

The Punjab Municipal Corporation Services (Recruitment and Conditions of Service) Rules, 1978

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✓ NOTIFICATION

The 21st June, 1978

No. GSR66/PA42/6/S.71/78. - In exercise of the powers conferred by sub-section (2) of section 71 of the Punjab Municipal Corporation Act, 1976 (Punjab Act No. 42 of 1976), the Governor of Punjab is pleased to make the following rules regulating the recruitment and the conditions of service of members of the Corporation Services, namely :-

1. Short title, commencement and application. - (1) These rules may be called the Punjab Municipal Corporation Services (Recruitment and Conditions of Service) Rules, 1978.

(2) They shall come into force at once.

(3) They shall apply to all the services specified in Appendix 'A'.

2. Definitions. - In these rules, unless the context otherwise requires, -

- (a) "Act" means the Punjab Municipal Corporation Act, 1976;
- (b) "Appendix" means an Appendix to these rules;
- (c) "appointing authority" means the authority indicated as the appointing authority against each category of Service in Appendix 'C' in respect of that category or Service;
- (d) "average pay" means the average monthly pay earned during the ten complete months immediately preceding the month in which the average pay is to be calculated;
- (e) "direct recruitment" means an appointment made by selection otherwise than by promotion or by transfer of a person already in the service of the Municipal Corporation;
- (f) "duty" includes the service as a probationer or apprentice; provided such service is followed by confirmation without any break and shall also include joining time;
- (g) "earned leave" means leave in respect of the period spent on duty;
- (h) "family" means family as defined in rule 2.17 of the Punjab Civil Services Rules, Volume I, Part I; provided however, that for the purpose of Provident Fund or Gratuity, it shall be deemed to be as defined in rule XVI.I(a) of the Municipal Account Code;
- (i) "leave" includes earned leave, maternity leave, leave not due, half pay leave, medical leave, commuted leave and extraordinary leave but does not include casual leave;

2 Punjab Municipal Corporation Services (Recruitment....) Rules, 1978, Rule 3

- (j) "medical staff" means the staff employed for supervision and maintenance of sanitation of the City and public health and does not include Medical Staff employed for dispensary or hospital by a Municipal Corporation;
- (k) "pay" means the amount drawn monthly by a member of the Service as pay which has been sanctioned for the post held by him substantively or in officiating capacity and includes special or personal pay, if any, or any emoluments which may be specially classed as pay by the Government but does not include any kind of allowance;
- (l) "recognised university or institution" means, -
 - (a) any university or institution incorporated by law in any of the States in India;
 - (b) in the case of degrees and diplomas obtained as the result of examinations held before the 15th August, 1947 the Punjab, Sind and Dacca University; and
 - (c) any other University or institution which is recognised by the Government for the purpose of these rules;
- (m) "Service" means a Municipal Corporation Service constituted by Government under sub-section (1) of section 71 of the Act;
- (n) "vacancy" means a vacancy in a post in the Service when there is no incumbent actually working against it whether due to transfer, leave, suspension or any other reason if the post is already in existence or if no incumbent has been appointed in a newly created post :

Provided that for the purposes of these rules, a post shall not be deemed to be vacant if it is to continue for a period of less than two months or if the previous incumbent is likely to be absent from duty for less than two months.

3. Nationality, domicile and character of persons to be appointed to a service. - (1) No person shall be appointed to a Service, unless he is, -

- (a) a citizen of India, or
- (b) a citizen of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Kenya, Uganda, and the United Republic of Tanzania (formerly Tanganyika and Zanzibar, Zambia, Malawi, Zaire; and Ethiopia with the intention of permanently settling in India :

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of India;

- (2) A candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or interview conducted by Selection Committee and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India.
- (3) No person shall be recruited to the Service unless his antecedents and char-

acter have been verified before hand by reference to the Police Department:

Provided that in the case of recruitment to a temporary vacancy required to be made urgently, a person may be appointed in accordance with general directions as may be issued by the Government in anticipation of his antecedents and character being verified by the Police Department.

4. Qualifications. - The qualifications necessary for direct recruitment and for promotion to the posts in a Service shall be as detailed in Appendix 'B' against that Service.

5. Method of recruitment. - (1) Recruitment to the posts in a Service at the time of its initial constitution shall be made by the appointing authority by absorption of persons already in the service of a Municipal Corporation in a corresponding post at the time of the constitution of the Service, provided they are found fit by an authority appointed by the Government in this behalf for becoming members of the Service after taking into consideration their qualifications and service record.

[(2) After filling up the vacancies in terms of the provisions of sub-rule (1) the remaining vacancies and the vacancies which may occur thereafter, shall be filled up in the following manner, namely :-

(i) in so far as the Punjab Service of Corporation, Chief Engineers, the Punjab Service of Corporation, Superintending Engineers and the Punjab Service of Corporation, Engineers, specified at Serial Numbers 7-A, 7-AA and 8 of Appendix "A" to these rules is concerned, by promotion; and

(ii) in so far as the services other than the Punjab Service of Corporation, Chief Engineers, the Punjab Service of Corporation, Superintending Engineers and the Punjab Service of Corporation, Engineers, are concerned, fifty per cent by direct recruitment and fifty per cent by promotion on seniority-cum-merit basis :]¹

Provided that if no suitable person is available for appointment to a post by promotion or by direct recruitment, as the case may be, the vacancy shall be filled up by transfer or by taking a person on deputation.

(3) The direct recruitment in terms of the provisions of clause (ii) of sub- rule (2) shall be made by the appointing on the recommendation of a Selection Committee constituted under sub-rule (4)].²

³[Provided further that the vacancies of Assistant Corporation Engineers, shall be filled up in accordance with the following roster :-

Source of Recruitment	Proportion			Allocation to each source in a lot of Forty Vacancies		
1. Direct appointment	20	4	4	4	4	4

1. Substituted by Punjab Notification No. G.S.R. 60/P.A.42/1976/S.71/Amd.(10)/2006. dated 7.12.2006.

2. Substituted vide Punjab Notification No. G.S.R. 39/P.A.42/76/S.71./Amd. (6)91 dated 13.6.1991.

3. Added by Punjab Govt. Gazette LSP III dated 5.5.1995.

4 Punjab Municipal Corporation Services (Recruitment....) Rules, 1978, Rule 6

2.	Promotion from Sectional Officers	12	3	2	2	2	3
3.	Promotion from Head Draftsmen or Draftsmen	2	-	1	-	1	-
4.	Promotion from Sectional Officers, Head Draftsmen or Draftsmen with B.E. or A.M.I.E. Degree of a recognised University	6	1	1	2	1	1

Note. - If no suitable candidate is available from source No. 4, the vacancy shall be filled up by direct recruitment.]

(4) The Government may, from time to time, by notification constitute a Selection Committee, consisting of at least three officers of the Government and two non-officials who have sufficient experience in the functioning of urban local bodies and different Selection Committees may be constituted for different categories of Services :

Provided that at least one of the members of a Selection Committee shall belong to the Scheduled Castes.

(5) The Selection Committee referred to in sub-rule (4) may associate any person or persons not exceeding two who are specialists or experienced professionals of eminence keeping in view the nature and duties of the post required to be filled. The specialists to be associated shall not be less than the rank of a Superintending Engineer in the case of selection to the cadre of Engineers and not below the rank of Joint Director of Health Services in the case of selection of medical staff.

(6) While making recruitment to a Service under sub-rule (2), the policy of the Government regarding reservation of posts for members of the Scheduled Castes and Scheduled Tribes and Backward Classes and for any other category in relation to the Services under it shall be applicable.

6. Age on entry and Physical fitness. - (1) No person shall be appointed to a Service by direct recruitment if he is less than seventeen years or more than forty years of age on the last date of receipt of applications for the post fixed by the Selection Committee or the appointing authority, as the case may be :

Provided that in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes, the maximum age limit shall be such as may be fixed by the Government from time to time.

(2) A person appointed to a Service by direct recruitment shall be required to produce certificate of physical fitness from the Civil Surgeon of the District before joining his service. Such a person shall before being examined make and sign a declaration in Form I appended to these rules and the Medical Officer shall examine him and furnish a certificate in form II appended to these rules :

Provided that the aforesaid conditions shall not apply while filling up temporary vacancies of less than six months duration.

7. Cadres and the scales of the pay. [Section 71(5)] - The number of posts created for a Service by the State Government or by an authority empowered by it under sub-section (5) of section 71 shall be deemed to be the cadre of that Service which shall be subject to variation by the authorities referred to in the aforesaid sub-section :

Provided that the State Government may, after taking into consideration fur-

ther chances of promotion of the members of the Service, the number of posts in that Service and other relevant factors, sanction twenty per cent selection grade posts in that service in such grade as it may deem fit.

(2) The scales of pay of the posts in various Services shall be as given in Appendix 'A':

Provided that the Government may revise the scale of pay of the post in a Service, as it may deem proper from time to time.

(3) The appointing authority may, for reasons to be recorded in writing sanction a start of higher pay than the minimum of the pay scale on first appointment to any person.

8. Disqualifications. - No person, -

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living, has entered into or contracted marriage with any person,

shall be eligible for appointment to a Service :

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

9. Probation. - (1) A person appointed to a Service shall be on probation for a period of two years, if appointed by direct recruitment, and for one year if appointed otherwise:

Provided that an officiating appointment in a Service shall be reckoned as a period spent on probation.

(2) If the work or conduct of a person appointed to a Service during the period of his probation is, in the opinion of the appointing authority, not satisfactory, it may,-

- (a) if such person is appointed by direct recruitment, dispense with his services; or
- (b) if such person is appointed otherwise,
 - (i) revert him to his former post; or
 - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit;

(3) On the completion of the period of probation of a person, the appointing authority may, -

- (a) if his work and conduct have, in its opinion, been satisfactory, -
 - (i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or
 - (ii) confirm such person from the date from which a permanent vacancy exists, if appointed against a temporary vacancy; or
 - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or

6 Punjab Municipal Corporation Services (Recruitment....) Rules, 1978, Rule 10

- (b) If his work or conduct has not been, in its opinion, satisfactory, -
- (i) dispense with his services, if appointed by direct recruitment, or if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or
 - (ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation :
- Provided that the total period of probation including extensions, if any, shall not exceed three years.

10. Seniority of members of Service. - The seniority *inter se* of the members of a Service shall be determined by the length of their continuous appointment on a post in that Service :

Provided that in the case of members appointed by direct recruitment their *inter se* seniority shall be in the order or merit in which they have been placed by the Selection Committee :

Provided further that in the case of two or more members appointed on the same date, a member appointed by direct recruitment shall be senior to a member appointed otherwise :

[Provided further that in the case of members recruited under sub- rule (1) of rule 5, their *inter se* seniority shall be determined by the length of their continuous service on a corresponding post in that Service]¹

Note. - This rule shall not apply to persons appointed on purely provisional basis.

11. Punishment and appeal. - (1) The Punjab Civil Services (Punishment and Appeal) Rule, 1970, shall apply to the members of a Service so far as they are not inconsistent with the provisions of the Punjab Municipal Corporation Act, 1976.

(2) The authority empowered to impose penalties and the appellate authority in respect of a category of Services shall be as specified against that category in Appendix 'C'.

(3) The authority competent to pass orders specified in rule 15 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, other than an order imposing any of the penalties mentioned in Appendix 'C' and the appellate authority thereunder shall be as specified in Appendix 'D'.

12. Resignation from service. - (1) If a member of a Service wishes to resign from service, he shall give one month's notice in writing to the appointing authority if he is temporary and three months' notice if he is permanent. If such member fails to give notice or gives shorter notice, the appointing authority shall be entitled to recover one month's salary or three months' salary, as the case may be, with usual allowances or salary and allowances for the period by which the notice falls short of one month or three months, as the case may be, from such member in lieu of notice.

1. Added vide Punjab Govt. Notification dated 12.6.1982.

13. Retirement from service. - Member of the Service shall retire on the afternoon of the last date of the month in which they attain the age of fifty-eight years:

Provided that Government may re-employ a member of a Service after his attaining the age of superannuation upto the age of sixty years if considered necessary in public interest :

Provided further that -

- (i) the appointing authority shall, if it is of opinion that it is in public interest to do so, have the absolute right, by giving a member of a Service prior notice in writing, to retire that member on the date on which he completes twenty-five years of service or attains fifty years of age or on any date thereafter to be specified in the notice.
- (ii) the period of such notice shall not be less than three months and in case at least three months notice is not given or notice for a period of less than three months is given, the member shall be entitled to claim a sum equivalent to the amount of his pay and allowance at the same rate at which he was drawing them immediately before the date of retirement, for a period of three months, or as the case may be, for the period by which such notice falls short of three months.
- (iii) any member of a Service may, after giving at least three months previous notice in writing to the appointing authority retire from service on the date on which he completes [twenty]¹ years of service or attains fifty years of age or on any date thereafter to be specified in the notice, but no member of a Service under suspension shall retire from service except with the specific approval in writing of the appointing authority.

14. Leave, travelling allowance, joining time, suspension, medical facilities, fees and honoraria and other matters. - In respect of leave, travelling allowance, joining time, suspension, medical facilities, fees, honoraria, house-rent allowance, dearness allowance, fixation of pay, grant of increment, crossing of efficiency bar, deputation and other matters not expressly provided in these rules, members of a Service shall be governed by the corresponding provisions contained in the rules applicable to Punjab Government employees. The authority competent to sanction casual leave, earned leave, increment, efficiency bar will be as indicated against each category of Service in Appendix 'E' :

Provided that a person on transfer shall draw his travelling allowance and joining time benefits from the Municipal Corporation to which he is transferred.

15. Contributory Provident Fund. - (1) Members of a Service shall be entitled to contribute to the Provident Fund of the Municipal Corporation where they are employed for the time being like other subscribers of the Corporation and shall be governed by the rules contained in Chapter-XVI of the Municipal Account Code, 1930 :

Provided that on transfer of a member of a Service from one Municipal Cor-

1. Substituted for "twenty five" by Punjab Govt. Notification dated 12.6.1982.

poration to another, the balance of Provident Fund at his credit along with interest accrued thereon up-to-date shall within a period of fifteen days from the date of his transfer be transferred to the Municipal Corporation to which such a member has been transferred.

(2) A separate account of Provident Fund shall be maintained for each member of a Service by the Municipal Corporation where he may be serving for the time being:

Provided that the Government may, if it so decides, make arrangements for centralized accounting of the Provident Fund of members of a Service.

16. Gratuity. - The members of a Service shall at their option be entitled to gratuity at such rates as may, from time to time, be notified by the Government or to the amount of gratuity to which they may be entitled under the conditions of service applicable to them immediately before becoming members of a Service, whichever is more beneficial to them:

Provided that the total service of a member under different Municipal Committee and Corporations, he has served, shall be taken into account for calculating the amount of gratuity due to him :

Provided further that on transfer of a member of a Service from one Municipal Committee/Corporation to another Corporation, the gratuity to which he may be entitled shall be transferred to the Municipal Corporation to which such a member has been transferred and the member shall be entitled to claim the entire amount of gratuity due from the Municipal Corporation last served.

17. Departmental Examinations. - Government may, by notification, direct that the persons appointed to a Service, as may be specified, shall be required to pass a departmental examination, the details and syllabus for which and the consequences for failure to pass it shall be such as may be notified by Government.

18. Record of service. - (1) There shall be a personal file for every member of a Service in which shall be placed all papers, record and other documents relating to his service. The file shall contain in particular service book giving history of service from the date of his appointment, particulars of increments, promotion, reward, punishment and all other special events of his career. The service book shall also contain the leave account form showing a complete record of leave other than casual leave.

(2) A confidential file shall also be maintained for each member of a Service :

Provided that Government, may, if it so decides, make such arrangements as it may deem necessary to maintain, in addition, a centralised record of leave, pay and service of members of a Service.

19. Liability for vaccination and re-vaccination. - Every member of a Service shall get himself vaccinated or re-vaccinated when the appointing authority so directs by a special or general order.

20. Oath of allegiance. - Every member of a Service unless he has already

done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

21. Power to relax. - Where the Government is satisfied that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules, except the educational qualifications and experience, with respect to any class or category of persons.

22. Interpretation. - If any question arises relating to the interpretation of these rules, the Government shall decide the same.

10 Punjab Municipal Corporation Services (Recruitment.....) Rules, 1978, Appendix

APPENDIX 'A'

(See rule 1(3) and rule 7(2))

Serial No.	Name of Service	Scale of Pay (Rs.)
1	2	3
1.	Punjab Service of Corporation, Assistant Commissioners <i>Note.</i> - The incumbent of the post of Assistant Commissioner shall be designated as Joint Commissioner after a period of seven years, but he shall not be given any monetary benefit.*	14,300-400-15,900-450-18,600
2.	Punjab Service of Corporation, Secretaries	1,400-60-1,700/75- 2,000/100-2,100
3.	Punjab Service of Corporation, Assistant Secretaries	500-25-750/30- 900 (Old scale)
4.	Punjab Service of Corporation, Superintendents	800-25-850/30-1,000/40- 1,200/50-1,400
#4A.	Punjab Municipal Service of Personal Assistant	6,400-200-7,000-220- 8,100-275-10,300-340-10,640.
5.	Punjab Service of Corporation, Assistant Superintendents	620-20- 700/25-850/30-1,000/40-1,200
6.	Punjab Service of Corporation, Accounts Officers	1,200-50-1,400/60- 1,700/75-1,775
7.	Punjab Service of Corporation, Accountants	750-25-850/30-1,000/40- 1,200/50-1,300
**7-A	Punjab Service of Corporation, Chief Engineers	18600-500-22100.
##7-AA	Punjab Service of Corporation Superintending Engineer	Rs. 14300-400- 15900-450-18600
8.	Punjab Service of Corporation, Engineers	1,400-60-1,700/75-2,000/100- 2,100 (2,000-100-2,300 S.G. @ 20%)
9.	Punjab Service of Corporation, Assistant Engineers	940-30-1,000/40- 1,200/50-1,400/60-1,700-75-1,850 (1,700-75-2,000) with two advance increments to post-graduate (S.G. @ 20%)
10.	Punjab Service of Corporation, Sectional Officers	700-25-850/30- 1,000/40-1,200 (800-25-850/30-1,000/40-1,200/50-1,400) (S.G. @ 20)
11.	Punjab Service of Corporation, Town Planners	1,400-60-1,700/75- 2,000/100-2,100
12.	Punjab Service of Corporation, Assistant Town Planners	940-30- 1,000/40-1,200/50-1,400/60-1,700/75-1,850 (1,700-75-2,000) with two advance increments for post graduates (S.G. @ 20%)
13.	Punjab Service of Corporation, Head Draftsmen	800-25-850/30-1,000/40- 1,200/50-1,400
14.	Punjab Service of Corporation, Planning Assistants	825-25-850/30- 1,000/40-1,200/50-1,400/60-1,580

15.	Punjab Service of Corporation, Architects	1,400-60-1,700/75- 2,000/100-2,100 (2,000-100-2,300) (S.G. at the rate of 20%)
16.	Punjab Service of Corporation, Assistant Architects	940-30-1,000/40- 1,200/50-1,400/60-1,700/75-1,850 (1,700-75-2,000) with two advance increments for post graduates (S.G. @ 20%)
17.	Punjab Service of Corporation, Architectural Assistants	825-25- 850/30-1,000/40-1,200/50-1,400/60-1,580
18.	Punjab Service of Corporation, Law Officers	1,200-50-1,400/60- 1,700/75-1,850
19.	Punjab Service of Corporation, Legal Assistants	700-25-850/30- 1,000/40-1,200
20.	Punjab Service of Corporation, Medical Health Officers	1,400-60- 1,700/75-2,000/100-2,100
21.	Punjab Service of Corporation, Assistant Medical Health Officers	940-30-1,000/40-1,200/50-1,400/60-1,700/75-1,850
22.	Punjab Service of Corporation, Assistant Divisional Fire Officers	825- 25-850/30-1,000/40-1,200/50-1,400/60-1,580
!23.	Punjab Service of Corporation, Fire Station Officers	750-25-850- 30- 1,000/40-1,200/50-1,300.]

!Substituted by Punjab Notification No. A2-DLG-TSC(9)-8/35 dated 27.2.2008.

*Substituted by Punjab Notification No. G.S.R. 35/P.A. 42/76/S. 71/Amd. (4)/2005. dated 9.10.2005.

#Added by Punjab Notification No. 5/2/92-5LGI/2305. dated 24.3.2006.

##Added by Punjab Notification No. 1/63/98-2LGI/1951 dated 10.3.2006. Renumberd as 7AA by by Punjab Notification No. G.S.R. 60/P.A.42/1976/S.71/Amd.(10)/2006. dated 7.12.2006.

**Added by Punjab Notification No. G.S.R. 60/P.A.42/1976/S.71/Amd.(10)/2006. dated 7.12.2006.

APPENDIX B

[See rule 4 and sub-rule (2) of rule 5]

Serial No.	Name of Service	Qualifications for direct recruitment	Qualifications for promotion
1#.	Punjab Service of Corporation, Assistant Commissioner	-	<p>(a) Fifteen per cent by promotion from amongst the members of the Punjab Service of Corporation, Secretaries, who have an experience of working as such for a minimum period of seven years;</p> <p>(b) Ten per cent by promotion from amongst the Legal Advisors, working in the Municipal Corporations under the control of the Director of Local Government, Punjab, who have an experience of working as such for a minimum period of seven years; and</p>

12 Punjab Municipal Corporation Services (Recruitment.....) Rules, 1978, Appendix

- (c) Seventy-five per cent by selection from amongst the members of the Punjab Service of Municipal Executive Officers-Class I, working under the control of the Principal Secretary/Secretary to Government of Punjab, Department of Local Government, who have an experience of working as such for a minimum period of seven years.
2. Punjab Service of Corporation, Secretaries Law Graduate with an experience for a minimum period of ten years on a post not lower than the rank of a Superintendent in a Municipal Committee or a Municipal Corporation or on an equivalent post in a Department of Government or has for at least ten years been an Advocate.
Or
Post-Graduate second division with an experience for a minimum period of ten years on a post not lower than the rank of Superintendent in a Municipal Committee or Municipal Corporation or in a Department of the Government.
3. Punjab Service of Corporation, Assistant Secretaries Second Class Graduate with an experience for a minimum period of three years on a post not lower than the rank of Superintendent or an experience for a minimum period of five years on the post of Assistant Superintendent.
Or
Post-Graduate with Diploma in Local Government, with an experience of working on a post not below the rank of Superintendent for a minimum period of two years or Assistant Superintendent for a minimum period of three years.
- Should be an Assistant Secretary with an experience of at least five years and should be at least a Graduate : Provided that for twenty-five per cent quota non-graduates who have rendered service for a minimum period of twenty-five years shall also be eligible for promotion.
- Should be a Superintendent with an experience of working on that post for a minimum period of five years.

4.	Punjab Service of Corporation, Superintendent	Second Class Graduate with an experience for a minimum period of three years on a post not lower than the rank of an Assistant Superintendent or an experience for a minimum period of five years on the post of an Assistant or Inspector or Stenographer in a Municipal Committee or Municipal Corporation or Department of Government Or Second Class Graduate with Diploma in Local Government with an experience of working for a minimum period of three years on a post not below the rank of an Assistant	Should be an Assistant Superintendent with an experience of working on that post for a minimum period of three years.
##4A	Personal Assistant	should be a graduate of recognized university having minimum speed of 100 w.p.m. in English and Punjabi Shorthand and transcription speed of 20 w.p.m. and he should not commit more than 3% mistakes in each of the test	should be a senior scale stenographer having experience of working on the post for a minimum period of 5 years.
*5.	(1) Junior Engineers (Civil)	From amongst the candidates who possess a diploma in Civil Engineering of a recognised institution	<p>(i) Fifteen per cent from amongst the following categories of employees working in the Municipal Councils under the control of the Director, Local Government, Punjab, who possess qualifications prescribed for direct recruitment for the post of Junior Engineer (Civil); and who have an experience of working as such for a minimum period of eight years in the following ratio namely :-</p> <p>(a) Ten per cent out of work Supervisors; and</p> <p>(b) Five per cent out of Surveyors/Work Mistries.</p> <p>(ii) Thirty-five per cent from amongst the following categories of employees working in the Municipal Councils under the Control of Director, Local Government, Punjab, who are Matriculates or equivalent and who have an experience of working on either of the following posts for a minimum period of twelve years and who have passed the departmental examination to be conducted by the Director Local Government, Punjab, in the following ratio :-</p>

14 Punjab Municipal Corporation Services (Recruitment.....) Rules, 1978, Appendix

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| (2) Junior Engineers (Electrical) | From amongst the candidates who possess a Diploma in Electrical Engineering of a recognised Institution | (a) Ten per cent out of Work Supervisors; and
(b) Twenty-five per cent out of Work Mistries/Surveyors.

(i) Twenty per cent from amongst the following categories of employees working in the Municipal Councils under the control of Director, Local Government, Punjab, who possess qualifications prescribed for direct recruitment for this post and who have an experience of working on either or in aggregate of these posts for a minimum period of eight years in the following ratio :-
(a) Five per cent out of Foreman (Electrical);
(b) Five per cent out of Assistant Foreman (Electrical);
(c) Five per cent out of Supervisors in the trade;
(d) Five per cent out of Electricians/Lineman; and
(ii) Thirty per cent from amongst the Foremen (Electrical) working in the Municipal Councils under the control of Director, Local Government, Punjab, who are Matriculates or equivalent and who have twelve years experience of working in aggregate on either of the posts of Foreman (Electrical)/ Assistant Foreman Electrical Supervisors in the Trade/Electricians/Linemen and who possess a National Trade Certificate of Electricians of a recognised Institution and have obtained a certificate of competency issued under rule 45 of the Indian Electricity Rules, 1956: |
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Provided that if no suitable person is available for appointment by promotion from amongst the aforesaid categories of persons, then an Assistant Foreman (Electrical)/Supervisor in the Trade/Electrician/Linemen working in the Municipal Councils under the control of Director, Local Government, Punjab, who possess the above-mentioned qualifications and experience, shall be considered for promotion.

(3) Junior Engineer(s) (Mechanical) From amongst the candidates who possess a diploma in Mechanical Engineering of a recognised Institution

(i) Twenty per cent from amongst the Foremen (Mechanical)/Assistant Foremen

(Mechanical)/Supervisors/Fitters in the Trade working in the Municipal Councils under the control of Director, Local Government, Punjab and who possess qualifications prescribed for direct recruitment for this post and who have an experience of working on either post or in aggregate on these posts for a period of eight years, in equal ratio; and

(ii) Thirty per cent from amongst the Foremen (Mechanical) working in the Municipal Councils under the control of Director, Local Government, Punjab, who are Matriculates or equivalent and who possess a National Trade Certificate in the Trade of Motor Mechanic or Tractor Mechanic or Fitter of a recognised Institution, as the case may be, and who have twelve years experience of working on either or in aggregate on the posts of Foremen (Mechanical)/Assistant Foremen(Mechanical)/Supervisors/Fitters in the trade :

16 Punjab Municipal Corporation Services (Recruitment.....) Rules, 1978, Appendix

			<p>Provided that if no suitable person is available for appointment by promotion from amongst the aforesaid categories of persons, then an Assistant Foreman (Mechanical)/Supervisor/Fitter in the trade working in the Municipal Councils under the control of Director, Local Government, Punjab, and who possesses the above mentioned qualifications and experience shall be considered for promotion.</p>
	(4) Junior Engineers (Horticulture)	From amongst the candidates who are B.Sc. Agriculture with Horticulture (three years course after 10+2 examination) of a recognised University as a special subject	From amongst the Supervisors Horticulture working in the Municipal Councils under the control of the Director Local Government, Punjab who have passed Matriculation examination or equivalent examination, and who possess a certificate in Gardening Training in Horticulture or in Agriculture from a recognised institution and who have an experience of working as such for a period of eight years].
6.	Punjab Service of Accounts Officers	Graduate having passed departmental examination prescribed for Municipal Accountants Grade 'A' with an experience for a minimum period of five years on the post of Municipal Accountant in Class I Municipal Committee or Municipal Corporation	Should have an experience of working as Accountant in Class I Municipal Committee or Municipal Corporation for a minimum period of eight years.
7.	Punjab Service of Corporation Accountants	B.Com. or M.A. in Economics of any recognised University.	Should have an experience of working on the post of Assistant in Accounts Branch for a minimum period of ten years and should have passed Accountants Examination 'B' Grade.
#*7-A	Punjab Service of Corporation, Chief Engineers	From amongst the Superintending Engineers, who have an experience of working as such for a minimum period of two years.	
7-AA.##	Punjab Service of Corporation Superintending Engineer	from amongst Corporation engineers who have an experience of working as such for a minimum period of 7 years; and should possess B.E. or A.M.I.E. degree in the respective branch from a recognized university or institution	

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| 8. | Punjab Service of Corporation, Engineers | Such qualifications as are prescribed from time to time by Government for direct appointment to the Punjab Service of Engineers, Class I, PWD (Buildings and Roads Branch) or the Punjab Service of Engineers, Class I, Public Works Department (Punjab Health Branch), with an experience for a minimum period of five years in Government or in Municipal Service. | Should be an Assistant Engineer with an experience of working on that post for a minimum period of eight years. |
| ***[9. | Punjab Service of Corporation, Assistant Engineers | Such qualifications as are prescribed from time to time by Government for direct appointment to the Punjab Service of Engineers, Class II, PWD (Building and Roads Branch) or to the Punjab Service of Engineers, Class II, PWD (Public Health Branch) | Should be a Sectional Officer of Head Drafts man or Draftsman having an experience of working on any one or more of these posts for a minimum period of ten years or a head Draftsman having an experience or working as such for a minimum period of five years, in any Municipal Corporation or Municipal Committee or Trust; or should be a Sectional Officer or Head Draftsman or Draftsman with B.E. or A.M.I.E. Degree of a recognised university and having an experience of working as such for a minimum period of two years in any Municipal Corporation or Municipal Committee or Trust ;

Provided that the Head Draftsman or Draftsman will not be considered for promotion to more than ten per cent of the posts to be filled by promotion.] |
| **10. | Punjab Service of Corporation Junior Engineers (1) Junior Engineer (Civil) | From amongst the candidates who possess a Diploma in Civil Engineering of a recognised Institution | (i) Fifteen per cent from amongst the following categories of employees working in the Municipal Corporations, under the Control of the Director, Local Government, Punjab who possess qualifications prescribed for direct recruitment for the post of Junior Engineer (Civil), and who have an experience of working as such for a period of eight years, in the following ratio, namely :-

(a) ten per cent out of Work Supervisors; and
(b) five per cent out of Surveyors/Work Mistries; |

18 Punjab Municipal Corporation Services (Recruitment.....) Rules, 1978, Appendix

- (ii) thirty-five per cent from amongst the following categories of employees working in the Municipal Corporations under the control of Director, Local Government, Punjab who are Matriculates or equivalent and who have an experience of working on either of the abovesaid posts for a minimum period of twelve years and who have passed the Departmental examination to be conducted by the Director, Local Government, Punjab, in the following ratio :-
- (a) ten per cent out of Work Supervisors; and
- (b) twenty-five per cent out of Work Mistries/Surveyors.
- (2) Junior Engineers (Electrical) From amongst the candidates who possess a diploma in Electrical Engineering of a recognised Institution
- (i) twenty per cent from amongst the following categories of employees working in the Municipal Corporations under the control of Director, Local Government, Punjab, who possess qualifications prescribed for direct recruitment for this post and who have an experience of working on either or in aggregate of these posts for a period of eight years in the following ratio :-
- (a) five per cent out of Foremen (Electrical);
- (b) five per cent out of Assistant Foremen (Electrical);
- (c) five per cent out of Supervisors in the Electrical Trade; and
- (d) five per cent out of Electricians/Linemen.

(ii) thirty per cent from amongst the Foremen (Electrical), working in the Municipal Corporations under the control of Director, Local Government, Punjab, who are Matriculates or equivalent and who have twelve years experience of working in aggregate on either of the posts of Foremen (Electrical)/Assistant Foremen (Electrical)/Supervisors in the Electrical Trade/ Electricians/Linemen and who possess a National Trade Certificates of Electricians of a recognised institution and has obtained a certificate of competency issued under rule 45 of the Indian Electricity Rules, 1956 :

Provided that if no suitable person is available for appointment by promotion from amongst the aforesaid categories of persons, then an Assistant Foreman (Electrical)/Supervisor in the Electrical Trade/Electrician/Linemen working in the Municipal Corporations under the control of Director, Local Government, Punjab, who possess the above mentioned qualifications and experience, shall be considered for promotion.

(3) Junior Engineers (Mechanical) From amongst the candidates who possess a Diploma in Mechanical Engineering of a recognised Institution

(i) twenty per cent from amongst the Foremen (Mechanical)/Assistant Foremen (Mechanical)/Supervisors/Fitters in the Trade, working in the Municipal Corporations under the control of Director, Local Government, Punjab, and who possess qualifications prescribed for direct recruitment for the post and who have an experience of working on either post or in aggregate on these posts for a period of eight years, in equal ratio; and

(ii) Thirty per cent from amongst the Foremen (Mechanical) working in the Municipal Corporation under the control of Director, Local Government, Punjab, who are Matriculates or equivalent and who possess a National Trade Certificates in the Mechanical Trade of Motor Mechanic or Tractor Mechanic or Fitter of a recognised Institution as the case may be, and who have twelve years experience of working on either post or in aggregate on the posts of Foremen (Mechanical)/Assistant Foremen

(Mechanical)/Supervisors/Fitters in the Mechanical trade :

Provided that if no suitable person is available for appointment by promotion from amongst the aforesaid categories of persons, then an Assistant Foremen (Mechanical)/Supervisor/Fitter in the Mechanical trade working in the Municipal Corporations under the control of Director, Local Government, and who possesses the above mentioned qualifications and experience shall be considered for promotion.

(4) Junior Engineers (Horticulture) From amongst the candidates who are B.Sc. Agriculture with Horticulture (three years course after 10+2 examination) of a recognised University as a special subject.

From amongst the Supervisors Horticulture working in the Municipal Corporations under the control of Director, Local Government, Punjab, who have passed Matriculation examination or equivalent examination, and who possess a certificate in Gardening Training in Horticulture or in Agriculture from a recognised Institution and who have an experience of working as such for a period of eight years.]

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| 11. | Punjab Service of Corporation, Town Planners | Post-Graduate Degree or Diploma in Town Planning or Regional Planning making the holder eligible for Associate Membership of Institution of Town Planners (India) with an experience for a minimum period of three years in a Gazetted post or equivalent capacity in Town Planning Office under a qualified Town Planner after obtaining degree or diploma.
Or
Degree in Architecture or Civil Engineering from a recognised university with an experience for a minimum period of five years in a Gazetted post or equivalent capacity in a Town Planning Office under a qualified Town Planner after obtaining degree. | Should be a member of the Punjab Service of Corporation Assistant Town Planners with an experience of working on the post of Assistant Town Planner for a minimum period of eight years. |
| 12. | Punjab Service of Corporation, Assistant Town Planners | A Post- Graduate Degree or Diploma in Town Planning or Regional Planning recognised by the Institute of Town Planners (India) for Associate membership;
Or
A degree in Civil Engineering with an experience for a minimum period of three years in Town Planning under a qualified Town Planner;
Or
A degree or diploma in Architecture recognised by the Institute of Architects (India) for its membership with an experience for a minimum period of three years in Town Planning Office under a qualified Town Planner. | Should be a member of Punjab Service of Corporation Planning Assistants with an experience of working on the post of Planning Assistant for a minimum period of five years in a Municipal Committee or Municipal Corporation. |
| 13. | Punjab Service of Corporation, Head Draftsman | Diploma in Civil Engineering or Certificate in Civil Draftsman awarded by the State Board of Technical Education Punjab or from any other recognised institution with an experience for a minimum period of five years in a Municipal Committee or Department of the Government as Draftsman. | Should be a member of Punjab Service of Corporation Draftsmen with an experience of working as such for a minimum period of seven years. |
| 14. | Punjab Service of Corporation, Planning Assistants | Graduate in Architecture or Engineering. | |

22 Punjab Municipal Corporation Services (Recruitment.....) Rules, 1978, Appendix

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| 15. | Punjab Service of Corporation, Architects | A degree or equivalent diploma in Architecture with an experience for a minimum period of five years in field of Architecture after degree or diploma. | Should be a member of Punjab Service of Corporation Assistant Architects with an experience of working on the post of Assistant Architect for a minimum period of five years. |
| 16. | Punjab Service of Corporation, Assistant Architects | Degree or equivalent diploma in Architecture | Should be a member of Punjab Service of Corporation Assistant Architects with an experience of working on the post of Assistant Architect for a minimum period of three years. |
| 17. | Punjab Service of Corporation, Architectural Assistants | Certificate of Inter in Architecture.
Or
Three years diploma in Architectural Assistantship awarded by the State Board of Technical Education, Punjab. | |
| 18. | Punjab Service of Corporation, Law Officers | Law Graduate and should have for at least eight years been an advocate | Should be a member of Punjab Service of Corporation Legal Assistant with an experience of working on the post of Legal Assistant for a minimum period of seven years. |
| 19. | Punjab Service of Corporation, Legal Assistant | Degree in Law. | Should be a Corporation employee possessing degree in law and holding a post not lower than the rank of an Assistant |
| 20. | Punjab Service of Corporation, Medical Health Officers | (1) Post Graduate in any speciality recognised by the Medical Council of India.
(2) Experience for a minimum period of five years in Medical Profession (including experience in Public Health and Family Planning and Administrative or Supervisory posts in a Medical or Public Health Institution), out of which experience for a minimum period of three years should be after | Should be an Assistant Medical Officer of Health (Sanitation) in a Municipal Corporation or in a Class I Municipal Committee, with an experience for a minimum period of seven years on either or both of these posts.
Or
With post-graduate qualifications in any speciality recognised by the Medical Council of India, with an experience for a minimum period of five years on that post out of which experience for a minimum period of three years should be after obtaining post-graduate qualifications.
Or
M.B.B.S., with diploma in Public Health or Degree in Social and Preventive Medicines and with experience a for minimum period of five years in medical profession out of which experience for a minimum period of three years should be in |

obtaining post-graduate qualifications. the field of Public Health.
 OR
 Diploma in Public Health or Degree
 in Social and Preventive Medicines.
 Experience for minimum period of
 five years in medical profession out of
 which experience for a minimum
 period of three years should be in the
 field of Public Health.

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| 21. | Punjab
Service of
Corporation,
Assistant
Medical
Officers of
Health | Should be Graduate in Medicine and
Surgery of a recognised university or
Diploma in Public Health.
Or
Should possess such qualifications as
are prescribed for a member of the
Punjab Subordinate Medical Service,
and is registered with the Punjab
Medical Council or with any other
duly constituted Medical Council of
India | Should be a Graduate in Medicine and
Surgery or a recognised university or
diploma in Public Health
Or
Should possess such qualifications as
are prescribed for a member of the
Punjab Subordinate Medical Service,
and is registered with the Punjab
Medical Council or with any other
duly constituted Medical Council of
India. |
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Note. - A candidate possessing diploma in Public Health shall be given preference both for direct recruitment and for promotion.

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| 22. | Punjab
Service of
Corporation,
Assistant
Divisional
Fire Officers | Advance diploma in Fire Engineering
from National Fire Service College,
Nagpur | Should be a Fire Station Officer or
Fire Station Superintendent having
diploma in Fire Engineering from
National Fire Service College,
Nagpur, with a working experience on
either or both of these posts for a
minimum period of three years. |
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| !23. | Punjab
Service of
Corporation,
Fire Station
Officers | Diploma in Fire Engineering from the
National Fire Service College, Nagpur | From amongst the Sub-Fire Officers,
working under the control of the
Director, who have passed the Station
Officer's Course from the National
Fire Service College, Nagpur or
possess a dipoloma in Fire
Engineering from the said College or
its equivalent, and have an experience
of working as such for a minimum
period of three years : |
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Provided that if no suitable Sub-Fire
Officer is available, then the post will
be filled up from amongst the Leading
Firemen, working under the control of
the Commissioner, who have passed
the Station Officer's Course from the
National Fire Service College Nagpur
or possess a diploma in Fire
Engineering from the said College or
its equivalent and have an experience
of working as such for a minimum
period of five years."

24 Punjab Municipal Corporation Services (Recruitment.....) Rules, 1978, Appendix

- !Substituted by Punjab NOTification No. A2-DLG-TSC(9)-8/35 dated 27.2.2008.
 *Substituted vide Punjab Government Notification 22 October, 1998
 **Substituted vide Punjab Government Notification 31 January, 1996
 ***Substituted vide Punjab Government Notification No G.S.R. 38/P.A. 42/76/S. 71/Amd.(2)/83, dated 30.3.1983.
 #Substituted by Punjab Notification No. G.S.R. 35/P.A. 42/76/S. 71/Amd. (4)/2005. dated 9.10.2005.
 ##Added by Punjab Notification No. 5/2/92-5LGI/2305. dated 24.3.2006.
 ###Added by Punjab Notification No. 1/63/98-2LGI/1951 dated 10.3.2006 renumbered by Punjab Notification No. G.S.R. 60/P.A.42/1976/S.71/Amd.(10)/2006. dated 7.12.2006.
 #* Added by Punjab Notification No. G.S.R. 60/P.A.42/1976/S.71/Amd.(10)/2006. dated 7.12.2006.

APPENDIX 'C'

[See Rule 2(c) and (ii)]

S.No	Designation of employee	Appointing authority	Nature of penalty	Punishing authority	Appellate Authority
1	2	3	4	5	6
1.	Executive *[Assistant Commissioners]	Government	<i>Minor penalties -</i>		
2.	Secretaries	Government	(i) Censure;		
3.	Assistant Secretaries	Director	(ii) Withholding of his promotion;		
4.	Personal Assistant	Director	Government	Director	Government
#4A.					
5.					
6.					
7.					
#7- A	Chief Engineers	Government	-	Government	-
**7A A.	Superintending Government Engineer	-	Government Government		

8.	Superintendents	Director	(iii) recovery from his pay of the	Director Local Government Punjab	Govern-ment,
9.	Assistant Superintendents	Director	whole or part	Director Local Government Punjab	Govern-ment,
10.	Accounts Officers	Government	of any pecuniary loss		
11.	Accountants	Director	caused by		
12.	Engineers	Government	him to the Municipal Corporation		
13.	Assistant Engineers	Director	by negligence or breach of order;		
14.	Sectional Officers	Director	of order;		
15.	Town Planners	Government	(iv) Withholding of increments of pay;		
16.	Assistant Town Planners	Director	Major penalties -	(i) Government	
17.	Head Draftsmen	Director	(v) reduction to a lower stage in the time scale of pay for a specified period with further directions as to whether or not the member of service will earn increments of pay during	in respect of Executive Officers, Secretaries, Medical Officers of Health, Engineers, Law Officers, Town Planners, Architects and Accounts Officers	
18.	Planning Assistants	Director	the period of such reduction and whether on the expiry of such period		
19.	Architects	Government	the reduction will or will not have the effect of postponing the future increment of his pay;		
20.	Asistant Architects	Director	(vi) reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion to the time scale of pay, grade, ‘ post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade, post or service from which was reduced and his seniority and pay on such restoration to that grade, post or service;	(ii) Director Local Government, Punjab in respect of all other posts in the service	
21.	Architectural Assistants	Director	(vii) compulsory retirement;		
22.	Law Officers Legal Assistants Medical Officers of Health Assistant Medical Officers of Health Assistant Divisional Fire Officers	Government Director Government Director Director			
23.	Fire Station Officers	Director			

26 Punjab Municipal Corporation Services (Recruitment.....) Rules, 1978, Appendix

(viii) removal from service which shall not be disqualification for future employment under the Municipal Corporation;
 (ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Municipal Corporation

!Substituted by Punjab NOTification No. A2-DLG-TSC(9)-8/35 dated 27.2.2008.

*Substituted for "Executive Officers" by Punjab Notification No. G.S.R. 35/P.A. 42/76/S. 71/Amd. (4)/2005. dated 9.10.2005.

#Added by Punjab Notification No. 5/2/92-5LGI/2305. dated 24.3.2006.

**Added by Punjab Notification No. 1/63/98-2LGI/1951 dated 10.3.2006. Renumbered by Punjab Notification No. G.S.R. 60/P.A.42/1976/S.71/Amd.(10)/2006. dated 7.12.2006.

#Added by Punjab Notification No. G.S.R. 60/P.A.42/1976/S.71/Amd.(10)/2006. dated 7.12.2006.

APPENDIX 'D'

[See Rule 11(3)]

S. No.	Designation of the employee	Nature of orders	Authority Competent to pass orders	Appellate authority
1	2	3	4	5
1.	*[Assistant Commissioners]	Order referred to in rule 15 of the Punjab Civil Services (Punishment & Appeal) Rules, 1970 excepting the penalties mentioned in rule 5 of those rules	(i) Director, Local Government, Punjab in case of Executive Officers, Secretaries, Engineers, Town Planners, Architects, Medical Officer of Health	Secretary to the Govt., Punjab, Local Government Department
2.	Secretaries			
3.	Assistant Secretaries			
4.	Superintendents			
4A.#	Personal Assistant			
5.				
6.				
7.				
##7-A	Chief Engineers	Secretary to Government of Punjab, Department of Local Government	Government	

7- AA.**	Superintending Engineer	Secretary to Government Punjab, Department of Local Government	Secretary to Government Punjab, Department of Local Government
8.	Assistant Superintendents		(ii) Director Local
9.	Accounts Officers		Government Punjab in
10.	Accountants		other services
11.	Engineers		Secretary to the
12.	Assistant Engineers		Govt. of Punjab,
13.	Sectional Officers		Department of
14.	Town Planners		Local
15.	Assistant Town Planners		Government.
16.	Head Draftsmen		
17.	Planning Assistants		
	Architects		
18.	Assistant Architects		
19.	Architectural Assistants		
20.	Law Officers		
	Legal Assistants		
21.	Medical Officers of Health		
	Assistant Medical Officers		
22.	of Health		
23.	Fire Station Officers		

*Substituted for "Executive Officers" by Punjab Notification No. G.S.R. 35/P.A. 42/76/S. 71/Amd. (4)/2005. dated 9.10.2005.

#FAdded by Punjab Notification No. 5/2/92-5LGI/2305. dated 24.3.2006.

**Added by Punjab Notification No. 1/63/98-2LGI/1951 dated 10.3.2006. Renumbered as 7AA by Punjab Notification No. G.S.R. 60/P.A.42/1976/S.71/Amd.(10)/2006. dated 7.12.2006.

##Added by Punjab Notification No. G.S.R. 60/P.A.42/1976/S.71/Amd.(10)/2006. dated 7.12.2006.

APPENDIX 'E'

[See Rule 14]

S.No.	Name of power	Name of service of Corporation	Authority Competent	Extent
1	2	3	4	5
1.	Sanction of casual leave	(i) *[Punjab Service of Corporation	Assistant Commissioners],#[Punjab Service of Corporation	Chief Engineers,] Punjab Service of [Superintending Engineers]** Corporation Secretaries, Punjab Service of Corporation Engineers, Punjab Service of Corporation Town Planners, Punjab Service of Corporation Architects, Punjab Service of Corporation Medical Health Officers (ii) In all other services

28 Punjab Municipal Corporation Services (Recruitment.....) Rules, 1978, Appendix

2.	Sanction of earned leave	Punjab Service of Corporation Executive Officers, Punjab Service of Corporation Secretaries ,#[Punjab Service of Corporation	Chief Engineers,] **[Punjab Service of Superintending Engineers] Punjab Service of Corporation Engineers, Punjab Service of Corporation Town Planners, Punjab Service of Corporation Architects, Punjab Service of Corporation Medical Health Officer (ii) Punjab Service of Corporation Executive Officers, Punjab Service of Corporation Secretaries, Punjab Service of Corporation Engineers, Punjab Service of Corporation Town Planners, Punjab Service of Corporation Architects, Punjab Service of Corporation Medical Health Officer.	Director, Local Government, Punjab
		(iii) In all other services	Head of service concerned, viz. Executive Officer, Municipal Corporation Engineer, Medical Health Officer, Town Planner, Architect Commissioner, Municipal Corporation	Upto thirty days without substitute
		(iv) In all other services		Exceeding thirty days and with substitute
3.	Normal drawing of increment	(i) Punjab Service of Corporation Executive Officers, Punjab Service of Corporation Secretaries, #[Punjab Service of Corporation	Chief Engineers,] **[Punjab Service of Superintending Engineers] Punjab Service of Corporation Engineers, Punjab Service of Corporation Town Planners, Punjab Service of Corporation Architects, Punjab Service of Corporation Medical Health Officers (ii) In all other services	Commissioner, Municipal Corporation Head of service concerned, viz. Executive Officers, Secretaries, Engineers, Town Planners, Architects, Medical Health Officer

4. Crossing of Efficiency Bar (i) Punjab Service of Corporation Executive Officers, Punjab Service Corporation Secretaries, #Punjab Service of Corporation Chief Engineers,]**Punjab Service of Superintending Engineer] Punjab Service of Corporation Engineers, Punjab Service of Corporation Town Planners, Punjab Service of Corporation Architects, Punjab Service of Corporation Medical Health Officer. Director, Local Government, Punjab Commissioner, Municipal Corporation
- (ii) In all other services

*Substituted for "Punjab Service of Corporation, Executive Officers" by Punjab Notification No. G.S.R. 35/P.A. 42/76/S. 71/Amd. (4)/2005. dated 9.10.2005.

**Added by Punjab Notification No. 1/63/98-2LGI/1951 dated 10.3.2006.

Substituted by Punjab Notification No. G.S.R. 60/P.A.42/1976/S.71/Amd.(10)/2006. dated 7.12.2006.

FORM 1

[See Rule 6]

MEDICAL CERTIFICATE OF FITNESS ON FIRST ENTRY INTO MUNICIPAL CORPORATION SERVICE

I hereby certify that I have examined _____ whose signature is given below, and cannot discover that he/she has any disease (Communicable or otherwise), constitutional weakness or bodily infirmity except _____. I do not consider this a disqualification for employment in the Municipal Corporation Service of _____, His/her age is according to his/her own statement, _____ years and by appearance about _____ years.

The candidate _____

Has been vaccinated within the last 12 months, or has been re-vaccinated within the last 13 months, or has already had small-pox and shows obvious scars thereof :-

Marks of Identification _____ left hand thumb and finger impression of _____.

	Fourth or small finger	Third finger	Second finger	First finger	Thumb
Taken before
Name of Officer
Designation of Officer
On (date)
Father's name and residence	...	_____			
Date of birth by Christian Era and as nearly as can be ascertained	...	_____			
Exact height by measurement	...	_____			
Personal mark of identification	...	_____			
Signature of Officer	...	_____			
Signature of the Head of Office	...	_____			

I do hereby declare that I have not at any time been pronounced unfit for Municipal Service by a duly constituted medical authority.

Signature of Officer

FORM II

[See Rule 6]

CANDIDATE'S STATEMENT AND DECLARATION

The candidate must make the statement required below for Medical Examination and must sign the declaration appended. Attention is specially drawn to the warning given below :-

1. State your name in full (in block letters).
2. State your age and place of birth.
3. (a) Have you ever had small pox intermittent or any other fever, enlargement or supperation of Glands, Spitting of blood, asthma, heart disease, fainting attacks, rheumatism, appendices ?
(b) Any other disease or accident requiring confinement to bed and medical or surgical treatment.
4. When were you last vaccinated ?
5. Have your or any of your near relative been affected with consumption, scrofula gout asthma, fits or epilepsy or insanity ?
6. Have you suffered from any form of nervousness due to overwork or any other cause?
7. Have you been examined and declared unfit for Government/Municipal Service by a Medical Officer/Medical Board, within the last year ?
8. furnish the following particulars concerning your family :-

Father's age, if living and state of health	Father's age at the time of death and cause of death
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Mother's age, if living and state of health	Mother's age at the time of death and cause of death
---	--

No. of brothers living, their age and state of health	No. of brothers dead, their age at the time of death and cause of death
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No. of sisters living, their age and state of health	No. of sisters dead, their age at the time or death and cause of death
--	--

I declare that the above answers are true to the best of my belief.

I also solemnly affirm that I have not received a disability pension certificate, pension on account of any disease or other conditions.

Signature of candidate.

Signed in my presence

Signature of Medical Officer.

Note. - The candidate will be responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and if appointed of forfeiting all claims to superannuation allowances or gratuity."

