

THE PUNJAB TEXTBOOK BOARD EMPLOYEES SERVICE REGULATIONS, 1980

CONTENTS

SECTIONS

1. **General**
2. **Definition**
3. **Appointment by promotion, transfer or deputation**
4. **Initial appointment**
5. **Retirement and termination of services**
6. **Application" of government rules**
7. **A d h o c appointments and combination of charges**
8. **Schedule**
9. **The Punjab textbook board, employees pension regulations, 1981**
10. **Re-organization of the Punjab textbook board, Lahore**
11. **How a textbook is developed**

TEXT

**THE PUNJAB TEXTBOOK BOARD EMPLOYEES SERVICE
REGULATIONS, 1980**

PUNJAB TEXTBOOK BOARD, LAHORE

[The 25th July, 1981]

NOTIFICATION

No. Estt.(S.R.)/80—In exercise of the powers conferred by Section 24 of the Punjab Textbook Board Ordinance No.XLI of 1962, as amended by Ordinance, 1971, the Punjab Textbook Board, with the approval of the Government of the Punjab, Education Department,—*vide* Memo. No. S.O.

.(B) 1-54/81, dated 16th July, 1981, is pleased to make the following Regulations, namely :—

"The Punjab Textbook Board Employees Service Regulations".

General:--

1. (1) These Regulations may be called "The Punjab Textbook Board Employees Service Regulations, 1980".
(2) They shall come into force at once.
(3) They shall apply to all employees of the Punjab Textbook Board.

2. Definition:--

(1) In these Regulations, 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 to make appointment to the post under these Regulations.
- b) "BOARD" means the Punjab Textbook Board.
- c) "CHAIRMAN" means the Chairman of the Punjab Textbook Board.

- d) "COMMITTEE" means the Promotion Committee or Selection Committee.
- e) "CONTROLLING AUTHORITY" means the authority as specified in Regulation 2 (d) of the Punjab Textbook Board Ordinance, 1952. read with Punjab Textbook Board (Punjab Amendment) 1971.
- f) "EMPLOYEE" means an employee of the Punjab Textbook Board, but does not include –
 - i) Person on deputation to the Board from Provincial Government of the Government of Pakistan or an Autonomous or Semi-Autonomous Organization.
 - ii) A person who is employed on work-charge basis or who is paid from contingencies.
 - iii) A person who is employed on contract basis.
- g) "FUNCTIONAL UNIT" means a group of posts or a part, of these Regulations, sanctioned as a separate Unit.
- h) "GRADE" has the same meaning as in the Punjab Civil Servants (changes in nomenclature of services and abolition of classes) Rules, 1974
- i) "GOVERNMENT" means the Government of the Punjab.
- j) "POST" means a post sanctioned by the Competent Authority in connection with the affairs of the Board.
- k) "SCHEDULE" means Schedule appended to these Regulations
- l) "SERVICE" means the service of the Punjab Textbook Board.

(2) Words and expressions used but not defined, shall bear the same meaning as they bear in the Punjab, Textbook Board Ordinance*, 1962, (as amended in 1971) and Punjab Civil Servants Act, 1974.

3. (1) Appointment to post shall be made by promotion, transfer or initial recruitment, as specified in the schedule*.

(2) Appointment by promotion or transfer shall be made in accordance with part (II) and by initial recruitment in accordance with Part (III) of these Regulations.

(3) Appointment shall be made from amongst such persons possessing such qualifications and fulfilling such other conditions as are specified in the schedule or as may be prescribed by the Board from time to time.

4. (1) There shall be one or more Promotion Committees or Selection Committees to be constituted by the appointing authority.

(2) Each Selection Committee shall consist of at least three members, one of whom shall act as Chairman of the Committee.

5. The authority competent to make appointments to various grades shall be as specified in Column 4 of the Schedule.

6. (1) A person appointed to a post in a grade 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; PROVIDED that the Appointing Authority may extend the period of probation by a further period not exceeding two years in all.

Explanation—

Service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

(2) No person shall be confirmed in a post unless he has successfully completed such training and passes such departmental examination as may be prescribed by the Board from time to time.

(3) If no orders have been made by the date following the completion of initial probation period, the period of probation shall be deemed to have been extended.

(4) Subject to the Provision of the Clause (2) above, 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.

(5) A probationer, who has satisfactorily completed his period of probation against a substantive vacancy, shall be confirmed w.e.f. the date of his continuous appointment in such a vacancy.

Provided that where the period of his probation has been extended under the Provision of Clause (1) of these Regulations, the date of confirmation shall, subject to other Provisions these Regulations, be the date on which the period of his probation was last extended.

(6) If the work and conduct of an employee during the period of probation has been unsatisfactory, the appointing authority may without notice, 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 service.

(7) There shall be no confirmation against any temporary post or temporary appointment.

7. (1) The seniority interse of persons appointed to posts in the same grade in a Functional Unit shall be determined:—

- (a) The case of persons appointed by initial recruitment, in accordance with the order of merit, assigned by the Selection Committee, provided that persons selected for appointment to the grade in an earlier selection shall rank senior to the persons selected in a later selection ; and
- (b) In the case of persons appointed otherwise, with reference to the dates of their continuous appointment in the grade; provided that if the date of continuous appointment in the case of two or more persons appointed to the grade is the same, the older if not junior to the younger in the next below grade, shall rank senior to the young person.

Explanation(I)—If a person junior in a lower grade is promoted to a higher grade on adhoc basis, 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 (11) — If a person Junior in a lower grade is promoted to higher grade by superseding his senior and subsequently the latter is also promoted, the one promoted first shall rank senior to the one promoted subsequently.

Explanation (111) — Subject to the provisions of Regulation 14 of these Regulations, a junior appointed to a higher grade shall be deemed to have superseded his senior only if both the junior and the senior were considered for the higher grade and the junior was appointed in preference to the senior.

(2) The seniority of the persons appointed by initial recruitment to the grade vis-a-vis those appointed otherwise shall be determined with reference to the date of continuous appointment to the grade provided that if two dates are the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment; provided further that interse seniority of persons belonging to same category shall not be altered.

Explanation—In case a group of persons is selected! for initial appointment at one time, the earliest date on which any one out of the group joined the service will be deemed to be the date of appointment of all persons in the group. Similarly in case a group of persons is appointed otherwise at one time in the same order, the earliest date on which any one of the group joins the service shall be deemed to be the date of appointment of all persons in group. And the persons in each group will be placed with reference to the continuous date of appointment as a group in order of their interse seniority.

(3) Notwithstanding the provisions of Clause I and Clause II an employee confirmed with effect from an earlier date shall become senior to an employee confirmed with effect from a later date.

PART-II

APPOINTMENT BY PROMOTION, TRANSFER OR DEPUTATION

8. (1) Appointments by promotions or transfer to posts in various grades shall be made on recommendations of the appropriate Committee.

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

9. Only such persons, who possess the qualifications and meet the conditions laid down for the purpose of promotion or transfer to a post, shall be considered by the appropriate Committee.

10. A person in the service of Government or an Autonomous or Semi-Autonomous Organization, who possesses the minimum educational qualifications, experience or length of service prescribed for a post, shall be eligible for appointment to the said post on deputation in the Board in accordance with the policy prescribed by Government.

Provided that leave, pension or G.P.Fund Contributions shall invariably be paid by the borrowing organization.

PART III

INITIAL APPOINTMENT

11. (1) Initial appointment to posts in grade-16 and above, shall be made on the basis of examination/test or interview conducted by the appropriate Committee, after advertisement of the vacancies in the Newspapers.

(2) Initial appointment to all posts in grades **1** to **16** 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. (1) A candidate for initial appointment to a post must possess the educational qualifications and experience and must be within the age limits 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 Controlling Authority may relax the upper age limit beyond 5 years.

- (ii) the restriction regarding age shall not apply to a candidate who is an employee of the Board in some other capacity; and experience, where prescribed, would include equivalent experience, in a profession or in the service of an Autonomous or Semi-Autonomous Organization.

(2) (i) Where recruitment is to be made on the basis of a written examination, age shall be reckoned as on the first of January of the year in which the examination is proposed to be held ; and

- (ii) in other cases, as on the last date fixed for submission of applications for appointment.

13. No person shall be appointed to a post unless he is a citizen of Pakistan and domiciled in Punjab, provided that this restriction may be relaxed by Controlling Authority in suitable cases.

14. No candidate shall be given appointment unless he is in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties.

15. During appointment if an employee ceases to have good mental and bodily health and the appointing authority is satisfied that he is not discharging his duties satisfactorily on account of indifferent health, his services may be dispensed with after serving him with a three months' notice or on payment of three months' pay in lieu of the notice.

16. (1) No person, not already in the service of the Board, 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 and certificate of character from the head of the academic institution last attended, where applicable.

(2) Notwithstanding, anything in Clause (1) an appointment by initial recruitment shall be subject to verification of character and antecedents of the candidate to the satisfaction of the appointing authority.

17. Where the interest of the Board so requires, a person may be appointed on contract, with a period not exceeding three years at a time on terms and conditions to be specified in the contract: against a specified post.

PART –IV

RETIREMENT AND TERMINATION OF SERVICES

18. An employee may resign from service by giving one month's notice or by depositing with the Board one month's pay in lieu thereof ; provided that if the notice falls short of one month, the employee shall have to deposit pay for the period falling short of one month.

19. Except otherwise provided in the terms of appointment, the service of an employee in temporary employment or appointed on *ad-hic* basis shall be liable to termination on 15 days' notice or on payment of pay in lieu thereof.

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

21. An employee of the Board shall retire from service —

- (i) after he has completed 25 years' service qualifying for pension or other retirement benefits, as the competent authority may direct; or
- (ii) where no direction is given under Regulation I, on the completion of the 60th year of his age.

Explanation —

In this Regulation the competent authority means the appointing authority or a person duly authorized by the appointing authority in that behalf not being a person lower in rank to the employee concerned.

PART V

APPLICATION” OF GOVERNMENT RULES

22. (1) Subject to the provisions of the Ordinance, these Regulations and the Schedule* the following Rules, as amended from time to time, shall apply *mutatis mutandis* to the employees of the Board :—

- i. The West Pakistan Government Servants (Conduct) Rules, 1986.

- ii. Punjab Civil Servants (E & D) Rules, 1975.
- iii. Revised Leave Rules for Civil Servants under the Punjab Government, 1978.
- iv. Punjab Civil Services Rules.
- v. Punjab Travelling Allowances Rules, 1978.
- vi. Punjab Financial Rules, 1973.
- vii. West Pakistan (Civil Services) Delegation of Powers Rules, 1962.
- viii. Punjab Civil Servants Pay Revision Rules, 1977. Provided that-
 - a. Any reference to a Government servant or Civil Servant shall be construed to be a reference to the employees of the Board.
 - b. Any reference to the Head of Department shall be construed to be a reference to the Chairman of the Board.
 - c. Any reference to Secretary of the Government shall be construed to be a reference to the Board of Directors.
 - d. Any reference to the Government shall be construed to be a reference to the Controlling Authority.
 - e. The Controlling Authority, the Board of Directors and the Chairman may by general or special order delegate to any officer or officers of the Board, any of these powers under these rules, subject, where necessary, to such conditions as may be specified.

(2) (a) Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of the service is allowed to an employee by any of the rules mentioned in Regulation 22 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 an employee aggrieved by any such order, may except where such order is made by the Controlling Authority, make a representation against it to the authority next above the authority which made the order.

PART VI

A D H O C APPOINTMENTS AND COMBINATION OF CHARGES

23. (1) When a post is required to be filled the appropriate authority shall take steps for calling of applications and for setting up a Selection Committee immediately after a decision is taken to fill the post.

(2) After the action mentioned in Clause (1) is taken, the appointing authority may, if he considers necessary in the public interest, fill the post on *adhoc* basis for a period not exceeding six months pending nomination of candidate by the Selection Committee.

24. (1) No person shall be appointed on *adhoc* basis unless he possesses the qualifications laid down for the post.

(2) An *adhoc* appointment shall terminate on the expiry of six months from the date of the promotion or on the date regular appointment is ordered whichever occurs earlier.

25. (1) Subject to other conditions as laid down under the relevant Rules, the Chairman may, in the public interest, allow any employee of the Board to hold one or more additional charges for a period not exceeding four months and may also allow additional pay ;

(2) Where additional charge is intended to exceed four months, concurrence of the

Board of Directors shall invariably be obtained.

PART VII

26. The Competent Authority may in individual cases of hardship or where public interest so requires, and for reasons to be recorded in writing, relax the provision of any of these Regulations except Regulation 13.

SCHEDULE

ADMINISTRATION (A)

Sr.No.	Functional Group	Name of Post	Existing Pay	Appointing Authority	Minimum qualification	Method of Recruitment	Age for initial recruitment	
							Min.	Max.
1.	Do.	Chairman	NPS-20	Government	---	By temporary transfer of service from Govt. Departments / Autonomous Bodies	---	--
2.	Do.	Secretary	NPS- 18	Government	---	By temporary transfer of grade 18 Officer of general administration line and having experience	---	--

						of general administration in Govt. Departments		
3.	Do.	Deputy Secretary	NPS- 18	Board	---	By Promotion from amongst Assistant Secretaries or by temporary transfer of service from Govt. Departments	---	--
4.	Do.	Assistant Secretary	NPS- 17	Board	Graduate with 3 years' experience (For direct recruits only)	50% promotion by Superintendents /other equivalent posts and 50% by direct recruitment.	20 year	26 year

5.	Do.	Librarian	NPS- 17	Board	M.A. in library Science.	By promotion from Assistant Librarian having at least 5 years' service as such or by direct recruitment if no such person is available.	20 year	30 year
6.	Do.	Public Relation Officer	NPS- 17	Board	Graduate with diploma in Journalism having practical experience of at least 5 years.	By direct recruitment	18 year	25 year
7.	Administration (A)	Textbook Examiner	NPS- 16	Board	M.A. 2nd Division or B.A 1st	By direct recruitment or by temporary	22 year	30 year

					Division with experience in publication work.	transfer of service from Govt. Department.		
8.	Do.	Superintendents	NPS- 15	Board	---	By promotion from amongst Assistants.	---	--
9.	Do.	Personal Assistants / Sr. Scale Stenographer	NPS- 15	Board	---	By promotion from amongst Jr. Scale Stenographers		
10.	Do.	Estate officer	NPS- 15	Board	---	By promotion from amongst Suitable Superintendents	---	--
11.	Administration (A)	Sub-Engineer	NPS- 15	Board	---	By temporary transfer from Govt. Departments or Autonomous	---	--

						Bodies.		
12.	Do.	Assistants	NPS- 12	Board	---	By promotion amongst Senior Clerks or by temporary transfer of service from Government Department or Autonomous Bodies.	---	--
13.	Do.	Jr. Scale Stenographer	NPS- 12	Board	Matriculation 2nd Div. 5 years experience of sound typing/short and knowledge (For direct recruits only)	By promotion from amongst stenotypists who qualified their practical tests or by direct recruitment.		
14.	Administration (A)	Godown Keeper	NPS- 11	Board	----	By transfer of a suitable person from amongst	---	--

						assistants in the Board.		
15.	Do.	Assistant Librarian	NPS- 11	Board	B.A with diploma in Library Sciences.	By direct recruitment	18 year	25 year
16.	Do.	Steno typist	NPS- 10	Board	Matriculation 2 nd Div. 5 years short hand 80 w.p.m. typing 35 w.p.m.	By direct recruitment	18 year	25 year
17.	Do.	Senior Clerk	NPS- 7	Board	---	By promotion from amongst Jr. Clerks who have at least 5 years experience of typing and office working	---	--
18.	Administration (A)	Caretaker	NPS- 7	Chairman	---	By transfer from amongst Sr. clerks	---	--

19.	Do.	Telephone Operator	NPS- 7	Chairman	Matriculation with 2 nd Div. with working experience of 5 years.	By direct recruitment	18 year	25 year
20.	Do.	Junior Clerks	NPS- 6	Chairman	Matriculation with 2nd Div. with speed of 30 wpm in Urdu/ English.	By direct recruitment	18 year	25 year
21.	Do.	Electrician	NPS- 5	Chairman	Matriculation with 2nd Div. with 5 years experience in electricity work.	By direct recruitment	20 year	30 year
22.	Administration (A)	Gestetner Operator	NPS- 5	Chairman	Matriculation with working knowledge of duplicating machine.	By direct recruitment	20 year	30 year
23.	Do.	Head Driver	NPS- 4	Chairman	Literate having 5	Either direct by	20	30

					years' experience of driving, holding LHV/LTV license with adequate knowledge of maintenance of motor vehicles	recruitment or by promotion from amongst the drivers	year	year
24.	Do.	Driver	NPS- 3	Chairman		By direct recruitment	18 year	25 year
25.	Do.	Jamadar (Head Office)	NPS-	Chairman	---	By promotion from amongst the Peons having at least 5 years' experience as such	---	--
26.	Do.	Daftri	NPS-	Chairman	Middle/primary passed	By direct recruitment	18 year	25 year

27.	Do.	Naib Qasid	NPS-	Chairman	Literate	By direct recruitment	18 year	25 year
28.	Do.	Frash/Waterman	NPS-	Chairman	Literate	By direct recruitment	18 year	25 year
29.	Do.	Mali	NPS-	Chairman	Literate with working knowledge of grounding	By direct recruitment	18 year	30 year
30.	Do.	Chowkidar	NPS- 1	Chairman	Literate with experience of work as such	By direct recruitment	20 year	40 year
31.	Do.	Security guards	NPS- 1	Chairman	Do	Do	20 year	40 year
32.	Do.	Sweeper	NPS- 1	Chairman	Do	Do	20 year	40 year
33.	Do.	Chief Audit and Accounts officer	NPS- 18	Board	---	By temporary transfer of an officer of grade 18 from	---	--

						the office of the Auditor General of Pakistan (Accountant General of Punjab)		
34.	Do.	Accountant	NPS- 15	Board	B.Com or B.A. with S.A.S (for direct recruits only)	By direct recruitment or by temporary transfer of service from the Govt. Departments	18 year	25 year
35.	Do.	Cashier	NPS- 12	Board	---	By transfer from amongst the Assistants	---	--
36.	Academic Wings	Directors	NPS- 19	Government	---	By temporary transfer of service from the Govt. departments	---	--
37.	Do.	Editors in Chief	NPS- 18	Board	Ph.D with 5 years'	i) By transfer from	---	--

					<p>experience or M.A. 2nd Di with 10 years teaching experience</p>	<p>amongst Sr. Subject Specialists</p> <p>ii)By temporary transfer of</p> <p>Govt. Departments if no suitable person is available</p> <p>iii) If no suitable person from amongst Sr. Subject Specialist or Govt</p>	<p>25 year</p>	<p>45 year</p>
--	--	--	--	--	---	---	----------------	----------------

						employee is available; direct recruitment		
38.	Academic Wings	Sr. Subject Specialist	NPS- 18	Board	---	By promotion from amongst subject specialists or if no such person is available by direct recruitment	25 year	45 year
39.	Do.	Child Psychologist	NPS- 18	Board	M.Sc. psychology with special expertise in child Psychology	By direct recruitment	25 year	40 year
40.	Do.	Sr. Research officer	NPS- 18	Board	---	By promotion from amongst Research officers or by temporary	---	--

						transfer of service from Govt. Deptts. if no suitable person is available		
41.	Do.	Research officer	NPS- 17	Board	---	By promotion from amongst Research Assistants or if no suitable person is available, by temporary transfer of service from Govt. Departments	---	--
42.	Do.	Subject Specialist/ Editor	NPS- 17	Board	M.A. 2 nd Di with 5 years' experience	By direct recruitment or temporary transfer of service from Govt. Departments	18 year	25 year

43.	Academic Wings	Artist	NPS- 17	Board	M.A. Fine Arts or diploma from National College of Arts, Lahore, with 5 years Arts experience	By promotion from Artist/photographer or by direct recruitment if no such person is available.	18 year relaxable in deserving cases upto 40 years	25 year
44.	Do.	Artist/Photographer	NPS- 16	Board	Do	By direct recruitment.	Do	Do
45.	Do.	Statistician	NPS- 16	Board	M.A Statistics or M.A. Maths or B.A/B.Sc. 2nd division with Maths plus 5 years research experience	By direct recruitment.	20 year	30 year

46.	Academic Wings	Proof Reader	NPS- 15	Board	M.A/M.Sc 2 nd Div. in related subjects or B.A/B.Sc with 5 years' experience	By direct recruitment.	18 year relaxable in deserving cases upto 40 years	25 year
47.	Do.	Research Assistant	NPS- 14	Board	M.A Education	By direct recruitment.	20 year	30 year