



GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
(REGULATION WING)

Dated Lahore, the 17th May, 2012

NOTIFICATION

No.SOR-III(S&GAD)1-12/2000(P).- In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974, Governor of the Punjab is pleased to make the following rules:

1. Short title and commencement.– (1) These rules may be cited as the PMS (Probationers) Training, Final Passing Out Examination and Seniority Rules 2012.

(2) They shall come into force at once.

(3) They shall apply to PMS (BS-17) officers appointed pursuant to the recommendations of the Commission made on or after the commencement of these rules.

2. Definitions.– (1) In these rules:

(a) “competent authority” means Chief Secretary to the Government;

(b) “Commission” means the Punjab Public Service Commission;

(c) “evaluation” means any exercise or test approved by the Government or the training institution, which is intended to test the probationer in a field of training during the training programme;

(d) “examination” means final passing out examination for PMS (Probationers) appointed through the combined competitive examination;

(e) ‘Government’ means Government of the Punjab;

(f) “prescribed” means as prescribed by the Training Institution;

(g) “probationer” means a person appointed to a post through the combined competitive examination of the Commission;

(h) “Schedule” means a Schedule attached to these rules;

(i) “subject” means a subject specified in the Schedule-I;

(j) “subjects & syllabus of training institution” means subjects and syllabus as prescribed by the training institution;

(k) “syllabus” means the syllabus as provided in the Schedule-II; and

- (l) "training institution" means Management & Professional Development Department (MPDD) or any other place where training is imparted under these rules.

3. Training programme and evaluation.— (1) A probationer shall undergo training in a training institution at such place and for such period as the Government may specify.

(2) A probationer shall qualify every test to the satisfaction of the head of the training institution.

(3) A probationer shall be required to qualify the evaluation of the training institution.

4. Duration of training programme.— (1) A probationer shall undergo the following training and attachments as part of training programme:

- | | | |
|-----|---|--------------|
| (a) | period of training at a training institution; | six months |
| (b) | period of secretariat attachment; | one month |
| (c) | period of field attachment. | three months |

(2) After the attachments mentioned in sub-rule (1), a probationer shall submit report in the training institution about his learning in the field.

5. Effect of un-satisfactory completion of training programme.— (1) If on the conclusion of the training programme, the performance or conduct of the probationer is rated as un-satisfactory by the head of the training institution, the Government shall require such probationer to undergo such further training as it deems fit.

(2) If a probationer is prevented by sickness or any other adequate cause from completing a training programme to the satisfaction of the head of training institution, the Government shall require him to undergo such further training as it deems fit.

6. Bond.— (1) A probationer shall before commencement of the training, execute a surety bond (with one surety) for each amount as the competent authority may prescribe, undertaking that he would refund the amount of the surety bond and all other amounts paid to him or spent in connection with his training in the event of his failing to complete the training or resigning from his service during the period of training or within three years after training.

(2) A probationer who applies for any other job through proper channel after approval of the competent authority may be exempted from the condition of refunding the amounts mentioned in sub-rule (1).

7. Conduct of examination.— (1) The Commission shall conduct the examination in the subjects given in Schedule-I as per syllabus provided in Schedule-II.

(2) The examination under these rules shall be held twice a year on such dates as the Commission may notify.

8. Number of attempts.— (1) A probationer shall be eligible to appear in three successive examinations in the initial two years of his appointment, beginning from the examination to be held immediately after completion of his training.

(2) A probationer who fails to qualify in the three attempts allowed under sub-rule (1), shall not be allowed to appear in a subsequent examination.

(3) The condition mentioned above shall not apply to a probationer:

(a) who is on training abroad with the approval of the competent authority; and

(b) who is on medical leave as per provisions of the Revised Leave Rules, 1981.

(4) Subject to the provisions of sub-rule (3), the absence from the passing out examination without permission of the Government shall be deemed to be a failure to qualify in that examination and shall be counted towards the chance availed by him.

9. Qualifying standard.— The qualifying standard for the examinations under these rules shall be forty five percent of marks in each paper and fifty percent marks in aggregate.

10. Grace marks.— An officer who qualifies in seven papers in one attempt shall be allowed five grace marks in the eighth.

11. Answer.— Except where otherwise specified, all the questions shall be attempted in English.

12. Exemption.— No one shall be entitled to any exemption from the examination under these rules on any ground whatsoever including professional or higher qualification.

13. Withholding of increments.— (1) A probationer who fails to qualify in the examination shall have his increments withheld until he qualifies such examination.

(2) The absence from final passing out examination without permission of the Government shall be deemed to be a failure to qualify in that examination and shall be counted towards the chance availed by him.

14. Action by the Government.— (1) A probationer who fails to comply with the provisions of these rules, or to obey any orders which he may receive from the Government, or from the head of the training institution or from any faculty member of such training institution or an officer under whom he is receiving training or who neglects his probationary studies, or is guilty of conduct unbecoming of an officer shall, subject to notice of an opportunity of hearing, be liable to discharge from service or such other action as the Government may consider appropriate.

(2) A probationer who fails to qualify the examination in three attempts shall be discharged from service under section 5 of the Punjab Civil Servants Act 1974 (VIII of 1974).

15. Traveling allowance.— An officer shall, in respect of journey which he may undertake for appearance in the examination, be entitled to travelling allowance as admissible under the Travelling Allowance Rules.

16. Seniority.— (1) The seniority of the probationers shall be determined by the Government after the examination.

(2) For purposes of determining the *inter se* seniority of the PMS probationers the marks obtained in the combined competitive examination, evaluation marks obtained in the training institution and the marks obtained in the examination shall have the following weightage:

(a)	Combined Competitive Examination;	50%
(b)	Evaluation by Training Institution; and	25%
(c)	Final Passing Out Examination.	25%

17. Repeal.— The Punjab Extra Assistant Commissioners (Probationers) Training Rules 1993 are hereby repealed.

**SECRETARY (REGULATIONS)
S&GAD**

SCHEDULE – I

Sr. No.	Paper No.	Subject	Maximum Marks allocated	Maximum Time	Whether the paper is to be answered with the help of books
1	I	Office Management & Communication Skills	100	3 hours	No
2	II	Service Matters	100	3 hours	Yes
3	III	Public Administration	100	3 hours	No
4	IV	Constitutional Structure of Pakistan	100	3 hours	Constitution of Pakistan, Punjab Government Rules of Business 2011, Rules of Procedure of the Provincial Assembly of the Punjab, would be allowed.
5	V	Economics and Financial Management	100	3 hours	Bare text of rules would be provided/allowed.
6	VI	Civil and Criminal Law	100	3 hours	Bare Acts allowed
7	VII	Local Government System	100	3 hours	Bare Acts and Rules allowed
8	VIII	Revenue Law	100	3 hours	Bare Acts allowed

SCHEDULE – II

(SYLLABUS)

Paper-I

Office Management & Communication Skills

Marks100

Course Outline

(40 Marks)

Part-A

Office Management – an overview and basic components

- (i) Managerial skills (leadership, decision making, motivation, managing team etc.)
- (ii) Effective communication and presentation skills.
- (iii) Handling of Official Papers/Filing System.
- (iv) Forms of official communication (official Letter, D.O Letter, U.O, Memorandum, Notifications, etc).
- (v) Managing/conducting meetings.
- (vi) Minimizing stress.

Reference Books: (i) Essential Manager Manual by Robert Haller and Tim Hindle.

- (ii) Manual of Secretariat Instructions.

Part-B

(60 Marks)

Noting and Drafting

- (i) Summary writing for Chief Minister, Governor, Cabinet & Council of Common Interests.
- (ii) Noting and drafting exercises.
- (iii) Preparation of brief and notes (for CS, meetings, etc.)
- (iv) Drafting of Legal Instruments such as comments and replies in writ petitions/human rights cases etc. written statements, agreements, MoUs, Bills and rules.

Note: No reference material shall be provided in the examination.

Paper-II
Service Matters

Marks 100

Course Outline

- (i) The Constitution of the Islamic Republic of Pakistan Article 4, 25, 27, 212 & 240 to 242.
- (ii) The Punjab Civil Servants Act 1974.
- (iii) The Punjab Service Tribunals Act 1974.
- (iv) The Punjab Government Servants (Conduct) Rules 1966.
- (v) The Punjab Employees Efficiency Discipline and Accountability Act 2006.
- (vi) The Punjab Civil Servants (Appointment and Conditions of Service) Rules 1974.
- (vii) The Punjab Delegation of Powers (Relaxation of age) Rules 1961 & 1976.
- (viii) The Contract Appointment Policy 2004.
- (ix) The Re-employment Policy 2003.
- (x) The Promotion Policy 2010.
- (xi) Instructions regarding Performance Evaluation Reports.

Note: Reference material shall be provided in the examination.

Paper-III
Public Administration

Marks 100

Course Outline

Part A **Public Administration** (Marks 40)

Public Administration in the 21st century

- a. Context of Public Administration
- b. Role of Govt: direct involvement vs regulations.
- c. Public Administration and Civil Service.
 - i. Concept of good governance.
 - ii. Transparency, information and role of media in public sector.
 - iii. Improving administrative integrity- ethics and responsiveness in service.
 - iv. Public Policy formulation and implementation.

Reference Book: To serve and to preserve by ADB.

Part B Administrative Law

(Marks 60)

- (i) Introduction to the Administrative Law.
- (ii) Finality of Administrative action; constitutional and ordinary ouster clauses principles.
- (iii) Administrative discretion: meaning, need and principles.
- (iv) Delegated Legislation: meaning and necessity, established principles and grounds of review.
- (v) Principles of natural justice: hearing and bias.
- (vi) Judicial Review: meaning, importance and grounds.
- (vii) Fundamental Rights: Articles 7-28 and 232-233 of the Constitution of the Islamic Republic of Pakistan.

Note: No Reference material shall be provided in the examination

Paper-IV

Constitutional Structure of Pakistan

Marks 100

Course Outline

Part A The executive

- a) The Constitution of the Islamic Republic of Pakistan
 - (i) Preamble
 - (ii) General: Articles 1-5
 - (iii) Principles of Policy Articles 29-39
 - (iv) The president: Articles 41-49
 - (v) The Federal Government: Articles 90-99
 - (vi) The Provincial Governor: Articles 101-105
 - (vii) The Provincial Government: Articles 129-140
 - (viii) Administrative relations between Federation and Provinces: Articles 145-159
 - (ix) Elections: Articles 213-226

- b) The Punjab Government Rules of Business 2011: Rules 1-32,46-49 & The schedules
- c) Rules of Procedure of the Provincial Assembly of the Punjab 1997:
 - (i) The Chief Ministers Rules, 17-23
 - (ii) Governor's address to the Assembly: rules 39-41
 - (iii) Questions: Articles 42-61
 - (iv) Calling Attention Notice: rules 62-67
 - (v) Privilege: rules 68-79, 180-181
 - (vi) Adjournment Motion: rules 80-88
 - (vii) Government Assurances: rule 182
 - (viii) Reports to be laid before the Assembly: rules 128-133
- d) **Ombudsman: Jurisdiction and Importance** The Punjab Order of the Ombudsman Act, 1997

Part B The Legislature

- a) The Constitution of the Islamic Republic of Pakistan
 - (i) The Parliament, Articles 50-69, 70-77
 - (ii) Federal Ordinances, Article 89
 - (iii) Provincial Assembly: Articles 106-117
 - (iv) Provincial Ordinances: Articles 128
 - (v) Distribution of Legislative and Executive Powers: Articles 97, 137, 141-144 & Fourth Schedule
 - (vi) Islamic Provisions: Articles 227-231
- b) The Punjab Government Rules of Business 2011: rules 33-43 & 45
- c) Rules of Procedure of the Provincial Assembly of the Punjab.
 - (i) Legislative Procedure: rules 89-127
 - (ii) Standing Committees: rules 146-175

Part C The Judiciary

- (i) The Constitution of the Islamic Republic of Pakistan: Articles 4,175-211
- (ii) Original and Advisory Jurisdiction of the Supreme Court.

2. Financial provisions in 1973 Constitution (Articles 118,119,169, 170)
3. Civil Service Rules (PUNJAB) VOLUME-1

(a) Financial Management

General Concept: Chapter-I [extent of application] 1.1 &1.2

Chapter-II [Definitions]

Chapter-III [General Conditions of Service] 3.2, 3.7, 3.12, 3.13, 3.24

Pay: Chapter-IV [4.4, 4.13, 4.18, 4.21]

Addition to pay: Chapter-V [5.3, 5.5, 5.8, 5.16, 5.22, 5.38, 5.39, 5.49]

Joining Time: Chapter-I & 9.1 to 9.18

Deputation policy Issued by the Punjab Government Finance Department

Revised Leave Rules, 1981

(b) Punjab Treasury and sub-Treasury Rules (Financial Handbook No.1).

Treasury Rules (Punjab) and the Subsidiary Treasury Rules issued there under:-

What is Treasury and Sub-Treasury.

Treasury Rules (Punjab) including :(Part-I)

- Chapter-I General system of Control over Treasuries: (Part-II)
- Payment of Revenues of the Province into the Public Accounts (Part-II)
- Custody of Moneys relating to or standing in the Punjab (Part-III)
- Account of the Province.
- Withdrawal of moneys from the Public Account. (Chapter-IV)
- Transfer of money standing in the Public Account.(Chapter-V)

(C) The Punjab Delegation Powers Rules 2006 (Financial Handbook No.2)

General Principles and Rules including:- (Chapter-II)

- Pay, Allowance etc. of establishment. (Chapter-VII)
- Contingencies. (Chapter-VIII)
- Loan and advances. (Chapter-X)

- Bills and Remittances. (Chapter-XI)
 - Deposits & Operation of Assignment A/Cs as introduced through an amendment in Rule 4.154 (A) of Punjab Subsidiary Treasury Rules. (Chapter-XII)
 - Welfare Schemes of Government Servants (Benevolent Fund, Group Insurance etc.)
4. **Purchase Procedure under PPRA Rules, 2009** (Purchase manual, Purchase Officers, Types of Tenders, Purchase under Foreign Aided Projects)
 5. Duties and functions of D.D.Os.
 6. **Budget making at Provincial and Local level** (Regular Budget, SNE, Supplementary Budget, and development budget).
 7. **Audit and settlement of audit objections.**

Note: Bare text of rules shall be provided in the examination

Paper-VI

Civil and Criminal Law

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Marks 100

Course Outline

Part-A

(40 Marks)

- (i) Background and importance of Cr.P.C
- (ii) **The Code of Civil Procedure 1908:** sections 9-12, 16-21, 24-A, 35, 35-A, 79-82, 89AA, 96, 99, 104, 114, 115, 141, 151 & Orders 2, 4-9, 17, 21, 23, 27, 27-A, 39 & 47.
- (iii) **The Punjab General Clauses Act 1956.**
- (iv) **The Limitation Act 1908: sections 12-25.**

Part-B

(40 Marks)

- (i) Background and importance of P.P.C.
- (ii) The Constitution of the Islamic Republic of Pakistan: 6, 9-10, 10A, 12-14 & 45.
- (iii) The Pakistan penal Code 1860: section 6-52A, 76-106, 120-A, 120-B, 121-124-A, 141-171, 268, 290, 293-294, 294-A, 294-B.

- (iv) The Criminal Procedure Code 1898: Section 6-27, 42-67, 106-126-A, 133-148, 153-154, 173-174, 174-A, 175-176, 260-264, 491-495.

Part-C

(20 Marks)

- (i) Background and importance of Qanun-e-Shahadat Order 1984.
(ii) **Qanun-e-Shahdat Order 1984:** Articles 3, 6-9, 17, 72-85.

Note: Bare Acts shall be provided in the examination

Paper-VII

Local Govt. System

Marks 100

Course Outline

1. Local Government System:-
 - (i) Concept of Local Government System.
 - (ii) Worldwide experience.
 - (iii) Local Government System in Pakistan, background.
2. Punjab Local Government Ordinance, 2001.
 - a) Function and Powers of:
 - (i) District Governments.
 - (ii) Tehsil/Town Municipal Administrations
 - (iii) Union Administrations
 - (iv) Recent amendments/role of Local government.
 - (v) Merits/demerits and success/failure of Local Government System in the Punjab.
 - b) Punjab Local Government Commission.
 - c) Citizen Community Boards (CCB)
 - d) Local Government Finance.
3. The Punjab Local Government Property Rules, 2003.
4. **The** Punjab District Government Rules of Business, 2001.
5. The Punjab Local Government (Taxation) Rules, 2001.
6. Muslim Family Laws Ordinance, 1969.
7. Child Marriage Act.
8. Wasteful Expenditure Act.

Note: Bare Act and rules shall be provided in the examination

Paper-VIII
Revenue Law

Total Marks 100

Course Outline

1. The Punjab Land Revenue Act, 1967 (Act XVII of 1967) and Land Revenue Rules, 1968.
2. Punjab Acquisition of Land Act, 1900 (XIII of 1900).
3. Punjab Land Administration Manual: chapters I, II, IV, IX, XIII to XX and XXII.
4. Punjab Land Records Manual (second edition): Chapter 7&18.
5. The Punjab consolidation of holdings Ordinance, 1960 (VI of 1960).
6. The Punjab Agricultural Income Tax, 1997 (I of 1997).
7. The Registration Act, 1908 (XVI of 1908) and the Registration Rules.
8. The Stamps Act, 1899 (II of 1899).
9. Doue's settlement Manual (5th Edition, 1961) Chapter-I (introductory), Book-I, Book-II (Chapters VII, IX, XII & XIII) and Book-III (Chapter XV, XVI, XVII & XVIII).
10. The Colonization of Government Lands (Punjab) Act, 1912 (V of 1912).
11. Land Acquisition Act, 1894.
12. Important Concepts of:
 - (a) Law of Inheritance
 - (b) Pre-emption
13. Punjab Tenancy Act, 1884.

Note: Bare Acts shall be provided in the examination.