

PUNJAB PANCHAYAT SECRETARIES (RECRUITMENT AND CONDITIONS OF SERVICE) RULES, 2013

PUNJAB GOVT_ GAZ. (EXTRA), JANUARY 25.2013 (MAGHA 05.1934 SAKA) GOVERNMENT OF PUNJAI* 19 DEPARTMENT ot; RURAL DEVELOPMENT AND PANCHAYATS Notification The 25th January, 2013 No. GS.R.4A'.A.9/1994,'SS26 and 227/2013.-ne following dran of the Punjab Panchayat Secretaries (Recruitment and Conditions ofService) Ru 20 which the Governor ot•punjab proposes to make in exercise ofthe powers conferred by section 227 read with section 26 of the Punjab Panchayati Raj Act, 1994 (Punjab Aet No. 9 or 1994). and all otherpowersenablinghitn in ibis behalf, is publishedas required by sub-section (I) orsection 227 of the said Act, for the information of the persons likely to be affected thereby. Notice is hereby given that the drafl will be taken into consideration by the Government on or after the expio• Of a period of thirty days from the date of publiicalion ofthis notification in the Official Gazette. togetherwith objection or suggestion, if any, which may be received by the Director. Rural Deveiopmem and Panchayats, Punjab. Vikas Bhawan, Sector-62, Ajitgarh, from any person before the expiry Of the period so specified with respect 10 tbc said draft, namely:- DRAFT RULES 1. Short title, commencement and application.- 1) These rules may be called the Punjab Panchayat Secretaries (Recruitment and Conditions of Service) Rules, 2013. (2) They Shall come into force on md with effect from the date of Äheir publication in the OffieialC.iazette. (3) They shall apply the post specified in Appendix 2. Definitions.- (1 these rules. unless the context otherwise requires.- (a) "Act" means the Punjab Panchayati Raj Act, 1994; (by Appendix" means an Appendix appended to these rules; (c) "Director" means Director Rural Development and Panchayats, Punjab; "Government" means the Government Of the State Of Punjab in the Department o/ Rural Development and Panchayats; (e) "Selection Committee" means a Committee constituted under rule .54)f these rules; and 20 PUNJAB GOVT. GAZ. (EXTRA), JANUARY 25, 2013 (MAGHA 05, 1934 SAKA) (f) "Service" means the Punjab Panchayat Secretaries Service. (2) The words and expressions used in these rules, but not defined, shall have the same meaning as assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994

3. Constitution of Service.-The Government hereby constitutes the Punjab Panchayat Secretaries Service, consisting of the number of posts as specified in Appendix Provided that nothing in these rules shall affect the inherent right of the Government to add to or to reduce the number of such posts or to create new posts with different designations and scales of pay whether permanently or temporary

4. Appointing Authority.- All appointments to the Service shall be made by the Director on the recommendation of Selection Committee keeping in view the merit list prepared by the said Committee

5. Constitution of Selection Committee.-(1) For the purpose of recruitment under these rules, there shall be a Selection Committee at the State level consisting of the following members, namely,- (i) Additional Director or Joint Director or Deputy Director as nominated by the Director; (ii) Deputy Director, Department of Defence Services Welfare or his representative; (iii) Deputy Director, Department of Sports and Youth Services or his representative; (iv) Deputy Director, Department of Scheduled Casts, Backward Classes and Development of Women and Children or his representative; and Chairman Member Member Member (v) Deputy Director (Incharge Panchayat Secretaries Member Establishment); Secretary (2) For the purposes of making selection, the Selection Committee shall follow the criteria, as specified in rule 7 of these rules

6. Method of appointment, qualifications and experience.- (1) Appointment to the Service shall be made in the manner specified in Appendix 'B': 21 PUNJAB GOVT. GAZ. (EXTRA), JANUARY 25, 2013 (MAGHA 05, 1934 SAKA) (2) No person shall be appointed to the post in the Service unless he possesses the qualifications and experience as specified against that post in Appendix 'B'. (3) After finalization of the selection process, the names of the selected candidates, in order of merit, shall be forwarded by the Selection Committee to the Director for issuing appointment letters

7. Criteria for selection.- (1) Applications for the recruitment to the posts of Panchayat Secretary shall be invited by the Director through an advertisement in two vernaculars i.e. Punjabi and English having wide circulation in the State. The application by the candidate shall be made in the format specified by the Selection Committee. The application



Form duly filled in alongwith specified fee in the form of demand draft or cheque or other suitable mode, shall only be considered. (2) Recruitment to the posts shall be made on the basis of scores obtained in written test and qualifications. Out of total two hundred marks (100 marks for written test and 100 marks for qualifications), a candidate shall be required to obtain minimum sixty-six marks (33 out of written test + 33 out of qualifications): Provided that the appointing authority may relax the condition of minimum 33 marks for qualifying written test in case sufficient candidates are not successful in relation to reserved categories. (3) The manner of test and calculation of scores in written test and qualifications shall be as under.-- (i) Selection Committee through outsourcing agency as approved by the State Government shall hold a written test for the candidates who have applied for the posts of Panchayat Secretary except appointments on compassionate ground. The written test shall comprise 100 questions carrying one mark each as below,- (a) Language proficiency - twenty five questions (thirteen questions of Punjabi and twelve questions of English) (b) General Knowledge - twenty five questions (c) Mental ability — twenty five questions (d) Mathematical skills - twenty five questions (Matric standard level). The question papers shall be in English and Punjabi (Gurumukhi script) 22 PUNJAB GOVT. GAZ. (EXTRA), JANUARY 25, 2013 (MAGHA 05, 1934 SAKA) and the candidates may opt any medium of instructions to give the written test. Minimum qualifying marks for candidates shall be thirty three percent. (ii) Marks of qualifications shall be calculated as below:- Qualifications 1 (i) Matric or equivalent (ii) 10+2 or equivalent (iii) Graduation (iv) Preferred Qualification (Graduation in Commerce) Total Marks Percentage of Marks obtained in the Examination 2 56 60 Maximum Marks Marks Obtained to be obtained plus marks for preferred qualification 3 25 Marks 30 Marks 40 Marks 5 Marks 100 4 14 (25% of column 2) 18 (30% of column 2) 24 (40% of column 2) 5 61 (4) The candidates who obtain minimum 66 marks in written test and qualifications, are required to qualify the computer type test in English with 35 words per minute and in Punjabi 30 words per minute. (5) The merit list of successful candidates in computer type test, shall be prepared on the basis of scores in written test and qualifications by adding five marks for preferred qualification (if a candidate is commerce graduate). In case some qualifying candidates obtain equal marks, the candidates older in age will be given preference. The number of candidates in the merit list prepared by the said Committee shall not exceed three times the number of vacancies actually available at the time of preparation of the merit list. The merit list of candidates so prepared shall remain valid for a period of six months from the date of declaration of result and after expiry of such period, it will be deemed to have been lapsed. 23 PUNJAB GOVT. GAZ. (EXTRA), JANUARY 25, 2013 (MAGHA 05, 1934 SAKA) 8. Pay of members of the service.- (1) The members of the Service shall be entitled to such scales of pay and allowances, as may be specified by the Government from time to time. The scales of pay, at present, in force in respect of the members of the Service are given in Appendix 'A'. (2) The proportionate amount of contributions shall be made by the Gram Panchayats out of their own sources as levied by the Panchayat Samiti in accordance with the instructions issued by the Director to meet out the expenses of salaries etc. of the Panchayat Secretaries. In-service training.-The candidates appointed to the service are, 9. immediately or as soon as possible, required to qualify six months in-service training course from the training centre recognized and authorized by the Department. In case any candidate fails to qualify the said course within a period of two and a half years, his services shall be liable to be terminated

10. Duties of Panchayat Secretaries.- The Panchayat Secretary shall be the incharge of the office of Gram Panchayat and shall work as an executive head. It shall be the duty of the Panchayat Secretary under the general supervision of the Sarpanch to.- (a) maintain the accounts, records, registers and other property of the Gram Sabha and the Gram Panchayat; (b) digitally update all the accounts of the Gram Panchayat; (c) protect shamlat lands and other Gram Panchayat lands from unauthorized occupation. He will take prompt action to file cases for eviction of unauthorized occupants over shamlat lands and other Gram Panchayat lands. He shall send monthly report regarding unauthorized occupation to the Block Development Officer and the District Development and Panchayat Officer alongwith action taken or to be taken against the unauthorized occupants; (d) ensuring completion of development works as per specifications within a specified period and utilization of funds i.e grants etc for the purposes; (e) issue notices of meetings and carry out resolutions passed by Gram Panchayats and the Gram Sabhas in his circle; (f) receive all money on behalf of Gram Panchayat and the Gram PUNJAB GOVT. GAZ. (EXTRA), JANUARY 25, 2013 (MAGHA 05, 1934 SAKA) Sabha, issue receipts therefor, in the specified form and maintain accounts of receipts and expenditure in the cash book and other relevant

records; (g) operate bank accounts of the Gram Panchayat alongwith the Sarpanch and/or other authorities according to the resolution passed by the Gram Sabha or Gram Panchayat subject to the conditions, if any, contained in the rules applicable or instructions issued by the Director from time to time, in this behalf; (h) consign records of every criminal, civil and revenue case decided by the Gram Panchayat to the General Record Room at District or Sub- Divisional Head Quarter every year; (i) consign other records of Gram Panchayat/ Gram Sabha cases to the record room maintained by the office of Panchayat Samiti after every general election or as may be ordered by the Executive Officer, Panchayat Samiti, or the Chief Executive Officer, Zila Parishad or departmental authorities; (j) supply copies of the judicial and non-judicial records of Gram Panchayat and arrange for the inspection of records by the parties after charging the specified copying or inspection fee; (k) arrange inspections of Gram Panchayats by the Officers, audit of accounts by the audit authority as may be specified by the Government and to remove objections raised in the audit and inspection notes; (l) prepare assessment of house tax and other taxes and fees imposed by the Gram Panchayat, periodically and to arrange recovery thereof in accordance with the provisions of these rules; (m) assist the Gram Panchayat in the discharge of the duties and functions under the Act or under any other law for the time being in force; (n) assist the Gram Panchayat and the official of the Department of Rural Development and Panchayats in the implementation and execution of all the programmes and schemes relating to the development of rural areas; act as a State Public Information Officer under the Right to (o) Information Act, 2005; and (p) carry out and abide by instructions issued by the Departmental authorities from time to time. 25 PUNJAB GOVT. GAZ. (EXTRA), JANUARY 25, 2013 (MAGHA 05, 1934 SAKA) 11. Cadre of Service.- There shall be state cadre for the Members of Service

12. Seniority of members of Service.-(1) The seniority of the members of Service shall be determined on the basis of length of their continuous service in the cadre: Provided that in the case of a member whose period of probation is extended under these rules, the date of appointment for the purpose of this rule shall be deemed to have been deferred to the extent the period of probation is extended. (2) Other provisions relating to the seniority provided in Appendix 'D' shall be applicable in so far as, they are in consonance with the aforesaid provisions

13. Departmental Examination.-(1) Every member of the Service, unless already done so, shall qualify departmental examination within two and a half years from the date of commencement of these rules. Details of syllabus will be prescribed by the Pandit Jawahar Lal Nehru State Institute of Rural Development, Punjab: Provided that a member of the Service exceeding fifty years of age, shall not be required to qualify departmental examination. (2) A member of the service shall be considered to have qualified the test only if he secures minimum fifty percent marks in the aggregate but not less than forty percent marks in each paper. A member of the service, who secures the prescribed minimum pass marks in each paper but has failed to secure the prescribed minimum marks in the aggregate, may re-appear in either or in all the papers so as to qualify the test. The test shall be conducted by the Pandit Jawahar Lal Nehru State Institute of Rural Development, Punjab: Provided that in case a person fails to qualify the Departmental Examination within the specified period, he shall be allowed annual increment only with effect from the date he qualifies such examination, but he shall not be paid any arrear for the period for which he could not qualify the said examination. (3) In order to maintain computer accounts, the Panchayat Secretaries, presently working in the Gram Panchayats, may be directed to undergo short 26 PUNJAB GOVT. GAZ. (EXTRA), JANUARY 25, 2013 (MAGHA 05, 1934 SAKA) term courses in computer typing and/or computer application

14. Reservation for various categories of posts.- Reservation for recruitment and promotion to the posts shall be made in accordance with the provisions of sub-section (2) of section 155 of the Act

15. Liability of members of Service to transfer.- The members of the service may be transferred, - (i) From one Panchayat Secretary Circle to another Panchayat Secretary Circle within the same block, on the order of the Block Development Panchayat Officer subject to the approval of Panchayat Samiti: Provided that in case of embezzlement of Panchayat Funds or grave irregularity, the Chief Executive Officer may also pass an order of the transfer of a Panchayat Secretary. (ii) From one Panchayat Samiti to another Panchayat Samiti within the District, on the order of the Chief Executive Officer, Zila Parishad; and (iii) From one Panchayat Samiti to another Panchayat Samiti within the State of Punjab, on the order of the Director

16. Discipline, punishment and appeal.- (1) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time. (2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and the appellate authority in respect of the members of the Service, shall be such, as specified in Appendix 17. Leaves, travelling allowances, retirement and other matters.- In respect of leaves, travelling allowances, retirement, compulsory retirement and all other matters except pension, not expressly provided for in these rules, the members of the service shall be governed by the corresponding provisions contained in the rules applicable to Punjab Government employees equal in rank

18. Application of Contributory Provident Fund and the New Defined 27 PUNJAB GOVT.GAZ. (EXTRA), JANUARY 25, 2013 (MAGHA 05, 1934 SAKA) Contributory Pension Scheme.- (1) The Punjab Panchayat Samitis and Zila Parishads Employees Pension and Provident Fund Rules, 2000, shall be applicable to the members of service who are appointed on whole time regular basis before 1st January 2004. (2) The Members of the service appointed on or after 1st day of January 2004, may opt for Contributory Provident Fund, where they are employed or for the New Defined Contributory Pension Scheme, as specified by the Punjab Government for its employees vide letter number 3/72/2003-3 FPPC/7280, dated the 12th December 2006, as the case may be. The option once exercised shall be final. (3) A separate account of Contributory Provident Fund or New Defined Contributory Pension Scheme shall be maintained for each subscriber by the Panchayat Samiti under whose jurisdiction the place of posting of a member of service falls

19. Matters not covered under these rules.- (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time. (2) The Punjab Civil Services (General and common conditions of Service) Rules, 1994, at present in force are contained in the Appendix 20. Power to relax rules.- 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 except the educational qualifications and experience. Interpretation.- If any question arises as to the interpretation of these 21. rules, the Government shall decide the same

22. Repeal and Saving.-(1) The Punjab Panchayat Secretaries (Recruitment and Conditions of Service) Rules, 1979 are hereby repealed: Provided that any thing done or any action taken under the rules so repealed, shall be deemed to have been done or taken under corresponding provisions of these rules. Designation of Post Panchayat Secretary Appendix (See rule-3 and 8) Number of posts Temporary Part Time Scale of Pay (In rupees) Permanent 2183 Total 2183 Pay Band 10300-34800 Grade Pay 3200 Appendix —'B' (see rule-6) Designation of Post 1 Panchayat Secretary Percentage for appointment by Promotion Direct appointment Method of appointment, Qualifications and experience 2 for appointment by Promotion 4 3 Hundred Percent Direct appointment 5 (i) Matric with Punjabi as subject; (ii) 10+2 in second division; (iii) Graduate in any discipline from recognized university or institution; and (iv) One year Diploma Course in Computer application from Government recognized Institution. Preferred qualifications Graduation in Commerce. o to "APPENDIX 'C' (See rule 16) AUTHORITIES COMPETENT TO IMPOSE PUNISHMENTS AND APPELLATE AUTHORITIES Designation of the post (i) Panchayat Secretary Nature of Penalties 2 (a) (b) Minor Penalties- (i) (ii) (iii) Censure Withholding of his Promotions Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Panchayat by Negligence or breach of orders (iv) Withholding of increments of pay without cumulative effect Major Penalties- Punishing Authority 3 Executive Officer, Panchayat Samiti Director Rural Development and Panchayats Appellate Authority 4 Deputy Commissioner Secretary Rural Development and Panchayats (v) Withholding of increments of pay with cumulative effect or reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not, the 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 his pay (vi) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee 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 or post or service from which the Government employee was reduced and his seniority and pay on such restoration to that grade, post or

service (vii) Compulsory retirement (viii) Removal from service which shall not be disqualification for future employment under the Government or any local Authority or Government undertaking. (ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Government or local Authority or Government undertaking.

