

# **PUNJAB WORKERS WELFARE BOARD EMPLOYEES** **SERVICE RULES, 2004**

## **NOTIFICATION**

**No.PWB-5(51)96-II (Pt.I).** In exercise of the powers conferred by Section 11-B (3) read with Section 11-C (f) of the Workers Welfare Fund Ordinance, 1971 (XXXVI of 1971), following service Rules of employees of the Board are hereby notified:

## **GENERAL**

**1. Short title, commencement and application.-** (1) These Rules may be called Punjab Workers Welfare Board (Employees Service) Rules, 2004.

(2) These Rules shall come into force at once.

(3) These Rules shall apply to all persons appointed on regular basis in whole time employment of the Workers Welfare Board except:

- (a) Chairman, Punjab Workers Welfare Board;
- (b) persons appointed on contract or work charged basis or those who are paid from contingencies;
- (c) persons serving in the Punjab Workers Welfare Board on deputation from the Federal or a Provincial Government or any other organization, authority or institution.

**2. Definitions.-** (1) In these Rules, unless there is anything repugnant in the subject or context:

- (i) **'Ordinance'** means the Workers Welfare Fund Ordinance, 1971 (XXXVI of 1971).
- (ii) **'Board'** means the Workers Welfare Board constituted under sub-section (1) section 11-A of the Ordinance;
- (iii) **'Chairman'** means the Chairman of Punjab Workers Welfare Board and its Chief Executive;
- (iv) **'Secretary'** means the Secretary of the Board;
- (v) **'appointing authority'** means the Chairman as specified in these Rules regarding appointment in Punjab Workers Welfare Board;
- (vi) **'appellate authority'** means the authority next above the appointing authority i.e., Chairman, Workers Welfare Fund;
- (vii) **'employee'** means any officer or official holding a post on regular or contract basis in the Punjab Workers Welfare Board, on the date of commencement of these Rules or who is appointed on regular or contract basis under these Rules;
- (viii) **'appendix'** means the appendix for appointments (Appendix-A);
- (ix) **'Fund'** means the Workers' Welfare Fund constituted under the Ordinance;

- (x) **'Governing Body'** means the Governing Body of Workers Welfare Fund constituted under sub-section (1) of section 7 of the Ordinance;
- (xi) **'Government'** means Government of the Punjab/ Government of Pakistan.
- (xii) **'headquarters of an employee'** means, headquarters of the office of the Board where he is employed and in which records of his office are kept;
- (xiii) **'initial appointment'** means appointment made otherwise than by promotion or transfer or deputation or on contract;
- (xiv) **'leave salary'** means the monthly amount paid to an employee on leave;
- (xv) **'pay scale'** means the pay scale applicable to the employees of the Workers Welfare Fund or as approved by Workers Welfare Fund;
- (xvi) **'project'** means any project undertaken and managed by the Board directly or indirectly for which Workers Welfare Fund has paid the money under the Ordinance, provided it does not have a separate legal entity;
- (xvii) **'selection committee'** means a committee constituted for the purpose of making selection of persons for initial appointment or promotion to all posts in various pay scales in the Board and consisting of such persons, as may be appointed to by the Chairman from time to time;
- (xviii) **'service'** means and includes the period spent on duty and on duly sanctioned leave;

**3.** The Board shall be body corporate by the name of Punjab Workers Welfare Board having common seal with powers as provided under section 11-B of the Ordinance.

**4. Appointments.-** (1) All appointments by initial recruitment or by promotion or by transfer/ deputation in the Punjab Workers Welfare Board shall be made through the Selection Committee or Selection Board as the case may be constituted by the Chairman as specified in **Appendix-A**.

- (1) The employees appointed under these Rules will be confirmed subject to satisfactory completion of one year service in case of initial recruitment and one year in case of promotion provided appointing authority may extend the period of probation by a further period not exceeding two years in either case.
- (2) Quota fixed by the Government for disabled, orphans and women etc., shall be observed while making appointments under these Rules. In case of death of an employee his / her son / daughter would be preferred for the appointment in<sup>1</sup> the Board as per Government instructions.
- (3) The service of employees of Board shall be non pensionable.

---

<sup>1</sup> Printed in the Notification as "In"

- (4) The seniority of employees of various categories will be fixed by the appointing authority in the light of principles as laid down in the Punjab Civil Servants<sup>2</sup> Act, 1974 and Punjab Civil Servants (appointment and conditions of service) Rules, 1974.**(Annex-A & B)**
- (5) The employees of the Board shall be liable to transfer in the exigency of service to any place in the Province of Punjab.
- (6) An employee of the Board may resign from his post by giving at least one month notice in writing or may deposit one-month salary in lieu thereof.
- (7) The Chairman shall be competent to grant age relaxation for all posts as per Government policy/ instruction issued from time to time, maximum to the level of 10-years.

**5. Pay & Allowances.-** The employees of the Board shall be entitled to such pay and allowances including TA/DA, Medical facilities, Contributory Provident Fund, Gratuity, Group Insurance, loans, grants and honorarium etc. under financial package already adopted by the Board vide notification No.PWB/5(4)/93 dated 20/9/1997 and as sanctioned by the Workers Welfare Fund from time to time **(Annex-C)** and decisions taken by the Punjab Workers Welfare Board from time to time.

**6.** The Punjab Workers Welfare Board adopts following rules of Punjab Government employees as amended from time to time for application on the employees as defined in these Rules:

- (1) Government Servants Conduct Rules, 1966.
- (2) Removal from Service (Special Powers) Ordinance 2002 (Amended upto date).
- (3) The Punjab Government Leave Rules, 1981.
- (4) The age of retirement from the Service of Board shall be as per rules of the Government of the Punjab amended from time to time.
- (5) The employees of the Board shall contribute towards Contributory Provident Fund and Group Insurance at the rates as approved by Workers Welfare Fund from time to time.
- (6) Loans/ advances shall be sanctioned by the Chairman on the basis of formula approved by the Workers Welfare Fund from time to time.
- (7) Age Relaxation Rules 1963 and the Punjab Civil Servants Recruitment (Relaxation of Age Limit) Rules, 1976.

**7.** Chairman, Punjab Workers Welfare Board will be the Chief Executive of the Punjab Workers Welfare Board and the competent authority in the rules enumerated in Regulation 6 of the Rules.

**8.** Where the Rules of the Board are silent or non-existent on any issue, the rules of Government of the Punjab shall be applicable.

---

<sup>2</sup> Printed in the Notification as "Servant"

**9.** The Competent Authority can relax any of the above mentioned rules giving reasons in writing.

**10.** The Competent Authority can create or abolish any post in Punjab Workers Welfare Board depending on the peculiar circumstances.

**Secretary, Labour & Human Resource /  
Chairman Punjab Workers Welfare Board**

**APPENDIX – A**

**PUNJAB WORKERS WELFARE BOARD EMPLOYEES SERVICE RULES 2004**

Sr. No.	Name of the Department	Functional Unit	Name of the Post	Appointing Authority	Minimum qualification for appointment by		Method of recruitment	Age for initial recruitment		Examination, training and other condition required for confirmation
					Initial Recruitment <sup>3</sup>	Promotion		Minimum	Maximum	
1.	<b>PUNJAB WORKERS WELFARE BOARD</b>	<b><u>ADMN WING</u></b>	Secretary Board (BS-19)	Chairman Board	---	---	Deputation	---	---	---
2.		-do-	Deputy Director (Admn) (BS-18)	-do-	---	---	By promotion on seniority-cum-fitness basis from amongst Assistant Secretary with 7 years experience or by deputation from S&GAD.	---	---	---
3.		-do-	Assistant Secretary (BS-17)	-do-	A second class Master's degree from a recognized University / Institute having 5 years experience in the relevant field.	---	By promotion on seniority-cum-fitness basis from amongst Superintendents with at least 5 years service as such or by deputation from S&GAD.	21	30	---
4.		<b>ADMN /</b>	Assistant	-do-	A 1 <sup>st</sup> class Master's	---	50% by initial	21	30	---

<sup>3</sup> The word "Recruitment" added being missing in the Notification

		<b>WORKS</b>	Computer Programmer (BS-17)		degree in computer Science <sup>4</sup> (MCS) or in Information Technology from a University / Institute recognized by Higher Education Commission (HEC) 1. Experience of 2 years in the relevant field		recruitment and 50% by promotion on seniority-cum fitness basis from amongst Computer Operators BS-16 with at least 7 years experience as such.			
5.		<b>ADMN</b>	Law officer (BS-17)	Chairman Board	A second class B.A, L.L.B , with two years experience as a practicing lawyer.		By initial recruitment or by deputation from S&GAD.	21	30	-----
6.		-do-	Superintendent (BS-16)	-do-	---	---	By promotion (60%) from amongst Assistants / BS-11 and 40% from Personal Assistants / BS 15 on seniority-cum-fitness basis having at least 5 years service as Assistant / Personal Assistant; or 7 years experience as Stenographer.	---	---	---
7.		-do-	Computer Operator	-do-	1 <sup>st</sup> class Bachelor's degree in Computer Science <sup>5</sup>	---	By initial recruitment	21	30	---

<sup>4</sup> Printed in the Notification as "Sciences"

<sup>5</sup> Printed in the Notification as "Sciences"

			(BS-16)		or in Information Technology from a University / Institute recognized by Higher Education Commission (HEC) 1. One year experience in the relevant field					
8.		-do-	Personal Assistant (BS-16)	Chairman Board	---	---	By promotion on seniority-cum-fitness basis from amongst the holders of post of Stenographer with 5 years experience as such.	---	---	---
9.		-do-	Stenographer (BS-12)	-do-	Second class intermediate or inter in commerce from a recognized Board / University with Shorthand speed of 80 W.P.M. <sup>6</sup> and typing speed of 40 W.P.M. <sup>7</sup> with computer knowledge.		By initial recruitment.	18	25	---
10.		-do-	Assistant (BS-11)	-do-	Second class Bachelor Degree from a recognized University.	---	66% by promotion on seniority-cum-fitness basis from amongst the	18	25	---

<sup>6</sup> Printed in the Notification as "wpm"

<sup>7</sup> Printed in the Notification as "wpm"

							holders of post of Senior Clerk with 5 years service as such and 33% by initial recruitment with prescribed qualification.			
11.		-do-	Senior Clerk (BS-7)	-do-	--	--	By promotion on seniority-cum-fitness basis from amongst holders of post of Junior Clerk with at least 5 years service.	---	---	---
12.		-do-	Junior Clerk (BS-5)	-do-	Intermediate (2 <sup>nd</sup> division) from a recognized Board with typing speed of 30 W.P.M. <sup>8</sup> Person having computer knowledge will be preferred.	---	80% by initial recruitment and 20% by promotion from amongst class IV employees with prescribed qualification i.e. i) Matriculate <sup>9</sup> ii) Typing speed 25 WPM <sup>10</sup>	18	25	---
13.		-do-	Driver (BS-4)	-do-	Matric from a recognized Board possessing a valid LTV/HTV driving licence <sup>11</sup> with three years experience as such	---	By initial recruitment.	18	25	---

<sup>8</sup> Printed in the Notification as "wpm"

<sup>9</sup> Inserted vide Notification No.PWWB. Admn. 3(61)/97 dated June 7, 2006

<sup>10</sup> Inserted vide Notification No.PWWB. Admn. 3(61)/97 dated June 7, 2006

<sup>11</sup> Printed in the Notification as "license"

14.		-do-	Dispatch Rider (BS-4)	-do-	Matric from a recognized Board processing a valid motorcycle / Scooter driving licence <sup>12</sup> with three years experience as driving of Motorcycle / Scooter.	---	By initial recruitment.	18	25	---
15.		-do-	Naib Qasid / Chowkidar (BS-1)	-do-	Literate preferably Matric from a recognized Board having good health and physique.	---	By initial recruitment.	18	25	---
16.		-do-	Sweeper (BS-1)	-do-	Literate having good health and physique.	---	By initial recruitment.	18	25	---
17.		-do-	Mali (BS-1)	-do-	Literate with 5 years experience in the relevant field.	---	By initial recruitment.	18	25	---

1.	<b>PUNJAB WORKERS WELFARE BOARD</b>	<b><u>FINANCE WING</u></b>	Director Finance (BS-19)	Chairman Board	---	---	By deputation from Pakistan Audit Department (PAD) or from Treasuries & Accounts Service of Punjab / Local Fund Audit Department or any civil servant having sufficient experience in the relevant field. <sup>13</sup>	-	-	-
----	-------------------------------------	----------------------------	-----------------------------	----------------	-----	-----	---	---	---	---

<sup>12</sup> Printed in the Notification as "license"

<sup>13</sup> Inserted vide Notification No.PWWB. Admn. 2(2)/2011 dated 26<sup>th</sup> May 2011

2.		-do-	Accounts Officer (BS-17)	-do-	---	---	By deputation Accounts Officer having qualified SAS Exam from Pakistan Audit Department (PAD) or from Treasuries and Accounts Service of Punjab / Local Fund Audit Department.	-	-	-
3.		-do-	Assistant Accounts Officer (BS-16)	-do-	---	---	By deputation Asstt: Accounts Officer having qualified SAS Exam from Pakistan Audit Department (PAD) or from Treasuries & Accounts Service of Punjab/Local Fund Audit Department.	-	-	-
4.		-do-	Senior Auditor (BS-11)	-do-	---	---	By deputation from Pakistan Audit Department (PAD) or from Treasuries and Account Service of Punjab / Local Fund Audit Department having relevant experience.	-	-	-

1.	<b>PUNJAB WORKERS WELFARE BOARD</b>	<b>WORKS WING</b>	Director Works (BS-19)	-do-	---	---	By promotion on seniority-cum-fitness basis from amongst the Deputy Directors Works of Punjab Workers Welfare Board with at least 7-years of	---	---	---
----	-------------------------------------	-------------------	---------------------------	------	-----	-----	--	-----	-----	-----

							experience in that capacity and a minimum service length of 12 years in BS-17 and BS-18 OR By deputation from National Building Departments <sup>14</sup> i.e C&W, H&PP and Local Govt. etc. <sup>15</sup>			
2.		-do-	Deputy Director Works (BS-18)	-do-	---	---	By deputation from National <sup>16</sup> Building Departments i.e C&W or H&PP or Local Govt. etc.	---	---	---
3.		-do-	Land Acquisition Collector (BS-17)	-do-	---	---	By deputation from Board of revenue with 10 years' experience as Revenue Officer.	--	--	---
4.		-do-	Assistant Director Works (BS-17)	-do-	2 <sup>nd</sup> Class B.Sc. Civil Engineer from a recognized University.	---	Initial recruitment or by promotion on seniority-cum-fitness basis from amongst Sub-	21	30	----

<sup>14</sup> Printed in the Notification as "departments"

<sup>15</sup> Added vide Notification No.PWWB-Admn-5(40)/93 dated September 12, 2008

<sup>16</sup> Printed in the Notification as "Nation"

							Engineers of the Board with 15 years' experience or by deputation.			
5.		-do-	Sub Engineer (BS-11)	-do-	Second class Diploma in Civil Engineering from the recognized Board / Institution with two years' experience in the relevant field.	---	By initial recruitment.	18	25	---
6.		-do-	Draftsman (BS-11)	Chairman Board	---	---	By promotion on seniority-cum-fitness basis from amongst Tracers with at least 7 years' experience as such or by deputation from C&W Department, Local Govt, or H&PP Department .	---	---	---
7.		-do-	Electrician (BS-7)	-do-	Intermediate with Electrical Certificate from recognized Polytechnic Institute.	---	By initial recruitment.	18	25	---
8.		-do-	Plumber (BS-6)	-do-	Matric with Plumber Certificate from recognized Polytechnic Institute	---	By initial recruitment	18	25	---

9.		-do-	Tracer (BS-5)	-do-	Matriculation from a recognized Board (second division) with one year diploma of Tracer from recognized Institution and two years' experience in relevant field.	---	By initial recruitment.	18	25	---
10.		-do-	Qanoongo (BS-09)	-do	---	---	By promotion on seniority-cum-fitness basis from amongst the holders of the post of Patwari with 3 years' experience as such.	---	---	---
11.		-do-	Patwari (BS-5)	-do	Intermediate from a recognized board with one year Patwar Course	---	By initial recruitment	18	25	---
12.		-do-	Tube Well Operator (BS-4)	-do-	Matriculation from a recognized Board.	---	By initial recruitment.	18	25	---