

**PLANNING AND DEVELOPMENT DEPARTMENT (AGENCY FOR
BARANI AREAS DEVELOPMENT) (ABAD) SERVICE RULES, 1982**

[27th March 1982]

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TEXT

**Planning and Development Department (Agency for Barani Areas
Development) (ABAD) Service Rules, 1982**

NOTIFICATION

[27th March 1982]

No. SOR-111-1-20/81. In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servants Act, 1974 the Governor of the Punjab is pleased to make the following rules, namely:-

- 1)** These rules may be allowed Planning and Development Department (Agency for Barani Areas Development) (ABAD) Service Rules, 1982.
- 2)** They shall come into force at once.
- 3)** The method of recruitment, minimum qualifications, age limit and other matters related thereto for the posts shall be as given in the schedule.

SCHEDULE

| Name of the Department | Functional Unit | Name of 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 or transfer | Promotion | | Min: Years | Max: Years | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| P&D Department | Agency for Barani Areas Development | Deputy Director (Admn) Grade-18 | Government of Punjab | I. Graduate from recognized University. I. S.A.S qualified.& II. Five years experience of office routine work, Budget & Accounts. | - | I. By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors of the functional unit with five years experience in Admn & Accounts. II. If no suitable person is available for promotion then by transfer. III. If no suitable person is available for promotion or transfer then by initial recruitment. | 30 | 35 | |
| -do- | ABAD (Dev) | * Deputy Director (Development) Grade-18) | -do- | I. B.SC (2 nd Div) in Agri: Engg or Civil Engg or Mech: Engg. II. Six years experience in the field of designing or construction or operation of small/mini Dams or lift irrigation schemes | - | By promotion on the basis of seniority cum fitness amongst SDOs in ABAD with 05 years experience. If non is available than by transfer possessing the qualification of initial recruitment committee. | 28 | 35 | |

| | | | | | | | | |
|------|------|--|-----------------------------|--|---|---|----|----|
| -do- | -do- | Assistant Director (A&A) Grade-17 | Administrative Secretary | including tube wells. I. Graduate from a recognized university. II. S.A.S qualified. (Amendment vide No. SOR-III (S&GAD) 1-27/2003 dated 09-03-2009) MBA/M.Com or B.Com (2 nd Div) from a recognized university with 02 years relevant experience. | - | 1. By promotion on the basis of seniority-cum-fitness from amongst the Admn Officers of the functional unit. II. If no suitable person is available for promotion then by transfer. III. If no suitable person is available for promotion or transfer then by initial recruitment. (Amendment) By promotion on the basis of seniority-cum-fitness from amongst the Admn Officers, Assistant Accounts Officers of the functional unit. If none is available for promotion then by initial recruitment. | 25 | 35 |
|------|------|--|-----------------------------|--|---|---|----|----|

* Service Rules for the post was amended vide notification dated 09-02-1995 (Copy enclosed).

| | | | | | | | | | |
|-----------------------|--|---|---------------------------------|---|---|--|----|----|--|
| -do- | -do- | Admn Officer Grade-16 (*) | Administr ative Secretary | N.A. | - | By promotion on the basis of seniority-cum-fitness among the Superintendents. | | | |
| -do- | ABAD (Feasibilit y Study of Mini Dams) | Sub Divisional Officer Grade -17 | Administr ative Secretary | B.SC degree in Civil Engg or equivalent. | - | I. 50% by promotion from amongst Sub Engineers with 05 years experience. II. 50% by initial recruitment. | 21 | 35 | |
| P&D Departm ent | ABAD | Assistant Accounts Officer BS- 16 (**) | Administr ative Secretary | B.com (2 nd Division) recognized University. | - | By initial recruitment. | 21 | 30 | As may be prescribed by the Governme nt. |
| P&D Departm ent | ABAD (Administ ration) | Superinten dent NPS-15 (***) | -do- | I. Degree from a recognized University. II. Five years experience in office routine, Accounts & Budget. III. Ex-Servicemen of the rank of JCO and equivalent with equal ministerial experience. | - | I. By promotion on the basis of seniority-cum-fitness from among the persons holding the post of Personal Assistant, SSSG, Assistants with at least 5 years experience as such provided that Personal Assistant/SSSG have passed the Departmental examination prescribed by the Department. II. If no suitable person is available for promotion then by initial recruitment. | 25 | 35 | |
| -do- | ABAD | Personal Assistant NPS-14 (****) | -do- | I. Graduate from a recognized university. II. A speed of 120 WPM in Shorthand and 40 WPM in type writing. | - | I. By promotion on the basis of seniority-cum-fitness from among the persons holding the post of SSSG. II. If no suitable person is available for promotion then by initial recruitment. | 18 | 25 | |

OR

| | | | | | | | |
|------|------|---|----------|---|---|--|-------|
| | | | | Ex-servicemen of the rank of Havaldar and equivalent with the equivalent qualifications in the armed forces. | | | |
| -do- | -do- | Senior Scale Stenographer NPS -12 (*****) | D.G ABAD | Intermediate or equivalent from a recognized Board. II.A speed of 120/40 W.M.P in Shorthand/Typing in English. OR Ex-servicemen with the speed as in clause (II) above. | - | By promoting on the basis of seniority-cum-fitness from among the persons holding the posts of Stenographer with at least 3 years experience as such. If not suitable person is available then by initial recruitment. | 18 25 |

* Awarded personal Scale BS-17 vide FD Notification No. FDPC-18-1/90 dated 23-09-1991 copy of budget is also enclosed.

** The post of Accountant which was created initially in NPS-10 was upgraded to BS-12 by the Finance Department later-on this post was created in BS-14 at TTP (Male). The post of Accountant BS-14 was upgraded and designated as Assistant Accounts Officer BS-16 and post of Accountant BS-14 was abolished (copies enclosed).

*** Upgraded to BS-16 vide FDPC 2-1/86 dated 04-06-1989

**** Selection Scale BS-16 @ 25 % was awarded vide notification No. FD P-C – 3/1/83 dated 25-08-1983.

***** Post upgraded to BS-15 vide No. FD-PC-2-1/83 dated 25-08-1983 and awarded Selection Grade BS-16 . The post of SSSG and PA was merged (copies enclosed).

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|------|------|--------------------------------|------|--|---|--|----|----|----|
| -do- | -do- | Office Assistant (NPS -10) (*) | -do- | I. Degree from a recognized University. or I. An Ex-Servicemen with equivalent in Armed Forces. | - | I. By promotion on the basis of seniority-cum-fitness from among the persons holding the post of Senior Clerk with at least 3 years experience as such. II. If no suitable person is available then by initial recruitment. | 18 | 25 | |
| -do- | -do- | Stenographer (NPS -10) (**) | -do- | I. Intermediate or equivalent qualification from a recognized Board. II. A speed of 100 W.P.M in English Shorthand and 40 English Typing. Or An ex-serviceman with a speed as above. (Preference shall be given to those candidates who know Urdu shorthand at the speed of 60 wpm and typewriting at the speed of 25 wpm. | - | a) 100 w.p.m in Shorthand. b) 40 w.p.m in Typewriting. | 18 | 25 | |
| -do- | -do- | Stenotypist (NPS-8) (**) | -do- | I. Matriculation or equivalent qualification from a recognized Board. | - | a) 100 w.p.m in Shorthand. b) 40 w.p.m in Typewriting. | 18 | 25 | |

II. A speed of 80/30 W.P.M in Shorthand/ Type writing in English.

Or

An ex-serviceman with the same speed as in clause II above.

(Preference shall be given to those candidates who know Urdu shorthand at the speed of 60 wpm and typewriting at the speed of 25 wpm.

| | | | | | | | | |
|------|------|------------------------|------|--|---|------|----|----|
| -do- | -do- | Sub Engineer (NPS -11) | -do- | I. Matriculation II. 3 years Diploma in Civil Technology. or III. Ex-serviceman with equivalent qualification in Armed Forces. | - | -do- | 18 | 25 |
| -do- | -do- | Draftsman (NPS -11) | -do- | I. 3 years Diploma in Draftsmanship (civil) from a recognized institution or II. Ex-serviceman with equivalent qualification in Arm Forces. | - | -do- | 18 | 25 |

-do-

-do-

Senior
Clerk
(NPS -06)
(***)

-do-

-

By promotion on the basis of seniority-cum-fitness from among the persons holding the post of Junior Clerks with at least 2 years experience as such. 18 25

*** Post to BPS-11 vide No. FD-PC-2-1/86 dated 04-06-1986 and than upgraded to BS-14 vide letter No. FD-PC-32-7/2007 dated 10-09-2007 (copy enclosed).**

**** Post of Stenographer NPS-10 was upgraded to BPS-12 vide No. FD-PC-2-1/83 dated 25-08-1983, post of Steno typist NPS-08 has been re-designated as Stenographer in BS-12 and qualification changed into Intermediate. The post of Steno typist was designated as Stenographer (copy enclosed).**

***** Post of Senior Clerk NPS-06 was upgraded to BPS-07 vide No. FD-PC-2-1.87 dated 27-07-1987 and upgraded again vide letter No. FD-PC-32-7/2007 dated 10-09-2007 (copy enclosed).**

| | | | | | | | | |
|------|------|---------------------------------|------|---|---|-------------------------|----|----|
| -do- | -do- | Care Taker (BS-05) (*) | -do- | I. Matriculation from the recognized Board and two years experience of Care-Taking in any Rest House. Or II. Ex-serviceman with equivalent qualification & experience in Armed Forces. | - | -do- | 18 | 25 |
| -do- | -do- | Junior Clerk (BS-05) (**) | -do- | I. Matriculation or equivalent qualification from a recognized Board. II. A speed of 25 w.p.m in typewriting. II. An Ex-Servicemen with equivalent qualification in Armed Forces. Preference shall be given to those candidate who know Urdu typewriting @ speed of 25 w.p.m. | - | By initial recruitment. | 18 | 25 |
| -do- | -do- | Driver BS-4 | -do- | Middle & holding valid driving License of LTV. | - | By initial recruitment. | 18 | 25 |

| | | | | | | | | |
|------|------|----------------------|------|---|---|-------------------------|----|----|
| -do | -do- | Cook (BS-02) | -do- | I. Literate and well versed in cooking. Or II. Ex-serviceman with equivalent qualification & experience in Armed Forces. | - | By initial recruitment | 18 | 25 |
| -do- | -do- | Attendant (BS-01) | -do- | I. Literate and two years experience as waiter in any Mess/Rest House. Or II. Ex-serviceman with equivalent qualification & experience in Armed Forces | - | By initial recruitment | 18 | 25 |
| -do- | -do- | Naib Qasid BS-1 | -do- | Literate Preferably Ex-Serviceman | - | By initial recruitment. | 18 | 25 |
| -do- | -do- | Chowkidar BS-1 | -do- | Literate Preferably Ex-Serviceman | - | By initial recruitment. | 21 | 35 |

* The post of Care Taker was upgraded in BS-09 by the Finance Department.

** Post of Junior Clerk NPS-05 has been upgraded to BPS-07 vide letter No. FD-PC-32-7/2007 dated 10-09-2007 (copy enclosed).

| | | | | | | | | |
|------|------|-------------------------------------|------|--|---|------|----|----|
| -do- | -do- | Sanitary worker/ Sweeper BS-1 | -do- | -do- | - | -do- | 18 | 45 |
| -do- | -do- | Mali BS-1 | -do- | Experience of gardening for at least 3 yeas. | - | -do- | 18 | 45 |

NOTE:

It is certified that Service Rules of ABAD and its C/Units were framed and notified on 27-03-1982; posts regarding the following schemes have not been included as the schemes have been abolished/transferred to other Departments and deleted from the Service Rules.

1. Para Veterinary Training of Villagers ABAD Rawalpindi (Transferred to the Live Stock Department)
2. The Scheme Intensified Rural Development Program was abolished.
3. The Scheme Information and Publication Cell (Defunct Cell of ABAD) abolished on 30-06-1998.
4. Technical Training Program (Male/Female) was transferred to the TEVTA w.e.f 05-07-1999.