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LEGISLATIVE SUPPLEMENT

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**PUNJAB GOVERNMENT
LABOUR DEPARTMENT**

Notification

The 13th January, 1969

No. G.S.R. 12 Const./Art.309/69.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the President of India is pleased to make the following rules regulating the recruitment, and the conditions of service of persons appointed to the Punjab Labour Department (State Service Class III), namely :—

1. (1) These rules may be called the Punjab Labour Department (State Service Class III) Rules, 1969. Short title, commencement and application.

(2) They shall come into force at once.

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

2. In these rules, unless context otherwise requires,—

(a) "appointing authority", in relation to a post specified in Appendix 'A' to these rules, means the authority specified as such in these rules;

(b) "Commission" means the Punjab Public Service Commission ;

(c) "direct appointment" means an appointment made otherwise than by promotion or by transfer of an official already in the service of the Government of India or of a State Government ;

(d) "Government" means the Punjab Government in the Administrative Department.

(e) "Service" means the Punjab Labour Department (State Service Class III) ;

(f) "Labour Commissioner" means the Labour Commissioner, Punjab ;

(g) "recognised University" means —

(i) any University incorporated by law in any of the States of India ;

(ii) in the case of degrees or diplomas obtained as a result of examination held before the 15th August, 1947, the Punjab, Sind or Dacca University ;

(iii) any other University which is declared by the Government to be recognised University for the purpose of these rules.

3. The Service shall comprise the posts shown in Appendix 'A'. Number and character of posts.
Nothing in these rules shall affect the inherent right of Government to make any additions to or reduction in the number of such posts, with different designations and scales of pay whether temporarily or permanently.

Appointing authority. 4. All appointments to posts in the Service shall be made by the Labour Commissioner except to the posts of Labour Inspector and Superintendent in the office of the Labour Commissioner, which shall be made by the Government.

Nationality, Domicile and Character. 5. No candidate 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 Bhuttan, or
- (e) a Tibetan refugee who came over to India before the 1st January, 1962, with intention of permanently settling in India,

(f) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India ;

(1) Provided that a candidate belonging to categories (c), (d), (e) and (f) shall be a person in whose favour a 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 Punjab Public Service Commission or other recruiting authority and may also provisionally be appointed subject to the necessary certificates being given to him by the Government.

(3) No person shall be recruited to the Service by direct appointment, unless he 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 his private life and are unconnected with his University, College, School, or Institution.

Disqualifications

6. (1) No person, who has more than one wife living or who has a spouse living or is married in any case in which such marriage is void by reason of its taking place during the life-time of such spouse shall be eligible for appointment to the Service, and

(2) no woman, whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage shall be eligible for appointment to the service:

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

Age.

7. No person shall be recruited to the Service by direct appointment if he is less than 18 years or more than 25 years of age on the date of appointment, or such age as may be specifically prescribed by Government from time to time.

Provided that —

- (i) the Government may, for reasons to be recorded in writing, relax the upper age limit ; and
- (ii) in case of members of Scheduled Castes, Scheduled Tribes and Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

8. Recruitment to the Service shall be made in the manner indicated below :—

Method of
recruitment.

I. Field and Technical Staff

(a) In the case of Labour Inspector—

- (i) by promotion from amongst the Wage Inspectors and ministerial employees who are members of the Punjab Labour Department (State Service Class III) having three years' experience of the working of labour laws as such ;
- (ii) by transfer of a person who possesses educational and other qualifications as provided for in rule 9 and is already in the service of the Government of India or of a State Government ; and
- (iii) by direct appointment :

Provided that 60 per cent of the vacancies shall be filled in by the method prescribed by sub-clause (i) [35 per cent out of Wage Inspectors and 25 per cent out of ministerial employees mentioned in sub-clause (i)] and 40 per cent of the vacancies shall be filled in by the methods prescribed by sub-clauses (ii) and (iii) and the number of persons appointed by transfer shall not exceed 5 per cent of the total personnel recruited through the method of direct appointment.

(b) In the case of Wage Inspectors—

- (i) by promotion from amongst the Inspectors of Shops and Commercial Establishments and ministerial employees who are members of the Punjab Labour Department (State Service Class III) having three years' experience of the working of labour laws as such ;
- (ii) by transfer of a person who possesses educational and other qualifications as provided for in rule 9 and is already in the service of the Government of India or of a State Government ; and
- (i ii) by direct appointment :

Provided that 60 per cent of the vacancies shall be filled in by the method prescribed by sub-clause (i) [35 per cent out of the Inspectors of Shops and Commercial Establishments and 25 per cent out of ministerial staff mentioned in sub-clause (i)] and 40 per cent of the vacancies shall be filled in by the methods prescribed by sub-clauses (ii) and (iii) and the number of persons appointed by transfer shall not exceed 5 per cent of the total personnel recruited through the method of direct appointment.

(c) In the case of Field Investigators—

- (i) by promotion from amongst the Assistants, Head Clerks, Stenographers and Junior Statistical Assistants who are in the scale of Rs 116—8—180/10—250 and who have an experience of working for a minimum period of three years in the Labour Department of the Punjab Government;
- (ii) by transfer of a person who possesses educational and other qualifications and practical experience as provided for in rule 9 and is already in the service of the Government of India or of a State Government; and
- (iii) by direct appointment :

Provided that one-third of the vacancies shall be filled in by the methods prescribed by sub-clause (i) and two-thirds of the vacancies shall be filled in by the methods prescribed by sub-clauses (ii) and (iii).

(d) In the case of Inspector of Shops and Commercial Establishments—

- (i) by selection from amongst the Clerks, Steno-typists and Computers who have an experience of working for a minimum period of five years in the Labour Department of the Punjab Government;
- (ii) by transfer of a person who possesses educational and other qualifications and practical experience as provided for in rule 9 and is already in the service of the Government of India or of a State Government; and
- (iii) by direct appointment :

Provided that not more than 40 per cent of the vacancies shall be filled in by the method prescribed by sub-clause (i) and not less than 60 per cent of the vacancies shall be filled in by the methods prescribed by sub-clauses (ii) and (iii) and the number of persons appointed by transfer shall not exceed 5 per cent of the total personnel recruited through the method of direct appointment.

(e) In the case of Cinema Operator and Car Driver—

- (i) by transfer of a person who possesses educational and other qualifications and practical experience as provided for in rule 9 and is already in the service of the Government of India or of a State Government; and
- (ii) by direct appointment.

Note.—The order of filling the vacancies by promotion and direct appointment including by transfer shall be as under :—

(1) *Labour Inspectors (out of a block of twenty vacancies)*

By promotion of Wage Inspectors	1st, 2nd, 6th, 10th, 11th, 14th and 18th vacancy
---------------------------------	--

By promotion of ministerial staff 3rd, 9th, 13th, 17th and 19th vacancy

By direct appointment including transfer 4th, 5th, 7th, 8th, 12th, 15th, 16th and 20th vacancy

(2) Wage Inspectors (Out of a block of twenty vacancies)

By promotion of Inspectors of Shops and Commercial Establishments 1st, 2nd, 6th, 10th, 11th, 14th and 18th vacancy

By promotion of ministerial staff 3rd, 9th, 13th, 17th and 19th vacancy

By direct appointment including transfer 4th, 5th, 7th, 8th, 12th, 15th, 16th and 20th vacancy

(3) Field Investigators (out of a block of three vacancies)

By promotion of Junior Statistical Assistant, Assistant, Head Clerks and Stenographers 1st vacancy

By direct appointment 2nd and 3rd vacancy

(4) Inspectors of Shops and Commercial Establishments (Out of a block of five vacancies)

By direct appointment including transfer 1st, 3rd and 4th vacancy

By promotion of Clerks, Stenotypists and Computers 2nd and 5th vacancy.

II. Ministerial Staff

(a) In the case of Superintendent—

(i) by promotion from amongst Head Assistants

(ii) by transfer of a person who possesses educational and other qualifications as provided for in rule 9 and is already in the service of the Government of India or of a State Government; and

(iii) by direct appointment.

(b) In the case of Head Assistants—

(i) by promotion from amongst the Head Clerk in the scale of Rs 150—10—200/10—300, Legal Assistant and Accountant, provided the person to be promoted has an experience of working for a minimum period of five years on any of these posts or on the post of an Assistant;

(ii) by transfer of a person who possesses educational and other qualifications and practical experience as provided for in rule 9 and is already in the service of the Government of India or of a State Government; and

(iii) by direct appointment.

✓ (c) In the case of Legal Assistant and Head Clerks (Rs 150—10—200/10—300)—

(i) By promotion of the Accountant or from amongst the Assistants/Head Clerks/Junior Statistical Assistants and Stenographers in the scale of Rs 116—8—180/10—250 who have an experience of working for a minimum period of three years on any of these posts provided that the person to be promoted as Legal Assistant must be a Law Graduate of a Recognised University;

(ii) by transfer of a person who possesses educational and other qualifications and practical experience as provided for in rule 9 and is already in the service of the Government of India or of a State Government; and

(iii) by direct appointment.

(d) In the case of Accountant.

(i) by promotion from amongst the Head Clerks, Assistants, Junior Statistical Assistants and Stenographers in the scale of Rs. 116—8—180/10—250.

(ii) by transfer of a person who possesses educational and other qualifications as provided for in rule 9 and is already in the service of the Government of India or of a State Government; and

(iii) by direct appointment. ✓

✓ (e) In the Case of Assistants/Junior Statistical Assistant (Labour Commissioner's Office) and Head Clerks in the Scale of Rs. 116—8—180/10—250

(i) by promotion from amongst Assistant (Subordinate Office) Readers and Resident Supervisors, Stenographers in the scale of Rs. 106—6—160/8—200, and Junior Scale Stenographers, Clerks and Computers who have an experience of working for a minimum period of three years in the Labour Department of the Punjab Government.

(ii) by transfer of a person who possesses educational and other qualifications as provided for in rule 9 and is already in the service of the Government of India or of a State Government; and

(iii) by direct appointment.

(f) In the Case of Assistant (Subordinate Office) Reader and Resident Supervisor.

by promotion from amongst Clerk/Computers and Stenotypists irrespective of the fact whether they belong to Labour Commissioner's Office or to a subordinate office.

- 250;
- (g) In the Case of Stenographers in the Scale of Rs. 116—8—180/10—
- (i) by promotion from amongst Stenographers in the scale of Rs. 106—6—160/8—200 or Rs. 100—5—150/5—175 having a speed of 100 words in shorthand and 40 words per minute in typewriting
- (ii) by direct appointment; and
- (iii) by transfer of a person who possesses educational and other qualifications as provided for in rule 9 and is already in the service of the Government of India or of a State Government.
- (h) In the case of Stenographer in the scale of Rs 106—6—160/8—200 and Junior scale Stenographers—
- (i) by promotion of Junior Scale Stenographer and Stenotypist respectively;
- (ii) by direct appointment ; and
- (iii) by transfer of a person who possesses educational and other qualifications as provided for in rule 9 and is already in the service of the Government of India or of a State Government.
- (i) In the case of Stenotypists—
- (i) by direct appointment, or
- (ii) by promotion of typists having prescribed speed in shorthand and typewriting ; and
- (iii) by transfer of a person who possesses educational and other qualifications as provided for in rule 9 and is already in the service of the Government of India or of a State Government.
- (j) In the case of Clerks, Computers and Ahlmads—
- (i) by direct appointment ; and
- (ii) by promotion of Restorers who have put in three years service and Class IV employees in the Labour Department of the Punjab Government having educational qualifications equivalent to Matriculation Examination.
- (k) in the case of Restorer—
- (i) by direct appointment ; and
- (ii) by selection from amongst class IV employees in the Labour Department of the Punjab Government having at least qualifications up to Middle Standard and who can read and write English to the satisfaction of the Labour Commissioner.

(1) In the case of Instructresses—

(i) by transfer of a person who possesses educational and other qualifications as provided for in rule 9 and is already in the service of the Government of India or of a State Government : and

(ii) by direct appointment.

Notes—(1) Whenever a vacancy in the ministerial staff occurs in the service, the appointing authority shall decide the manner in which it shall be filled in. ✓

(2) Not more than one-third of the vacancies of ministerial staff shall be filled in by direct appointment, and not less than two-third vacancies shall be filled in by promotion including a maximum quota of 15 per cent being given to the officials already in the service of Government of India or of a State Government.

Educational
and other
Qualifica-
tions

9. No person shall be recruited to the Service by direct appointment unless he possesses the educational and other qualification, mentioned below:—

Post to which the person is designated to be appointed	Minimum Educational Qualifications	Other Qualifications
1	2	3
(a) Labour Inspector	Graduate preferably in one of the Social Sciences such as Economics, Commerce, Sociology, or law, preference to be given to a diploma holder in Social Welfare Course	2 years experience of practical working of labour laws in Government or private undertaking
(b) Wage Inspector	Graduate (at least 2nd Division) preferably in one of the social sciences with preference to law graduates	5 years experience of working of labour laws in any industrial undertaking whether Government or Private or any trade union organisation.
(c) Field Investi- gator	M.A. in Economics, Social Works or Statistics with statistics as one of the papers in the first two cases	3 years experience of labour statistics

1	2	3
(d) Inspector of Shops and Commercial Establishments	Graduate of a recognised University (at least 2nd division)	Preference will be given to person with at least 2 years experience of working of labour laws.
(e) Cinema Operator	Matric or its equivalent and licensed Cinematograph Operator	Two years practical experience of radio engineering
(f) Car Driver	Possession of licence of Motor Driving	2 years experience as Motor Driver
(g) Superintendent	Ministerial Staff Graduate of a recognised University (at least 2nd Division) or its equivalent, preferably a law graduate	Should have at least 5 years' experience of working in Government office or undertaking.
(h) Head Assistant	A Graduate of a recognised University, at least 2nd Division	..
(i) Legal Assistant	Law Graduate of a recognised University	Should have practised at the bar for a minimum period of three years
(j) Junior Statistical Assistant	Graduate in Economics or Mathematics (at least 2nd Division)	Five years experience of official labour statistics
(k) Accountant	Graduate with Diploma in Accounts preferably B. Com.	Having at least 3 years experience of Accounts work in Government Department or office
(l) Stenographer/Junior Scale Stenographer	A degree of a recognised University or its equivalent, with a speed of 100 words per minute in shorthand and 40 words per minute in typewriting	..
(m) Stenotypist	Matriculate with a speed of 80 words per minute in shorthand and 40 words per minute in typewriting	..
(n) Computer	Matriculate (2nd Class) preference will be given to 1st Class Matriculate	Preference will be given to those who have acquired one years' experience of having worked as Computer in some Government office

1	2	3	
(o) Instructress	Diploma in tailoring and Embroidery in a recognised Institute	Should have at least two years practical experience of teaching in the trade in some Institute	
(p) Restorer	.. Matric	..	
(q) Clerks	.. Matric	Preference being given to one having knowledge of type	
(r) Head Clerks or Assistant	A graduate (at least 2nd Division) of a recognised University or its equivalent	..	
(s) Resident Supervisor/Assistant/Reader (Pay scale Rs 106—6—160/8—200)	A graduate of a recognised University or its equivalent	..	

Probation of members of Service. Provided that other things being equal, preference will be given to a candidate at the time of direct appointment who has himself worked for the cause of National Independence or has rendered some outstanding social or public service.

10. (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—

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

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

- dispense with his services, if recruited by direct appointment, and

(b) if recruited otherwise—

(i) revert him to his former post, or

(ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

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

(a) if his work or conduct has, in its opinion been satisfactory—

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy, or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy, or

(iii) declare that he has completed his probation satisfactorily if there is no permanent vacancy, or

(b) if his work or conduct has not been in its opinion, satisfactory—

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

(ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation :

Provided that the total period of probation including extension if any shall not exceed three years.

11. (1) The Labour Inspector and Wage Inspector before becoming eligible for confirmation shall have to qualify the departmental examination as prescribed in Appendix 'B' to these rules. Departmental Examination.

(2) The Inspector of Shops and Commercial Establishments before becoming eligible for confirmation shall have to qualify the departmental examination prescribed in Appendix 'C' to these rules.

(3) The Labour Inspector, Wage Inspector and Inspector of Shops and Commercial Establishments on probation shall not be allowed any increment, unless he qualifies the departmental examination prescribed for him.

(4) The Labour Inspector shall undergo and qualify in the intensive course of Social Work at the Calcutta University as and when deputed by Government. Failure to qualify the said course, when deputed shall, in addition to the liability as mentioned in sub-rule (1) entail the withholding of his increment till he qualifies in the said course.

Seniority of
members of
Service.

12. The seniority *inter se* of the members of the Service in each cadre shall be determined by the length of continuous service on a post in that cadre:

Provided that in the case of members recruited by direct appointment the order of merit determined by the Commission shall not be disturbed in fixing the seniority:

Provided further that in 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 appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of members appointed 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 appointed 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 such service is also the same an older member shall be senior to younger member.

Note.—In the case of members whose period of probation is extended under rule 10 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.

Pay of
Members
of Service.

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

Leave Pen-
sion or other
matters.

14. In respect of leave, pension and other 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 be adopted or made by the competent authority under the Constitution of India or under any law for the time being in force made by the State Legislature and the rules made thereunder:

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

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15. (1) In matters relating to discipline, punishment and appeals, members of the 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 any law or rules made under the Constitution of India, shall be as specified in Appendix 'D' to these rules.

(2) The authority competent to pass an order under clauses (c) and (d) of sub-rule (1) of rule 10 of the Punjab Civil Services (Punishment and Appeal) Rules, 1952, and the Appellate authority shall be as specified in Appendix 'E' to these rules.

16. Every member of the Service shall get himself vaccinated or re-vaccinated when Government so directs by a special or general order.

17. 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.

18. Every member of the Service shall be liable to serve at any place, whether within or outside the State of Punjab on being ordered so to do by the appointing authority.

19. Where the Government is of the 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.

APPENDIX 'A'

(See rules 3 and 13)

Serial No.	Designation of post	Number of posts			Scale of Pay
		Perma- nent	Tempo- rary	Total	
	2	3	4	5	6
					Rs.
	<u>Field and Technical Staff</u>				
1	Labour Inspector	10	..	10	200—10—300/15—450
2	Wage Inspector	6	..	6	120—10—230/15—380/ 20—400 (120—10—310/15—400) for new entrants

1	2	3	4	5	6
		P	T	Total	
					Rs
3	Inspector of Shops and Commercial Establishments	19	..	19	80-5-140/7-185 for old incumbents 80-5-150 (for new entrants)
4	Field Investigator ..	2	..	2	150-10-200/10-350
5	Cinema Operator ..	1	..	1	80-5-150
6	Car Driver	1	1	60-3-90
1	Supervisor Ministerial Staff ..	1	..	1	350-20-450
2	Head Assistant ..	2	..	2	250-10-350
3	Legal Assistant ..	1	..	1	150-10-200/10-300
4	Accountant ..	1	..	1	150-10-250
5	Assistant/Head Clerk ..	9	1	10	116-8-180/10-250
6	Head Clerk ..	1	..	1	150-10-200/10-300
7	Junior Statistical Assistant ..	1	..	1	116-8-180/10-250
8	Assistant (Subordinate Office) ..	1	..	1	106-6-160/8-200
9	Junior Scale Stenographer	1	1	100-5-150/5-175
10	Stenographer ..	2	..	2	116-8-180/10-250
11	Clerk ..	57	..	57	60-4-80/5-120/5-175
12	Stenotypist ..	10	..	10	60-4-80/5-120/5-175 plus Rs 15 as special pay
13	Computer ..	3	..	3	60-4-80/5-120/5-175
14	Instructress	14	14	60-4-100
15	Restorer ..	1	..	1	45-2-75
16	Resident Supervisor Staff of Offices of the Industrial Tribunal and Labour Courts	1	1	106-6-160/8-200
1	Assistant (Reader) ..	1	..	1	106-6-160/8-200
2	Stenographer ..	1	..	1	106-6-160/8-200
3	Clerk (Ahlmad) ..	2	..	2	60-4-80/5-120/5-
4	Junior Scale Stenographer ..	1	..	1	100-5-150/5-175

APPENDIX 'B'

(See rule 11)

1. A departmental examination of the Labour Inspectors and Wage Inspectors shall be held half-yearly about the 4th week of April and the 2nd week of November every year.
2. The Labour Commissioner, Punjab, shall conduct departmental examination.
3. The exact date, time and place of the examination shall be notified by the Labour Commissioner, in the Punjab Government Gazette at least one month before the commencement of the examination.
4. The question papers shall be set, answer books examined and marks awarded by the examiners appointed by the Government.
5. The officer conducting the examination shall—
 - (i) receive the question papers from the examiner and cause them to be typed or cyclostyled ;
 - (ii) superintend the examination ;
 - (iii) transit the answer books to the examiners concerned; and
 - (iv) receive the awards of marks and forward the result to the Government who shall notify the result of the examination, in order of merit in the Punjab Government Gazette.
6. There shall be three papers, with the following syllabus.

FIRST PAPER

- (1) The Indian Trade Unions Act, 1926, and the regulations made thereunder.
- (2) The Minimum Wages Act, 1948 and the rules made thereunder.
- (3) The Payment of Wages Act, 1936 and the rules made thereunder.
- (4) The Workmen's Compensation Act, 1923.
- (5) The Employees' State Insurance Act, 1948.
- (6) The Punjab Maternity Benefit Act, 1948.
- (7) The Employment of Children Act, 1938.
- (8) The Weekly Holidays Act, 1942.
- (9) The Children (Pledging of Labour) Act, 1933.
- (10) The Plantation Labour Act, 1951.

11. The Employees Provident Funds Act, 1952 and the Scheme made thereunder.

12. The Working Journalists (Conditions of Service) and Miscellaneous Provisions Act, 1955.

13. The Motor Transport Workers Act, 1961 and the rules made thereunder.

14. The Industrial Housing Act, 1956 and the rules made thereunder.

SECOND PAPER

1. The Industrial Disputes Act, 1947 and the rules made thereunder.

2. The Industrial Employment (Standing Orders) Act, 1946 and the rules made thereunder.

3. The Collection of Statistics Act, 1953.

4. The Factories Act, 1948 and the rules made thereunder.

5. The Punjab Shops and Commercial Establishments Act, 1958.

THIRD PAPER

1. Method of approach for Conciliation of Industrial Disputes.

2. Labour Welfare.

3. Questions pertaining to practical work.

7. The syllabus for the examination may be altered from time to time by Government.

8. The Minimum marks in each paper shall be 100.

9. Time allowed for each paper shall be 2½ hours.

10. The answer books and other stationery for the examination shall be provided by the Labour Commissioner.

11. No. books shall be supplied or allowed to be consulted during the examination.

12. No. candidate shall be considered to have qualified this examination unless he obtained 33 per cent marks in each paper and 40 per cent in the aggregate.

13. A candidate who does not secure the above mentioned qualifying marks but gets 50 per cent marks or more in any paper shall be exempted from reappearing in that paper but shall have to take examination in the remaining paper or papers in order to obtain the qualifying marks mentioned in clause 12 including the marks he obtained in to previous examination (s) in the paper (s) in which exemption was given.

14. A candidate may appear in all or one or more papers at a time.

15. A candidate shall be required to qualify the departmental examination in four chances within a period during which he is on probation.

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APPENDIX 'C'

[See rule 1 (2)]

11(2)

The departmental examination of Inspector of Shops and Commercial Establishments shall be held half yearly about the 4th week of April and 2nd week of every year.

The Labour Commissioner, Punjab, shall conduct the departmental examination.

The exact date, time and place of the examination shall be notified by the Commissioner, Punjab, in the Punjab Government Gazette at least one month before the commencement of the examination.

The question papers shall be set, answer books examined and marks awarded by examiners appointed by the Punjab Government.

The Officer conducting the examination shall—

- i) receive the question papers from the examiners and cause them to be typed or cyclostyled ;
- ii) superintend the examination ;
- iii) transit the answer books to the examiner concerned ; and
- iv) receive the awards of marks and forward the result to the Punjab Government who shall notify the result of the examination in order of merit in the Punjab Government Gazette.

There shall be two papers with the following syllabus ;

FIRST PAPER

The Punjab Shops and Commercial Establishments Act, 1958 and rules made thereunder.

SECOND PAPER

- i) The Payment of Wages Act, 1936 and the rules made thereunder.
- ii) The Minimum Wages Act, 1948, and the rules made thereunder.
- iii) The Labour Welfare and Working of Labour Welfare Centres.

The syllabus for the examination may be altered from time to time by the Government.

Minimum marks in each paper shall be 100.

Time allowed for each paper will be 2½ hours.

The answer books and other stationery for the examination shall be provided by the Labour Commissioner, Punjab.

11. No books shall be supplied or allowed to be consulted during the examination.

12. No candidate shall be considered to have qualified examination, unless he obtains 33 per cent marks in each paper and 40 per cent in the aggregate.

13. A candidate who does not secure the above mentioned qualifying marks but gets 50 per cent marks or more in any paper shall be exempted from re-appearing in that paper but shall have to take examination in the remaining papers in order to obtain the qualifying marks mentioned in clause 12 (including the marks he obtained in the previous examination) in the paper in which exemption was given.

14. A candidate may appear even in one paper at a time.

15. A candidate shall be required to qualify the departmental examination in four chances within a period during which he is on probation.

APPENDIX 'D'

[See rule 15(i)]

Designation of official	Nature of penalty	Punishing Authority	Appellate Authority
1. Labour Inspector	(a) Censure	Labour Commissioner	Government
	(b) With-holding of increments or promotions, including stoppage at an efficiency bar, if any.	Ditto	Do
	(c) Reduction to a lower post or time scale or to a lower stage in a time scale.	Ditto	Do
	(d) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders	Ditto	Do
	(e) Suspension	Ditto	Do
	(f) Removal from Government Service which does not disqualify from future employment	Government	No appeal
	(g) Dismissal from Government Service which ordinarily disqualifies from future employment.	Do	Do
2. Wage Inspector	(a) Censure	Labour Commissioner	Government

Designation of official	Nature of penalty	Punishing Authority	Appellate Authority
3. Inspector of Shops and Commercial Establishments	(b) With-holding of increments or promotion including stoppage at an efficiency bar, if any	Labour Commissioner	Government
4. Field Investigators	(c) Reduction to a lower post or time scale or to a lower stage in a time scale	Ditto	Do
5. Cinema Operator	(d) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.	Ditto	Do
6. Car Driver	(e) Suspension	Ditto	Do
	(f) Removal from Government Service which does not disqualify from future employment.	Ditto	Do
	(g) Dismissal from Government Service which ordinarily disqualifies from future employment.	Ditto	Do
MINISTERIAL STAFF			
7. Superintendent	(a) Censure	Ditto	Do
	(b) With-holding of increments or promotion including stoppage at an efficiency bar, if any.	Ditto	Do
	(c) Reduction to a lower post or time scale or a lower stage in a time scale.	Government	Nil
	(d) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of orders.	Labour Commissioner	Government
	(e) Suspension	Ditto	Do
	(f) Removal from Government Service which does not disqualify from future employment.	Government	Nil
	(g) Dismissal from Government Service which ordinarily disqualifies from future employment.	Do	Nil

1	2	3	4
8. All the Members of the Service excepting the Superintendent mentioned above.	(a) Censure	Labour Commissioner	Government
	(b) With-holding of increments or promotion including stoppage at an efficiency bar, if any.	Ditto	Do
	(c) Reduction to a lower post or time scale or to a lower stage in a time scale.	Ditto	Do
	(d) Recovery from pay of the whole or part of any pecuniary loss caused to Government by negligence or breach of order.	Ditto	Do
	(e) Removal from Government Service which does not disqualify from future employment.	Ditto	Do
	(f) Dismissal from Government Service which ordinarily disqualifies from future employment.	Ditto	Do

APPENDIX 'E'

[See rule 15 (2)]

Designation of the Official	Penalty	Authority empowered to pass orders	First appellate authority	Second Appellate Authority
1	2	3	4	5
1. Labour Inspector	(a) Reducing the maximum amount of ordinary pension or with-holding the whole or reducing the maximum amount of additional pension admissible under the rules governing pensions.	Government	No appeal	..

1	2	3	4	5
	(b) Terminating his appointment otherwise than upon his reaching the age fixed for superannuation.	Government	No. appeal ..	
2. Wage Inspector	(a) Reducing the maximum amount of ordinary pension or with-holding the whole or reducing the maximum amount of additional pension admissible under rule governing pension.	Labour Commissioner	Government ..	
3. Inspector of Shops and Commercial Establishments				
4. Field Investigators		Ditto	Do ..	
5. Cinema Operator				
6. Drivers	(b) Terminating his appointment otherwise than upon his reaching the age fixed for superannuation.			

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1. Superintendent	(a) Reducing the maximum amount of ordinary pension or with-holding the whole or reducing the maximum amount of additional pension, admissible under rules governing pensions.	Government	Nil ..	
	(b) Terminating his appointment, otherwise than upon reaching the age fixed for superannuation.	Do	Nil ..	
2. All the Members of the Service excepting Superintendent mentioned above	(a) Reducing the maximum amount of ordinary pension or with-holding the whole or reducing the maximum amount of additional pension admissible under rules governing pensions.	Labour Commissioner	Government ..	
	(b) Terminating his appointment otherwise than upon his reaching the age fixed for superannuation.	Ditto	Do ..	