

GOVERNMENT OF THE PUNJAB
SERVICES, GENERAL ADMINISTRATION AND
INFORMATION DEPARTMENT.

N O T I F I C A T I O N

The 25th June, 1987.

No. SOR.III-1-29/76. In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servants Act, 1974 and in supersession of this department's notification No. SOR.III-1-29/76, dated 25.11.1976, the Governor of the Punjab is pleased to make the following rules, namely:--

1. These rules may be called the Punjab Relief Department Service Rules, 1987.
2. They shall come into force at once.
3. The method of recruitment, minimum qualifications, age limit and other matters related thereto for the posts shall be as given in the schedule annexed.

BY ORDER OF THE GOVERNOR OF THE PUNJAB.

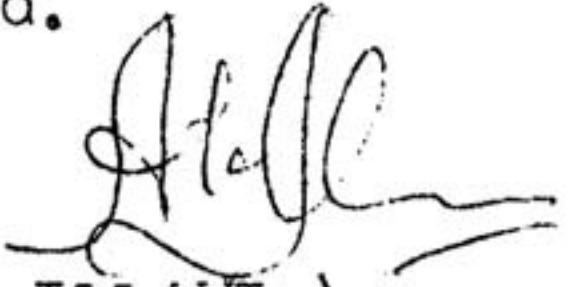
M. ANWAR SHARIQ,
ADDITIONAL CHIEF SECRETARY,

Nb. SOR.III-1-29/76.

Dated 29.6.1987.

Copy is forwarded for information and necessary action to :-

1. The Secretaries to Government of the Punjab:-
 - i) Finance Department.
 - ii) Law and P.A. Department.
 - iii) Relief Department.
2. The Secretary Punjab Public Service Commission, Lahore
3. The Registrar Lahore High Court, Lahore.
4. The Private Secretaries to :-
Chief Secretary/Addl. Chief Secretary
and P.A. to Secretary (Services) S.G.A. & I.
Department.
5. The Accountant General Punjab, Lahore.
6. All District Accounts Officers in the Punjab.
7. The Superintendent, Government Printing Press, Lahore with the request to publish this notification in the Punjab Gazette and to supply 200 printed copies to the undersigned.


(ATA ILLAHI),
UNDER SECRETARY (R.III).

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SCHEDULE

Name of the Department.	Functional Unit.	Name of the post.	Appointing Authority.	Minimum qualifications for appointment. By initial recruitment/ transfer.	Promotion.	Method of recruitment.	Age limit for initial recruit ment. Min. Yrs. Max. Yrs.	Examin Traini other condit require confir	
1.	2.	3.	4.	5	6.	7.	8.	9.	10
Relief Depart ment.	Relief.	1. Director (Planning and Administration).	Chief Minister.		-	By promotion of Directorate(O & I) with at least 12 years service in BS-17 and above. If none is available then by transfer.	-	-	-
		2.Additional Director (O & I).	Administrative Secretary.	-	-	By promotion from the Assistant Director with at least 5 years service in the Relief Department. If none is available then by transfer.	-	-	-
		3. Director (Technical)	Chief Minister.	-	-	By transfer of a Superintend- ing Engineer from the Irrigation and Power Department.	-	-	-
		4. Assistant Director(Admn.)/ Assistant Director(O & I).	Admn. Secy.	-	-	By promotion on merit from the Superintendents/ Reporteurs with at least 5 years service as such.	-	-	-
		5.Documentation Officer.	-do-	M.A.(2nd Div) in Economics or Statistics.	-	i.By initial recruitment. 22 30 ii.If none is available through initial recruitment then by transfer.	-	-	-

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
6.	Statistician.	Administrative Secretary.	i. Post Graduate Degree in Statistics, Economics or Commerce with Statistics as a subject; and ii. 3 years experience in Planning or Execution of sample survey and application of statistical methods.	-	By initial recruitment.		22	35	-
7.	Assistant Director(Tech)	-do-	Bachelor of Engineering(Civil)	-	By initial recruitment or by transfer.		25	35	-
8.	Audit and Accounts Officer.	-do-	S.A.S. Qualified.	-	By transfer from the office of Accountant General, Punjab.		-	-	-
9.	S.A.S. Accountant.	-do-	-do-	-	By transfer from the office of Accountant General, Punjab.		-	-	-
10.	Reporteur	-do-	-	-	By promotion on merit from the Senior Scale Stenographers with at least 5 years service as such.		-	-	-
11.	Superintendent.	-do-	-	-	By promotion on merit from the Assistants with at least 5 years service as such.				
12.	Assistants/ Cashier/ Accounts Clerk.	Relief Commissioner.	Degree from a recognized University or equivalent qualifications.	-	i. 66% by initial recruitment. ii. 34% by promotion from the Computers and Senior Clerks having 5 years service as such.		18	25	-
13.	Sr. Scale Stenographer.	-do-	Graduate. Shorthand/Typing speed in English at 100/40 WPM respectively.	-	By promotion on seniority-cum-fitness from among Stenographers in the functional unit. If no suitable official is available for promotion then by initial recruitment.		18	25	-

1.	2.	3.	4.	5.	6.	7.	8	9	10
		14.Jr. Scale Stenographer.	Relief Commissioner.	i.Intermediate; and ii.a speed of 90 PM in Shorthand(English) and 40 WPM in typing. Note:- Preference shall be given to those who know Urdu Shorthand at speed of 60 WPM and Urdu Type at a speed of 25 WPM.	-	By initial recruitment.	18	25	
		15.Computor	-do-	Intermediate in Economics/ Statistics or Mathematics with Statistics as one of the subjects from a recognized University or Board.	-	-do-	18	25	
		16.Sr. Clerk	-do-	-	-	By promotion on basis of seniority-cum-fitness from members of the functional unit holding the posts of Jr.Clerks with at least two years experience as such.			
		17. Jr. Clerk.	Director (B & A).	i.Matriculation or equivalent qualifications from a recog- nized Board; and ii.A speed of 25 WPM in typing. Note: Preference shall be given to those who know Urdu typing at at a speed of 25 WPM.	-	i.By promotion from the Daftries who are : a) Matriculates. b) under 45 years of age. c) have at least three years experience as such; and d) have a speed of 25 WPM in typing. OR ii.If none is available for promotion, then by initial recruitment.	18	25	
		18.Driver.	-do-	i.Middle pass; ii.Holder of L.T.V./H.T.V. Driving Licence.	-	By initial recruitment	25	35	

1.	2.	3.	4.	5.	6.	7.	8	9	10
				iii.5 years experience of light/ heavy vehicles driving.					
19.	Daftri.	Director (B & A).	-	-	-	By promotion on the basis of seniority-cum-fitness from Chowkidars/Naib Qasids who are Matriculates.	-	-	-
20.	Naib Qasid.	Assistant Director (Admn.).	Literate	-	-	By initial recruitment.	18	25	
21.	Chowkidar/ Water Man/ Mali.	-do-	-	-	-	-do-	21	35	
22.	Sweeper.	-do-	Literate	-	-	By initial recruitment.	18	35	

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