previous approval of Government	Government
6. Clerk 7. Junior scale stenographer and Steno-typist 8. Restorer	(b) Terminating the appointment of a member of the Service otherwise than upon reaching the age fixed for superannuation	Inspector General of Police with previous approval of Government	Government