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(ASVINA 29, 1938 SAKA)

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### LEGISLATIVE SUPPLEMENT

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	Notification No. G.S.R. 71/Const./ Art.309/2016, dated the 15th October, 2016, containing the Punjab Cooperative Audit (Group 'B') Service Rules, 2016.	.. 879-900
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	<i>Nil</i>	

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**PART III**  
**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF COOPERATION**  
**NOTIFICATION**

The 15th October, 2016

**No.G.S.R. 71/Const./Art.309/2016.**-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 conditions of Service of the persons appointed to the Punjab Cooperative Audit (Group 'B') Service, namely:-

**RULES**

**1. Short title, commencement and application.**-(1) These rules may be called the Punjab Cooperative Audit (Group 'B') Service Rules, 2016.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

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

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

(a) "Appendix" means an Appendix, appended to these rules;

(b) "Chief Auditor" means the Chief Auditor, Cooperative Societies, Punjab;

(c) "Government" means the Government of the State of Punjab in the Department of Cooperation; and

(d) "Service" means the Punjab Cooperative Audit (Group 'B') Service.

**3. Number and character of posts.**- The Service shall comprise the posts shown in Appendix 'A':

Provided that nothing in these rules shall affect the inherent right of the Government to add or to reduce the number of such posts or to create new posts with different designations and scales of pay whether permanently or temporarily.

**4. Appointing authority.**- Appointment to the Service shall be made by the Government.

**5. Pay of members of the Service.**- The members of the Service, shall be entitled to such scales of pay, as may be determined by the Department of Finance 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' :

**6. Method of appointment, qualifications and experience.**-(1) Appointment to a post in the Service shall be made in the manner, specified in Appendix 'B':

Provided that if, no suitable candidate is available for appointment to the

Service by promotion and by direct recruitment, the appointment to the Service shall be made by transfer of a person holding analogous post under the State Government or Government of India.

(2) No person shall be appointed to any post in the Service, unless he possesses the qualification and experience, as specified against that post in Appendix 'B'.

(3) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, and no person shall have any right to claim promotion on the basis of seniority alone.

**7. Departmental Examination and Training.-** (1) In the case of Audit Officer, appointed by direct recruitment or by promotion, unless exempted by the Government, shall pass the examination in accounts and Punjab Civil Services Rules in accordance with the syllabus as may be specified by the Government.

(2) In case of Inspector Audit, Cooperative Societies, every newly appointed member of the Service shall have to undergo in service training as may specified by the Government from time to time.

**8. Discipline, punishment and appeal.-** (1) In the matters of discipline, punishment and appeal, the member 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, in respect of the members of the Service, shall be Government.

**9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.-** (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of 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 Appendix C.

**10. Repeal and saving.-** The Punjab Cooperative Audit (Group 'B') Service Rules, 2007 and the Punjab Cooperative Audit Department (Ministerial) Class-III Service Rules, 1972, in so far as these are applicable to the members of the Service are hereby repealed :

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

**11. Interpretation.-** If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel, shall decide the same.

**Appendix - 'A'**  
[See rules 1(3), 3 and 5]

Serial Number	Designation of the Post	Number of Posts			Scale of Pay+Grade Pay (in rupees)
		Permanent	Temporary	Total	
1	2	3	4	5	6
1.	Audit Officer	22	-	22	10300-34800+4800
2.	Superintendent Grade-II	16	-	16	10300-34800+4800
3.	Personal Assistant	1	-	1	10300-34800+4800
4.	Senior Auditor	32	-	32	10300-34800+4600
5.	Inspector Audit	774	-	774	10300-34800+4200
6.	Senior Assistant	11	-	11	10300-34800+4400
7.	Senior Assistant (Accounts)	13	-	13	10300-34800+4400
8.	Senior Scale Stenographer	1	-	1	10300-34800+4400

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## APPENDIX - 'B'

[See rule 6]

Serial Number	Designation of the Post	Percentage for Appointment by		Method of appointment, qualification and experience for appointment by	
		Promotion	Direct appointment	Promotion	Direct appointment
1	2	3	4	5	6
1.	Audit Officer	67 per cent	33 per cent	From amongst the Senior Auditors, who have an experience of working as such for a minimum period of three years.	(i) Should possess degree of Chartered Accountant or M.Com; and (ii) Should have an experience of auditing of Commercial Accounts for a minimum period of three years in a reputed firm or institution.
2.	Superintendent Grade-II	100 per cent	--	From amongst the Senior Assistants who have an experience of working as such for a minimum period of eight years.	--
3.	Personal Assistant	100 per cent	--	From amongst the Senior Scale Stenographers who have an experience of working as such for a minimum period of five years.	--
4.	Senior Auditor	100 per cent	--	From amongst the Inspectors Audit working under the control of the Chief Auditor, who have an experience of working as such for a minimum period of five years.	--

5. Inspector Audit -- 100 per cent --

(i) Should possess degree of B.Com at least in 2nd division from a recognized University or institution; and  
(ii) Should have passed a Computer Course at least one hundred and twenty hours with hands on experience in the use of Personal Computer or Information Technology in office productivity applications or Desktop Publishing applications from a Government recognized institution or reputed institution, which is ISO 9001, certified:

Provided that if similar course was a part of the curriculum in the Degree Course and the candidate has passed the said course as a subject of his Degree class then the condition of his having studied and passed the above said computer course shall not apply.

6.	Senior Assistant	75 per cent	25 per cent	<p>From amongst the Clerks working under the control of the Chief Auditor, who have an experience of working as such for a minimum period of five years and with the conditions of qualifying the basic computer knowledge possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer.</p>	<p>(a)(i) Should possess the Bachelor's Degree from a recognized university or institution;</p> <p>(ii) Should qualify in the competitive test specified by the appointing authority from time to time; and</p> <p>(iii) Should possess at least one hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Should possess a Computer Information Technology Course equivalent to 'O' level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of</p>
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				India; and (b) Should qualify a test in Punjabi typewriting on Computer to be conducted by the Board or the appointing authority or the Department of Information Technology, as the case may be, at a speed of thirty words per minute.
7.	Senior Assistant (Accounts)	100 per cent	--	From amongst the Clerks working under the control of the Chief Auditor, who have an experience of working as such for a minimum period of five years and with the conditions of qualifying the basic computer knowledge possesses at least one hundred and twenty hours course with hands on experience in the use of Personal Computer.
8.	Senior Scale Stenographer	100 per cent	--	From amongst the Junior Scale Stenographers working under the control of the Chief Auditor, who have an experience of working as such for a minimum period of one year:  Provided that if the Junior Scale Stenographer is not available then from amongst the Steno-typists, who have an



experience of working as such for a minimum period of five years and who-

(i) qualify in a Stenography test in four paras (two in Punjabi and two in English language) containing 250 words each as follows:-

(a) the passage in Punjabi shall be dictated at a speed of 100 words per minute required to be transcribed these (at typewriter/computer) at a speed of 20 words per minute; and

(b) the passage in English shall be dictated at a speed of 60 words per minute required to be transcribed these (at typewriter/computer) at a speed of 12 words per minute;

(ii) the candidates committing not more than 4% mistakes in aggregate and qualifies the stenography test in both the languages shall be considered for promotion as Senior Scale Stenographer.

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