



**GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
(REGULATIONS WING)**

Dated Lahore, the 17th May, 2012

NOTIFICATION

No.SOR-III(S&GAD)1-12/2000(P). In exercise of the powers conferred under section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), Governor of the Punjab is pleased to make the following rules:

1. Short title and commencement. – (1) These rules may be cited as the Punjab Departmental Examination Rules 2012.

(2) They shall come into force at once.

(3) They shall apply to the officers of DMG (BS-17) posted in the Punjab, Ex-PCS [BS-17 & 18 (Selection Grade)], Ex-PSS [BS-17 & 18 (Selection Grade)], PMS (appointed through promotion from amongst Tehsildars/Superintendents/Private Secretaries) and Naib Tehsildars.

2. Definitions. – (1) In these rules:

(a) “competent authority” means Chief Secretary to Government of the Punjab;

(b) “Commission” means the Punjab Public Service Commission;

(c) “examination” means a Departmental Examination conducted under these rules;

(d) “probationer” means a person appointed to a post in accordance with the relevant rules;

(e) “Schedule” means a Schedule attached to these rules;

(f) “subject” means a subject specified in the Schedules; and

(g) “syllabus” means the syllabus as provided in the Schedules.

3. Conduct of examination. – (1) The Commission shall conduct the examinations.

(2) Examination shall be held twice a year on such dates as the Commission may notify.

4. Number of attempts. – (1) A probationer shall be eligible to appear in three successive examinations in two years of his appointment, beginning from the examination to be held immediately after his appointment.

(2) A probationer who fails to qualify in the three attempts allowed under sub-rule (1) shall not be allowed to appear in a subsequent examination and shall be deemed to have failed to qualify the examination.

(3) Any candidate failing in one or more subject(s) in the departmental examination held under the repealed rules or regulations shall be required to appear in the said subject(s) in an examination under these rules.

(4) A probationer who availed any number of chances under the repealed rules shall only avail the remaining chance(s) under these rules.

(5) The absence from departmental examination without permission of the Government shall be deemed to be a failure to qualify in that examination and shall be counted towards the chance availed by him.

5. Qualifying standard.– The qualifying standard for the examination under these rules shall be forty five percent of the maximum marks in each subject, and fifty percent marks in the aggregated.

6. Grace marks.– A probationer who passes seven of the eight papers in one attempt shall be allowed five grace marks in the eighth paper.

7. Option for answering the questions.–

(1) Except where otherwise specified, a probationer shall attempt all the papers in English.

(2) Notwithstanding, anything in sub-rule (1), a Tehsildar/ Naib Tehsildar may attempt any paper in Urdu.

8. Exemptions.– (1) Subject to the provisions of sub-rule (2) & (3), no one shall be entitled to any exemption from the examination under these rules on any ground whatsoever including professional or higher qualification.

(2) A DMG officer, who qualified the departmental examination while posted out of the Punjab, shall not be required to take the examination under these rules and such examination shall be deemed to be the departmental examination under these rules.

(3) A DMG officer, who has already qualified any of the paper in any of the departmental examination while posted out of the Punjab shall not be required to appear in such papers again, but shall qualify the remaining papers under these rules.

9. Traveling allowance. – An officer shall, in respect of journey which he may undertake for appearance in the examination, be entitled to Travelling Allowance as admissible under the Travelling Allowance Rules.

10. Repeal. – The Punjab (Section Officers) (Departmental Examinations) Regulations 1975, the Punjab Departmental Examination Regulations, 2005 and the Punjab Departmental Examination Rules, 2008 are hereby repealed.

SECRETARY (REGULATIONS), S&GAD

SCHEDULE – I

Sr. No.	Paper No.	Subject	Maximum Marks allocated	Maximum Time	Whether the paper is to be answered with the help of books
1	I	Office Management & Communication Skills	100	3 hours	No
2	II	Service Matters	100	3 hours	Yes
3	III	Public Administration	100	3 hours	No
4	IV	Constitutional Structure of Pakistan	100	3 hours	Constitution of Pakistan, Punjab Government Rules of Business, 2011 Rules of Procedure of the Provincial Assembly of the Punjab, would be allowed.
5	V	Economics and Financial Management	100	3 hours	Bare text of rules would be provided / allowed.
6	VI	Civil and Criminal Law	100	3 hours	Bare Acts allowed
7	VII	Local Government System	100	3 hours	Bare Acts and Rules allowed
8	VIII	Revenue Law	100	3 hours	Bare Acts allowed

SCHEDULE – II

(SYLLABUS)

Paper-I

Office Management & Communication Skills

Marks 100

Course Outline

(40 Marks)

Part-A

Office Management – an overview and basic components

- (i) Managerial skills (leadership, decision making, motivation, managing team etc.)
- (ii) Effective communication and presentation skills.
- (iii) Handling of Official Papers/Filing System.
- (iv) Forms of official communication (official Letter, D.O Letter, U.O, Memorandum, Notifications, etc).
- (v) Managing /conducting meetings.
- (vi) Minimizing stress.

Reference Books: (i) Essential Manager Manual by Robert Haller and Tim Hindle.
(ii) Manual of Secretariat Instructions.

Part-B

(60 Marks)

Noting and Drafting

- (i) Summary writing: for Chief Minister, Governor, Cabinet and Council of Common Interests.
- (ii) Noting and drafting: exercises.
- (iii) Preparation of brief and notes (for CS, meetings, etc.)
- (iv) Drafting of Legal Instruments such as comments and replies in writ petitions/human rights cases etc. written statements, agreements, MoUs, Bilis and rules.

Note: No reference material shall be provided in the examination.

Paper-II

Service Matters

Marks 100

Course Outline

- (i) The constitution of the Islamic Republic of Pakistan: Article 4, 25, 27, 212 & 240 to 242.
- (ii) The Punjab Civil Servants Act, 1974.
- (iii) The Punjab Service Tribunals Act, 1974.

- (iv) The Punjab Government Servants (Conduct) Rules, 1966.
- (v) The Punjab Employees Efficiency Discipline and Accountability Act, 2006.
- (vi) The Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974.
- (vii) The Punjab Delegation of Powers (Relaxation of Age) Rules, 1961 and 1976.
- (viii) The Contract Appointment Policy, 2004.
- (ix) The Re-employment Policy, 2003.
- (x) The Promotion Policy, 2010.
- (xi) Instructions regarding Performance Evaluation Reports.

Note: Reference material shall be provided in the examination.

Paper-III

Public Administration

Marks 100

Course Outline

Part A Public Administration (Marks 40)

Public Administration in the 21st century

- a. Context of Public Administration
- b. Role of Govt: direct involvement vs regulations.
- c. Public Administration and Civil Service.
 - i. Concept of good governance.
 - ii. Transparency, information and role of media in public sector.
 - iii. Improving administrative integrity- ethics and responsiveness in service.
 - iv. Public Policy formulation and implementation.

Reference Book: To serve and To preserve by ADB.

Part B Administrative Law (Marks 60)

- (i) Introduction to the Administrative Law.
- (ii)** Finality of Administrative action: constitutional and ordinary ouster clauses principles.
- (iii) Administrative discretion: meaning, need and principles.

- (iv) Delegated Legislation: meaning and necessity, established principles and grounds of review.
- (v) Principles of Natural Justice: hearing and bias.
- (vi) Judicial Review: meaning, importance and grounds.
- (vii) Fundamental Rights: Articles 7-28 and 232-233 of the Constitution of the Islamic Republic of Pakistan.

Note: No Reference material shall be provided in the examination

Paper-IV

Constitutional Structure of Pakistan

Marks 100

Course Outline

Part A The executive

- a) **The Constitution of the Islamic Republic of Pakistan**
 - (i) Preamble
 - (ii) General: Articles 1-5
 - (iii)** Principles of Policy Articles 29-¹[40]
 - (iv) The president: Articles 41-49
 - (v) The Federal Government: Articles 90-99
 - (vi) The Provincial Governor: Articles 101-105
 - (vii)** The Provincial Government: Articles 129-140
 - (viii)** Administrative Relations between Federation and Provinces: Articles 145-159
 - (ix)** Elections: Articles 213-226.

- b) **The Punjab Government Rules of Business 2011:** Rules 1-32, 46-49 & the Schedules.

- c) **Rules of Procedure of the Provincial Assembly of the Punjab, 1997:**
 - (i)** The Chief Minister: rules 17-23
 - (ii) Governor's address to the Assembly: rules 39-41
 - (iii) Questions: Articles 42-61
 - (iv) Calling attention Notice: rules 62-67
 - (v)** Privileges: rules 68-79, 180-181
 - (vi)** Adjournment Motions: rules 80-88
 - (vii) Government Assurances: rule 182
 - (viii) Reports to be laid before the Assembly: rules 128-133

- d) **Ombudsman: Jurisdiction and Importance:** The Punjab Office of the ombudsman Act, 1997

¹ Article 49 is wrongly mentioned in the gazette.

Part-B The Legislature

a) The Constitution of the Islamic Republic of Pakistan

- (i) The Parliament: Articles 50-69, 70-77
- (ii) Federal Ordinances: Article 89
- (iii) Provincial Assembly: Articles 106-117
- (iv) Provincial Ordinances: Articles 128
- (v) Distinction of Legislative and Executive Powers: Articles 97, 137, 141-144 & Forth Schedule
- (vi) Islamic Provisions: Articles 227-231

b) The Punjab Government Rules of Business 2011: rules 33-43 & 45

c) Rules of Procedure of the Provincial Assembly of the Punjab:

- (i) Legislative Procedure: rules 89-127
- (ii) Standing Committees: rules 146-175.

Part-C The Judiciary

- (i) The Constitution of the Islamic Republic of Pakistan: Articles 4,175-211
- (ii) Original and Advisory Jurisdiction of the Supreme Court
- (iii) Writ Jurisdiction: Articles 184 &199 of the Constitution of the Islamic Republic of Pakistan.
- (iv) Introduction to ICA and CPLA
- (v) Suo moto/Human Rights Jurisdiction.

Note: The Constitution of Pakistan, the Punjab Government Rules of Business 2011 and the Provincial Assembly of the Punjab Rules of Procedure 1997 shall be provided in the examination

Paper-V

Economics and Financial Management

Marks 100

Course Outline

Part-A Economics

(Marks 40)

1. Overview of Economy of Pakistan.
2. Basic Concepts of Micro and Macro Economics.
3. Economic Development & Economic Growth including Human Development index Approach.
4. Monetary & Fiscal Policies with emphasis on inflation:
 - (i) Definition and Objectives of Monetary Policy.
 - (ii) Definition and Objectives of Fiscal Policy.
 - (iii) Inflation and its types.
5. Concept of Poverty and Poverty Alleviation Strategy in Pakistan:

- (i) Poverty, factors responsible.
- (ii) Cause of Poverty.
- (iii) Poverty Alleviation Strategy in Pakistan.
- (iv) Poverty Alleviation Strategy in the Punjab.

Part-B Financial Management (Marks 60)

1. Importance, rules governing financial discipline, consequences indiscipline etc.
2. Financial provisions in 1973 Constitution (Articles 118,119,169, 170)
3. Civil Service Rules (PUNJAB) VOLUME-1

(a) Financial Management

General Concept: Chapter-I [extent of application]1.1 &1.2
Chapter-II [Definitions]
Chapter-III [General Conditions of Service] 3.2, 3.7, 3.12, 3.13, 3.24

Pay: Chapter-IV [4.4, 4.13, 4.18, 4.21]
Chapter-V [5.3, 5.5, 5.8, 5.16, 5.22, 5.38, 5.39, 5.49]
Chapter-I & 9.1 to 9.18

Deputation policy Issued by the Punjab Government Finance Department

Revised Leave Rules, 1981

(b) Punjab Treasury and sub-Treasury (Financial Handbook No.1).

Treasury Rules (Punjab) and the Subsidiary Treasury Rules issued there under:-

What is Treasury and Sub-Treasury.

Treasury rules (Punjab) including :(Part-I)

- Chapter-I General system of Control over Treasuries: (Part-II)
- Payment of Revenues of the Province into the Public Account (Part-II)
- Custody of Moneys relating to or standing in the Punjab (Part-III)
- Account of the Province.
- Withdrawal of moneys from the Public Account. (Chapter-IV)
- Transfer of money standing in the Public account.(Chapter-V)

(C) The Punjab Delegation Power Rules 2006 (Financial hand book No.2)

General Principles and Rules including:-

- Pay, Allowance etc. of establishment. (Chapter-II)

- Contingencies. (Chapter-VII)
 - Loan and advances. (Chapter-VIII)
 - Bills and Remittances. (Chapter-X)
 - Deposits & Operation of Assignment A/Cs as introduced through an amendment in Rule 4.154 (A) of Punjab Subsidiary Treasury Rules. (Chapter-XI)
 - Welfare Schemes of Government Servants (Benevolent Funds, Group Insurance etc.) (Chapter-XII)
4. **Purchase Procedure under PPRA Rules, 2009** (Purchase Manual, Purchase Officers, Types of Tenders, Purchase under Foreign Aided Projects)
5. **Duties and functions of D.D.Os.**
6. **Budget making at Provincial and Local level** (Regular Budget, SNE, Supplementary budget, development budget).
7. **Audit and settlement of audit objections.**

Note: Bare text of rules shall be provided in the examination

Paper-VI
Civil and Criminal Law

Marks 100

Course Outline

Part-A

(40 Marks)

- (i) Background and importance of Cr.P.C
- (ii) **The Code of Civil Procedure 1908:** sections 9-12, 16-21,24-A, 35, 35-A, 79-82, 89AA, 96, 99, 104, 114, 115, 141, 151&orders 2, 4-9, 17, 21, 23, 27, 27-A, 39 & 47.
- (iii) **The Punjab General Clauses Act 1956.**
- (iv) **The Limitation Act 1908:** sections 12-25.

Part-B

(40 Marks)

- (i) Background and importance of P.P.C.
- (ii) The Constitution of the Islamic Republic of Pakistan: 6, 9-10, 10A, 12-14 & 45.
- (iii) The Pakistan penal Code 1860: section 6-52A, 76-106, 120-A, 120-B, 121-124-A, 141-171, 268, 290, 293-294, 294-A, 294-B.
- (iv) The Criminal Procedure Code 1898: Section 6-27, 42-67, 106-126-A, 133-148, 153-154, 173-174, 174-A, 175-176, 260-264, 491-495.

Part-C

(20 Marks)

- (i) Background and importance of Qanun-e-Shahadat Order 1984.
(ii) **Qanun-e-Shahdat Order 1984:** Articles 3, 6-9, 17, 72-85.

Note: Bare Acts shall be provided in the examination

Paper-VII

Local Government System

Marks 100

Course Outline

1. Local Government System
 - (i) Concept of Local Government System.
 - (ii) Worldwide experience.
 - (iii)** Local Government System in Pakistan, background.

2. Punjab Local Government Ordinance, 2001.
 - a) Function and Powers of:
 - (i) District Governments.
 - (ii) Tehsil/Town Municipal Administrations
 - (iii) Union Administrations
 - (iv) Recent amendments/role of Local government.
 - (v) Merits/demerits and success/failure of Local Government System in the Punjab.

 - b) Punjab Local Government Commission.
 - c) Citizen Community Boards (CCB)
 - d) Local Government Finance.

3. Punjab Local Government Property Rules, 2003.
4. Punjab District Government Rules of Business, 2001.
5. Punjab Local Government (Taxation) Rules, 2001.
6. Muslim Family Laws Ordinance, 1969.
7. Child Marriage Act.
8. Wasteful Expenditure Act.

Note: Bare Act and rules shall be provided in the examination

Paper-VIII

Revenue Law

Total Marks 100

Course Outline

1. The Punjab Land Revenue Act, 1967 (Act XVII of 1967) and Land Revenue Rules, 1968.
2. Punjab Acquisition of Land Act, 1900 (XIII of 1900).
3. Punjab Land Administration Manual: chapters I, II, IV, IX, XIII to XX and XXII.
4. Punjab Land Records Manual (second edition): Chapter 7&18.
5. The Punjab consolidation of holdings Ordinance, 1860 (VI of 1960).
6. The Punjab Agricultural Income Tax, 1997 (I of 1997).
7. The Registration Act, 1908 (XVI of 1908) and the Registration Rules.
8. The Stamps Act, 1899 (II of 1899).
9. Doue's settlement Manual (5th Edition, 1961) Chapter-I (introductory), Book-I, Book-II (Chapters VII, IX, XII & XIII) and Book-III (Chapter XV, XVI, XVII & XVIII).
10. The Colonization of Government Lands (Punjab) Act, 1912 (V of 1912).
11. Land Acquisition Act, 1894.
12. Important Concepts of:
 - (a) Law of Inheritance
 - (b) Pre-emption
13. Punjab Tenancy Act, 1884.

Note: Bare Acts shall be provided in the examination.