

**THE WEST PAKISTAN BUILDINGS AND ROADS
DEPARTMENT (REGIONAL) MINISTERIAL SERVICE
RULES, 1962**

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THE WEST PAKISTAN BUILDINGS AND ROADS DEPARTMENT MINISTERIAL SERVICE (REGIONAL) RULES, 1962

Service and General Administration Department

The 14th November, 1962

NOTIFICATION

No. SOXIX-1-3/62.- In exercise of the powers conferred by clause (2) of Article 178 of the Constitution of the Republic of Pakistan, the Governor of West Pakistan, is pleased to make the following rules regulating recruitment of the West Pakistan Buildings and Roads Department Ministerial Service (Regional) and prescribing conditions of service for the persons appointed thereto, namely:-

PART I- GENERAL

1. Short title and commencement.- (1) These rules may be called ¹[the West Pakistan Buildings and Roads Department Ministerial Service (Regional)] Rules, 1962.

(2) They shall come into force at once.

2. 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) "Appendix" means the appendix to these rules;
- (b) "Appointing authority" means the authority specified in rule 4;
- (c) "Board" means a Board of Secondary Education established by law in Pakistan or any other educational authority or institution declared by Government in consultation with the Commission to be a Board for the purpose of these rules;
- (d) "Chief Engineer" means the Chief Engineer, Buildings and Roads;
- (e) "Commission" means the West Pakistan Public Service Commission;
- (f) "Department" means the Buildings and Roads Department, West Pakistan;
- (g) "Government" means the Government of West Pakistan;
- (h) "initial recruitment" means appointment made otherwise than by promotion or transfer from another Service/Department/Post;
- (i) "recognised University" means any University incorporated by law in Pakistan or any other University declared by Government in consultation with the Commission to be a recognised University for the purposes of these rules;
- (j) "region" means the whole of the area under the charge of a Chief Engineer;

¹Amended by Notification No.S.O.XVIII-1-3/62 Dated:26.06.1963

- (k) "Scheduled Castes" means the castes, races or tribes, or parts or groups within casts, races or tribes, or parts or groups within castes, races or tribes, declared to be scheduled castes under any law in force in West Pakistan, or so declared by Government for the purposes of these rules;
- (l) "Service" means the West Pakistan Buildings and Roads Department Ministerial Service (Regional); and
- (m) "Under Developed Areas" means Quetta and Kalat Divisions, Lasbella District of Karachi Division, the Tribal Areas of Dera Ismail Khan and Peshawar Divisions, and such other areas as Government may declare to be Under-developed Areas for the purpose of these rules.

PART II-RECRUITMENT

3. Constitution and composition of service.- ²[(1) The cadre posts of the Service shall be the posts specified in column 2 of the and Appendix such other Ministerial posts in the office the Chief Engineer as may be determined by Government from time to time.]

(2) The service shall consist of regional cadres, members of one cadre not being eligible, save as provided in rule-10, for appointment to a post borne or any other cadre of the service.

4. Appointing Authority.- Appointments to the Service shall be made:

- (i) in the case of appointment to the posts of Administrative Officers,³[Budget and Accounts Officer/Assistant Director] by Government; provided that officiating promotions for a period not exceeding six months may be made by the Chief Engineer Incharge of the region where the vacancies occur; and
- (ii) in the case of appointment to other posts, by the Senior Staff Officer of the Chief Engineer in-charge of the region where the vacancies occur⁴;
- (iii) in case of appointment to the posts mentioned at Serial No. 9 to 14, by the Administrative Officer of the Region where the vacancy occur].

5. Method of recruitment.- (1) Recruitment to the service shall be made by the following methods:-

- (a) Vacancies in the posts of Administrative Officers, Senior Superintendents, ⁵[Accounts Clerks] and Senior Clerks shall be filled by promotion.
- (b) Twenty-five percent of the vacancies in the posts of Assistants shall be filled by initial recruitment and the remaining vacancies in such posts shall be filled by promotion;
- (c) Vacancies in the posts of Junior Clerks and Steno-typists shall be filled by initial recruitment;⁶ [...]

² Amended by Notification No.S.O.XVIII-1-3/62 Dated:26.06.1963

³ Added vide Notification No.SORIII-1-39/71 dated 15.04.1979

⁴ Added vide Notification No.SO(R-III)S&GAD 1-39/71 dated 03.12.1978

⁵ Added vide Notification No. SOXVIII-1-3/62, dated the 4th August 1969.

- (d) Fifty percent of the vacancies in the posts of Stenographers shall be filled by initial recruitment and the remaining vacancies in such posts shall be filled by promotion[; and
- ⁷(e) The remaining posts shall be filled in the manner as prescribed in the Appendix”.]
- (2) Vacancies to be filled by initial recruitment shall be reserved for *bona fide* residents of the region where the vacancies occur.
- (3) Vacancies to be filled by promotion shall be filled in the following manners:-
 - (i) Ninety percent of such vacancies shall be filled by selection on merit with due regard to seniority from among members of the service eligible for promotion to such vacancies in accordance with the provisions contained in column 4 of the Appendix; and
 - (ii) the remaining ten percent of such vacancies shall form a merit quota and shall be filled by selection on merit from among members of the Service eligible for promotion to such vacancies in accordance with the provisions contained in column 4 of the Appendix, who:
 - (a) have an outstanding record;
 - (b) are below thirty-two years of age; and
 - (c) possess sound health.
- (4) Where a person with the qualifications specified in clause (ii) of sub-rule (3) is not available for appointment to a vacancy referred to in that clause, the vacancy may be filled in the manner provided in clause (i) of sub-rule (3).

6. ⁸[Age.- No person shall be appointed to the post by initial recruitment who:-

- (a) in the case of posts at serial No. 1 to 8, 9, 10 and 14 is less than eighteen years or more than twenty-five years of age; and
- (b) in the case of posts at serial No. 11 and 12 is less than twenty one years or more than 35 years of age, provided that:-
 - (i) for a period of ten years from the coming into force of these rules, the upper age limit in the case of a candidate from the Scheduled Castes or Under-developed Areas shall be twenty-eight years; and
 - (ii) in the case of a person whose services under Government have been terminated for want of vacancy, the period of service already rendered by him shall, for the purpose of the upper age limit under this rule, be excluded from the age.]

7. Qualifications.- (1) No person shall be appointed to a post in the Service by initial recruitment unless he possesses the qualifications prescribed for the post in column 3 of the Appendix;

⁶ Word “and” deleted vide Notification No.SO(R-III)S&GAD 1-39/71 dated 03.12.1978

⁷ New clause (e) inserted vide Notification No.SO(R-III)S&GAD 1-39/71 dated 03.12.1978

⁸ Substituted vide Notification No.SO(R-III)S&GAD 1-39/71 dated 03.12.1978

(2) No person, not already in Government service, shall be appointed to the Service unless he produces a certificate of character from the Principal Academic Officer of the academic institution last attended and also certificates of character from two other responsible persons, not being his relatives, who are well acquainted with his character and antecedents.

PART III-CONDITIONS OF SERVICE

8. Probation.- (1) A person appointed to the Service against a substantive vacancy shall remain on probation for a period of two years, if appointed by initial recruitment, and for a period of one year, if appointed otherwise.

Explanation- Officiating service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

(2) If the work or conduct of a member of the Service during the period of probation has been unsatisfactory, the appointing authority may, notwithstanding that the period of probation has not expired, dispense with his services if he has been appointed by initial recruitment, and if he has been appointed otherwise, revert him to his former post, or if there be no such post dispense with his services.

(3) On completion of the period of probation of a member of the Service, the appointing authority may, subject to the provisions of sub-rule (4), confirm him in his appointment, or if his work or conduct has, in the opinion of such authority, not been satisfactory: -

- (a) in case he has been appointed by initial recruitment, dispense with his services; or
- (b) in case he has been appointed otherwise revert him to his former post, and if there be no such post, dispense with his services; or
- (c) extend the period of probation by a period not exceeding two years in all, and during or on the expiry of such period pass such orders as it could have passed during or on the expiry of the initial probationary period.

Explanation-I- If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

Explanation II- If no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in his appointment from the date on which the period of probation was last extended or may be deemed to have been so extended.

(4) No person shall be confirmed in the Service unless he successfully completes such training and passes such departmental examinations as may be prescribed by Government from time to time.

(5) If a member of the Service fails to complete successfully any training or pass any departmental examination prescribed under sub-rule (4), within such period or in such number of attempts as may be prescribed by Government, the appointing authority may:

- (a) in case he has been appointed by initial recruitment, dispense with his service; or
- (b) in case he has been appointed otherwise, revert him to his former post and if there be no such post, dispense with his services.

9. Seniority.- (1) The seniority *inter se* of the members of the Service in the various grades thereof shall be determined:-

- (a) in the case of members appointed by initial recruitment, in accordance with the order of merit assigned by the appointing authority; provided that persons selected for the Service in an earlier selection shall rank senior to the persons selected in a later selection; and
- (b) in the case of members appointed otherwise, with reference to the dates of their continuous appointment therein; provided that if the date of continuous appointment in the case of two or more members of the Service is the same, the older official, if not junior to the younger official or officials in the next below grade, shall rank senior to the younger officer or officials.

Explanation I- If a junior official in a lower grade is promoted to a higher grade temporarily in the public interest, even though continuing later permanently in the higher grade, it would not adversely affect the interest of his seniors in the fixation of his seniority in the higher grade.

Explanation II- If a junior official in a lower grade is promoted to a higher grade by superseding a senior official and subsequently that official is also promoted, the official promoted first shall rank senior to the official promoted subsequently.

(2) The seniority in the various grades of the Service of the members appointed by initial recruitment vis-à-vis those appointed otherwise shall be determined:

- (a) in case both the official appointed by initial recruitment and the official appointed otherwise have been appointed against substantive vacancies, or both have been appointed against temporary vacancies, with reference to the date of appointment to such vacancy in the case of the official appointed by initial recruitment and to the date of continuous appointment against such vacancy in the case of the official appointed otherwise; provided that if the two dates are the same, the official appointed otherwise shall rank senior to the official appointed by initial recruitment.
- (b) In case the official appointed by initial recruitment has been appointed against a substantive vacancy and the official appointed otherwise has been appointed against a temporary vacancy the official appointed by initial recruitment shall rank senior to the official appointed otherwise; and
- (c) in case the official appointed otherwise is appointed against a substantive vacancy and the official appointed by initial recruitment is appointed against a temporary vacancy, the official appointed

otherwise shall rank senior to the official appointed by initial recruitment.

10. Liability to transfer and serve.- Members of the Service shall be liable to:-

- (a) transfer anywhere in West Pakistan; and
- (b) serve in any department of Government or any local authority or statutory body set up or established by Government.

11. General Rules.- In all matters not expressly provided for in these rules, members of the Service shall be governed by such rules as have been or may hereafter be prescribed by Government and made applicable to them.

12. Relaxation.- Any of these rules may, for reasons to be recorded in writing, be relaxed in individual cases, if Government is satisfied that a strict application of the rule would cause undue hardship to the individual concerned:

Provided that wherever such relaxation involves a question on which consultation with the Commission is mandatory, the Commission shall be consulted before the relaxation is made.

13. Delegation.- Government may delegate all or any of its powers under these rules to any officer subordinate to it.

14. Powers of Governor to safeguard rights of Government servants.- Whenever in the application of these rules, the terms and conditions of service of any person serving in connection with the affairs of the Province of West Pakistan, as guaranteed by any law for the time being in force, are likely to be adversely affected, the Governor of West Pakistan, shall make appropriate orders to safeguard the constitutional and legal rights of such persons.

APPENDIX

[see rules 3(1), 5(3) and 7(1)]

Serial No.	Nomenclature of the posts	Minimum qualifications, prescribed for appointment by initial recruitment	Method of recruitment
1	2	3	4
⁹ [1	Assistant Director Development (Development) (BS-17)		By promotion on the basis of seniority-cum-fitness basis from amongst Administrative Officers having at least five years' service as such.
1-A	Administrative Officer (BS-16+ Rs. 100 Special Pay)	-	By promotion on the basis of seniority-cum-fitness basis from amongst Budget and Accounts Officers having at least five years' service as such.
1-B	Budget and ACCOUNTS Officer (BS-16)	-	By promotion on the basis of seniority-cum-fitness basis from amongst Superintendents in the Functional Unit having at least five years' service as such.]
2	Senior Superintendents		By promotion from among members of the Service holding posts of Superintendents in the region where vacancies occur.
3	Superintendents		¹⁰ [By promotion from among members of the Service, in the region where the vacancies occur, holding <ul style="list-style-type: none"> i. posts of Assistants with at least five years' experience as such; and ii. posts of Stenographers with at least five years' experience as such who have passed the departmental examinations, if any, prescribed for Assistants under sub-rule (4) of rule 8. Note – A common seniority link shall be maintained of Assistants and Stenographers for the purpose of promotion to the post of Superintending provided that notwithstanding anything, contained in the proviso to clause (b) of sub-rule (1), of rule 9, where date of continuous service of an Assistant and a Stenographer is the same, the Assistant shall be deemed to be senior to the Stenographer.]
4	Assistants	Degree from recognized University	i. Twenty five per cent by initial recruitment; and

⁹ Sr. No. 1, 1-a and 1-B substituted vide Notification No. SOR_III(S&GAD)1-19/2008(P), dated:14.12.2014.

¹⁰ Substituted by Notification No.S.O.XVIII-1-3/62 Dated:26.06.1963

			ii. Seventy-five percent by promotion: (a) From among members of the Service holding posts of Accounts Clerks in the region where the vacancies occur; and (b) Where there are no Accounts Clerks from among members of the Service holding posts of Senior Clerks in the Region where vacancies occur.
¹¹ [4-A]	Accounts Clerks	-	By promotion from among members of the Service holding posts of Senior Clerks in the region where vacancies occur.]
5	Senior Clerks		By promotion from among members of the Service holding posts of Junior Clerks in the region where the vacancies occur.
6	Junior Clerks	Matriculation from recognized University or Board	By initial recruitment.
7	Stenographers	i. Matriculation from a recognized University or Board, and ii. Speed of 100 words per minute in Shorthand in English and 35 w.p.m in typing.	i. By initial recruitment; and ii. Fifty percent by promotion from among member of the Service holding posts of Steno-Typist in the region where the vacancies occur.
8	Steno-Typists	i. Matriculation from a recognized University or Board; and ii. Speed of 80 w.p.m in Shorthand in English and 30 w.p.m in typing	i. By initial recruitment.
¹² [9]	Daftri	--	By promotion from among the Peons/Frashes who are at least Middle pass.
10	Peon/Frash	Literate	By initial recruitment
11	Chowkidar	--	Ditto
12	Sweeper	--	Ditto
13	Ferro Printer	(i) Middle pass (ii) One year experience as Ferro Printer	Ditto
14	Bhishti		Ditto]

¹¹ Added vide Notification No. SOXVIII-1-3/62, dated the 4th August 1969.

¹² Added vide Notification No.SO.RIII-1 – 39 /71 dated 19.12.1978