

Published in the Punjab Government Gazette Legislative Supplement,
dated the 16th August, 1963

PART III

PUNJAB GOVERNMENT

PRINTING AND STATIONERY DEPARTMENT

Notification

The 5th August, 1963

No. G.S.R. 197/Const./Art. 309/63.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment, and the conditions of service of persons appointed, to the Punjab Printing and Stationery Service (State Service, Class I and II), namely :—

Part I – GENERAL

1. *Short title and enforcement.*—(1) These rules may be called the Punjab Printing and Stationery Department Service (State Service, Class I and II) Rules, 1962.

(2) These shall come into force from the date of their publication in the Punjab Government Gazette.

2. *Definitions.*—In these rules, unless the Context otherwise requires,—

- (a) “Commission” means the Punjab Public Service Commission ;
- (b) “Department: means the Punjab Printing and Stationery Department ;
- (c) “direct appointment” means an appointment made otherwise than by promotion within the Cadre of the name service or by transfer of an official already, in service of the Government of India or a State Government ;
- (d) “Government” means the Punjab Government in the Administrative Department ;
- (e) “recognised University’ means any University incorporated by law in the territory of India or any other University which is declared by Government to be a recognised University for the purpose of these rules and in the case of degrees and diplomas obtained as a result of examinations held before the 15 the August, 1947, the Punjab, Sind or Dacca University ; and

- (f) “recognised institute” means any institution recognised by Government from time to time for the purpose of these rules ;
- (g) “Service” means the Punjab Printing and Stationery Department Service (State Service, Class I and II).

Part II – RECRUITMENT TO THE SERVICE

1. *Nationality and Domicile, age and other qualifications.*—No person, who is already in Government service shall be appointed to the service unless he is :

- (i) a citizen of India ; or
- (ii) a subject of Sikkim ; or
- (iii) a subject of the State of Pondicherry ; or
- (iv) a person of Indian origin, who has migrated from Pakistan with the intention of permanently setting in India ;

Provided that, subject to the issue of a certificate of eligibility in his favour, a subject of Nepal or a Tibetan who came over to India before the 1st January, 1962, with the intention of permanently setting in India may also be appointed to any post in the service ;

Provided further that a candidate belonging to category (iii) and (iv) above must be a person in whose favour a certificate of eligibility had been given by the competent authority, and if he belongs to category (iv) the certificate of eligibility will be valid only for a period of one year from the date of his appointment beyond which he can be retained in service only if he has become a citizen of India.

2. A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Commission/Board or any other recruiting authority on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being given to him by the competent authority.

3. No person shall be recruited to the Service by direct appointment, unless he –

- (i) produces a certificate of character from the Principal, academic officer of the University, College, School, or Institution last attended if any, and similar certificates from two responsible persons not being his relatives who are well acquainted with him in private life and are unconnected with his university, college, school or institution ;

- (ii) is not more than 45 years of age and not less than 35 years of age in the case of Class I posts and not more than 40 years of age and not less than 25 years of age in the case of Class II posts on the date of appointment ;

Provided that the Government, may, in special circumstances to be recorded in writing relax the upper age limit.

4. No person who has more than one wife living and no woman who is married to a person already having a wife living shall be eligible for appointment to the service :

Provided that the Government, may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-rule.

4*. (1) *Educational and Technical Qualifications.*—No person shall be recruited to the Service by direct appointment, unless he,—

- (a) In the case of Controller of Printing and Stationery, Punjab :—
- (i) In a Graduate in Printing Technology from a recognised University or recognised Institute in India, Europe, U.K. or America, and has also completed full three years term of general apprenticeship in a Printing Press of repute ; and
- (ii) has got administrative experience of at least ten years in mangement and administration of a large printing press with allied branches employing not less than 400 persons ;
- (b) In the case of Deputy Controller –
- (i) holds a licenciate or Advanced Diploma in Printing Technology obtained after undergoing a course of not less than three years duration from a recognised institute in India, U.K., Europe or America, and has also completed full three years term of general apprenticeship in a printing press of repute ; and
- (ii) has got administrative experience of not less than five years in management and administration of a large printing press with allied branches employing not less than 400 persons ; and
- (c) in the case of Assistant Controller holds a licenciate or Advanced Diploma in Printing Technology obtained after undergoing a course of not less than three years duration from a recognised institute in India, U.K., Europe

*[Substituted,—vide notification No G.S.R. 62/Const./Art. 309/amd.(4)/72, dated 2nd August, 1972].

or America. Administrative experience of not less than three years in management and administration of a large printing press with allied branches shall be considered desirable.

(2) Candidate appointed to the Service shall possess adequate qualifications or knowledge of Hindi and Punjabi or pass tests prescribed by Government for the purpose, In accordance with instructions issued from time to time, subject to the condition that Government may grant exemptions in suitable cases.

5. *Appointing Authority*,—All appointments to the posts in the Service shall be made by Government.

6*. *Method of Recruitment*.—(1) Recruitment to the service shall be :—

- (a) In the case of Controller of Printing and Stationery, Punjab –
 - (i) by promotion from amongst the Deputy Controllers having not less than ten years' service as Deputy Controller ; or
 - (ii) by transfer or deputation of a person already in the service of Government of India or any State Government ; or
 - (iii) by direct appointment ;
- (b) In the case of Deputy Controllers,—
 - (i) by promotion from amongst the Assistant Controllers having not less than five years' service as Assistant Controller ; or
 - (ii) by transfer or deputation of a person already in the service of Government of India or of any State Government ; or
 - (iii) by direct appointment ; and
- (c) In the case of Assistant Controllers,—
 - (i) by promotion from amongst the General Foremen serving in the Department with five years' service as General Foreman ; or
 - (ii) by transfer or deputation of a person already in the service of Government or of any State Government ; or
 - (iii) by direct appointment :

Provided that not more than 50 per cent vacancies in each class shall be filled in by promotion.

(2) All promotions whether from one grade to another or from one class of

* [Substituted,—*vide* notification No G.S.R. 62/Const./Art. 309/amd.(4)/72, dated 2nd August, 1972].

service to another, shall be made by selection based on merit and taking into consideration seniority and seniority alone shall not give any right to appointment.

Part III – CONDITIONS OF SERVICE

7. *Number and Character of posts.*—The service shall comprise posts shown in Appendix ‘A’ :

Provided that nothing in this rule shall affect the right of Government to make additions to or reductions in the number of such posts whether permanently or temporarily.

8. *Probation of Members of Service.*—Member of the service shall remain on probation for a period of two years if recruited by direct appointment and one year, if recruited otherwise:

Provided that the period of service spent on deputation to corresponding or higher post may be allowed to count towards period of probation fixed under this rule.

Explanation.—Officiating service shall be reckoned as period spent on probation but no member who is officiating in any appointment shall on the completion of two years or one year in the service as the case may be, be entitled to be a confirmed unless he is appointed against a permanent vacancy.

- (2) No member of the service unless exempted by Government, shall be confirmed in his appointment unless he has passed departmental examination prescribed from time to time.
- (3) In the work or conduct of any member of the service during the period of probation is in the opinion of appointing authority, not satisfactory, or he has not qualified in the prescribed departmental examination it may dispense with his services, if recruited by direct appointment, or revert him to his former post if recruited otherwise.
- (4) On the completion of the period of probation of any member, the appointing authority may confirm such member in his appointment or, if his work and conduct has in its opinion, not been satisfactory, or has not qualified in the prescribed departmental examination, it may dispense with his services, if recruited by direct appointment or revert him to his former post if recruited otherwise, or may 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 extension, if any, shall not exceed three years.

- (5) On the completion of the period of probation satisfactory, the appointing authority shall confirm such member if working against a permanent vacancy. During the period intervening the date of completion of the probationary period and the date of confirmation he shall be considered to have qualified for confirmation.

9. *Pay of Member of Service.*—(1) Member of the service will be entitled to such pay scales as may be authorised by Government from time to time the pay scales at present in force are given in Appendix 'A' to these rules.

(2) In condition to, the pay, a member of the service while holding any of the following posts shall be entitled to the rent-free quarter on the premises of the Punjab Government Press:-

- (a) Contoller of Printing and Stationery, Chandigarh;
- (b) Deputy Contoller, Incharge Government Press, Chandigarh.

10 *Seniority of Member of Service.*—The seniority time of the members of the service shall be determined by the dates of their continous appointment in the service:

Provided that in the case of members appointed directly, the order of merit determined by the Commission shall not be distrubed:

Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:-

- (a) a member recruited by direct appointment shall be senior to a member recruited otherwise:-
- (b) a member recruited by promotion shall be senior to a person recruited by transfer:
- (c) in the case of members recruited by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) in the case of members recruited by transfer from different cadres their seniroyty shall be determined according to pay, preference being giveb to a member who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same then by length of service in those appointments and if the length of service is the

same, an older member shall be senior to a younger member.

11. *Liability to Transfer.*—Every member of the service shall be liable to transfer under the orders of Government anywhere within the State of Punjab, Delhi or any other place where, he may be required to proceed under the administrative control of Punjab Government

12. *Leave, Pension and other matters.*—In respect of leave, pension and all other cognate matters not expressly provided or in these rules, members of the service shall be governed by such rules and regulations as may have been or may hereafter be framed by competent authority under Article of the Constitution of India or any law or rules made thereunder.

13. **Discipline, Penalties and Appeals.*—In matters relating to discipline, punishment and appeals, members of the service shall be governed by the Punjab Civil Service (Punishment and Appeal) Rules, 1970, as amended from time to time.:

Provided that the nature of penalties which may be imposed and the authority empowered to impose such penalties shall be as applied in Appendix 'B' to these rules.

14. *Liability for vaccination and re-vaccination.*—Every member of the service shall get himself vaccinated or re-vaccinated when Government so directs by the special or general order.

15. *Power of Relaxation.*—Where the Government is of opinion 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 with respect to any class or category of persons.

16. *Repeal.*—The Punjab Printing Services Rules, 1947 published with Punjab Government notification o. 3374-LP/47/38750, dated the 18th June, 1947 are hereby repeated.

[Substituted,—vide notification No. G.S.R.2-Const./Art.309/Amd.(3)/71, dated 1st January, 1971].

*[Substituted, vide notification No. G.S.R.-62/Const./Art. 309/Amd.(4)/72, dated 2nd August, 1972].

APPENDIX 'A'

(See rule 7)

Designation of the post	Number of post	Scale of pay
		Rs.
Controller of Printing and Stationery, Punjab	Class I One	800-50-1,200
Deputy Controllers	Class II Three	400-30-700/40-1,100
Assistant Controllers	Two	300-25-500/30-800

(Substituted, –*Vide* notification No. GSR-G2/Art.309/Ad(1)/72, dated 2nd August, 1972)

APPENDIX 'B'

(See rule 13)

Designation of the officer	Nature of penalty	Punishing authority
1. Controller of Printing and Stationery, Punjab	(i) Censure;	Government
2. Deputy Controller	(ii) Withholding of promotions;	
	(iii) Recovery from pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders;	
3. Assistant Controller	(iv) Withholding of increments of pay	Government
	(v) Reduction to a lower scale of pay for a appointed period, with further directions as to whether or not the Government employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of pay;	

- (vi) Reduction to a lower scale of pay grade, post or service which shall ordinarily be a member to a promotion of the Government employee to a time-scale of pay, grade, post or service, from which he was reduced, with or without further duplication regarding conditions of restoration to the grade or post or service from while the Government employee was reduced and his anomaly and pay on such comentation to that grade, post or service;
- (vii) Compulsory retirement;
- (viii) Removal from service which shall not be it disqualification for employment under the Government;
- (ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government.

(Sd.)

Secretary to Government, Punjab
Printing and Stationery Department

(Substituted.–*vide* notification No. GSR-62/Const./Srt.309/Amd(4)/72, dated 2nd August, 1972).

APPENDIX 'A'

(See Rule 13(I))

Designation of officials	Appointing authority	Nature of penalty	Authority empowered to impose penalty	Appellate authority
All Class IV servants employed in Government Department	Head of Department concerned	(a) Censure; (b) Withholding of increment or promotion; (c) Recovery from pay of whole or part of any pecuniary loss caused to Government by negligence of breach of order; (d) Reduction to a lower post or time scale or to a lower stage in a time scale; (e) Suspension; (f) Removal from Service which does not disqualify for future employment; (g) Dismissal from service which ordinarily disqualifies from future employment	Head of Department concerned	Head of Department concerned
All Class IV Servants employed Government offices	Head of office concerned	All the above penalties from (a) to (g)		

APPENDIX 'B'

(See rule 13(2))

Designation of officials	Appointing authority	Name of order	Authority empowered to pass original orders	Appellate authority
All Class IV servants employed in Government Department	Head of Department concerned	(i) Reducing the maximum amount of ordinary pension admissible under the rules governing pensions (ii) Termination of appointment otherwise than upon reaching the age fixed for superannuation	Head of Department concerned	Government
All Class IV servants employed in Government offices	Head of Office concerned	Above order (i-ii)	Head of Office concerned	Head of Department concerned

(No. 7805-10GS-63)

SAROOP KRISHEN,
Financial Commissioner, Planning &
Additional Chief Secy. to Government, Punjab.

No. 7805-10GS-63/20007, datd Chandigarh, the 23rd May, 1963.

Copies are forwarded to all Heads of Departments, the Registrar, Punjab High Court, Commissioners of Ambala, Patiala and Jullundur Divisions, District and Sessions Judges and all Deputy Commissioners in Punjab, for information and necessary action.

By order
(Sd),
DEPUTY SECRETARY, EMERGENCY WORKS,
for Financial Commissioner, Planning and
Additional Chief Secretary to Government, Punjab.

No. 6/139/2002-6 FPPC/46
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE PENSION POLICY AND COORDINATION BR.)

Dated, Chandigarh the 2nd January, 2003

To

All Heads of Departments.
Commissioners of Divisions.
Registrar, Punjab and Haryana High Court.
Distt. and Session Judges and
All Deputy Commissioners in the State.

Subject: Scheme for compassionate appointments-2002-Grant of employment in the State Service on compassionate grounds.

I am directed to address you on the subject noted above and to say that the Department of personnel has framed a Scheme for compassionate appointments and circulated the same vide letter No. 11/105/98-4PPII/14420-22, dated 21st November, 2002.

2. In pursuance of the decision of Cabinet Sub Committee on Fiscal Management a complete ban on recruitment to the posts lying vacant at present and likely to fall vacant due to retirements or any other reasons was imposed. All such posts would be deemed to have been abolished forthwith. A post thus abolished can only be revived with the prior approval of the Council of Ministers after seeking advice of the Department of Finance. Any Budget provision made for these vacant posts during the current year may also be considered as dropped.

3. In view of the above decision of the Cabinet Sub Committee on Fiscal Management various Departments have sought clarification as to against which post compassionate appointment can be made.

4. This issue has been examined in detail and it has been decided that firstly each department has to work out the details of the number of such compassionate appointees in each cadre & to see whether the percentage is less than 5% and only then they should move

that extent, in the overall position in the department is also less than 5%.

Yours faithfully,

(Ram Asra Garg),

Under Secretary, Finance (R)

Endst. No. 6/139/2002/6FPPC/47

Dated, Chandigarh the 2nd Jan. 2003

A copy is forwarded for information and necessary action to:

1. Accountant General, Punjab (Audit), Chandigarh.
2. Accountant General, Punjab (Accounts & Entitlement) Punjab, Chandigarh.

Under Secretary, Finanac(R)

A copy is forwarded for information and necessary action to :

- i) The Chief Secretary to Government of Punjab.
- ii) All the Financial Commissioners, Principal Secretaries and administrative Secretaries to Government of Punjab.
- iii) Resident Commissioner, Punjab, Punjab Bhawan, Capernicus Marg, New Delhi.

Under Secretary, Finance (R)

- i) The Chief Secretary to Government of Punjab.
- ii) All the Financial Commissioners, Principal Secretaries and administrative Secretaries to Government of Punjab.
- iii) Resident Commissioner, Punjab, Punjab Bhawan, Capernicus Marg, New Delhi.

I.D.No.6/139/2002-6FPPC/48

Dated, Chandigarh, the 2nd Jan. 2003

Endst. No.6/139/2002-6FPPC/48

Dated, Chandigarh, the 2nd Jan. 2003

A copy is forwarded to the Secretary, Punjab Vidhan Sabha, for information and necessary action.

Under Secretary, Finance (R)

I.D.No.6/139/2002-6FPPC/48

Dated, Chandigarh, the 2nd Jan. 2003

OFFICE ORDER

No. 467-A4/Admn/Pb.

Dated: 4-6-1979

In partial modification of office order No. 6483-A4/Admn/Pb. dated 9-12-1976 Para No. I of class IV (Ministerial Service Rules 1976) may be read as under:-

Sr. No.	Name of Post with Scale	Method of Recruitment Qualification & Experience for Promotion	Qualification & Exp. for direct appointment
1	Packers/Office Daftries/ Counters (75-95)	By selection from amongst Peon, Mazdoor/Chowkidars/ Ward Servant, Mali & Sweepers etc. on the basis of a pooled seniority to be determined by continuous date of appointment in the service.	Matric with Punjabi
		i) Middle with knowledge of Punjabi	
		ii) 3 years service on any of the class IV posts.	
		iii) Appointment by direct recruitment or by transfer for the post of Packer/Office Daftri and Counters as at Sr. No. I above is to be made only in exceptional circumstances namely when it becomes necessary to appointment a person with technical and specialised experience or qualification to one of post included in the service and when a suitable person is not available for promotion with the Department.	

Pawittar Singh Walia,
Controller,
Printing and Stationery Deptt. Punjab,
Chandigarh.

Endstt. No. 488-520-A4/AdmnPb.,

Dated 4-6-1979

A copy is forwarded to the :-

1. Administrator-cum-Additional Controller, Govt. Press patiala.
2. Incharge Ticket Printing, Govt. Press, patiala.
3. All Officers in the Printing and Stationery Deptt.
4. All Supervisors of Govt. Typewriter Workshops.
5. All Heads of Sections at Head quarters.
6. EA I, II, III, IV/P.A./Steno to AAO/Manager/CC/RK. (G) Chandigarh.

Asstt. Accounts Officer,
For Controller, Printing and Stationery Deptt.
Punjab, Chandigarh.

No. 7/7/99-5FBI/1413
GOVERNMENT OF PUNJAB
DEPARTMENT OF FINANCE
(FINANCE BUDGET I BRANCH)

Dated, Chandigarh the 8th Feb., 2000

To

All heads of Departments,
Registrar High Court of Punjab & Haryana,
Comissioners of Divisions,
District & Sessions Judges, and
Deputy Commissioners in the Distt. of Punjab.

Subject: Economy in expenditure during the year 1999-2000.

Sir/Madam,

I am dircted to invite your attention to Sr. No. 3 under the heading “personnal and Establishment” of Finance Department’s letter No. 7/7/99-5FBI/BO Spl. dated 9-4-99. which states that:

“Any post which is held in abeyance or which remains unfilled for more than six months can be filled only with the prior concurrence of the Department of Finance.”

This condition shall not apply to appointments made on compassionate grounds in accordance with the policy/instructions of Departmet of Personnel. In such cases, approval to fill post may be given by Administrative.

Yours faithfully,
(Chaman Lal)

Budget Officer-cum-Deputy Secretary
Finance.

A copy is forwarded to the Chief Secretary to Government of Punjab, All Financial Commissioners, Principal Secretaries and Administrative Secretaries to the Government of Punjab for information and necessary action.

Budget Officer-cum-Deputy Secretary
Finance.

OFFICE ORDER

No. 6483 EA4/Admn/Pb.

Dated Chandigarh, the 9-12-76

The appointments to Punjab State (Class-IV) Service are to be governed by the Punjab State (Class-IV) Service Rules, 1963 as notified by the Punjab Government vide Notification No. G.S.R. 123/Const./Art.309/63, dated 23.5.63 (copy enclosed). Within the provisions of these rules, the method of appointment and promotion to Class-IV posts both in the Ministerial and Industrial cadres of the Printing and Stationery Department shall be governed as under:-

MINISTERIAL

Sr. No.	Name of post with scale	Percentage of appointment		Method of recruitment qualification & Experience for promotion	Qualification & Experience for direct appointment
		(i) Promo-tion	(ii) Direct appointment/transfer		
1	2	3	4	5	6
1	Packer/Office Daftri/Counter (70-105)	75%	25%	By selection from amongst Peon, Mazdoor, Chowkidar, Ward servant, Mali and Sweeper etc. on the basis of a pooled seniority to be determined by continuous date of appointment in the Service. i) Middle with knowledge of Punjabi. ii) 3 years service on any of the class IV posts.	Matric with Punjabi
2	Peon, Mazdoor Chowkidar, Ward Servant, Mali, Sweeper etc.	-	100%	-	Preferably Primary Pass with knowledge of Punjabi Language

INDUSTRIAL**BINDING SECTION**

1	Press Daftri (75-105)	75%	25%	i) From amongst Learener Binders whose work/out-turn is upto the mark & conduct satisfactory Provided they are Middle with Punjabi	i) Matric with Punjabi ii) Trained in Binding Trade from I.T.I. OR Two years practical experience in Binding & allied works. Selection to made on the basis of a practical test.
2	Learner Binder (70-95)	-	100%	-	i) Middle with Punjabi. ii) Practical Experience/ knowledge of Binding work for atleast one year.

MACHINE ROOM

1	Inker (80-120)	50%	50%	On the basis of competitive test from amongst Industrial/ Ministerial workers who are Middle with Punjabi.	i) Matric with Punjabi. ii) Trained as Machine Man from I.T.I. OR Two years practical experience as Machine man or Inker.
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					Selection to be made on the basis of a practical test.
2	Forma Washer (70-95)	-	100%	-	i) Middle with Punjabi ii) Trained as Machine Man from I.T.I. OR Atleast one year practical experience in Letter Press machine room

COMPOSING SECTION

1	Distributor (80-120)	50%	50%	from Amongst Industrial/ Ministerial workers on the basis of a competitive test. i) matric with Punjabi and ii) Knowledge of Hindi will be considered as Addl. qualification	i) Matric with Punjabi ii) Preference will be given to those having knowledge of Hindi upto Middle standard iii) Trained in composing trade from I.T.I. OR having practical experience in composing & distributing work for atleast two years. Selection to be made on the
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					basis of a practical test.
2	Mazdoor (70-95)	-	100%	-	Knwoledge of Punjabi language and is physically fit & Suitable to discharge the duties of the post.

MONO SECTION

1	Metal Melter (80-120)	50%	50%	From amongst Mono Attendants and other Industrial/Ministerial workers who are Middle with Punjabi.	i) Matric with Punjabi ii) Practical experience and knowledge of the trade to be adjudged by a test
2	Mono Attendent	-	100%	-	Middle with Punjabi and with practical experience in the trade.

OFFSET SECTION

1	Asstt. Plate Grainer (80-120)	-	100%	-	i) Matric with Punjabi ii) 2 years practical experience and knowledge in the trade. Selection to be made on the basis of a practical test.
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READING SECTION

1 Proof Runner - 100% - Primary with
(70-95) Punjabi

Note:—The employees of the Deptt. can complete with the candidate of the employment exchange in the case of direct recruitment, provided the fulfil the conditions as meant for direct recruitment.

Chandigarh
Dated the 9-12-76

P.S. Walia
Controller,
Printing and Stationery Department, Punjab
Chandigarh

Endst. No. 6484-6520EA4/Admn/Pb.

Dated Chandigarh, the 9-12-76

A copy is forwarded to :-

- 1 The Asstt. Controller, Printing and Stationery Deptt. Punjab, Patiala.
- 2 Incharge, Ticket Printing Press, Patiala.
- 3 All Other Officers in the Printing and Stationery Department.
- 4 All Supervisors of Government Typewriters workshop.
- 5 All Heads of Section at head quarters.
- 6 E.A. I/II/III/IV/PA Steno to A.A.O./R.K./C.C./R.K. General.

Assistant Accounts Officer,
for Controller, Printing & Stationery Deptt. Punjab
Chandigarh

No. 11/10598-4 PP II/2209
GOVERNMENT OF PUNJAB
DEPARTMENT OF PERSONNEL
(PERSONNEL POLICIES BRANCH-ii)

Dated, Chandigarh the 5th February, 2003

To

All Heads of Departments.
Registrar, Punjab and Haryana High Court.
All Commissioners of Divisions
All Deputy Commissioners and
All Sub-Divisional Officers (Civil),
in the State of Punjab

Subject: Scheme for compassionate appointments-2002-Grant of employment in the State Service on compassionate grounds-Policy regarding.

I am directed to refer to this Department's policy instructions contained in letter No. 11/105/98-4PP-II/14420, dated 21.11.2002 on the subject cited above. According to the provisions of para 9(b) of these instructions it was laid down that compassionate appointments can be made upto a maximum of 5% of vacancies falling under direct recruitment quota in any group 'C' or 'D' posts. The Appointing Authority may hold back upto 5% of vacancies in the aforesaid categories to be filled by direct recruitment through Subordinate Service Selection Board or otherwise so as to fill such vacancies by appointment on compassionate grounds. A person selected for appointment on compassionate grounds should be objected in the recruitment roster against the appointment category vis SC/ST/OBC/General depending upon the category in which he belongs.

2. The Government have reconsidered the above provisions of para 9(b) of these instructions 'B' to be decided that the condition of 5% of vacancies falling under the direct appointment quota in any group 'C' or 'D' posts shall be applicable in case of compassionate appointment in respect of the following categories:-

- (a) A dependent member of the family of a person (bread-winner) killed or 100% physically disabled in terrorist action or by security forces acting in aid of civil power, in the State.

- (b) A dependent member of the family of the deceased Government employee, who dies in harness.

You, are, therefore, requested to take necessary action for compassionate appointments with regard to above categories accordingly.

These instructions may deem to have come into w.e.f. 21st November, 2002.

Yours faithfully,

(S.S.KHARA)

Joint Secretary Personnel.

A copy is forwarded to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab for information and necessary action.

Joint Secretary Personnel

All the Financial Commissioners,
Principal Secretarie, and
Administrative Secretaries to Govt. of Punjab.

No. 11/105/98-4PP.II/2211, dated, Chandigarh the 5th Feb., 2003

No. 11/105/98-4PP.II/2211, dated, Chandigarh the 5th Feb., 2003

A copy is forwarded to the Department of Finance of Public Enteroprises with the request that

Joint Secretary Personnel

**PRINTING & STATIONERY DEPARTMENT
NOTIFICATION**

The 23rd October, 1964

No. G.S.R.-240/Const/Art. 309/64.—In exercise of the powers conferred by the provision to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of service of persons appointed to the Punjab Printing and Stationery Department (Class III) Ministerial Service, namely :-

Part I—General

1. (1) These rules may be called the Punjab Printing and Stationery Department (Class III) Ministerial Service Rules, 1964.
 - (2) They shall come into force at once.
 - (3) They shall apply to the posts specified in Appendix 'A' to these rules.
2. In these rules unless the context otherwise requires:-
 - (a) "Board" means the Subordinate Services Selection Board, Punjab;
 - (b) "Commission" means the Punjab Public Service Commission;
 - (c) "Controller" means the Controller of Printing and Stationery, Punjab;
 - (d) "Department" means the Printing & Stationery Department, Punjab;
 - (e) "Direct Appointment" means an appointment made otherwise than by promotion or by transfer of person already in the service of the Government of India or of a State Government;
 - (f) "Government" means the Punjab Government in the Administrative Department;
 - (g) "Recognised University" means :-
 - (i) any university incorporated by law any of the States of India;
 - (ii) in the case of degrees and diploma obtained as a result of examinations held before the 15th August, 1947, the Punjab, Sind or Dacca University or

- (iii) any other University which is declared by Government to be a recognised University for the purposes of these rules;
- (h) "Services" means the Punjab Printing and Stationery Department (Class III) Ministerial Service;

Part II—Recruitment to Service

3. The service shall comprise the the posts shown in Appendix "A" to these rules:

Provided that nothing in this rule shall affect the in herent right of Government to make addition to or reductions the cadre of the service, either permanently or temporarily.

4. All appointments to posts in the Service shall be made by the Controller.

5. (1) No person shall be appointed to the service, unless he is:-
- (a) a citizen of India, or
 - (b) a subject of Sikkim, or
 - (c) a subject of Nepal, or
 - (d) a subject of Bhutan, or
 - (e) a Tibetan Refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
 - (f) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India:

Provided that a candidate belonging to categories (c), (d), (e) and (f) shall be a person in whose favour a certificate of eligibility has been given by the competent authority and if he belongs to category (f) the certificate of eligibility will be issued for a period of one year, after which such a candidate will be retained in service subject to his having acquired Indian Citizenship.

(2) A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board, Commission, or any other recruiting authority on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being given to him by the competent authority.

6. (1) No person shall be recruited to the service by direct

appointment, unless he,—

- (a) is not less than 17 and not more than 25 years of age on the date of appointment, subject to the condition that the service rendered by any person before the age of 18 years will not qualify for pension as provided in rule 3.9 of Punjab Civil Services Rules, Volume II:

Provided that Government may, in special circumstances to be recorded in writing, relax the upper age limit:

Provided further that in the case of candidates belonging to 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.

- (b) Produces a certificate of character from the Principal academic officer of his University, college, school or institution last attended if any, and similar certificates from two responsible persons not being his relatives who are well acquainted with him in his private life and are not connected with his university, college, school or institution.

(2) No person who has more than one wife living or is married to a person who already has a wife living shall be eligible for appointment to any post in the Service, unless the Government, after being satisfied that there are special grounds for doing so, exempts such a person from the operation of this provision.

7. (1) Recruitment to posts in the Service shall be made as under:-
 - (a) In the case of Superintendent by promotion from amongst Managers and Head Assistant.
 - (b) In the case of Managers, by promotion from amongst Head Assistants.
 - (c) In the case of head Assistant, by promotion from amongst Assistant Manager and Assistant in-charge.
 - (d) In the case of Assistant manager, by promotion from amongst Assistant-in-charge.
 - (e) In the case of Assistants-in-charge by promotion from amongst the Assistants and Stenographer.

Provided that the promotion of the Stenographer will be subject to the conditions laid down in the Punjab Civil Services (Promotion of Stenographer and Steno-typists) Rules, 1961.

- (f) In the case of Assistants:-
 - (i) by promotion from amongst the Clerks and Steno-typists; provided they have qualified the Boards's test; or
 - (ii) by transfer; or
 - (iii) by direct a appointment
- (g) In the case of stenographer:-
 - (i) by promotion from the Steno-typists or
 - (ii) by transfer; or
 - (iii) by direct appointment.
- (h) In the case of Steno-typists:-
 - (i) by promotion from amongst Clerks, provided they have requisite speed in shorthand and typewriting; or
 - (ii) by transfer; or
 - (iii) by direct appointment.
- (i) In the case of Clerks by direct appointment.
- (j) I the case of Photedar, Addressographer, Gestetener Operator and Paper Issuers:-
 - (i) by promotion from amongst persons serving in Class IV posts in the Department; or
 - (ii) by direct appointment.
- (k) In the case of Carpenters:-
 - (i) by promotion from amongst persons serving in Class IV posts in the Department; or
 - (ii) by direct appintment.
- (l) In the case of Junior Auditor:-
 - (i) by promotion from amongst Clerks
 - (ii) by transfer or;
 - (iii) by direct appointment.
- (m) In the case of Senior Auditor:-
 - (i) by promotion of Junior Auditor;
 - (ii) by transfer; or
 - (iii) by direct appointment.

(2) Whenever any vacancy occurs Service the appointing authority shall decide the manner in which it shall be filled in.

(3) All promotions whether from one and another or from one class of Service to another shall be by selection based on merit and taking into consideration seniority alone shall not give any right of appointment.

8. No person shall be appointed to the Service, unless he possesses the educational and other qualifications mentioned below:-

Educational and other qualifications

Sr. No.	Name of the post	Minimum Educational qualification	Other qualifications and experience
1	Superintendent	..	Atleast 10 years experience of working on all or on any one or more posts of- Assistant, Assistant-in-charge, Assistant Manager, head Assistant and Manager.
2	Manager	..	Atleast 7 years experience of working on all or on any one or more of the posts of- Assistant, Assistant-in-charge, Assistant Manager, and Head Assistant.
3	Head Assistant	..	Atleast 5 years experience of working on all or on any one or more of the posts of- Assistant, Assistant-in-charge, Assistant Manager.
4	Assistant Manager	..	Atleast 5 years experience of working on all or any one or more of the posts of- Clerk Assistant, Assistant-in-charge.
5	Assistant-incharge	..	Atleast 5 years experience of working on all or any one or more posts of- Clerk and Assistant.
6	Assistant	A graduate of recognised University if recruited by direct appointment or a Matriculate if recruited by promotion.	Atleast 3 years experience as Clerk for promotion.

Sr. No.	Name of the post	Minimum Educational qualification	Other qualifications and experience
7	Stenographer to Controller	(a) A graduate of recognised University if recruited by direct appointment or a Matriculate if recruited by promotion. (b) Speed in shorthand 100 words per minute and in typewriting 40 words per minute.	A person recruited by direct appointment should have qualified the Board's Test for the post.
8	Steno-typist	Matriculate 1st Division, Intermediate 2nd Division or a Graduate of recognised University if recruited by direct appointment.	In case of appointment by promotion he should know shorthand and type writing and in case of direct appointment he should have qualified Board's Test.
9	Clerks	Matriculate 1st Division, Intermediate 2nd Division or a Graduate of recognised University, if recruited by direct appointment.	A person recruited by direct appointment should have qualified the Board's Test, preference given to one having knowledge of typing.
10	Photedar, Addressographer, Gestetner Operator and Paper Issuer	Matriculate if recruited by direct appointment.	..
11	Carpenters	Preferably qualified up to Middle School Standard	3 years experience as Carpenter.
12	Senior Auditor	Graduate of a recognised University	SAS or other qualifications considered relevant to it by the Commission.
13	Junior Auditor	Graduate of a recognised University	Three years experience in clerical work preferably in accounts.

Provided that other things being equal preference be given to a candidate at the time of direct appointment who has himself worked for the of national independence or has rendered some outstanding social or public Service.

**PRINTING & STATIONERY DEPARTMENT
NOTIFICATION**

The 23rd October, 1964

No. G.S.R.-239/Const./Art. 309/64.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules, regulating the recruitment and the conditions of service of persons appointed, to the Punjab Printing and Stationery Department (Class III) Industrial Service, namely :-

PART I – GENERAL

1. (1) These rules may be called the Punjab Printing and Stationery Department (Class III) Industrial Service Rules, 1964.
 - (2) They shall come into force at once.
 - (3) They shall apply to the posts specified in Appendix 'A' to these rules.
2. In these rules unless the context otherwise requires:-
 - (a) "Board" means the Subordinate Services Selection Board, Punjab.
 - (b) "Commission" means the Punjab Public Service Commission.
 - (c) "Controller" means the Controller of Printing and Stationery, Punjab.
 - (d) "Department" means the Printing & Stationery Department, Punjab.
 - (e) "Direct Appointment" means an appointment made otherwise than by promotion or by transfer of person already in the service of the Government of India or of a State Government.
 - (f) "Government" means the Punjab Government in the Administrative Department.
 - (g) "Recognised University" means :-
 - (i) any university incorporated by law in any of the States of India;
 - (ii) in the case of degrees and diploma obtained as a result of examinations held before the 15th August, 1947, the Punjab, Sind or Dacca University.

- (iii) any other University which is declared by Government to be a recognised University for the purposes of these rules; and
- (h) “Services” means the Punjab Printing and Stationery Department (Class III) Industrial Service;

PART II – RECRUITMENT TO SERVICE

3. The service shall comprise the posts shown in Appendix “A” to these rules:

Provided that nothing in this rule shall affect the inherent right of Government to make addition to or reductions in the cadre of the service, either permanently or temporarily.

4. All appointments to posts in the Service shall be made by the Controller.

5. (1) No person shall be appointed to the service, unless he is:-
- (a) a citizen of India, or
 - (b) a subject of Sikkim, or
 - (c) a subject of Nepal, or
 - (d) a subject of Bhutan, or
 - (e) a Tibetan Refugee who came over to India before the 1st January, 1962 with the intention of permanently setting in India, or
 - (f) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India:

Provided that a candidate belonging to categories (c), (d), (e) and (f) shall be a person in whose favour a certificate of eligibility has been given by the competent authority and if he belongs to category (f) the certificate of eligibility will be issued for a period of one year, after which such a candidate will be retained in service subject to his having acquired Indian Citizenship.

(2) A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Board, Commission, or any other recruiting authority on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being given to him by the competent authority.

6. (1) No person shall be recruited to the service by direct appointment, unless he—

- (a) is not less than 18 and not more than 25 years of age on the date of appointment :

Provided that Government may, in special circumstances to be recorded in writing, relax the upper age limit:

Provided further that in the case of candidates belonging to 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.

- (b) Produces a certificate of character from the Principal academic officer of his University, college, school or institution last attended if any, and similar certificates from two responsible persons not being his relatives who are well acquainted with him in his private life and are not connected with his university, college, school or institution.

(2) No person who has more than one wife living or is married to person who already has a wife living shall be eligible for appointment to any post in the Service, unless the Government, after being satisfied that there are special grounds for doing so, exempts such a person from the operation of this provision.

7. (1) Recruitment to posts in the Service shall be made as under:-

General Supervision

- (1) In th case of General Foreman:-
- (i) by promotion from amongst Training Instructor, Section Holder and Assistant General Foreman; or
- (ii) by direct appointment.
- (2) In th case of Training Instructor:-
- (i) by promotion from amongst Section Holders and Assistant General Foreman; or
- (ii) by direct appointment.
- (3) In the case of Assistant General Foreman:-
- (i) by transfer from amongst Section Holders; or
- (ii) by direct appointment.

Reading Branch

(4) In the case of head Reader, by promotion from amongst P.O. Reader

(5) In the case of P.O. Reader by promotion from amongst Reader provided they have qualified the departmental test.

(6) In the case of Readers, by promotion from amongst Revisers, provided they have qualified the departmental test or by direct appointment.

(7) In the case of Revisers, by promotion from amongst Copyholders.

(8) In the case of Copyholders, by direct appointment.

Photo Process Section

(9) In the case of Foreman, Process, by promotion from amongst Camera Operator and Process Etchers.

(10) In the case of Camera Operators and Process Etchers, by direct appointment.

(11) In the case of Moulder, by promotion from amongst Carpenters; provided they have qualified the departmental test.

(12) In the case of Router and Vacuum Printer, by promotion from amongst the Industrial Establishment of the Department; provided they have qualified the departmental test.

Composing Section

(13) In the case of Section Holders. Composing and Section Holder Mono.–

50 per cent by promotion from amongst Computers and Assistant Section Holders, Composing, Lino and Mono and 50 per cent by promotion from amongst Mono Operators and Lino Operators, provided they have qualified departmental test of computers or Assistant Section Holders:

Provided that if no suitable candidate is available in the Department recruitment may be made by direct appointment.

(14) In the case of Assistant Section Holders Composing, Assistant Section Holder Lino and Assistant Section Holder Mono–

- (i) by promotion from amongst the Senior Compositors, Provided they have qualified the departmental test; or

- (ii) by transfer from amongst Computers; or
- (iii) by direct appointment.

(15) In the case of Senior Compositors by promotion from amongst Junior Compositors.

(16) In the case of Junior Compositors.–

- (i) by promotion from amongst Distributors, provided they have qualified the departmental test; or
- (ii) by direct appointment.

(17) In the case of Galley Proof Pressmen, Composing, Lino and Mono.–

- (i) by promotion from amongst Rotary Attendants and Forma Washers, provided they have qualified the departmental test; or
- (ii) by direct appointment.

Binding Section

(18) In the case of Section Holders.–

- (i) by promotion from amongst Assistant Section Holders (Bindery); or
- (ii) by direct appointment.

(19) In the case of Assistant Section Holders.–

- (i) by promotion from amongst the Warehouse Operator, provided they have qualified the departmental test; or
- (ii) by direct appointment.

(20) In the case of Warehouse Operators by promotion from amongst Binders, provided they have qualified the departmental test.

(21) In the case of Binder by promotion from amongst Press Daftries.

Lino Section

(22) In the case of Head Mechanic.–

- (i) by promotion from amongst Lino Operators; or
- (ii) by direct appointment.

(23) In case of Lino

(24) In the case of

Mono Section

(25) In the case of Head Mechanic.–

- (i) by promotion from amongst Mono Operators;
- (ii) by direct appointment.

(26) In the case of Mono Operators, by direct appointment.

(27) In the case Mono Mechanic, by promotion from amongst Super Caster, provided they have qualified the departmental test.

(28) In the case of Super Caster, by promotion from amongst Mono Casters.

(29) In the case of Mono Casters, by promotion from amongst industrial establishment of the department, provided they have qualified the departmental test.

Machine Section

(30) In the case of Section Holder.–

- (i) by promotion from amongst Assistant Section Holder (machine); or
- (ii) by direct appointment.

(31) In the case of Assistant Section Holders.–

- (i) by promotion from amongst Senior Machinemen, provided they have qualified the departmental test; or
- (ii) by direct appointment.

(32) In the case of Rotary Machinemen, by promotion from amongst Senior Mahinemen.

(33) In the case of Senior Machinemen, by promotion from amongst Junior Machinemen.

(34) In the case of Junior Machinemen.–

- (i) by promotion from amongst Treadlemen and Torary Inkers, provided they have qualified the departmental test; or
- (ii) by direct appointment.

(35) In the case of Treadlemen and Rotary Inker.–

- (i) by promotion from amongst Galley Proof Pressmen & Inkers, provided they have qualified the departmental test; or
- (ii) by direct appointment.

Computing Section

- (36) In the case of Section Holder.—
- (i) by transfer of Section Holder (Composing); or
 - (ii) by promotion from amongst Computers and Assistant Section Holders (Composing, Lino and Mono); or
 - (iii) by direct appointment.
- (37) In the case of Computers.—
- (i) by transfer of an Assistant Section Holder of any section;
 - (ii) by promotion from amongst Senior Compositors, provided they have qualified the departmental test;
 - (iii) by direct appointment.

Stereo Foundry

- (38) In the case of Assistant Section Holder.—
- (i) by promotion from amongst Stereo Plate Casters provided they have qualified the departmental test; or
 - (ii) by direct appointment.
- (39) In the case of Stereo Plate Casters.—
- (i) by promotion from amongst the industrial establishment on the department, provided they have qualified the departmental test; or
 - (ii) by direct appointment.

Litho Section

- (40) In the case of Section Holder.—
- (i) by promotion of Assistant Section Holder and Lithographer in equal proportion; or
 - (ii) by direct appointment.
- (41) In the case of Lithographer, by direct appointment.
- (42) In the case of Assistant Section Holder.—
- (i) by transfer of Caligrapher or Rotary Machinemen in the scale of Rs. 80-5-120/5-175 in Litho Section; or
 - (ii) by direct appointment.
- (43) In the case of Caligrapher.—
- (i) by promotion of a Retoucher; or
 - (ii) by direct appointment.

(44) In the case of Rotary Machinemen.—

- (i) by promotion from amongst Litho Transferers; or
- (ii) by direct appointment.

(45) In the case of Retoucher, by direct appointment.

(46) In the case of Litho Transferer by promotion from amongst Plate Grainers or Litho Inkers, provided they have qualified the departmental test.

Workshop

(47) In the case of Press Head mechanic.—

- (i) by promotion of a Press Mechanic; or
- (ii) by direct appointment.

(48) In the case of Mechanics.—

- (i) by promotion from amongst the industrial establishment of the Department, provided they have qualified the departmental test; or
- (ii) by direct appointment.

(49) In the case of Electricians by direct appointment.

(50) In the case of Carpenters or Blacksmiths, by direct appointment.

(51) In the case of Roller Casters, by promotion from amongst the industrial establishment of the department, provided they have qualified the departmental test.

Miscellaneous

(52) In the case of Truck Driver by direct appointment.

(53) In the case of Impositors, by promotion from amongst the Industrial establishment of the department, provided they have qualified the departmental test;

Note.—1. Whenever any vacancy occurs in the Service, the appointing authority shall decide the manner in which it shall be filled in.

Note.—2. All promotions whether from one grade to another or from one class of Service to another shall be made by selection based on merit and taking into consideration seniority and seniority alone shall not give any right of appointment.

8. No person shall be appointed to the Service unless the possesses educational and other qualifications mentioned below:-

Educational and other qualifications

Sr. No.	Name of the post	Minimum Educational qualification	Other qualifications and Experience
1	General Foreman	Matric	For appointment by promotion, 5 years experience on all or any one or more of the post of Training Instructor, Section Holder and Assistant General Foreman If recruited by direct appointment 3 years diploma course in printing tchnology or full technological certificate in Printing from a recognized institution and at least 3 years supervisory experience in a large printing press.
2	Training Instructor	Matric	For appointment by promotion, 3 years experience as Section Holder or Assistant General Foreman, if recruited direct appointment 3 years course in printing technology tchnological certificate in printing from a recognised institute and at least 2 years supervisory experience in a large printing press.
3	Assistant General Foreman	Matric	For recruitment by direct appointment, 3 years diploma course in printing tchnology from a recognised institute or full technological certificate in printing from an examining institute and two years superivisory experience in the large printing press.

READING BRANCH

4	Head Reader	Matric	At least 5 years experience as P.O. Reader.
5	P.O. Reader	Matric	Qualifies departmental test.
6	Reader	matric for appointment by promotion Graduate for recruitment by direct appointment.	Qualified departmental test. Three years experience as P.O. Reader
7	Reviser	Matric	..
8	Copyholder	Matric, 2nd Division	Preferably with experience in composing, should possess knowledge of Hindi and Punjabi

PHOTO PROCESS SECTION

9	Foreman (Process)	Matric	..
10	Camera Operator and Process Etcher	Matric, preferably with science	3 years practical experience as a Camera operator or Process Etcher
11	Router and Vacuum Printer	Middle	..
12	Mounter	Preferably Middle.	..

COMPOSING SECTION

13	Section Holder, Composing and Mono	Matric	For recruitment by direct appointment, a certificate in composing from a recognised institute and 3 years practical experience.
14	Assistant Section Holder Composing, Assistant Section Holder Lino, and Assistant Section Holder Mono	Matric	For recruitment by direct appointment, 2 years course certificate in composing or an equivalent certificate in composing from a recognised institute.
15	Senior Compositors	Middle	..

16	Junior Compositor	Middle	Should be able to do the prescribed out-turn in composing.
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BINDING SECTION

17	Section Holder	Matric	For recruitment by direct appointment, 2 years course certificate in Binding from a Recognised institute and 3 years practical experience.
18	Assistant Section Holder	Matric	For recruitment by direct appointment, two years course certificate in binding or an equivalent certificate in Binding from a recognised institute.
19	Warehouse Operator	Preferably Middle	..
20	Binder	Ditto	..

LINO SECTION

21	Lino Head Mechanic	Preferably Matric	For recruitment by direct appointment, 5 years experience in maintenance, operation and repairs of Lino or Intertype Machines preferably with a Mechanics Certificate.
22	Lino Operator	Matric	A person should be conversant with composing with a minimum hourly speed in Lino Operation at 5,000 corrected ens.
23	Barman	Preferably Middle	..

MONO SECTION

24	Mono Head Mechanic	Preferably Matric	For recruitment by direct appointment, 5 years practical experience in maintenance, operation and repairs of Mono Machines both Key Board and Casters preferably with a Mechanic's Certificate.
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25	Mono Operator	Matric	A person should be conversant with composing with a minimum hourly speed in Mono Operation at 7,000 corrected ens in English and 4,000 corrected ens in Hindi or Punjabi.
26	Mono Mechanic	Middle	..
27	Super Caster	Preferably Middle	..
28	Mono Caster	Ditto	A person should have some experience in distribution and composing.

MACHINE SECTION

29	Section Holder	Matric	For recruitment by direct appointment, two years course certificate in printing from a recognised institute and 3 years practical experience.
30	Assistant Section Holder	Matric	For recruitment by direct appointment, two years course certificate in Machine work from a recognised institute.
31	Rotary Machineman	Preferably Middle	..
32	Senior Machineman	Ditto	
33	Junior Machineman	Ditto	For recruitment by direct appointment, three years practical experience as Machineman and knowledge of 3 colour printing.
34	Treadleman and Rotary Inker	..	For recruitment by direct appointment three years practical experience as Treadleman or Rotary Inker and knowledge of 3 colour printing.
35	Galley Proof Pressman	Middle	For recruitment by direct appointment, two years experience in the line.

COMPUTING SECTION

- | | | | |
|----|---------------|--------|---|
| 36 | Section Hoder | Matric | For recruitment by direct appointment, two years course certificate in printing or an equivalent certificate in printing technology from a recognised institute and three years practical experience. |
| 37 | Computers | Matric | For recruitment by direct appointment, two years course certificate in printing or an equivalent certificaes in Printing technology from a recognised institute. |

STEREO FOUNDARY

- | | | | |
|----|--------------------------|--|---|
| 38 | Assistant Section Holder | Matric | For recruitment by direct appointment, two years course certificate in printing technology from a recognised institute. |
| 39 | Stereo Plate Caster | For recruitment by direct appointment, Middle.
For appointment by promotion, Preferably Middle. | For recruitment by direct appointment, two years practical experience as Stereo Plate Caster. |

LITHO SECTION

- | | | | |
|----|--------------------------|--------|--|
| 40 | Section Holder | Matric | Lithographer must qualify the departmental test of Assistant Section Holder before he can be considered for promotion. In the case of recruitment by direct appointment, two years course certificate in Lithography, or in commercial art with at least 3 years practical experience in the line. |
| 41 | Lithographer | Matric | Two years course certificate in Lithography or in commercial art or three years practical experiece in Offset Lithography. |
| 42 | Assistant Section Holder | Matric | For recruitment by direct appointment, two years course certifiates in Litho printing from a recognised institute. |

			For appointment by promotion, a person should pass the departmental test.
43	Caligrapher	Matric	For recruitment by direct appointment, three years practical experience in Caligraphy or two years course certificate in Commercial Art.
44	Litho Rotary Machineman	Middle	For recruitment by direct appointment, five years practical experience in the art of Litho Offset Printing.
45	Retoucher	Preferably Matric	Two years practical experience in Litho Plate retouching and corrections.
46	Litho Transferer	Preferably Middle	..
WORKSHOP			
47	Press head Mechanic	Preferably Matric	For recruitment by direct appointment, Mechanic's certificate from a recognised institute and three years experience in the repair and maintenance of Printing and bindery machine or 7 years practical experience in the maintenance of all types of printing and bindery machines.
48	Mechanic	Middle	For recruitment by direct appointment, four years practical experience in the maintenance and repair of printing and bindery machines or a Mechanic's certificate with at least two years practical experience.
49	Electrician	Middle	Three years practical experience in Electrical wiring and in the maintenance and upkeep of electric motors and qualifications in Electrical Supervisors Course.
50	Carpenter/Blacksmith	Preferably Middle	..

51 Roller Caster Preferably Middle ..

MISCELLANEOUS

52 Truck Driver Preferably Middle Licence Holder

53 Impositor Preferably Middle ..

PART III – CONDITIONS OF SERVICE

9. (1) Persons appointed to the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruited otherwise, provided that:-

- (a) any period after appointment to the Service spent on deputation on a corresponding or higher post shall count towards the period of probation fixed under this rule;
- (b) in the case of an appointment by transfer any period of work on equivalent or higher post, prior to appointment to the Service may, at the discretion of appointing authority, be allowed to count towards the period of probation fixed under this rule; and
- (c) an officiating appointment in the Service shall be reckoned as a period spent on probation but no member who has thus officiated shall on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent post.

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

- (a) dispense with his services, if recruited by direct appointment; or
- (b) if recruited otherwise–
 - (i) revert him to his former post; or
 - (ii) deal with him such 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) confirm such person from the date of his appointment or from any date following such appointment, from which the permanent vacancy exists; or

- (b) if no permanent vacancy exists declare that he has completed his probation satisfactorily; or
- (c) if his work or conduct has in its opinion not been satisfactory dispense with his services, if recruited by direct appointment; or if recruited otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment permit; or
- (d) 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 extension, if any, shall not exceed three years.

10 The seniority *inter se* of members of the Service shall be determined by the dates of their continuous appointment in the Service;-

Provided that in case of members recruited by direct appointment, the order of merit determined by the Commission or the Board, shall not be disturbed and person appointed as a result of an early selection shall be senior to those appointed as a result of subsequent selection—

provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:

- (a) a member recruited by direct appointment shall be senior to a member recruited otherwise;
- (b) a member recruited by promotion shall be senior to a person recruited by transfer;
- (c) in the case of members, recruited by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and
- (d) in the case of members recruited by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher rate of pay in his previous appointment and if the rates of pay drawn are also the same then by their length of service in those appointments; and if the length of service

is the same and older member shall be senior to a younger member.

This rule shall not apply to persons appointed on purely provisional basis pending their passing qualifying test.

In the case of members whose period of probation is extended under rule 9 the date of appointment for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation extended.

11 In respect of leave, pension and other cognate matters not expressly provided for in these rules, the members of the Service shall be governed by such rules and regulations as may have been or may hereafter any be adopted or framed by the competent authority under article 309 of the Constitution of India or any law or rules made thereunder:

Provided that in the case of members of the Service who were employees of erstwhile State of Patiala and East Punjab State Union, leave, pension and other cognate matters shall unless Punjab rules are made applicable to them with their consent or in accordance with law, be governed by the rules and regulations applicable to them immediately before the 1st November, 1956.

12 In matters relating to discipline, punishments and appeals, the members of Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1952 as amended from time to time.

Provided that the nature of penalties which may be imposed the authority empowered to impose such penalties and the appellate authority, subject to the provisions of law or rules, made under article 309 of the Constitution of India, shall be as specified in Appendix B to these rules.

13 Members of the Service shall be entitled to such scales of pay, if any, as may be authorised by Government from time to time. The scales of pay at present in force are given in Appendix 'A' to these rules.

14 Every members of the Service shall get himself vaccinated or re-vaccinated when the appointing authority or Government so direct by special or general orders.

15 (1) A member of the Service unless he has already done so,

shall pass such departmental examination and within such period as may be prescribed by appointing authority.

Provided that the appointing authority in consultation with the Government and in addition to the departmental examination may from time to time prescribe any other examination to be passed before any official can be considered eligible for promotion or appointment to any post in the service:

provided further that the appointing authority in consultation with the Government, may for any sufficient cause, extend the period within which any member is required to pass the departmental examination.

(2) If a member of the Service fails to pass the departmental examination within the prescribed period or within the extended period, if any he shall not earn his future grade increments till such time as he passes it when the increments shall be released retrospectively;

Provided that he shall not be entitled to get any arrears of the released grade increments for the period during which he could not pass the departmental examination.

16 Every member of the 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.

17 Every member of the Service shall be liable to transfer under the orders of Government anywhere within the State of Punjab or to any other place in India where he may be required to proceed under the administrative control of Punjab Government.

18 Where the Government is satisfied that the operation of these rules causes undue hardship in any particular case, it may by order, dispense with or relax the requirement of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

19 The Punjab Printing Subordinate Service Rules, 1943 published with Punjab Government Notification No. 6990-EI043/5053, dated the 20th January, 1944 are hereby repealed:

Provided that any action taken or any order passed under the provision of the rules hereby repealed shall be deemed to have been taken or passed under the corresponding provisions of these rules.

APPENDIX 'A'
(See Rules, 1, 3 and 13)

Designation of post	Number of Posts		Scale of pay
	Permanent	Temporary	
GENERAL SUPERVISION			
1 General Foreman	.. 2	1	250-15-400
2 Training Instructor	..	1	160-8-240/10-330
3 Assistant General Foreman	.. 2	..	116-8-180/10-250
READING BRANCH			
1 Head Readers	.. 2	..	200-10-250-10-300
2 P.O. Readers	.. 12	5	116-8-180/10-250
3 Readers	.. 12	7	80-5-120/5-175
4 Revisers	.. 7	5	60-4-80/5-120
5 Copy Holders	.. 28	10	50-3-80/4-100
PHOTO PROCESS SECTION			
1 Foreman Process	1	106-6-160/8-200
2 Camera Operator	1	106-6-160/8-200
3 Process Etcher	2	106-6-160/8-200
4 Router	1	50-3-80/4-100
5 Mounter	1	50-3-80/4-100
6 Vacuum Printer	1	50-3-80/4-100
COMPOSING SECTION			
1 Section Holders	.. 8	3	116-8-180/10-250
2 Assistant Section Holder	.. 8	3	80-5-120/5-175
3 Senior Compositors	.. 47	77	60-4-80/5-120
4 Junior Compositors	.. 51	74	50-3-80
5 Galley Proof Pressmen	.. 5	5	40-2-60
BINDING SECTION			
1 Section Holders	.. 1	3	116-8-180/10-250
2 Assistant Section Holder	.. 3	3	80-5-120/5-175
3 Warehouse Operator	.. 13	28	50-3-80/4-100
4 Binders	.. 52	56	50-3-80

Designation of post	Number of Posts		Scale of pay
	Permanent	Temporary	
LINO SECTION			
1 Head Mechanic	.. 1	..	125-8-205/10-275
2 Assistant Section Holder	1	80-5-120/5-175
3 Lino Operators	.. 9	1	106-6-160/8-200
4 Barmen	2	50-3-80
5 Galley Proof Pressmen	.. 1	1	40-2-60
MONO SECTION			
1 Section Holder	.. 1	..	116-8-180/10-250
2 Assistant Section Holder	.. 1	..	80-5-120/5-175
3 Head Mechanics	.. 1	..	125-8-205/10-275
4 Mono Mechanics	.. 2	1	80-5-120/5-175
5 Mono Operators	.. 17	9	106-6-160/8-200
6 Super Casters	.. 1	1	60-4-80/5-120
7 Mono Casters	.. 18	17	50-3-80/4-100
8 Galley Proof Pressmen	3	40-2-60
MACHINE SECTION			
1 Section Holder	.. 1	4	116-8-180/10-250
2 Assistant Section Holders	.. 2	4	80-5-120/5-175
3 Rotary Machine Men	.. 1	1	106-6-160/8-200
4 Junior Machine Men	.. 16	6	50-3-80/4-100
5 Tradle Men	.. 5	20	50-3-80
6 Rotary Inkers	.. 1	1	50-3-80
7 Senior Machine Men	.. 15	10	60-4-80/5-120
COMPUTING SECTION			
1 Section Holders	.. 3	..	116-8-180/10-250
2 Computers	.. 9	16	80-5-120/5-175
STEREO FOUNDARY			
1 Assistant Section Holder	.. 1	..	80-5-120/5-175
2 Stereo Plate Casters	.. 6	..	50-3-80

Designation of post	Number of Posts		Scale of pay
	Permanent	Temporary	
LITHO SECTION			
1 Section Holders	.. 1	..	116-8-180/10-250
2 Assistant Section Holder	1	80-5-120/5-175
3 Litho Grapher	1	106-6-160/8-200
4 Caligraphers	.. 6	..	80-5-120/5-175
5 Retoucher	.. 1	..	80-5-120/5-175
6 Rotary Machine Men	.. 3	6	60-4-80/5-120
7 Litho Transfers	.. 1	3	50-3-80/4-100
WORKSHOP			
1 Press Head Mechanic	.. 1	..	125-8-205/10-275
2 Mechanics	.. 2	1	80-5-120/5-175
3 Electricians	.. 2	1	80-5-120/5-175
4 Black Smiths	.. 2	..	50-3-80
5 Carpenters	.. 3	..	50-3-80
6 Roller Casters	.. 3	..	40-2-60
MISCELLANEOUS			
1 Drivers	.. 1	1	60-3-90
2 Impositors	.. 8	5	50-3-80

APPENDIX 'B'
[See Rule 12(1)]

Designation of post		Penalty	Authority empowered to impose penalty	Appellate authority
1	General Foreman	..	1. Censure	Controller Government
2	Training Instructor	..	2. With holding of increments or promotion including stoppage at any Efficiency Bar.	
3	Assistant General Forman	..		
4	Head Reader	..		
5	P.O. Reader	..		
6	Reader	..		
7	Reviser	..	3. Reduction to a lower post time scale or to a lower stage in a time scale	
8	Copyholder	..		
9	Foreman Process	..		
10	Camera Operator	..		
11	Process Etchers	..		
12	Router	..	4. Recovery from pay the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.	
13	Mounter	..		
14	Vacume Printer	..		
15	Section Holder	..		
16	Assistant Section Holder	..		
17	Senior Compositor	..		
18	Junior Compositor	..		
19	Galley Proof Pressman	..	5. Suspension.	
20	Warehouse Operator	..		
21	Binder	..	6. Removal from the Civil Service of the Government which does not disqualify from future employment.	
22	Head mechanic	..		
23	Lino Operator	..		
24	Mono Mechanic	..		
25	Bar man	..		
26	Mono Operator	..		
27	Supper Caster	..	7. Dismissal from civil service of the Government which ordinarily disqualifies from future employment.	
28	Mono Caster	..		
29	Rotary Machine Man	..		
30	Senior Machineman	..		
31	Junior Machineman	..		
32	Treadleman	..		
33	Rotary Inker	..		
34	Computers	..		
35	Stereo Plate Caster	..		
36	Lithographer	..		
37	Caligrapher	..		
38	Retourcher	..		
39	Litho Rotary Machineman	..		
40	Litho Transferer	..		
41	Press Head Mechanic	..		
42	Mechanic	..		
43	Electricians	..		
44	Blacksmith	..		
45	Carpenter	..		
46	Roller Caster	..		
47	Driver	..		
48	Impositor	..		

APPENDIX 'C'
[See Rule 12(2)]

Designation of member of service	Nature of Order	Authority empowered to pass orders	Appellate authority
1 General Foreman ..	1. Reducing the Maximum	Controller	Government
2 Training Instructor ..	amount of ordinary pen-		
3 Assistant General Forman ..	sion or withholding the		
4 Head Reader ..	whole or reducing the		
5 P.O. Reader ..	maximum amount of		
6 Reader ..	additional pension		
7 Reviser ..	admissible under the		
8 Copyholder ..	rules governing pensions.		
9 Foreman ..			
10 Camera Operator ..	2. Terminating his appoint-		
11 Process Etchers ..	ment otherwise that upon		
12 Router ..	his reaching the age fixed		
13 Mounter ..	for superannuation.		
14 Vacume Printer ..			
15 Section Holder ..			
16 Assistant Section Holder ..			
17 Senior Compisitor ..			
18 Junior Compositor ..			
19 Galley Proof Pressman ..			
20 Warehouse Operator ..			
21 Binder ..			
22 Head mechanic ..			
23 Lino Operator ..			
24 Bar man ..			
25 Mono Mechanic ..			
26 Mono Operator ..			
27 Supper Caster ..			
28 Mono Caster ..			
29 Rotary Machine Man ..			
30 Senior Machineman ..			
31 Junior Machineman ..			
32 Treadleman ..			
33 Rotary Inker ..			
34 Computor ..			
35 Stereo Plate Caster ..			
36 Lithographer ..			
37 Caligrapher ..			
38 Retourcher ..			
39 Litho Rotary Machineman ..			
40 Litho Transferer ..			
41 Press Head Mechanic ..			
42 Mechanic ..			