

**Chap. I.] ESTABLISHMENT—ALLOWANCES, ADVANCES [1.90-1.93
AND COMPENSATION**

be recovered in full on submission of the officer's travelling allowances bill.

1.91. (1) In cases of emergency, Superintending Engineers, when proceeding on tour over two or more Divisions and to a considerable distance from headquarters, may sanction advances, to subordinates accompanying them, of amounts sufficient to cover their travelling expenses for a month, subject to adjustment upon their return to headquarters.

(2) In special cases of long and expensive tours, similar advances may, with the sanction of Government, be given to gazetted officers subject to adjustment by the officers receiving them on completion of their tours.

(3) Divisional Officers may sanction small advances of travelling allowances to subordinates serving under them when considered necessary in the interests of the public service. Such advances should in no case be in excess of the amount probably admissible.

1.92. In very special circumstances, e.g., if an officer's camp be burnt down, an advance of one month's substantive pay may, with the sanction of Government, be allowed to him. Such an advance is ordinarily to be recovered in three equal monthly instalments. Superintending Engineers (or Chief Engineer in the case of the Electricity Branch) may grant to Overseers an advances for the purchase of a tent on the first occasion of their requiring one; such an advances should be limited to a reasonable amount, and should be recovered in twelve equal monthly deductions from their pay commencing three months after the date of the advance.

1.93. The rules regulating the grant of advances and other concessions to Government servants and to indigent persons unconnected with the public service to enable them to proceed to the Pasteur Institute at Kasauli and Mayo Hospital at Lahore or any other place at which anti-rabic treatment may be made available in the future, for anti-rabic treatment, are contained in Appendix 8 of the Civil Account Code, Volume I, 8th edition.

In the Public Works Department, the officers authorised

to grant such advances or concessions are :—

Chief and Superintending .. Engineers, Consulting Architect .. to Government, Punjab and Sec- .. retary, Communications Board.	For establishment emplo- yed in their own offices.
Divisional Officers (including .. Electrical Engineer to Govern- ment, Punjab.)	For divisional establish- ments.
Principal, Punjab College of .. Engineering and Technology .. Lahore, and Government School of Engineering, Rasul.	For engineering institu- tions.
Land Control Officer (Buildings and Roads Branch), Provincial Town Planner, and Sub-Divisional Officers.	For establishments em- ployed under them.

III—COMPENSATION FOR LOSS OF PROPERTY

1.94. No Public officer is entitled to compensation for loss of property caused by an accident of any kind, merely because such accident may have happened to him while he was employed in the services of the State. This rule may, however, be relaxed in certain cases,—*vide* paragraph 18. of the Subsidiary Rules, as an act of grace when anyone of the conditions in paragraph 18.14 is satisfied and the Chief Engineer may sanction compensation not exceeding one month's pay of the officer concerned or Rs. 1,000 whichever is less as laid down in Serial No. 30 of 'paragraph 27.4 Subsidiary Rules. For amounts in excess of this, a reference to Finance Department will be necessary.

G—LEAVE

1.95. Leave may be granted to civil and military members of the Public Works Department, subject, as the case may be, to the rules contained in Rule 10.2 and Appendix B, the Fundamental Rules, the Punjab Revised Subsidiary Leave Rules, 1936, and Army Regulations, India.

The authorities in the Public Works Department who are competent to grant leave other than special disability leave

and study leave, and the conditions under which such leave can be granted by them, are specified in Appendix B and Rule 10.2 of the Subsidiary Rules.

1.96. The grant of leave or extension of leave on medical certificate is regulated by the rules in Chapter 15, Subsidiary Rules.

1.97. (1) The grant of casual leave is regulated by rules contained in Chapter 10 of the Subsidiary Rules.

(2) An officer who exercises the power of granting leave should maintain a register of leave granted and enjoyed.

1.98. All applications for leave or extension of leave must be made to the authority competent to grant such leave through departmental superiors of the applicant ; in the case of non-gazetted Government servants, for whom service books are maintained, they should be accompanied by a certificate from the officer who keeps the applicant's service book and leave account that the leave is admissible under the rules in force. But this certificate is not necessary when a military subordinate applies for leave under the rules of the Defence Department.

Note—The period spent during preparation for an examination in any Oriental language is to be treated as duty and the rules governing the same are contained in Chapter 3, Subsidiary Rules.

1.99. All members of the Department proceeding on leave overseas should before leaving India, send their addresses or those of their agents in England, to the Chief Engineer, and report to Government the date of their embarkation. On return from such leave they should report the date of their debarkation.

1.100. On arrival at the port of debarkation, officers should report themselves to the Secretary in the Public Works Department of Bengal, Madras, Bombay or Sind, as the case may be, and ask for orders.

Officers who receive no order at the port of debarkation should proceed to Lahore and report themselves at the Public Works Secretariat for orders.

H—EXAMINATIONS

I—TRAINING AND EXAMINATION OF ENGINEERS.

1.101. (1) The following departmental examinations are compulsory for the classes of officers noted against each :—

- (a) *Professional examination* to be passed within three years of joining the appointment, by Assistant Executive Engineers, Assistant Engineers (other than those promoted from the Overseers Engineering Service or the old Upper Subordinate Establishment), Land Reclamation Officers, Assistant Land Reclamation Officers and Temporary Engineers. In the Irrigation Branch, Upper Subordinates (Residue) and members of the Overseers' Engineering Service are also required to pass this examination before they can be considered qualified for holding Sub-Divisional charge in vacancies of more than two month's duration or for promotion to Sub-Engineer rank and P.S.E., Class II, respectively.
- (b) *Vernacular Examination in Urdu* to be passed within three years of joining the appointment (if their Vernacular is not Urdu) by Assistant Executive Engineers, Assistant Engineers other than those promoted as above and in the Irrigation Branch by European Temporary Engineers also.
- (c) *Vernacular Examination in Punjabi* to be passed within four years of joining the appointment, by the officers in the Irrigation Branch only if their Vernacular is not Punjabi.
- (d) *Revenue Examination* to be passed within six years of joining the appointment in the Irrigation Branch only, by Assistant Executive, Assistant and Temporary Engineers, Land Reclamation Officers and Assistant Land Reclamation Officers. In the case of Zilladars the examination must be passed by all candidates during their period of two years as "Zilladars on probation." The Upper Subordinates (Residue) and members of the Overseers Engineering Service of the Irrigation Branch must pass the examination before they can be considered qualified for holding Sub-Divisional charge in vacancies of more than two months' duration or for

promotion to Sub-Engineer rank and P.S.E., Class II, respectively.

(2) If an officer of I.B. and B. & R. Branches fails to pass any of these examinations within the prescribed period, his increments falling due after the expiry of the prescribed period will be withheld and will not be granted with retrospective effect on his passing the examination. On passing the examination he will, with effect from the date following that on which the examination ended be entitled to the rate of pay corresponding to his length of service. If, however, his failure to pass be due to circumstances beyond his control, Government may extend the period for him.

But an officer of the Irrigation Branch, who, before passing the Departmental Professional Examination in that Branch, proceeds on deputation to the Buildings and Roads Branch, and stays therefor a period of three years or more, shall have to pass the Departmental Professional Examination of the Buildings and Roads Branch within the first three years of his period of stay in that Branch failing which his increments will be withheld. This would form a condition of his deputation and he would not be granted any extension of the period.

(3) The names only of successful candidates will be intimated to the Chief Engineer, for publication.

Note.—The date of joining appointment for the purpose of this paragraph is the date from which pay is drawn (in the case of officers recruited in Europe, the date from which after arrival in India, pay is drawn).

1.102. An officer appointed to the Department as Assistant Executive Engineer, Assistant Engineer, or Temporary Engineer shall be required, during the first two years of his service, to write up the accounts of a sub-division himself for three months, and he shall shortly, thereafter, be posted to a Divisional Office for a short period to learn how the sub-divisional accounts are dealt with there and consolidated in the accounts of the Division.

(2) No exemption will be allowed to any officer recruited in Europe or in India. On the recommendation of the Superin-

tending Engineer, however, the Chief Engineer may exempt an officer who, before appointment to the Department, had previous experience in the procedure relating to initial accounts sufficient to justify exemption.

(3) Officers already in the Department are exempt from the operation of Rule 1 above as also those who have been promoted from the Upper Subordinate or Temporary Engineer Establishment to the Public Services of Engineers.

1.103. Apprentice Engineers should not be allowed to appear in the Language Examination. Their whole period of apprenticeship should be devoted to works.

II—PROFESSIONAL EXAMINATION.

1.104. The departmental professional examination is intended to show that officers are acquainted with the processes of preparing materials and modes of construction; that they have a good knowledge of the resources of the districts in which they have been employed as to materials, the best mode of applying them, and their cost and that they understand the management of labour and have made themselves acquainted with the account rules and procedure of the Department. No theoretical point should be introduced, such as would in practice be met by resort to ordinary books of reference.

1.105. (1) The following rules and procedure are laid down for the Irrigation Branch in regard to the Professional Examination to be passed by members of the Punjab Services of Engineers (Classes I and II), Land Reclamation Officers and Assistant Land Reclamation Officers and by Temporary Engineers within three years of joining their appointments. In the case of members under going training, the period of three years will count from the date of appointment to independent charge. This examination must also be passed by all Upper Subordinates who had not attained the rank of Sub-Engineer on April the 1st, 1917, and by all members of the Overseers Engineering Service and circle Head Draftsmen before they can be considered eligible for Sub-Divisional charge in the ordinary course or promoted to Sub-Engineer or to Assistant Engineer, Punjab Service of Engineers, Class II, respectively.

“NOTE 1—(a) Land Reclamation Officers and Assistant Land Reclamation Officers (whether on permanent or temporary establishment) are only required to sit for and pass in subjects (b) and (c) of this examination.

(b) Electrical and Mechanical Engineers (whether on permanent or temporary establishment) are also required to pass this examination. The syllabus for paper ‘A’ in their case will be as under :—

DEPARTMENTAL PROFESSIONAL EXAMINATION—PAPER ‘A’

SYLLABUS FOR MECHANICAL AND ELECTRICAL ENGINEERS.

(Total Marks—120)

(The object of the examination is to test the practical ability of the officer and not his theoretical knowledge and the questions have to be set accordingly).

The Syllabus is divided into four parts as under :—

	<i>Marks</i>
<i>Part I</i> —Common to mechanical and Electrical Engineers (both)	20
<i>Part II</i> —For Mechanical Engineers only	60
<i>Part III</i> —For Electrical Engineers only	60
<i>Part IV</i> —Practical (both)	40

PART I

1. Stress, Strain, Elasticity, Neutral Axis, Moment of Resistance, Bending Moment, Design of Simple structures.
2. Work energy and transmission of power to machines including shafting, bearings, gearings, etc.
3. Fundamental of Thermodynamics including theory of internal combustion engines. Simple problems on above.
4. Generation of electrical energy—Thermal and Hydro-Electric Power Plants. Location, type, size and number of Units, Layout. Fundamental simple problems.
5. Hydraulics and Hydraulic machinery—Main Principles and their application in general, such as in pumps, turbines accumulation, etc. etc.
6. Refrigeration.
7. Fundamentals of industrial organisation and management including layout, estimation, costing and planning.

8. Depreciation of machines and other types of equipment and the economics of their replacement.
9. Procurement, custody, issue and control of engineering stores, equipment and consumable articles.
10. Safety measures in Civil, Electrical and Mechanical works.
11. General plant layout, planning and construction schedules including these of material and equipment.

PART II

(A) *Workshop Practice*

1. Layout of workshops with suitable machinery as required for repairs and maintenance of field machinery and canal head-works. Methods of estimating the cost of running a workshops.
2. Marketing, fitting and erecting.
3. Pattern making, moulding and costing of ferrous and non-ferrous metals by machines or otherwise.
4. Smithing and forging by hammers and special purpose machines.
5. Machinery—calculations for adoption of gears and the application of jigs and fixtures. Working of various machines, such as lathes (capstans, turrets, automatics, etc.), drilling machines, milling machines, planers slotters, shapers, etc.
6. Structural work—Use and design of jigs and templates—Operation such as shearing, assembling, rivetting, etc. Welding theory and practice both manual and machine. Selection of electrodes, economics of welding *versus* rivetting.
7. Heat treatment of metals, i.e., annealing, normalising, tempering and hardening. Case hardening of low carbon steels. Treatment of G.S.S. tools—carbide tipped tools—Alloy steels and their strengths and uses in Engineering industry.

8. Woodwork—Working of various woodworking machines. General carpentry including farm work.
9. Maintenance of workshop machinery and its upkeep for optimum outturn.
10. Strength and design of rivetted and bolted joints, pressure vessels, simple and built up girders, columns and simple roof trusses and beams under various conditions of loading.
11. Designs of working of a simple sluice gate for regulation up to 20 feet span and 15 feet pressure head. Design of a simple and built up girder over bridge for a canal head regulator.
12. Manufacture estimates for fabrication and other workshop manufacture of repair jobs.

(B) Field Machinery

1. Selection, operation and maintenance of different types of excavation and earthmoving machinery such as Tractors, Scrapers Draglines, Shovels, Sheepfoot, Rollers, Carrier units, Dumpers, Graders, Bulldozers and Cranes. Manufacture estimates. Analysis of unit rate of their working.
2. (a) Operation and maintenance of equipment required for aggregate and sand recoveries (by mechanised and semi-mechanised methods) and transportation, crushing, classification and storage of aggregate and sand.

(b) Operation and maintenance of machinery and equipment for the batching and mixing concrete its transportation to the site of works and placements by mechanised or manual methods.

(c) Manufacture estimates of the plant used for (a) and (b) above. Analysis of units of the output.
3. Operation and maintenance of pumps and compressors of all sizes. Priming or charging. Selection of pumping units and compressors for given requirements. Laying of water

and air supply systems. Pipes and pipe fittings. Working costs and unit rates of work done. Manufacture estimates.

4. Transport vehicles. Inspection and servicing. Service equipment for light and heavy fleet of trucks. Working rate per mile of the carriage by vehicles.

5. Methods of opening and closing gates by winches. Periodical painting of gates and other parts remaining in water to prevent rusting. Leaking gates and remedies. Care and lubrication of gate and gearing and superstructure.

(C) *Planning and Estimation*

1. Preliminaries required in the planning of Machinery and plant for a project.

2. Economics of machinery *versus* manual labour.

3. Measuring equipment performance, i.e., analysis of construction progress reports.

4. Methods and cost of material movement.

PART III

1. Theory and application of A.C. and D.C. circuits.

2. Magnetic circuits with reference to rotating machinery and transformers.

3. Installation, operation, maintenance and repairs to electric machines, such as Motors, Generators, Transformers, etc. Selection. Evaluation of defects and location of faults.

4. Electric repair workshop practice :—

(a) Maintenance and repair of batteries.

(b) Winding of motors and generators.

(c) Repairs of electric control equipment, such as starters, circuit breakers, etc.

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- (d) Calibration and repair of electrical indicating instruments such as Ammeter, Voltmeter, Wattmeters etc.
5. Insulation tests of wiring. Testing and Earthing. Resistance. Electric Plant. Transformer Oil testing.
 6. Economical transmission and distribution of electricity, limitations of electrical clearances and spans.
 7. Design and installation of overhead and underground transmission electric lines.
 8. Layout, installation and operation of electric substations.
 9. Electric distribution control, layout, selection installation and working of switch gear.
 10. Planning, operation and maintenance of automatic electric controls in special purpose machinery, such as batching and mixing plant, material conveying systems, etc.
 11. Design and layout of area and building lighting including those for large projects.
 12. Estimating cost or quantity of materials required for any of the problems arising out of the foregoing items.
 13. Depreciation problems for any electrical machinery or installations. Economics of selection of electrical equipment.
 14. Indian Electricity Act and Rules.

PART IV

Practical—This examination will be held to test whether the officers can do ordinary repairs with their own hands and are in a position to locate the trouble and to give suitable instructions to their subordinates.

(2) The above period for passing the examination will count from the date of first appointment to an independent charge in any one of the above-mentioned services irrespective

of subsequent transfer or re-appointment from once to the other service but will not include any break in service.

(3) An officer of the Irrigation Branch having once passed Departmental Professional Examination of the Buildings and Roads Branch under para 1.101 (2) *supra* will not be required, on his return to the Irrigation Branch to pass the examination prescribed for the Irrigation Branch.

(1) *Groups*—The Circles shall, for the purposes of this examination, be divided into the following groups :—

- (a) *Northern Group*—For candidates attached to the Upper Jhelum, Lower Jhelum, Northern Drainage, Tube-well Mechanical and Thal Project Circles.
- (b) *Central Group*—For candidates attached to the Upper Chenab Canal, Lower Chenab Canal West, Lower Chenab Canal East, Lower Bari Doab Canal, Haveli Canals and Derajat Circles.
- (c) *Eastern Group*—For candidates attached to the Western Jamuna, Sirhind, Upper Bari Doab Canal, Southern Drainage and Project Circles and to Irrigation Research and Land Reclamation Offices.
- (d) *Southern Group*—For candidates attached to the Ferozepore Canals, the Nili Bar and Mailsi Canals Circles.

(2) *Centres*—The examination Centre for each Group will be Circle Headquarters in rotation within that Group, or as otherwise directed by the Chief Engineer.

(3) *Supervision*—The Superintending Engineer of the Circle determined by Rule (2) designated the *Supervising Officer* will supervise the examination, and will have power to co-opt a maximum of two Divisional Officers from within the Group to assist him.

(4) *Papers* to be set by a Superintending Engineer designated the *Examiner*, selected by the Chief Engineer—to whom

the question papers should first be submitted for approval with power to co-opt two Divisional Officers from different Circles, other than his own, to assist him special care being exercised that the spirit of paragraph 1.104 above is observed.

Candidates' papers are to be examined and marked by the officer actually setting the paper, the marks being subject to revision after scrutiny by the Examiner.

(5) Candidates shall be examined in the following subjects to which the maximum number of marks shown against each shall be allotted, viz :—

	<i>Marks</i>
(a) Professional including the Irrigation Handbook of Professional Orders ..	120
(b) Accounts ..	100
(c) Irrigation Manual of Orders and Public Works Department Code ..	80
Total ..	300

(6) To pass, a candidate must obtain not less than 60 per cent of the marks in each subject and not less than 66 per cent of the maximum aggregate marks. A candidate who fails only in one subject, but obtains a percentage of not less than 70 on the total of the other two, may appear again only in the subject in which he previously failed. In such case he must obtain not less than 66 per cent marks in that subject in order to pass.

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NOTE—Upper Subordinates who have already passed in tests (b) and (c) under the old ruling must obtain not less than 60 per cent of the maximum marks allotted for test (a) which they are now required to pass to complete the examination.

(7) (i) The names of all candidates who have appeared in the examination, irrespective of whether they have failed or passed, shall be intimated to Government in the Public Works Department, Irrigation Branch, by the examiner. The names of those candidates who have passed in all the three subjects and the aggregate shall be notified in the "Gazette."

(ii) A candidate who has qualified in only two subjects, under Rule (6) shall be granted a certificate to that effect by the examiner and such certificate shall be authority for his appearance at subsequent examinations in respect of the remaining subject only.

(iii) The examiner will also inform the Superintending Engineer concerned of the number of marks obtained in each subject by the candidates who have failed.

NOTE—Action indicated in sub-paragraphs (ii) and (iii) above should be taken by the examiner after receipt of the Chief Engineer's order intimating the names of successful candidates.

(8) The examination shall ordinarily be held twice a year in the middle of May and early November, upon such date and at such time as the Chief Engineer shall fix in common for all Groups.

(9) A candidate desiring to appear at an examination in May or November should apply to his Divisional Officer for permission to do so by the 1st March or the 1st September, respectively.

The Divisional Officer shall transmit such applications to his Superintending Engineer by the 15th March and the 15th September, respectively.

The Superintending Engineer of each Circle shall report the names of candidates and of the Divisions to which they are attached by the 1st April and the 1st October respectively, both to the Supervising Officer of his Group, and to the Examiner whose name will be intimated by the Chief Engineer to all Superintending Engineers before the 15th March and the 15th September, respectively.

1.106. (1) In the Buildings and Roads Branch, members of the Punjab Services of Engineers and Temporary Engineers are required to pass the Professional Examination within three years of joining their appointments. In the case of members undergoing training, the period of three years will count from the date of appointment to independent charge.

NOTE—Specialist officers are not required to pass this examination.

(2) Rules and procedure in regard to the Professional examination are as follows :—

- (a) *Application for admission to the examination*—An officer who desires to be examined, should apply through his immediate superior, for admission to the examination. This application should be accompanied by a report on his fitness to be examined by the Divisional Officer under whom he is serving. This report should deal with those points which cannot be tested by an examination, especially with regard to physical energy, efficiency in practical work, and capacity to manage those under his authority.
- (b) *Date of holding the examination*—The examination will ordinarily be held in May and November. Applications should be submitted in March or September, respectively, so that when possible, the date of the examination may be fixed six weeks prior to the date on which it will be held.
- (c) *Conduct of examination*—(i) The Chief Engineer will appoint a Board to conduct the examination, consisting of a Superintending Engineer as President, and two Executive Engineers as members.
- (ii) If it can be conveniently so arranged, the Officers constituting the members shall not all belong to the same Circle of Superintendence.
- (iii) The Chief Engineer will fix the place, date and time of the examination.
- (d) *Subject for examination*—One paper will be set in each of the following subjects to which the maximum number of marks shown against each, will be allotted:—

	<i>Total Marks</i>
(i) Materials, and Construction (1 written paper, 3 hours)	100
(ii) Roads. and Bridges (1 written paper, 2 hours)	50

(iii) Water-supply and Drainage (1 written paper, 2 hours)	..	50
(iv) Simple Mechanical Engineering (machinery used for roads, water-supply, etc.) and Simple Electrical Engineering (1 written paper, 2 hours)	..	50
(v) Accounts and Office Procedure (1 written paper, 3 hours)	..	100
(vi) General oral examination	..	50

(e) In order to pass a candidate must obtain not less than 50 per cent marks in each subject and an aggregate of not less than 60 per cent of the total marks in all subjects. A candidate who fails in only one subject but obtains not less than 66 per cent of the total for the other subjects, may be permitted to appear again in the subject in which he failed. In such cases he must obtain not less than 60 per cent in that subject in order to pass.

(f) *Details for the conduct of the examination—(i)* The candidates will be provided with section paper, so that questions involving engineering design may be answered by neat sketches, with explanatory notes.

(ii) Each candidate will be expected to bring his own drawing instruments and scales to the examination. Considerable importance will be attached to the neatness and accuracy of the sketches.

(iii) The answers to the questions must be written so as to leave one quarter margin on which the examiners will record their marks against each question.

(g) In the event of the Chief Engineer deciding that an officer has passed this examination, a notification to this effect will be published in the *Punjab Government Gazette*.

1.107. The Electricity Branch have introduced a Safety Code, which has been issued with a view to protect the lives of employees and members of the public, and the following officers and subordinates are required to be familiar with and obey the instructions contained in that Code :—

- (1) Assistant Engineers.
- (2) Shift Engineers.
- (3) Line Superintendents.
- (4) Control Room Operators.
- (5) Sub-station Operators.
- (6) Machine Attendants.
- (7) Sub-station and Assistant Sub-station Attendants and Switchboard Attendants.
- (8) Electrical Mistries.

After a period of not more than six months' service all employees to whom a copy of the Safety Code has been issued shall undergo an oral examination in a knowledge of those portions of the Code by which their duties are governed. A further oral examination will be conducted on the occasion of promotion to a higher grade and a practical examination in the Code may also be added in any particular case along with the oral examination at the discretion of the Chief Engineer. These examinations shall be conducted personally by the Chief Engineer.

Failure to pass the initial examination will render the employee concerned ineligible for confirmation. Further, no employee shall receive promotion to a higher grade without passing the oral examination prescribed for that occasion, and also a practical examination, if so required, by the Chief Engineer.

1.108. *Departmental Accounts Examination for the Engineer Officers of the Punjab Public Works Department, Electricity Branch*—The following rules are prescribed for the Departmental Accounts Examination for the Engineer Officers of the Punjab Public Works Department, Electricity Branch :—

1. *Short title and commencement*—(i) These rules may

be called "Rules for the Departmental Accounts Examination for Engineer Officers of the Punjab Public Works Department, Electricity Branch".

(ii) These Rules shall come into force with effect from the 1st of January, 1953.

2. *Scope*—These Rules shall apply to all Engineer Officers below the rank of Executive Engineer who—

- (a) are recruited directly or promoted from subordinate posts in the Electricity Branch after the 1st of May, 1938, in a temporary or officiating capacity ;
- (b) are promoted or recruited to the Punjab Service of Engineers (Electricity Branch) after the 1st May, 1938 ; and
- (c) are not confirmed by the date the first examination after 1st May, 1938, is held : Provided that an officer who under the terms of his original appointment, was due for confirmation before the date of the first examination held after 1st May, 1938, but who was not actually confirmed, for reasons other than inefficiency or misconduct, will be exempted from the examination.

NOTE :—The term "Engineer Officers" shall not include "Apprentice Engineers".

3. *Subjects of the examination*—The subjects of the examination and the full marks assigned to each subject are given in Annexure "A".

4. *Date and place of examination*—(i) The examination will be held twice a year in May and November at a place or places and on the dates appointed for the purpose by the Chief Engineer, Punjab Public Works Department, Electricity Branch. The place and the exact dates of examination will be notified to the candidates each half year.

(ii) The examination shall be conducted by the Chief Engineer or any officer nominated by him on the dates and according to the programme prescribed by the Chief Engineer.

(iii) Travelling allowance under Section XII of the Travelling Allowance Rules will be allowed to a candidate on the first occasion of his examination and also on the second occasion—in the latter case only *if he passes* the examination. Travelling Allowance will not be allowed on more than two occasions.

5. *Applications for appearing in the examination*—An officer desirous of appearing in the examination in May or November should submit his application to the Chief Engineer by a date not later than 1st March or 1st September, respectively, on the prescribed form (Annexure "B") through his immediate superior officer. The superior officer should transmit the application so as to reach the Chief Engineer's Office not later than the 15th March or 15th September, respectively. In forwarding an application the superior officer should add his remarks as to the character, business habits and the prospects of the candidates' success in the examination.

6. *Scrutiny and acceptance of the applications*—(i) No application received after the 15th of March or 15th of September shall be entertained but the Chief Engineer may, in special circumstances, accept a time-barred application.

(ii) Candidates, who are allowed to appear in the examination will be notified to that effect through their superior officers by the 15th of April or 15th of October.

7. *Question Papers*—(i) The question papers will be set by the Chief Engineer or any other officer deputed by him for the purpose. In the latter case the question papers will be approved by the Chief Engineer.

(ii) The question papers of each subject will be put into a separate sealed cover. The name of the subject to which the question papers relate and the number of question papers contained in each cover will be written on the outside of the covers concerned under the dated initials of the officers setting the papers. A special seal shall be used for this purpose and it shall remain in the custody of the Chief Engineer or any other officer deputed by him for this purpose and shall not be used for any other purpose.

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- (a) are recruited directly or promoted from subordinate posts in the Electricity Branch after the 1st of May, 1938, in a temporary or officiating capacity ;
- (b) are promoted or recruited to the Punjab Service of Engineers (Electricity Branch) after the 1st May, 1938 ; and
- (c) are not confirmed by the date the first examination after 1st May, 1938, is held : Provided that an officer who under the terms of his original appointment, was due for confirmation before the date of the first examination held after 1st May, 1938, but who was not actually confirmed, for reasons other than inefficiency or misconduct, will be exempted from the examination.

NOTE :—The term "Engineer Officers" shall not include "Apprentice Engineers".

3. *Subjects of the examination*—The subjects of the examination and the full marks assigned to each subject are given in Annexure "A".

4. *Date and place of examination*—(i) The examination will be held twice a year in May and November at a place or places and on the dates appointed for the purpose by the Chief Engineer, Punjab Public Works Department, Electricity Branch. The place and the exact dates of examination will be notified to the candidates each half year.

(ii) The examination shall be conducted by the Chief Engineer or any officer nominated by him on the dates and according to the programme prescribed by the Chief Engineer.

(iii) Travelling allowance under Section XII of the Travelling Allowance Rules will be allowed to a candidate on the first occasion of his examination and also on the second occasion—in the latter case only *if he passes* the examination. Travelling Allowance will not be allowed on more than two occasions.

5. *Applications for appearing in the examination*—An officer desirous of appearing in the examination in May or November should submit his application to the Chief Engineer by a date not later than 1st March or 1st September, respectively, on the prescribed form (Annexure "B") through his immediate superior officer. The superior officer should transmit the application so as to reach the Chief Engineer's Office not later than the 15th March or 15th September, respectively. In forwarding an application the superior officer should add his remarks as to the character, business habits and the prospects of the candidates' success in the examination.

6. *Scrutiny and acceptance of the applications*—(i) No application received after the 15th of March or 15th of September shall be entertained but the Chief Engineer may, in special circumstances, accept a time-barred application.

(ii) Candidates, who are allowed to appear in the examination will be notified to that effect through their superior officers by the 15th of April or 15th of October.

7. *Question Papers*—(i) The question papers will be set by the Chief Engineer or any other officer deputed by him for the purpose. In the latter case the question papers will be approved by the Chief Engineer.

(ii) The question papers of each subject will be put into a separate sealed cover. The name of the subject to which the question papers relate and the number of question papers contained in each cover will be written on the outside of the covers concerned under the dated initials of the officers setting the papers. A special seal shall be used for this purpose and it shall remain in the custody of the Chief Engineer or any other officer deputed by him for this purpose and shall not be used for any other purpose.

All the sealed envelopes containing the question papers shall be kept under lock and key in the personal custody of the Chief Engineer or the officer deputed by him for the purpose, who, if the centre for the examination is the Head Office, will hand over the cover containing the papers for the Examination to the officer conducting the examination on or before the dates prescribed for the examination. In case the centre of examination is other than the Head Office and an officer from the Head Office is deputed to conduct the examination the sealed covers containing the question papers of all the subjects will be made over to that officer so deputed before he leaves the Head Office for the place of the examination. If one of the local officers at the place where the examination is to be held is appointed by the Chief Engineer to conduct the examination, the question papers will be despatched to him by name from the Head Office at least four days before the date of the examination by Registered Post, Acknowledgement Due, marked "Confidential" and placed in a sealed packet containing a separate sealed cover for each lot of examination papers.

(iii) In case, the examination centre is other than the Head Office, the sealed packet containing the sealed envelopes in which the question papers are enclosed shall be kept under lock and key in the personal custody of the officer deputed by the Chief Engineer to conduct the examination and should be opened by him on the date of the examination in the examination hall in the presence of another gazetted officer and the candidates. The sealed envelopes containing the papers to be given to the candidates on a particular day of the examination shall then be opened, the number of question papers actually found in the envelope checked with the number specified thereon and papers distributed among the candidates. The remaining envelopes should be kept in the same cover in the personal custody of the officer deputed to conduct the examination up to the day and time of their opening and distribution according to the programme of the examination.

8. *Answer Papers*—(i) The exercises in the question papers should be worked out by the candidates in the presence of the officer conducting the examination without the aid of any books of reference, notes or other such material. The officer conducting the examination should be present in the examination hall all the time the candidates are answering the

papers and no outsider should be permitted to enter the examination hall except the staff necessary to serve drinking-water, blank papers and similar requirements.

(ii) The number only of the questions should be prefixed to their answers and solutions written in full.

(iii) If any examinee is found guilty of using any unfair means of answering the question papers, the Officer conducting the examination should make a report in writing to that effect in a "Confidential" cover (to be sent by Registered Post in the case of centres other than the Head Office) addressed to the Chief Engineer by name for such action as the latter may consider to be proper. The examinee should, however, be allowed to complete his examination in all the papers. Any prohibited book, notes or any other data, whether relevant to the question paper or not, found in possession of the examinee should be immediately taken over by the Supervising Officer and should be got signed by the examinee concerned. It should also be signed by the Supervising Officer himself in the presence of the examinee and submitted along with the report.

NOTE—The possession of any book, notes or data is prohibited in the examination hall and if any examinee is found to be in possession of the same, he shall be deemed to have used unfair means under the above rules.

(iv) If any candidate before delivering up his answer papers wants to leave the examination hall for some genuine cause, the officer conducting the examination should make such arrangements for his escort as to ensure that during the period of the candidate's absence from the examination hall he cannot resort to any unfair means for answering the question papers.

(v) Immediately after the close of the day's examination, the answer papers shall be collected from all the candidates by the officer conducting the examination, who shall add his dated initials on each sheet of each answer book. The answer books should then be enclosed in a packet, marked "Confidential" and sealed before being removed from the examination hall.

If the examination centre is the Head Office, the packet containing the answer books should be handed over to the Chief Engineer or to the officer deputed by him in this behalf.

In case of the examination centre being at a place other than the Head Office, the packet containing answer books should be placed in another cover which should again be sealed and sent by Registered (Acknowledgement Due) Post on the same day positively addressed to the Accounts Officer, Punjab Public Works Department, Electricity Branch, Simla, by name marked "Answer Papers—_____in numbers".

(vi) The officer conducting the examination should furnish a certificate in the following form with the answer papers of each subject :—

- (1) Date of examination.
- (2) Subject.
- (3) Time when examination commenced.
- (4) Time when examination ended.
- (5) Number of candidate due to appear in the examination.
- (6) Number of candidates who actually appeared in the examination.
- (7) Number of answer papers handed over to the officer conducting the examination.

Certified that the examination has been conducted under my supervision strictly in accordance with the prescribed rules. ?

Other remarks, if any.

Supervising Officer,

Designation.

9. *Scrutiny and marking of the answer papers—*(i) The answer papers will be examined and marked by the officer setting the question papers, the marks being subject to revision after scrutiny by the Chief Engineer. The former officer will prepare a "Result Sheet" showing—

- (a) the marks obtained by each candidate in each subject ;

- (b) the aggregate marks ; and
- (c) the result (whether pass or fail).

The result will be approved by the Chief Engineer before it is notified to the candidates through their superior officers.

(ii) The fact of appearing at examination or examinations and the result shall be recorded in the annual reports file (confidential) of the officers concerned. The names of the officers who pass the examination in all papers should be intimated by the Chief Engineer to the Punjab Government for notification in the Gazette.

10. *Limit of pass marks*—(i) The minimum number of marks to be obtained by a candidate to pass the examination will be *forty per cent* of the full marks assigned to each paper.

(ii) If a candidate fails in an examination, he will be held to have passed in the paper or papers in which he obtains sixty per cent marks and will be required to appear at the next examination only in $\frac{\text{that subject}}{\text{those subjects}}$ in which he failed to secure sixty per cent of the marks.

(iii) A candidate who obtains seventy-five per cent marks in the aggregate will be declared as having passed the examination with distinction. This fact will be notified in the Gazette wherein the names of the officers who pass the examination in all papers are published and will also be recorded in the service records of the candidates.

(iv) No candidate will be allowed to appear at the examination on more than four occasions except with the special sanction of the Punjab Government which will be granted only in rare and exceptional cases.

NOTE—When an examination is held, an officer shall be considered to have availed himself of the chance even though he may not appear in the examination. However, an examination held within six months of the date of recruitment or promotion of an officer, as the case may be, shall not be included in the four chances referred to in this rule.

11. *Period within which an officer is required to pass the examination and the penalties for failure to pass it*—Ordinarily

an officer shall be required to pass the examination within two years of the date of his recruitment or promotion.

If an officer fails to pass the examination :—

- (i) within the initial period of two years the increments falling due to him on the expiry of that period will be withheld and will not be granted with retrospective effect on his passing the examination. On passing the examination he will, with effect from the date following that on which the examination ended, be entitled to the rate of pay which would have been admissible to him had his increment not been withheld for his failure to pass the examination. If, however, his failure to pass the examination be due to circumstances beyond his control, the Punjab Government may grant the increment ;
- (ii) even after availing himself of all the chances permissible under Rule 10 (iv), Government may dispense with his services if he was recruited directly or revert him to a non-gazetted post if promoted from a subordinate in the Branch, or revert him to the Department from which he was recruited, provided that Government may exempt him from passing the whole or any portion of the examination.

12. *General*—The Punjab Government reserves the right at any time to amend, cancel or add to any of these rules and the annexures.

ANNEXURE 'A'

Syllabus for the Departmental Accounts Examination for Engineer Officers in the Punjab P.W.D., Electricity Branch.

PAPER I

Time—3 hours.

Full marks—200

PART 'A'

Financial Hand Book No. 1—Treasury Rules, Punjab, and Subsidiary Treasury Rules issued thereunder

Part I—Treasury Rules, Punjab, Rule No. 7 only.

Part II—Subsidiary Treasury Rules issued under the Treasury Rules, Punjab—

Chapter 2—Section III, Sub-section I—Receipt of moneys by Government servants and grant of receipts therefor, Rules 2.3 to 2.8

Section IV—Special Instructions for Public Works Department, Rules 2.10 to 2.12.

Chapter 3—Section I—Custody of moneys relating to Public Account of Province, Rules 3.1 to 3.9.

Chapter 4—Withdrawal of money's from Public Account, Rules 4.1, 4.2, 4.7 to 4.28, 4.31 to 4.39, 4.41 to 4.43, 4.46 to 4.50, 4.54, 4.55, 4.79 to 4.90, 4.113, 4.168 to 4.170, 4.172, 4.176, 4.181.

Chapter 6—Responsibilities for money withdrawn.

Financial Hand Book No. 2—Punjab Financial Rules, Vol. I

Chapter I—Definitions.

Chapter II—General Principles and Rules, except for Rules 2.5 and 2.45 and the latter part of Annexure 'B' pertaining to Remissions of and Abandonment of Claims to Revenue and its Schedule.

Chapter V—Pay, Allowances and Pensions—General Rules, except Rules 5.4, 5.5 and 5.11.

Chapter VI—Pay, Allowances etc. of gazetted Government servants, except Rule 6.3.

Chapter VII—Pay, Allowances, etc. of Establishment, except for Section II—Alteration of Establishment, Rules 7.5 to 7.10.

Chapter VIII—Contingencies, except for Rules 8.20, 8.21 and 8.23.

Chapter IX —Miscellaneous Charges, Section I—Refund, Rules 9.1 and 9.3 only.

Chapter X—Loans and Advances—Section III only.

Chapter XV—Rules 15.1 and 15.2 only.

Chapter XVI—Works, Section III—Public Buildings and Land, Rule 16.7.

Chapter XVII—Budget.

Financial Hand Book No. 2 —Punjab Financial Rules, Vol. II—Appendices and Forms

- (i) Appendix 2—Part I.
- (ii) Appendix 3—Full.
- (iii) Appendix 15—Item No. 28 only.

Financial Hand Book No. 3—Departmental Financial Rules

Chapter I—Introductory.

Chapter II—General System of Accounts and Financial Control.

Chapter III—Cash Transactions and their record.

Chapter IV—Revenue Receipts, except Rules 4.4. and 4.14.

Chapter V—Deposits and Suspense Accounts.

Chapter VI—Stores, except Rules 6.59, 6.60 and 6.63.

Chapter VII—Works, except Rules 7.5, 7.98, 7.99 and 7.133 to 7.145.

Chapter VIII—Accounts and Accounts returns of Sub-Divisional and Divisional Offices.

Chap. I.] ESTABLISHMENT—EXAMINATIONS

[1.108

Appendix I—Part V, Classification of Works Expenditure and Expenditure on Tools and Plants in the Electricity Branch.

Instructions on Forms D.F.R. (P.W.D.) II, 14'20, and 30.

Account Code, Vol. III (1st Edition)

Chapter I—General, Article 9 (Definitions) only.

Chapter II—Classification of Public Works Receipts and Expenditure, except for Articles, 10,11,13 to 17, 23 to 31, 33 to 36, 39, 43, to 46, 53, 63 and 64

Chapter III—Accounts to be kept in Public Works Offices, except for Section 10.

Chapter IV—Account Returns rendered by Public Works Officers, except Articles 221 to 223.

Audit Code (1st Edition)

Section IV—Chapter VI—Works Audit—

(a) Scope of Audit—Article 214.

(b) Preliminary Audit—Articles 215 to 228. ... 150 Marks

PART 'B'

Punjab P. W. D. Code

Chapter I—Establishment—Paragraphs from 1.45 to 1.81, 1.92 to 1.95, 1.131 to 134, 1.154 to 1.160.

Chapter II—Works—Paragraphs 2.1 to 2.7, 2.21 to 2.29, 2.44 to 2.107, 2.109, 2.116 to 2.122, 2.126 to 2.133

Chapter III—Public Buildings—Paragraphs 3.10 to 3.15, 3.20 to 3.23.

Chapter IV—Miscellaneous Rules regarding Office Work, excluding Accounts procedure—Paragraphs 4.1 to 4.9 4.15 to 4.19, 4.20 read with Appendix VII, 4.21, 4.25, 4.27 to 4.63.

Chapter V—Powers of sanction of the Punjab Government in the P.W.D. and of the authorities subordinate to it—Paragraphs 5.1 to 5.8, 5.26, 5.28 and 5.31 .. 50 Marks

Total ..

200 Marks

PAPER II

Time —3 hours

Full Marks—200

PART 'A'

*Civil Services Rules (Punjab), Vol. I
Part I*

Chapter II—Definitions.

Chapter III—General Conditions of Service—Rules 3.1 to 3.4, 3.6, 3.8, 3.9 (A), 3.10 to 3.26.

Chapter IV—Pay—Rules 4.1, 4.4 to 4.9, 4.13 to 4.18 4.20 to 4.25.

Chapter VII—Dismissal, Removal and Suspension.

Chapter VIII—Leave—Rules 8.1 to 8.91, 8.113 to 8.128 and 8.130 to 8.140.

Chapter IX—Joining Time—Rules 9.5 to 9.16.

Chapter XII—Record of Service.

Civil Services Rules (Punjab), Vol. II

New Pension Rules as published in 1951 read with—

Chapter III—Service qualifying for Pension.

Chapter IV—Reckoning of Service for Pension

Chapter V—Different kinds of Pensions, etc.
 Chapter IX—Applications for and Grant of Pensions.
 Chapter XIII—The Punjab General Provident
 Fund Rules, Rules 13.1 to 13.27.

*Civil Services Rules (Punjab), Vol. III—Travelling
 Allowance Rules*

Rule 2.15, 2.16, 2.19, 2.22, 2.24 to 2.29, 2.40, 2.42
 to 2.45, 2.50, 2.51, 2.57, 2.59, 2.60, 2.64, 2.67,
 2.73 to 2.75, 2.77, 2.80, 2.82, 2.83, 2.86,
 2.100, 2.102, 2.105, 2.107 to 2.109.

Electricity Branch Manual of Orders

Chapter V, except paragraphs which relate to Com-
 mercial Instructions accounts and Com-
 mercial Instructions Stores for which
 there is a separate paper.
 Chapter IX and its appendix.

*Measurement Books in use in the Electricity
 Branch*

Purpose and upkeep of the same . . . 100 Marks

PART 'B'

Punjab Budget Manual (Fourth Edition)

Chapter I—Introductory, except para 1.29.
 Chapter 2—Definitions.
 Chapter 3—Preparation and submission of the de-
 partmental estimates, paras 3.1 to
 3.5 and para 3.6 (a)
 Chapter 5—Estimates of Ordinary Expenditure in
 India, paras 5.1 to 5.5, 5.12, 5.14,
 5.20 and 5.21.
 Chapter 7—Estimates of New Expenditure.
 Chapter II—Responsibility for watching the pro-
 gress of Revenue.

ANNEXURE "B"

PUNJAB P.W.D., ELECTRICITY BRANCH

Application for appearing in the Departmental Account Examination for Engineer Officers of the Punjab Public Works Department, Electricity Branch, for thesession of the year

1. Full name of the candidate
(in block letters) .. _____
2. Age on the 1st of _____ of
May
November
the year in which to be
examined .. _____
3. Name of office in which em-
ployed .. _____
4. Date of joining the Electricity Branch .. _____ Capacity
5. Date of appointment to the
present post .. _____
6. Present pay and scale of pay .. _____
7. Result of the previous exami-
nation,—*Vide* Rule 10 (ii) .. _____
8. Date of application .. _____
9. Dated signature of the appli-
cant .. _____

Recommendation of Officer forwarding the application

*Endorsement No. _____, dated _____ of the
office of the _____*

FORWARDED in original to the Chief Engineer, Punjab
P. W. D., Electricity Branch, for favour of disposal.

Signature

Designation

FOR USE IN THE HEAD OFFICE

Date of receipt in the Head Office _____
 Remarks by the Accounts Officer _____
 Orders by the Chief Engineer _____
 Head Office Serial No. of the accepted application _____
 Entered in the register of accepted applications by _____
 Intimation of acceptance sent to the candidate through the Head
 of his office,—*vide*, Chief Engineer's letter No. _____
 dated _____ Roll No. allotted _____

III—COMPULSORY LANGUAGE EXAMINATIONS TO BE
 PASSED BY ENGINEERS OF THE PUBLIC WORKS
 DEPARTMENT

1.109. The following rules are prescribed for the tests in Urdu and Punjabi to be passed by Assistant Executive Engineers, Assistant Engineers and Temporary Engineers, posted or appointed to the Irrigation Branch of the Public Works Department, Punjab on or after 1st January, 1926 :—

- I. The examination will be compulsory for all European members of the Punjab Services of Engineers and for European Temporary Engineers, but Indian members of the Punjab Services of Engineers and Temporary Engineers shall be deemed qualified for exemption from the Departmental Language Examination, both in Urdu and in Punjabi, and will neither be required to, nor allowed to sit for these examinations; provided that the Chief Engineer may, at his discretion, order that any particular officer be, within six months of his appointment, subjected to a preliminary test by his Superintending Engineer, assisted by a Divisional Officer, in order to determine whether or not the examination in Urdu or Punjabi or in both, should be made compulsory in his case.
- II. Officers who are appointed to the Punjab Service of Engineers (Class I) with higher rank than that of Assistant Executive Engineer may, with the sanction of Government, be exempted from passing either or both of these examinations.

- III. Increments will be withheld in the case of those Assistant Executive Engineers, Assistant Engineers or Temporary Engineers who are not exempted by Rule I, and who have not passed the examination in Urdu within three years, and in Punjabi within four years of joining their appointments. In the event of an officer failing to pass the examination within the period specified, unless that period has been extended by Government, his increment will be withheld and will not be granted with retrospective effect on his passing the examination, unless the failure to pass has been due to circumstances beyond his control. On passing the examination he will be entitled to the rate of pay corresponding to his length of service even though his increments have been withheld.
- IV. The examination will be held half-yearly in April and November at places and on dates which will be notified from time to time in the *Punjab Government Gazette*.
- V. The papers will be set, answers examined and marks awarded by an officer of the Public Works Department in consultation with an officer to be deputed by the Civil Department.
- VI. The following are the tests prescribed for the examination :—

URDU		<i>Marks</i>
(1) Translating in the Persian character from English into Urdu	..	100
(2) Reading petitions and reading and writing Vernacular Irrigation Assessment reports	..	40
(3) Colloquial*	..	100
Total	..	240

*The colloquial examination in Urdu will consist of conversation between the candidate and the examiner or with a person selected by the examiner, or both, with special attention to the candidate's power of giving clear and definite directions in Urdu and of receiving information on matters concerned with his duties.

PUNJABI	<i>Marks</i>
(1) Conversation in good Punjabi with an illiterate peasant ..	50
(2) Writing in the Roman Character, sentences, stories, etc., related by the peasant ..	50
Total ..	100

VII. No candidate will be held to have passed the examination in Urdu who does not secure at least two-third of the total marks for all three subjects and half for each subject. In the examination in Punjabi no candidate will be held to have passed who does not obtain at least half-marks in each of the two parts. Each examination must be passed as a whole.

VIII. (1) When an officer passes the examination in Urdu within a period of two years and two months from the date of joining his appointment, a reward of Rs. 80 will be payable to him.

No reward is allowed for passing the Punjabi examination.

(2) The provisions of sub-paragraph (1) will apply *mutatis mutandis* to the Buildings and Roads Branch except that the officers of this Branch will have to pass the examination in *Urdu* only.

1.110. (1) Officers of the Indian Service of Engineers and officers holding special posts, whose vernacular is neither Urdu nor Punjabi, only are eligible for rewards for passing the interpretership examinations in Urdu and Punjabi, and may, in exceptional cases, and with the permission of Government, be admitted to the Degree of Honours examination in these languages. Indian Officers are not eligible for rewards for passing in the vernacular of the district in which they were born or educated.

(2) These examinations will be held in accordance with the rules framed by the Punjab Government.

RULES FOR THE EXAMINATION OF OFFICERS IN THE
BALUCHI LANGUAGE

1.111. The following officers while serving in the Dera Ghazi Khan District are required to pass an examination in the Baluchi language by the Higher Standard, unless they have previously passed that examination, or unless they were born or educated or are domiciled, in the Dera Ghazi Khan District or in Baluchistan:—

Executive and Assistant Executive Engineers, European Assistant Engineers and Temporary Engineers of the Irrigation Branch.

II. The following officers may present themselves for examination without special permission:—

Assistant Engineers, Sub-Engineers, Upper Subordinates and Overseers (while serving in the Dera Ghazi Khan District), in charge of Canal Sub-Divisions, not being by birth or education natives of a locality in which Baluchi is commonly spoken.

III. The following officers may present themselves for examination with the permission of the Punjab Government:—

Executive and Assistant Executive Engineers and Temporary Engineers of the Irrigation Branch serving in the Cis-Indus Districts in anticipation of service in the Dera Ghazi Khan District.

IV. The test and other particulars regarding the examination are given in the Annexure to this paragraph.

V. (a) Officers mentioned in Rule III may present themselves for examination only by the Higher Standard.

(b) The officers mentioned in Rule II may present themselves for examination by the test described in clause VIII of the Annexure.

VI. (a) The officers mentioned in Rule I will be required to present themselves for examination within two years of

being posted to the Dera Ghazi Khan District, provided that if an officer is posted to the District before he has passed by the Higher Standard in all subjects included in the departmental examination, the period of two years shall count from the date of his so passing.

(b) A further probationary term of one year will be allowed to officers who have failed to pass within the first two years.

VII. Officers of the classes mentioned in Rule I who fail to pass the examination required by Rule VI (a) will be liable on this account to be passed over for promotion during their further probationary period. If they fail to pass the examination at the end of the period, they will be liable to be removed from the Dera Ghazi Khan District and the failure will be recorded to their disadvantage and may affect their future claims to advancement.

VIII. Except as provided below, the officers mentioned in Rule I, who have passed the examination by the Higher Standard, will receive a language pay of Rs 100 a month so long as they remain in the Dera Ghazi Khan District in grades lower than that of substantive or officiating Superintending Engineer. European Assistant Engineers will draw a monthly language pay of Rs 50 while serving in the Dera Ghazi Khan District.

IX. Officers mentioned in Rule I who were recruited on or after the 16th day of July, 1935, will not be entitled to language pay under Rule VIII above, but will be paid, on passing the examination by the High Standard, a reward of Rs 750.

X. Officers entitled under Rule VIII to a monthly language pay and who have not already been given a reward under Rule XI shall, if transferred from the Dera Ghazi Khan District within two and a half months of passing the examination by the Higher Standard, be entitled, if drawing language pay of Rs 100 per mensem, to a reward of Rs 250 less the amount of language pay already drawn, or, if drawing language pay o

Rs 50 per mensem, to a reward of Rs 125 less the amount of language pay already drawn.

NOTE—Officers, who have been granted these rewards, on being at any time re-posted to the Dera Ghazi Khan District, shall be entitled to the language pay as provided in Rule VIII.

(This rule shall have effect from 1st April, 1927)

XI. A reward of Rs 500 will be allowed to the officers described in Rule III on passing the examination by the Higher Standard. Such officers, if thereafter appointed to be Executive or Assistant Executive or Temporary Engineers and Assistant Engineers of the Irrigation Branch in the Dera Ghazi Khan District, will receive the language pay provided in Rule VIII.

XII. A reward of Rs 200 will be allowed to the officers described in Rule II on passing the examination mentioned in Rule V(b).

XIII. Officers described in Rule II, who were recruited on or after the 16th day of July, 1935, will be granted a reward of Rs 200 on passing the examination mentioned in Rule V(b).

ANNEXURE

RULES FOR EXAMINATION IN BALUCHI

I. An examination by the Higher and Lower Standards and an examination of Political Tahsildars will ordinarily be held at Dera Ghazi Khan once a year, on the first Monday in April.

II. For the conduct of these examinations a committee will in each case be appointed by the Commissioner of the Multan Division, consisting of a President and two members, one of whom should ordinarily be a Baluch.

III. Candidates desiring to attend the examination must forward their applications through their superior officers so as to reach the Commissioner of the Multan Division not later than March 1st, stating the standard by which they wish to be examined

IV. The papers will be set by the committee who, after awarding marks, will report the result of the examination to the Home Secretary to the Punjab Government, so that the names of successful candidates may be published in the *Government Gazette*.

HIGHER STANDARD

V. The following are the prescribed text books:—

- (a) Dames' "Textbooks of the Baluchi Language".
- (b) "The Baluchi Language" by Major C.W. Gilbertson (obtainable from Messrs. Thacker & Co., Bombay).

VI. The following are the subjects for examination and the marks allotted to each:—

	<i>Marks</i>
(a) A written translation of a passage in a narrative or historic style from English into Baluchi ..	100
(b) Reading and construing portion of the textbooks ..	100
(c) Translation <i>viva voca</i> with readiness of a paper of conversational sentences read out by one of the Examiners, English in to Baluchi ..	200
(d) Conversation with Baluchis or the Examiners with fluency, and such correctness of grammar, idiom and pronunciation as to be at once intelligible ..	200
Total ..	600

VII. No candidate will be held to have passed who does not obtain half marks on the whole and half marks in the Colloquial examination consisting of Groups (c) and (d).

Candidates who obtain three-fourth of the maximum marks will be passed with credit.

* * * *	
VIII.	
* * * *	
	<i>Marks</i>
(1) Translating <i>viva voca</i> and with readiness a paper of conversational sentences read out by one of the Examiners ..	100
(2) Conversation with a Baluchi with fluency and with accuracy of grammar and pronunciation and idiom as to be at once intelligible ..	100
Total ..	200

In order to pass the examination candidates must obtain half the marks in each subject.

IV.—DEPARTMENTAL REVENUE EXAMINATION (For Irrigation Branch only)

1.112. The following rules and procedure are laid down in regard to the Revenue examination to be passed by members of the Punjab Service of Engineers (Classes I and II) and by Temporary Engineers, Sub-Engineers, Land Reclamation Officers and Assistant Land Reclamation Officers within six years of joining the appointment. In the case of Zilladars, the revenue examination must be passed by all candidate Zilladars during their period of two years as "Zilladar on probation."

In the case of members undergoing training for appointment to the Punjab Service of Engineers (Classes I and II) and in the case of Sub-Engineers, the period of six years will count from the date of appointment to independent charge and as Sub-Engineer, respectively.

A Superintending Engineer may permit a member of the Overseers' Engineering Service, or an Upper Subordinate (Residue), to sit for the Departmental Revenue Examination when he is satisfied that the Overseer has a reasonable chance of passing the examination, and that he is fit to hold charge of a Sub-Division in short leave vacancies. Provided that, if for

any examination there are more candidates than can conveniently be accommodated, Chief Engineer may require some to await another time.

NOTE—(i) An Officer will not ordinarily be allowed an increase of pay after his sixth year of service unless and until he passes this examination.

(ii) No Zilladar on probation will be confirmed in the service unless he has passed this examination during his probationary period, and if he fails to do so, he will be reverted to his substantive post or his service will be dispensed with.

(iii) Those officers and others who have already passed the Magisterial power examination are exempt from passing this examination.

(iv) Electrical and Mechanical Engineers are exempt from passing this examination.

(v) The above periods for passing the examination will count from the date of first appointment to an independent charge of any one of the above-mentioned services irrespective of subsequent transfer or re-appointment from one to the other service but will not include any break in service.

(vi) Land Reclamation Officers and Assistant Land Reclamation Officers (whether on permanent or temporary Establishment) are only required to sit for and pass the subjects (a) and (b) of this examination.

(1) *Groups*—The Circles of the Irrigation Branch shall for the purpose of this examination, be divided into four groups as follows:—

- (a) *Northern Group*—For candidates attached to the Upper Jhelum, Lower Jhelum, Northern Drainage, Tube-well, Mechanical and Tahal Project Circles.
- (b) *Central Group*—For candidates attached to the Upper Chenab Canal, Lower Chenab Canal West, Lower Chenab Canal East, Lower Bari Doab Canal, Haveli Canals and Derajat Circles.
- (c) *Eastern Group*.—For candidates attached to the Western Jumna, Sirhind, Upper Bari Doab, Southern Drainage and Project Circles and to Irrigation Research and Land Reclamation Offices.
- (d) *Southern Group*—For candidates attached to the Ferozepur Canals, the Nili Bar and Mailsi Canal Circles.

(2) *Centres*—The Examination Centre for each group

will be the Circle Headquarters in rotation within that group, or as otherwise directed by the Chief Engineer.

(3) *Supervision*—The Superintending Engineer of the Circle determined by Rule (2), designated the *Supervising Officer*, will supervise the examination, and will have power to co-opt a maximum of two Divisional Officers from within the group to assist him.

(4) *Papers*—To be set by a Superintending Engineer designated the *Examiner*, selected by the Chief Engineer — to whom the question papers should first be submitted for approval — with power to co-opt two Divisional Officers from different Circles other than his own, to assist him.

Candidates' papers are to be examined and marked by the officer actually setting the paper, the marks being subject to revision after scrutiny by the Examiner.

(5) The subjects for examination will be:—

(a) The Canal Act VIII of 1873, as amended by Section I of Act XII of 1873 ; Section I of Act XVI of 1874 ; Section 3 of Act XVI of 1887, Act XVI of 1899, Act IV of 1914 and Act XXXVIII of 1920 and Rules thereunder.

(b) Revenue Manual—whole.

(c) Douie's Settlement Manual—Chapter I—Book I, Chapters II, IV, V, VI, and VII—Book II, Chapters VIII, IX, XII, XIII, and XIV—Book III, Chapters XV, XVI, XVIII, XXIII, XXVI and XXVII.

(6) Sixty marks will be assigned for each subject:—

<p>(i) Canal Act and Rules thereunder ..</p> <p>(ii) Revenue Manual ..</p> <p>(iii) Douie's Settlement Manual</p>	}	<p>Papers of six questions in each subject, with a time limit of two hours for each paper. Candidates are allowed to use *of the book in this subject, in which there will be a paper of 12 questions, with a time limit of two hours.</p>
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*(It is expected that the candidates should be so familiar with the Manual as to know at once where to find a reference to any particular question.)

(7) (1) To pass, a candidate must obtain not less than half the maximum marks in each of the subjects (a) and (b), and not less than two-third of the maximum marks in subject (c), and not less than two-third of the maximum aggregate marks.

A candidate who fails only in one subject, but obtains not less than two-third of the maximum total of the other two, may appear again only in the subject in which he previously failed. In such case he must obtain not less than two-third of the maximum marks in that subject in order to pass.

(2) A candidate, who passes in all the subjects and fails in the aggregate but obtains not less than two-third of the maximum total of any two, may also appear again only in the subject other than the two in which he gets a total of two-third or more marks. He must, however, obtain not less than two-third of the maximum marks in that subject in order to pass.

(8) (i) The names of all candidates who have appeared in the examination, irrespective of whether they have failed or passed, shall be intimated to Government in the Public Works Department, Irrigation Branch, by the *examiner*. The names of those candidates who have passed in all the three subjects and the aggregate shall be notified in the *Gazette*.

(ii) A candidate who has qualified in only two subjects under Rule (7), shall be granted a certificate to that effect by the examiner and such certificate shall be authority for his appearance at subsequent examinations in respect of the remaining subjects only.

(iii) The examiner will also inform the Superintending Engineer concerned of the number of marks obtained in each subject by the candidates who have failed.

NOTE :—Action indicated in sub-paragraphs (ii) and (iii) above should be taken by the examiner after receipt of the Chief Engineer's order intimating the names of successful candidates.

(9) The examination shall ordinarily be held twice a year in the middle of May and early November upon such date and

**Chap. I.] ESTABLISHMENT—EMPLOYMENTS ON [1.112—1.114
LOCAL FUND WORKS**

at such time as the Chief Engineer shall fix in common for all Groups.

(10) A candidate desiring to appear at an examination in May or November should apply to his Divisional Officer for permission to do so by the 1st March or the 1st September, respectively.

The Divisional Officer shall transmit such applications to his Superintending Engineer by the 15th March and the 15th September, respectively.

The Superintending Engineer of each Circle shall report the names of candidates and of the Divisions to which they are attached, by the 1st April and the 1st October, respectively, both to the Supervising Officer of the Group, and to the Examiner, whose names will be intimated by the Chief Engineer to all Superintending Engineers before the 15th March and 15th September, respectively.

I—EMPLOYMENT ON LOCAL FUND WORKS

1.113. Members of the Department may be employed on Local Fund Works subject to the provisions of Chapter XIII of the Fundamental Rules and to the rules in the following paragraphs.

1.114. Members of the Department employed in an executive capacity upon Local Fund Works may be divided into three classes, viz.—

1st.—Those detached for the sole purpose of superintending Local Fund Works, and placed under the orders of the local civil authorities or Local Boards and paid entirely from Local Funds.

2nd.—Those employed wholly on Local Fund Works which are constructed under the administration of the Chief Engineer and according to the rules of the Department.

3rd.—Those employed partly on Provincial, and partly

1.115. Subject to the condition in paragraph 1.116, Engineers or Overseers may at their own option and subject to the sanction of Government, be permanently transferred to the first of these classes. Such persons will be treated as supernumeraries.

1.116. Any Engineer or Overseer permanently transferred can return to the Department in his former grade only at the discretion of the Punjab Government, but whenever his services are required, he may be brought back to the regular establishment of the Department by the order of the Government in the same or any higher grade it may think suitable, subject to the usual conditions regarding examinations, and the fixed proportions of the grades, if any.

1.117. The rules in paragraphs 1.115 and 1.116 apply to Engineers and Overseers permanently transferred for employment on Local Fund Works, but there is no objection, under the same general restrictions, to their temporary deputation for such employment, the officers being retained on the Public Works list and the entire charges borne by the Local Funds.

1.118. Persons of the second class mentioned in paragraph 1.114, viz., those employed on Local Fund Works which are carried out under the orders of the Chief Engineer, will be subject to the rules of the Department, Engineers and Overseers may be thus employed on Local Fund Works at the pleasure of the Punjab Government.

1.119. Officers of the Indian Service of Engineers and the Punjab Service of Engineers and Overseers may at the discretion of the Punjab Government, be employed on Local Fund Works in addition to their regular duties, when such employment is not detrimental to the public service.

1.120. No officers or subordinate in the Department may receive any additional emoluments on account of the performance of any duties in connection with Local Fund Works, except as provided in Fundamental Rules 46 and 47, and Chapter 8, Subsidiary Rules.

J—TRANSFERS

I—GENERAL

1.121. Before the transfer of any Officer, Overseer or Upper Subordinate of the Department from one Branch to another, is carried out, a confidential report of his character and qualifications should invariably be forwarded to the authority by whom the transfer is ordered, for transmission to the Branch to which he is under transfer. It should always be distinctly stated in the report whether the promotion of the officer would have been recommended had he not been transferred.

II—INTER—PROVINCIAL TRANSFER

1.122. Transfers of officers of the Indian Service of Engineers from the Punjab to another province and *vice versa* may be made by mutual arrangement between the transferring Government. The Central Government has also reserved the right to order such transfers, should they be deemed desirable.

All such transfers from one province to another will be reported to, and notified by the Central Government.

III—INTER—DEPARTMENTAL TRANSFERS

1.123. The following rules are laid down relating to the transfer of the services of a Government servant from one Government office or department to another :—

- I. It is the duty of a Government servant, who wishes to have his services transferred to a different Government office or department, to obtain the consent of the authority which makes appointment to his existing post before taking up the new employment. If he takes up the new employment without such consent, he commits a breach of discipline and is liable to be punished, in the last resource, by dismissal from his former post and consequent loss of pensionable service. Resignation of his former appointment will not protect him from this penalty.

- II. In granting or withholding consent to the acceptance by a subordinate of other Government employment, the head of an office or department must consider whether the transfer will be consistent with the interests of the public service. Permission should not be refused without strong reason, which should be recorded in writing.
- III. The head of an office or department should not employ, either temporarily or permanently, an officer whom he knows, or has reason to believe, to belong to another establishment without the previous consent of the head of the office or department in which he is employed. In the rare cases in which, for reasons which appear satisfactory to the new employer, an officer cannot obtain the required consent before taking up the new appointment, the employment may be made conditional on consent being obtained at the earliest opportunity.

The foregoing instructions apply equally to officers on leave whether with or without allowances. All leave allowances must *ipso facto* cease on taking up new employment other than work of a purely casual nature. See also Fundamental Rule 69.

1.124. Government orders regulating applications for—

- (a) Private employment ;
- (b) employment in other Departments of Government or under other Governments ;
- (c) permission to appear at examination for recruitment to services or posts ;
- (d) admission of employees of other Governments for recruitment in the Punjab ;

are contained in the Punjab Government, Home Department, Notification No. 32627, dated the 23rd November, 1934, as amended by Notification No. 12550, dated the 30th March, 1935.

**Chap. I.] ESTABLISHMENT—TEMPORARY AND [1.125—1.127
WORK-CHARGED**

**K—EMPLOYMENT OF TEMPORARY AND WORK-
CHARGED ESTABLISHMENTS**

I—TEMPORARY ESTABLISHMENT

1.125. In order to meet the demand for extra supervision which may arise from time to time, as well as to ensure that the Public Works establishments shall be capable of contraction as well as of expansion as the expenditure on works diminishes or increases, the permanent establishments may be supplemented by temporary establishments, to such extent as may be necessary, and varying in strength from time to time according to the nature of the work to be done.

(2) Temporary establishment will include all such non-permanent establishment, no matter under what titles employed, as is entertained for the general purposes of a Division or a Sub-Division, or for the purpose of the general supervision, as distinct from the actual execution, of a work or works.

(3) All persons so engaged must be required to sign the declaration indicated in paragraph 1.127. Petty establishments and establishments whose pay is charged to works under paragraph 1.129 are exempted from submitting temporary service declarations.

1.126. The power to sanction temporary establishment has been delegated to the authorities named and to the extent specified in paragraph 20.6, Book of Financial Powers.

1.127. Persons engaged against the temporary establishment will be on the footing of monthly servants and they must be clearly informed in writing that their employment carries with it absolutely no claim to pension, or to any leave except under the rules framed by Government under Fundamental Rule 103 (a) and contained in Chapter 20 of the Subsidiary Rules or under the Punjab Revised Leave Rules, 1936 ; and they must be required to sign a declaration that this is clearly understood by them. If they are engaged for a special work, their engagement lasts only for the period during which the work lasts. If discharged, otherwise than for serious misconduct before the completion of the work, they will be entitled

Fundamental Rule
103 (a).

to a month's notice or a month's pay in lieu of notice ; but otherwise, with or without notice, their engagement terminates when the Work ends. If they desire to resign their appointments they will be required to give a month's notice of their intention to do so or forfeit a month's pay in lieu of such notice. The terms of engagement should be clearly explained to men employed in circumstances mentioned above. The normal period of notice in the case of Temporary Engineers in the Irrigation Branch is three months.

Proviso—In the case of persons officiating in a temporary vacancy, their services may be terminated without notice at any time.

1.128. Within the limit of their power of sanction, as laid down in paragraph 20.6, Book of Financial Powers, the appointment, pay, promotion and reduction of all classes of temporary establishment will be regulated by the authorities competent to make appointments. In order, however, to secure uniformity, rates of pay and promotion will be regulated in accordance with general orders laid down by the Chief Engineer.

II—WORK-CHARGED ESTABLISHMENT

1.129. Works establishment will include such establishment as is employed upon the actual execution, as distinct from the general supervision, of a specific work, of or sub-works of a specific project, or upon the subordinate supervision of departmental labour, stores and machinery in connection with such a work or sub-works, provided that as an exception to the above, mistries and mates employed in the interests of Government on the technical supervision of contractors' work and Khalasis attached to subordinates for assisting them on works will be treated a work-charged establishment. When employees borne on the temporary establishment are employed on work of this nature, their pay should, for the time being be charged direct to the work.

(2) Works establishment does not include Clerks, Draftsmen, Subordinate or extra establishment of any kind for the Divisional or Sub-Divisional Offices, such being properly chargeable to Temporary Establishment, but where Dak Runners are employed solely for a particular work of a