

**THE CHOLISTAN DEVELOPMENT AUTHORITY
(APPOINTMENT AND CONDITIONS OF SERVICE) RULES,
1993**

CONTENTS

1. **CONDITIONS OF SERVICE) RULES, 1993**
2. **Definition**
3. **Explanation**
4. **Explanation**
5. **Explanation-Ii**
6. **Explanation-III**
7. **Explanation-IV**
8. **Part-II**
9. **Part-III INITIAL APPOINTMENT**
10. **Part-IV**
11. **Part-V**
12. **Part-VI**
13. **Schedule**

TEXT

**GOVERNMENT OF THE PUNJAB
PLANNING & DEVELOPMENT
DEPARTMENT
Dated Lahore, the 10th March, 1993**

NOTIFICATION

No.1(66)RP/P&D/90.- In exercise of the powers conferred by Section 25 of the Cholistan Development Authority Act, 1976 (*XIV of 1976*), the Governor of the Punjab is pleased to make the following rules namely: -

**THE CHOLISTAN DEVELOPMENT AUTHORITY (APPOINTMENT AND
CONDITIONS OF SERVICE) RULES, 1993.**

PART (GENERAL).

1. (a) These rules shall be called the Cholistan Development Authority (Appointment and Conditions of Service) Rules, 1993.

(b). The rules shall come into force at once.

(c). These rules shall apply to all the employees of the Cholistan Development Authority.

2. ¹**DEFINITIONS.-** In these Rules, unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them, that is to say: -

a) "Appointing Authority" in relation to a post means the person authorized under rule 6 to make appointment on that post.

b) "Autonomous or Semi-Autonomous Organization" means an organization set up under a law by the Government.

c) "Committee" means the Committee constituted for the recruitment and promotion of the employees to certain posts.

d) "Group" means a group of employees in the same grade performing similar duties.

e) "Initial Recruitment" means appointment made otherwise than by promotion/deputation, transfer from Provincial Government or the Government of Pakistan and Autonomous or Semi-Autonomous Organization.

f) "Post" means a post in connection with the affairs of Authority.

¹ Printed in the Notification as "DEFINITION"

- g) "Schedule" means the schedule appended to these rules.
- h) "Service" means the service of the Authority.
- i) "Temporary Post" means a post created for a limited period of time.

3 (a) There shall be one or more Promotion Committees & Selection Committees to be constituted by the Chairman for recruitment and promotion of the employees to different posts.

- (b) Each such Committee shall consist of at least three members, one of whom shall be appointed as the Chairman of that Committee.

4 Where an appointing authority does not accept the recommendations of a committee, it shall record reasons therefore and submit a summary of the case for orders to the Chairman of the Authority.

5 (a) Appointment to posts shall be made by promotion, transfer or initial recruitment or contract, as specified in the schedule.

- (b) Appointment by promotion or transfer shall be made in accordance with Part-II of these rules.

6 The Authorities competent to ²make appointment to various posts shall be as specified in Column-4 of the schedule.

7 A person appointed to a post, other than a temporary post, shall remain on probation for a period of two years if appointed by initial recruitment and for a period of one year, if appointed by promotion, provided that the Appointing Authority may further extend the period of probation but not exceeding two years in all.

EXPLANATION.

- (a) Service spent on deputation to a corresponding or a higher post shall be counted towards the period of probation.
- (b) No employee shall be confirmed against a post unless he has successfully completed such training and passed such departmental examination as may be prescribed by the Authority from time to time.
- (c) If no order is made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.
- (d) Subject to the provisions of clause (b) above a probationer who has satisfactorily completed his period of probation, shall be confirmed with effect from the date of his continuous appointment.

Provided that where the period of his probation has been extended

² Printed in the Notification as "made"

under the provision of clause (c) above the date of confirmation shall, subject to the other provisions of this rule, be the date on which the period of probation was last extended.

- (e) If the work or conduct of an employee during the period of probation has been un-satisfactory, the appointing Authority may, without notice, dispense with his services, if has been appointed by initial recruitment and if he has been appointed otherwise revert him to his former post.
- (f) There shall be no confirmation against any temporary post.

8 The seniority *inter-se* of the employees appointed to posts in the same group shall be determined:

- a) In the case of employees appointed by initial recruitment, in accordance with the order of merit assigned by the Selection Committee.

Provided that employees selected for appointment to the post in an earlier selection shall rank senior to the employees selected in the latter selection; and

- b) In the case of employees appointed otherwise, with reference to the date of their continuous appointment in the post:

Provided that if the date of continuous appointment in the case of two or more employees appointed to the post is the same the older if not junior to the younger in the next below post shall rank senior to the younger employees.

EXPLANATION-I: If an employee junior in a lower post is promoted to a higher post by superseding his senior and subsequently the latter is also promoted, the promotee first shall rank senior to the one promoted subsequently.

EXPLANATION-II: Subject to the provisions of rule 10, a junior appointed to a higher post shall be deemed to have superseded his senior only if both the junior and the senior were considered for the higher post and the junior was appointed in preference to the senior.

EXPLANATION-III. The seniority of employees appointed by initial recruitment to the post *vis-a-vis* those appointed otherwise shall be determined with reference to the date of continuous appointment to the post Provided that if two dates are the same, the employees appointed by initial recruitment; Provided further that *inter-se* seniority of employees belonging to the same category will not be altered .

EXPLANATION-IV. In case a group of employees is selected initial appointment at one time, the earliest date on which any one of the group joins the service will be deemed to be date of appointment of all employees in the group. Similarly in case a group of employees is appointed otherwise at one time in the same office the earliest date on which any of the group joins the service will be deemed to be the date of appointment of all employees in the group.

PART II

APPOINTMENT BY PROMOTION, TRANSFER OR DEPUTATION

9 (a) Appointments by promotion to posts in various posts shall be made on the recommendations of the appropriate committee.

(b) Promotion including proforma promotion shall not be claimed as a matter or right by any employee.

10 (a) A person in the service of the Government or an autonomous or semi-autonomous organization who possesses the minimum educational qualification, experience or length of service prescribed for a post shall be eligible for appointment to the said post on deputation, in accordance with the policy prescribed by that Government.

(b) After declaration of the service of Cholistan Development Authority, as pensionable by the Government, an employee of the Authority may be sent on deputation to a Government Department or an Autonomous or Semi-Autonomous Organization, on such terms and conditions as may be decided by the Managing Director in consultation with the borrowing Organization.

Provided that pension contribution shall invariably be paid by the borrowing organization.

(c) The Managing Director may transfer any employee from the Authority to any of its agencies and vice versa against equivalent posts and no deputation pay or allowance shall be admissible in such cases.

(d) Only such employees as possess the qualifications and meet the conditions laid down for the purpose of promotion to a post, shall be considered by the promotion committee, except where the Chairman is of the opinion that strict application of the conditions prescribed needs relaxation in individual cases for reasons to be recorded.

PART III.

INITIAL APPOINTMENT

11 (a) Initial appointments to post in grade 16 and above shall make on the basis of examination/test or interview conducted by the appropriate committee, after advertisement of the vacancies in the news-papers.

(b) Initial appointment to all posts in grade 1 to 5 shall be made on the basis of examination/test or interview to be held by the appropriate committee either after advertisement of the vacancies in Newspapers or after reference to the Employment Exchange.

12 (a) A candidate for initial appointment to a post must possess the educational qualifications and experience and must be within the age limit prescribed in the schedule provided that: -

- (i) In suitable cases for reasons to be recorded in writing, the appointing authority may relax the upper age limit upto a maximum of 5 years and the Chairman may relax the upper age limit upto 10 years. However, the Government may relax the upper age limit beyond 10 years.
 - (ii) The restriction regarding age shall not apply to a candidate who is an employee of the Authority in same other capacity; and
 - (iii) Experience, where prescribed, would include equivalent experience, in a profession or in the service of an Autonomous or Semi-Autonomous Organization or a private Organization.
- (b) (i) Where recruitment is to be made on the basis of a written examination, age shall be reckoned as on the first day of the month in which the examination is proposed to be held.
 - (ii) In other cases, as on the last date fixed for submission of application for appointment.

13 No person shall be appointed to a post unless he ³has a domicile of Punjab. Permission for the appointment of a person who is not a citizen of Pakistan will be needed from the Government.

14 A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to hinder with the discharge of his duties. A candidate who after such medical examination as the Authority may specify is found not to satisfy these requirements, shall not be appointed.

15 (a) No person, not already in the service of the Authority shall be appointed to a post unless he produces certificates of character from two responsible persons not being his relatives who are well acquainted with his character and antecedents in addition to a certificate of character from the head of the academic institution last attended, where applicable.

(b) Notwithstanding anything contained in clause (a) an appointment by initial recruitment shall be subject to the verification of character and antecedents of the candidate to the satisfaction of the appointing authority.

16 Where the interest of the Authority so requires, a person may be appointed on contract, for a period not exceeding three years at a time, on terms and conditions to be specified in the contract against a specified post. All such appointments shall require prior approval of the Chairman of the Authority.

PART IV

17 A permanent employee may resign from service by giving a one month notice or forfeiting one month pay in lieu thereof, provided that if the notice falls short of one month the employee shall have to forfeit pay for the period falling short

³ Printed in the Notification as "is"

of one month.

18 The service of an employee recruited against a temporary post may be terminated on 30 days notice or on payment of one month's pay in lieu thereof. In case he resigns from service, he will have to give one month's notice or forfeit one month's pay in lieu thereof.

19 In the event of a post being abolished or the posts in a group of the same grade being reduced in number, the services of the junior most employee in such a group shall be terminated after giving such employee thirty days notice or pay in lieu thereof.

20 An employee of the Authority shall retire from service: -

- a) On such date after he has completed twenty five years of service qualifying for pension or other retirement benefits, as the competent authority may, in the public interest, direct; or
- b) Where no direction is given under clause (a) on the completion of sixty years of his age.
- c) Subject to the approval by Finance Department/Competent Authority, the employees of Cholistan Development Authority, shall be entitled to the following pensions Rules 1963 under the West Pakistan Civil Service Pension Rules, 1963 as amended & benefits extended from time to time: -
 - i) Compensation Pension.
 - (ii) Invalid Pension.
 - (iii) Superannuation Pension.
 - (iv) Retiring Pension.
 - (v) Family Pension.
 - (vi) Extra Ordinary/Disability Pension.

PART V

21 (a) Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of service is granted to an employee by any of the rules, such appeal or application shall be made except as may otherwise be prescribed under the relevant rules, within sixty days of the communication to him of such order.

(b) Where no provision for appeal or review exists in respect of any order under these Rules, an employee aggrieved by any such order may make a representation against it to the authority next above the authority which made the order within sixty days of the communication to him of such order.

PART VI

22 (a) When a post is required to be filled, the appointing authority shall notify the post in the manner it decides, calling meeting of the concerned Selection/Promotion Committee.

(b) After taking action referred to in (a) above, if it is considered necessary, in the interest of the Authority, the appointing authority may fill up the post on adhoc basis for a period not exceeding six months, pending nomination of a candidate by the Selection Committee, whichever is earlier.

Provided that the adhoc appointment shall not confer any right on a person thus appointed in the matter of regular appointment to the same post nor the adhoc service shall count towards seniority in the grade.

23 The Government may in individual cases of hardship or where the interest of public so requires and for reasons to be recorded in writing, relax any provision of these rules.

24 The matters not covered by these rules will be decided in accordance with the provisions of Rules and Regulations meant for Civil Servants/Government Departments.

25 The cases previously finalized shall be deemed to have been decided under these Rules or under the Rules & Regulations applicable in case of Civil Servants/Government Departments.

BY ORDER OF THE GOVERNOR OF THE PUNJAB

Secretary,
Govt: of the Punjab,
P &D Department.

CHOLISTAN DEVELOPMENT AUTHORITY BAHAWALPUR

SCHEDULE

Sr. No.	Name of the Post	BS.No.	Appointing Authority	Minimum Qualification	Age for recruitment	Method of recruitment
1	2	3	4	5	6	7
<u>ADMINISTRATIVE WING</u>						
1.	Managing Director	BS-19	Government	-	-	By deputation from Government
2.	Administrative Officer	BS-17	Government	-	-	By deputation from Government.
3.	Superintendent (General)	BS-16	Managing Director	Graduation with at least 03 years experience for initial recruitment.	18-25 years for initial recruitment.	By initial recruitment or by promotion from amongst the Stenographers/ Assistants serving in CDA, on the basis of seniority- cum-fitness with 5 years experience.
4.	Stenographer (G-I)	BS-15	Managing Director	Graduate having a speed of 100 WPM in shorthand English & 40 WPM in typewriting.	18-25 years for initial recruitment.	50% by initial recruitment and 50% by promotion from amongst the Stenographers (G-II) having speed of shorthand & typewriting as prescribed in Col: No.5.
5.	Stenographer (G-II)	BS-12	Managing Director	Intermediate or equivalent qualification having a speed of 90 WPM in shorthand English & 40 WPM in typewriting.	-do-	50% by initial recruitment and 50% by promotion from amongst the S/Clerks, Jr/Clerks (conversant with shorthand & typing) serving in the CDA on the basis of seniority-cum-fitness. Typing & shorthand speed requirements as specified in Col: No.5.
6.	Assistant.	BS-11	Managing Director	Graduate.	18 to 25 years for initial recruitment.	50% by initial recruitment and 50% by promotion from amongst the Accounts Clerks & Sr. Clerks serving in CDA with proportionate number on the basis of seniority-cum-fitness, with 3 years experience as such.
7.	Senior Clerk.	BS-7	Managing Director	-	-	By promotion from amongst the Jr. Clerks serving in CDA on the basis of seniority-cum-fitness with 2 years experience as such.

8.	Junior Clerk.	BS-5	Managing Director	Matric with a speed of 25 WPM in English & 25 WPM in Urdu typewriting.	18 to -25 years for initial recruitment.	By initial recruitment.
9.	Driver.	BS-4	Managing Director	Middle, holding LTV/HTV driving License & having at least 2 years experience of vehicle driving.	20 to 40 years.	By initial recruitment.
10.	Guide.	BS-4	Managing Director	Only Cholistani well-conversant with Cholistan area, preferably literate.	-do-	By initial recruitment.
11.	Daftri.	BS-2	Managing Director	Matric.	18- to 25 years for initial recruitment.	By initial recruitment or by promotion from amongst the Naib Qasids serving in CDA and Middle pass by qualification.

12.	Naib Qasid.	BS-1	Managing Director	Middle pass Domicile of B/Pur Division.	18 to 25 years for initial	By initial recruitment.
13.	Camelman.	BS-1	Managing Director	Bonafide resident of Cholistan Choistan.	18 to -25 years for initial recruitment.	By initial recruitment.
14.	Chowkidar.	BS-1	Managing Director	Middle pass- Domicile of B/Pur Division.	-do-	By initial recruitment.
15.	Waterman.	BS-1	Managing Director	Domicile of B/Pur Division.	-do-	By initial recruitment.

16.	Sweeper.	BS-1	Managing Director	Domicile of B/Pur Division.	-do-	By initial recruitment.
ACCOUNTS WING						
17.	Accounts Officer.	BS-17	Managing Director	Graduate with S.A.S qualified or B.Com with 2 years experience.	18- to 25 years for initial recruitment.	By initial recruitment/deputation or by promotion from amongst the Accountant serving in the CDA on the basis of seniority-cum-fitness with at least 5 years experience as Accountant.
18.	Accountant.	BS-14	Managing Director	B.Com.	-do-.	50% by initial recruitment and 50% by promotion from amongst the Accounts Clerks serving in CDA on the basis of seniority- cum-fitness.
19.	Accounts Clerk.	BS-7	Managing Director	D.Com/I.Com/ C.Com	-do-	By initial recruitment or by transfer/selection from amongst the Senior Clerks serving in the CDA.
COLONY WING						
20.	Colonization Officer.	BS-18	Government	-	-	By deputation from the Government.

21.	Assistant Colonization Officer.	BS-17	Government	-	-	By deputation from the Government.
22.	Superintendent (Colony).	BS-16	Managing Director	Graduate with 5 years experience in Revenue/ Colony work.	18 to 25 years for initial recruitment.	By initial recruitment or by promotion from amongst the Stenographer/ Assistants serving in the CDA having at least 3 years experience of Colony/Revenue work.
23.	Naib Tehsildar.	BS-14	Managing Director	Graduate.	-do-	50% by initial recruitment and 50% by promotion on the basis of seniority-cum-fitness from amongst Qanungos of CDA who are Matriculate with at least 5 years service as Qanungoes and having passed the departmental examination of Naib-Tehsildar prescribed by Board of Revenue and from amongst the Ministerial staff of colony branch having 5 years continuous service of Stenographers, Assistants and Sr. Clerks of CDA, having similar experience.

24.	Stenographer (G- II).	BS-12	Managing Director	Intermediate having a speed of 100 WPM in shorthand & typewriting speed 40 WPM.	18-25 years for initial recruitment.	50% by initial recruitment and 50% by promotion from amongst the Sr. Clerks, Junior Clerks (conversant with the shorthand & typewriting) serving in the CDA on the basis of seniority-cum- fitness with type & shorthand speed as prescribed in Col: No.5.
25.	Field Qanungo.	BS-9	Managing Director	Intermediate & Qanungoi Exam: pass with 3 years Revenue experience.	18- to 25 years for initial recruitment.	By initial recruitment/promotion from amongst the Patwaris (with at least 3 years service as Patwari) serving in the CDA on the basis of seniority-cum-fitness.
26.	Patwari.	BS-5	Managing Director	Matric & Patwar pass.	do	By initial recruitment.

ENGINEERING WING						
27.	Executive Engineer.	BS-18	Government	-	-	By deputation or by promotion from the Assistant Engineers serving in CDA with 5 years experience.
28.	Assistant Engineer.	BS-17	Managing Director	B.S.c in Civil Engineering.	21 to 28 years for initial recruitment.	By initial recruitment or by promotion from amongst the Sub-Engineers serving in the CDA & having 5 years experience on the basis of seniority-cum-fitness.
29.	Sub Engineer.	BS-11	Managing Director	3 years Diploma in Civil Engineering.	18 to 25 years for initial recruitment.	By initial recruitment or by selection from amongst the Draftsman serving in the CDA with 5 years experience on the basis of seniority-cum-fitness.
30.	Draftsman.	BS-11	Managing Director	2 to 3 years Diploma in Draftsmanship.	-do-	By initial recruitment or by promotion from amongst the Tracer serving in the CDA and having 5 years experience, on the basis of seniority-cum-fitness.

31.	Electrician.	BS-6	Managing Director	Matric & Diploma holder.	-do-	By initial recruitment.
32.	Tracer.	BS-5	Managing Director	Matric & qualified Tracer.	-do-	By initial recruitment.

33.	Plumber.	BS-4	Managing Director	Literate & fully conversant with sanitary work.	18 to 25 years for initial recruitment	By initial recruitment.
34.	Ferro-Printer.	BS-4	Managing Director	Middle & fully conversant with Ferro work.	-do-	By initial recruitment.
LEGAL WING						
35.	Law Officer.	BS-17	Managing Director	B.A. LLB with 5 years experience/practice.	25 to 35 years for initial recruitment.	By initial recruitment.

DOCUMENTATION WING						
36.	Documentation Officer.	BS-17	Managing Director	Master Degree in Library Science.	21 to 28 years for initial recruitment.	By initial recruitment or from amongst the Documentation Assistants working in the CDA having 5 years experience on the basis of seniority-cum-fitness.
37.	Documentation Assistant.	BS-11	Managing Director	Graduate/Diploma in Library Science.	18 to 25 years for initial Recruitment.	By initial recruitment.
PUBLIC RELATIONS WING						
38.	Public Relation Officer.	BS-17	Managing Director	Master Degree in Journalism, Social work, Sociology, Political Science.	21 to 28 years for initial recruitment	By initial recruitment or by deputation.
39.	Calligraphist.	BS-11	Managing Director	Matric, qualified Calligraphist with at least 3 years experience in calligraphy	18 to 25 years for initial recruitment.	By initial recruitment.
40.	Photographer.	BS-11	Managing Director	Matric with Science with 5 years experience in photography and its allied work.	-do-	By initial recruitment.