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PART III

GOVERNMENT OF PUNJAB

DEPARTMENT OF REVENUE, REHABILITATION AND DISASTER
MANAGEMENT

NOTIFICATION

The 4th February, 2019

No.G.S.R 5/Const./ Art.309/ 2019.— 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 for regulating the recruitment and conditions of Service of the persons appointed to the Punjab Tehsildars (Group B) Service, namely :--

RULES

- 1. Short title, commencement and application.**— (1) These rules may be called Punjab Tehsildars (Group B) Service Rules, 2019.
 - (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.**— (1) In these rules, unless the context otherwise requires,-
 - (a) 'Appendix' means an appendix appended to these rules;
 - (b) 'Financial Commissioner' means the Financial Commissioner Revenue or any other officer authorised by general or special order by the Government to perform the functions of the Financial Commissioner under these rules;
 - (c) 'Government' means the Government of the State of Punjab in the Department of Revenue and Rehabilitation; and
 - (d) 'Service' means the Punjab Tehsildars (Group B) Service.(2) The words and expressions used, but not defined in these rules, shall have the same meaning as assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
- 3. Number and Character of posts.**— The Service shall comprise the posts specified in Appendix 'A' to these rules:

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. Appointment of accepted candidates to the Service.**— Appointment to the Service shall be made in the manner herein provided by the Financial Commissioner from amongst the candidates whose names have been duly entered in the Registers of accepted candidates to be maintained under rule 7 in a slab of ten vacancies as follows:-
- (1) the first, third, sixth and eighth vacancy shall be filled from amongst candidates borne on Register A;
 - (2) the second, fourth, seventh and ninth vacancy shall be filled from amongst candidates borne on Register B-I; and
 - (3) the fifth and tenth vacancy shall be filled from amongst the candidate borne on Register B-II.
- 6. Method of appointment, qualifications and experience.**— (1) Appointment to 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 appointment, the appointment to the Service shall be made by transfer of a person holding an analogous post under the State Government or Government of India.
- (2) No person shall be appointed to a 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. Registers to be maintained.**— The following Registers of candidates shall be maintained by the Financial Commissioner, namely:-
- (1) Register 'A' in which shall be entered the names of persons accepted as candidates from amongst the candidates, who have passed the examination as provided in the Punjab State Civil Services (Appointment by Combined Competitive Examination) Rules, 2009.
 - (2) Register B-I in which shall be entered the names of Naib-Tehsildars accepted as candidates;
 - (3) Register B-II in which shall be entered the names of persons belonging to the categories mentioned under column 5, clause (b) of Appendix "B" accepted as candidates;
- Provided that mere entry of any person in a Register as accepted candidate shall not confer any right on that person for appointment to the Service.
- 8. Selection of candidates to be placed on Registers B-I and B-II .**— (1) Each

Commissioner shall, at such time in a year as the Financial Commissioner may, by general or special order require, recommend the names of one or more Naib-Tehsildars who are borne on the cadre of his Division in order of the inter-se-seniority for appointment to the Service.

(2) Each Commissioner, in respect of the employees belonging to the category mentioned in sub-clause (i) of clause (b) of column 5 of Appendix B; each Deputy Commissioner, in respect of the employees belonging to the category mentioned in sub-clause (ii) of clause (b) of column 5 of Appendix B; and the Revenue Secretary, in respect of the employees mentioned in sub-clause (iii) of clause (b) of column 5 of Appendix B, may recommend to the Financial Commissioner the names of such persons in order of inter-se-seniority for appointment to the Service.

(3) The Financial Commissioner shall consider the names of persons recommended under sub-rules (1) and (2) and prepare a list, from amongst such persons, of candidates on the basis of seniority-cum-merit for appointment to the Service:

Provided that the list prepared by the Financial Commissioner shall not contain names exceeding twice the number of vacancies to be filled from amongst the candidates entered in Register B-I and B-II, respectively.

(4) All appointments to the Service by promotion shall be made on the basis of seniority-cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone.

9. Departmental Examination.— Every member of Service shall have to pass the Departmental Examination as may be prescribed by the Government from time to time:

Provided that if any member of Register B-I and Register B-II, as specified in sub-rule (2) and (3) of rule 7, who has already passed any examination of prescribed standard, shall not be required to pass the same examination again while qualifying the Departmental Examination.

10. Training.— Every member of Service shall have to undergo satisfactorily the course of training as may be prescribed by regulations framed by the Financial Commissioner.

11. Pay of members of the Service.— The members of the Service shall be entitled to such scales of pay, as may be authorised by the Government in 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'.

12. 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 thereunder in respect of the members of the Service, shall be as specified in Appendix 'C' to these rules.

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

13. 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 'E'.

14. Framing of Regulations.— The Financial Commissioner, Revenue may make regulations consistent with these rules for carrying out the purposes of the provisions of these rules.

15. Repeal and savings.—The Punjab Tehsildars (Group-B) Service Rules, 1984, in so far as they 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.

16. 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 rule 1(3), 3 and 11]

Designation of the post	Number of posts			Training Reserve	Scale of pay + Grade Pay (In Rupees)
	Permanent	Temporary	Total		
1.	2.	3.	4.	5.	6.
Tehsildar	105 (including 20 posts of Tehsildar- cum-Sub- Registrar)	05	110	20	10300-34800+5000

APPENDIX 'B'

[See rule 6]

Designation of the Post	Percentage for appointment by		Qualification and experience for appointment by	
	Direct Appointment	Promotion	Direct Appointment (Register A)	Promotion (Register B-I, B-II)
1	2	3	4	5
Tehsildar	Forty per cent	Sixty per cent	(a) Should be Graduate from a recognized university or institution; and (b) Should have passed the examination as provided in the Punjab State Civil Services (Appointment by Combined Competitive Examination) Rules, 2009, as amended from time to time.	(a) Forty percent from amongst Naib-Tehsildars who have an experience of working as such for a minimum period of five years and whose names are borne on Register B-I; (b) Twenty percent from amongst the persons working on the following posts in the Department of Revenue and Rehabilitation and whose names are borne on Register B-II – (i) Superintendents Grade-II (Revenue and Judicial), Commissioners' offices, having an experience of working for a minimum period of four years; (ii) Superintendents Grade-II (Revenue and Records) Deputy Commissioners' offices, having an experience of working for a minimum period of four years; and (iii) Senior Assistant (Judicial) of the Financial Commissioner's Secretariat

having a total experience of six years as Senior Assistant/Senior Assistant (Judicial), out of which should have worked for a minimum period of two years as Senior Assistant (Judicial).

APPENDIX 'C'

[See rule 12 (2)]

Nature of penalty	Punishing Authority	Appellate Authority
1	2	3
Minor Penalties		
(i) censure;	Financial Commissioner	Minister Incharge of the Department
(ii) Withholding of his promotion;		
(iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders;		
(iv) withholding of Increments of pay without cumulative effect		
Major Penalties		
(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 direction 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 reduction will or will not have the effect of postponing the future increments of his pay;	Financial Commissioner	Minister Incharge of the Department
(vi) reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Government 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 a disqualification for future employment under the Government;
 - (ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Government.
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APPENDIX 'D'

[See rule 12 (3)]

Designation	Nature of order	Authority competent to pass orders	Appellate Authority
1	2	3	4
Tehsildar	<ul style="list-style-type: none"> (i) an order of suspension made or deemed to have been made under rule-4; (ii) an order imposing any of the penalties specified in Rule 5 whether made by the punishing authority or by any appellate or reviewing authority; (iii) an order enhancing any penalty imposed under Rule 5; (iv) An order which; <ul style="list-style-type: none"> (a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of service as regulated by rules or by agreement; (b) interprets to his disadvantage the provisions of any such rule or agreement; (v) an order – <ul style="list-style-type: none"> (a) stopping him at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar; (b) reverting him while officiating in a higher service, grade or post to a lower service, grade or post otherwise than as a penalty; (c) reducing or withholding the pension or denying the maximum pension admissible to him under the rules; (d) determining the subsistence and other allowances to be paid to him for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof; or (e) determining his pay and allowances- 	Financial Commissioner	Minister Incharge of the Department

- (i) for the period of suspension; or
 - (ii) for the period from the date of his dismissal, removal or compulsory retirement from service or from the date of his reduction to a lower service, grade, post, time scale or stage in a time scale of pay to the date of his reinstatement or restoration to his service, grade or post; or
 - (f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, time scale of pay or stage in a time scale of pay to the date of his reinstatement or restoration to his service, grade or post shall be treated as a period spent on a duty for any purpose.
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