GOVERNMENT OF THE PUNJAB
SERVICE & GENERAL ADMINISTRATION DEPARTMENT
(REGULATIONS WING)

Dated Lahore, the 23rd October, 2013

NOTIFICATION

No.SOR-III(S&GAD)1-12/2012. In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act 1974 (VIII of 1974), Governor of the Punjab is pleased to direct that in the Punjab Secretariat (Ministerial Posts) Service Rules 1982, the following amendments shall be made:

AMENDMENTS

In the said rules, in the Schedule:

(i) for the words "SGA&I Department", wherever occur, the words "Services & General Administration Department" shall be substituted;

(ii) at Sr. No. 1, for entries in column No. 7, the following shall be substituted:

"i) By promotion on the basis of seniority-cum-fitness from amongst the members of the functional unit holding posts of Assistants with at least 5 years service as such; and
ii) Successful completion of four weeks training at Management & Professional Development Department."

(iii) at Sr. No. 2, for entries in column No. 7, the following shall be substituted:-

"i) By promotion on the basis of seniority-cum-fitness from amongst the members of the functional unit holding posts of Personal Assistants; and
ii) Successful completion of four weeks training at Management & Professional Development Department."

(iv) at Sr. No. 4, for entries in column No. 7, the following shall be substituted:

"i) By promotion on the basis of seniority-cum-fitness from amongst the members of the functional unit holding posts of Senior Scale Stenographers; and
ii) Successful completion of two weeks training at Management & Professional Development Department."

(v) at Sr. No. 5:

(a) in column No. 5, for the existing entry, the following shall be substituted: "Graduation (second division) from a recognized University.";
(b) in column No. 7, for the existing entry, the following shall be substituted: "i) 1/3rd by initial recruitment;
ii) 2/3rd by promotion on the basis of seniority-cum-fitness from amongst the members of the functional unit holding posts of Senior Clerks with at least three years experience as such and who have successfully completed two weeks mandatory training at Management & Professional Development Department."
(c) in column No. 10, the following shall be inserted: "Successful completion of four weeks post induction training at Management & Professional Development Department."

(vi) at Sr. No. 7, for entries in column No. 7, the following shall be substituted:

"i) By promotion on the basis of seniority-cum-fitness from amongst the members of the functional unit holding posts of Stenographers."; and

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ii) Successful completion of two weeks training at Management & Professional Development Department."

Note: if none is available for promotion then by initial recruitment."

(vii) at Sr. No.8, for entries in column No. 10, the following shall be inserted:

"Successful completion of four weeks post induction training at Management & Professional Development Department."

(viii) at Sr. No. 10, for entries in column No. 7, the following shall be substituted:

"i) By promotion on the basis of seniority-cum-fitness from amongst the members of the functional unit holding posts of Junior Clerks with at least two years experience as such."; and

ii) Successful completion of two weeks training at Management & Professional Development Department."

2. The notification bearing No. SOR-III(S&GAD)1-12/2012 dated 30.10.2012 stands withdrawn.

SHAHNAZ NAWAZ
SECRETARY (REGULATIONS), S&GAD

No.SOR-III(S&GAD)1-12/2012 **Dated Lahore, the 29th October, 2013**

A copy is forwarded for information and necessary action to:-

1. The Secretaries, Government of the Punjab,
   i) Finance Department.
   ii) Law & Parliamentary Affairs Department.
   iii) Management & Professional Development Department.
2. The Accountant General, Punjab, Lahore.
3. The Secretary, Punjab Public Service Commission, Lahore.
4. The Additional Secretary (Admn), Government of the Punjab, S&GAD.
5. The Deputy Secretary (Reg:), Law & Parliamentary Affairs Department.
6. The Deputy Secretary (PC), Finance Department, Lahore.
7. The System Analyst (O&M Wing), S&GA Department, Lahore with the request to incorporate the above mentioned service rules in the database created in the O&M Wing.
8. The Private Secretaries to the Governor Punjab / Chief Minister/Chief Secretary/Additional Chief Secretary and Secretary (Services), S&GAD.
9. All Additional Secretaries, Deputy Secretaries / Section Officers in S&GAD, Punjab Civil Secretariat.
10. The Superintendent, Government Printing Press Punjab, Lahore with the request to get published this notification in the Official Gazette and supply 20 printed copies thereof to the undersigned.

29.x.13

(MUHAMMAD SALEEM)
SECTION OFFICER (R-III)