



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

Dated Lahore the 3rd November, 2018

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 Civil Secretariat (Ministerial Posts) Service Rules, 1982, following further amendment shall be made:

AMENDMENT

In **the Punjab Civil Secretariat (Ministerial Posts) Service Rules, 1982**, in the Schedule, at Sr. No. 8 against the post of Stenographer (BS-15), for existing entries in column 5, the following shall be substituted:

- “(i) Higher Secondary School Certificate (second division) from a recognized Board;
- (ii) a speed of seventy words per minute in shorthand in English and thirty five words per minute in typing on typewriter or on computer; and
- (iii) three months’ Office Automation Certificate in computer operations covering MS Word, MS Excel, MS Power Point, usage of internet and e-mail from a recognized Institute.”

**DR. MUHAMMAD SALEH TAHIR
SECRETARY (REGULATIONS) S&GAD**

No. SOR-III(S&GAD)1-12/2012

Dated Lahore, the 7th November, 2018

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 (Personnel), S&GAD.
6. The Deputy Secretary (Reg), Law & Parliamentary Affairs Department.
7. The Deputy Secretary (PC), Finance Department Lahore.
8. The Private Secretaries to the Governor Punjab / Chief Minister / Chief Secretary / Additional Chief Secretary and Secretary (Services), S&GAD.
9. PA to System Analyst (O&M Wing), S&GA Department, Lahore, with the request to incorporate the above mentioned amendments in the database created in the O&M Wing.

Deputy Secretary (Reg)
Government of the Punjab,
Regulations / O&M Wing,
S&GAD

(MUHAMMAD SALEEM)
Deputy Secretary (Regulations)