



M. Zia Ullah  
PRESIDENT

All Pakistan  
2-LAKE ROAD LAHORE

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

Dated, Lahore the 1<sup>st</sup> March, 2013

### NOTIFICATION

No.DS(O&M)(S&GAD)5-3/2013. The Chief Minister, Punjab, in exercise of the powers conferred upon him by rule 23 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974, is pleased to order appointment of employees in BS-1 to 15, recruited on contract basis under the provisions of the Contract Appointment Policy issued by the S&GAD in 2004 against the posts presently held by them in various Government Departments of the Punjab, on regular basis, in relaxation of rule 4, 16 and 17 of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974. However, the contract employees working against posts in various projects / programmes / PMUs / PMOs and other time-bound (one-time) development activities shall not be covered by this notification.

2. For the purpose of this notification, the Chief Minister, Punjab has further been pleased to withdraw the posts in BS-11 to 15 presently held by the contract employees, as mentioned in rule 16 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 from the purview of the Punjab Public Service Commission in terms of rule 5 of the Punjab Public Service Commission (Functions) Rules, 1978.

3. These appointments will, however, be subject to fulfillment of requirements of rule 18, 19, 20, 21 and 21-A of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974.

4. The following Scrutiny Committees shall scrutinize the relevant record of the contract employees in BS-1 to 15, and shall issue a certificate before issuance of appointment orders on regular basis by the respective Appointing Authorities:-

(A) Scrutiny Committee at Provincial Level  
(For posts in BS-11 to 15 and others at provincial level)

(i)	Administrative Secretary/ Special Secretary / Additional Secretary concerned.	Convenor
(ii)	Additional Secretary / Deputy Secretary (Admn) concerned.	Member/Secretary
(iii)	Head of Attached Department concerned	Member
(iv)	Appointing Authority concerned.	Member

Note: The Departments may constitute one or more committees at their own level as per their requirements.

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2- لیک روڈ لاہور

M Zia Ullah Ch.   
PRESIDENT  
All Pakistan Engineers Association  
Public Health Engineering Department  
2-LAKE ROAD LAHORE

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PRESIDENT  
All Pakistan Clerks Association  
Public Health Engineering Department  
2 LAKE ROAD LAHORE

(B) Scrutiny Committee at District Level

(i)	District Coordination Officer concerned	Convenor
(ii)	Executive District Officer concerned.	Member
(iii)	Executive District Officer (F&P) concerned.	Member
(iv)	Appointing Authority concerned.	Member / Secretary

TORs of the above said Committees:-

- (a) To scrutinize the academic records (degrees / diplomas / certificates) and other relevant documents of the contractees.
- (b) To verify that the contract appointments were made in accordance with the provisions of the service rules regarding age limit, qualifications and experience and Contract Appointment Policy — 2004.

The above mentioned scrutiny process will, however, not be required for the contract appointments made on the recommendations of the Punjab Public Service Commission.

4. The contract appointees on their regular appointments shall remain on probation in terms of section 5 of Punjab Civil Servants Act, 1974 and rule 7 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974.

5. The service period of contract employees shall not be counted for any purpose (pension, gratuity, leave, etc.) on their appointment under the Punjab Civil Servants Act, 1974 and the rules framed there-under. The salary component of such employees shall be in accordance with the pay scales plus the usual allowances prescribed for the posts against which they are being appointed. They will, however, not be entitled to the payment of 30% social security benefit in lieu of pension or any other pay package being drawn by them.

6. However, pay of the contract employees appointed on regular basis in the basic pay scales shall be fixed at the initial of the respective pay scales and the increment(s) already earned during the contract appointment period shall be converted into Personal Allowance. The pay of those appointed on the basis of pay package will be fixed in consultation with the Finance Department. The decision of the Finance Department in this behalf shall be final. The Finance Department shall constitute an Anomalies Committee to resolve the issues arising out of appointments of contract employees on regular basis.

7. The contract employees who do not intend to be appointed on regular basis should furnish their option to this effect in writing within 30 days from the date of

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issuance of their appointment letters by the respective appointing authorities. They may continue with their present employment as per terms and conditions of their contract. However, no extension in their contract period shall be allowed. Those who intend to be appointed on regular basis need not to apply. The option once exercised shall be final.

BY THE ORDER OF THE CHIEF MINISTER, PUNJAB

SHAHNAZ NAWAZ  
Secretary (Regulations), S&GAD

No.DS(O&M)(S&GAD)5-3/2013,

Dated Lahore the 1<sup>st</sup> March, 2013

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

1. The Principal Secretary to Governor of the Punjab.
2. The Secretary to Chief Minister, Punjab.
3. The Senior Member, Board of Revenue, Punjab.
4. Chairman Planning & Development Board, Punjab.
5. The Chairman, Chief Minister's Inspection Team, Punjab, Lahore.
6. All Administrative Secretaries to Government of the Punjab.
7. The Secretary Ombudsman, Punjab, 2-Bank Road, Lahore.
8. The Registrar, Lahore High Court, Lahore.
9. The Registrar, Punjab Service Tribunal.
10. The Inspector General of Police, Punjab/Provincial Police Officer.
11. The Accountant General, Punjab, Lahore.
12. All Head of Attached Departments in the Punjab.
13. All Commissioners in the Punjab.
14. All District Coordination Officers in the Punjab.
15. All Heads of Autonomous Bodies in the Punjab.
16. The Secretary, Provincial Assembly, Punjab.
17. The Secretary, Punjab Public Service Commission, Lahore.
18. All District Accounts Officers in the Punjab.
19. PS to Chief Secretary, Punjab, Lahore.
20. PSO to Additional Chief Secretary, Punjab, Lahore.
21. PSs to Secretary (Services), Secretary (Regulations), and Secretary (I&C) S&GAD.
22. All Additional Secretaries/Deputy Secretaries/Section Officers in the S&GAD.
23. The Superintendent, Government Printing Press, Punjab, Lahore. He is requested to publish this notification in the official gazette and provide 50 copies to this Department.

**M. Zia Ullah Ch.**  
PRESIDENT

All Pakistan Clerks Association  
Public Health Engineering Department  
2 LAKE ROAD LAHORE

**(RUKHSANA NADEEM BHUTTA)**  
Additional Secretary (PP&CM), S&GAD

*[Handwritten signatures and stamps]*  
Regulation Section



GOVERNMENT OF THE PUNJAB  
SERVICE AND GENERAL ADMINISTRATION  
DEPARTMENT (REGULATIONS/O&M WING)

Dated Lahore the 1<sup>st</sup> March, 2013

**NOTIFICATION**

No.DS(O&M)(S&GAD)5-3/2013. In order to streamline the procedure laid down for appointment of contract employees in BS-16 and above, excluding those working against posts in various projects / programmes / PMUs / PMOs and other time bound (one-time) development activities, on regular basis, the Chief Minister, Punjab is pleased to revise the guidelines, issued vide this Department's letter No.DS(O&M)5-3/2004/CONTRACT(MF), dated 10.11.2010, as under:-

- (A) The contract employees appointed as per service rules, on the recommendations of the Punjab Public Service Commission, are to be considered for appointment on regular basis. For this purpose, concerned Administrative Departments shall submit cases of employees for their appointment on regular basis to the Chief Minister, Punjab through the Regulations Wing, S&GAD and Finance Department. While submitting such cases to the Chief Minister it may be ensured that the contract appointments were made in accordance with the provisions of the service rules regarding age limit, qualifications and experience wherever prescribed. The appointments on regular basis may be recommended on case to case basis keeping in view the performance of the individual employee.
- (B) The contract employees, who were appointed as per eligibility criteria, and on the recommendations of the Punjab Public Service Commission, are to be considered for appointment on regular basis, subject to the condition that the concerned Administrative Department shall first get the service rules of the posts framed at the earliest and then submit the cases to the Chief Minister of the contract employees who fulfill the conditions of service rules regarding age limit, qualification and experience wherever prescribed. Summaries shall be submitted to the Chief Minister, Punjab through the Regulations Wing, S&GAD and Finance Department. The appointments on regular basis may be recommended keeping in view performance of the contractees falling in this category.
- (C) The cases of contract employees in BS-16 and above, who were appointed on the recommendations of the respective selection committees as per provisions of the service rules, may be referred to the Punjab Public Service Commission for determining their suitability for appointment on regular basis against the posts held by the contract employees.
- (D) The contract employees, who were appointed on the recommendations of the Departmental Selection Committee and in accordance with the

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**eligibility criteria**, duly approved by the Chief Minister, Punjab, may be referred to the Punjab Public Service Commission for determining their suitability for appointment on regular basis against the posts held by the contract employees, after getting the service rules framed with the approval of the Chief Minister.

2. The contract employees who do not intend to be appointed on regular basis should furnish their option to this effect in writing to the respective appointing authorities within 60 days from the issuance of this notification. They may continue with their present employment as per terms and conditions of their contract. However, no extension in their contract period shall be allowed. Those who intend to be appointed on regular basis need not to apply. The option once exercised shall be final.
3. All contract employees falling in categories (C) and (D) above shall appear before the Punjab Public Service Commission for their appointment on regular basis. They shall be required to submit affidavit on stamp paper prior to appearing before the Punjab Public Service Commission to the effect that they would not claim continuation in their contract appointments or regularization **at any forum**. In the event of their failure to qualify for the post held by them, their contract will be terminated on receipt of recommendations of the Punjab Public Service Commission.
4. The contract appointees on their regular appointment shall remain on probation in terms of section 5 of Punjab Civil Servants Act, 1974 and rule 7 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974.
5. Further necessary action may be taken accordingly.

BY THE ORDER OF THE CHIEF MINISTER, PUNJAB

**SHAHNAZ NAWAZ**  
Secretary (Regulations), S&GAD

No.DS(O&M)(S&GAD)5-3/2013

Dated Lahore, the 1<sup>st</sup> March, 2013

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- 5 The Chairman, Chief Minister's Inspection Team, Punjab, Lahore.
- 6 All Administrative Secretaries to Government of the Punjab.

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- 7 The Secretary Ombudsman, Punjab, 2-Bank Road, Lahore.
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- 11 The Accountant General, Punjab, Lahore.
- 12 All Head of Attached Departments in the Punjab.
- 13 All Commissioners in the Punjab.
- 14 All District Coordination Officers in the Punjab.
- 15 All Heads of Autonomous Bodies in the Punjab.
- 16 The Secretary, Provincial Assembly, Punjab.
- 17 The Secretary, Punjab Public Service Commission, Lahore.
- 18 All District Accounts Officers in the Punjab.
- 19 PS to Chief Secretary, Punjab, Lahore.
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- 22 All Additional Secretaries/Deputy Secretaries/Section Officers in the S&GAD.
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