



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

Dated Lahore, the 30th October, 2012

NOTIFICATION

No.SOR-III(S&GAD)1-12/2012. 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 direct that in the Punjab Secretariat (Ministerial Posts) Service Rules 1982, the following amendments shall be made:

AMENDMENTS

In the said Rules, in the Schedule:

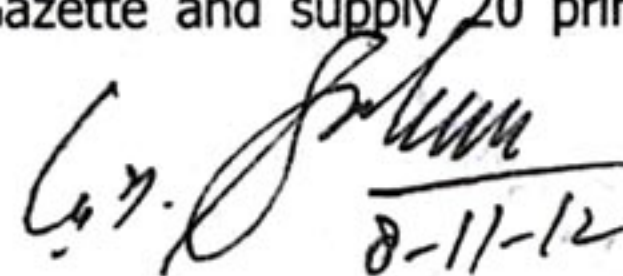
- (a) at sr. No. 4, against the post of Personal Assistant (BS-15), in column No. 10, the following entry shall be inserted:
"Six weeks training course as per their job description mentioned in the Manual of Secretariat Instructions and in the Information Technology (Microsoft Office) at Management and Professional Development Department (MPDD).";
- (b) at sr. No. 5, against the post of Assistant (BS-14), in column No. 10, the following entry shall be inserted:
"Six weeks training course for probationers (appointment by initial recruitment as well as promoted against 67% quota) as per their job description mentioned in the Manual of Secretariat Instructions and in the Information Technology (Microsoft Office) at Management and Professional Development Department (MPDD).";
- (c) at sr. No. 7, against the post of Senior Scale Stenographer (BS-15), in column No. 10, the following entry shall be inserted:
"Six weeks training course as per their job description mentioned in the Manual of Secretariat Instructions and in the Information Technology (Microsoft Office) at Management and Professional Development Department (MPDD).";
- (d) at sr. No.8, against the post of Stenographer (BS-12), in column No. 10, the following entry shall be inserted:
"Six weeks training course for probationers (appointment by initial recruitment) as per their job description mentioned in the Manual of Secretariat Instructions and in the Information Technology (Microsoft Office) at Management and Professional Development Department (MPDD)."; and
- (e) at sr. No. 10, against the post of Senior Clerk (BS-09), in column No. 10, the following entry shall be inserted:
"Six weeks training course as per their job description mentioned in the Manual of Secretariat Instructions and in the Information Technology (Microsoft Office) at Management and Professional Development Department (MPDD).";

**SHAHNAZ NAWAZ
SECRETARY (REGULATIONS), S&GAD**

SECTION OFFICER (S&GAD)
GOVERNMENT OF THE PUNJAB
S&GAD

A copy is forwarded for information and necessary action to:-

1. The Secretaries, Government of the Punjab,
 - i) Finance Department.
 - ii) Law & Parliamentary Affairs Department.
 - iii) Management & Professional Development Department.
2. The Accountant General, Punjab, Lahore.
3. The Secretary, Punjab Public Service Commission, Lahore.
4. The Additional Secretary (Admn), Government of the Punjab, S&GAD.
5. The Deputy Secretary (Reg:), Law & Parliamentary Affairs Department.
6. The Deputy Secretary (PC), Finance Department, Lahore.
7. The System Analyst (O&M Wing), S&GA Department, Lahore with the request to incorporate the above mentioned service rules in the database created in the O&M Wing.
8. The Private Secretaries to the Governor Punjab / Chief Minister/Chief Secretary/Additional Chief Secretary and Secretary (Services), S&GAD.
9. All Additional Secretaries, Deputy Secretaries / Section Officers in S&GAD, Punjab Civil Secretariat.
10. The Superintendent, Government Printing Press Punjab, Lahore with the request to get published this notification in the Official Gazette and supply 20 printed copies thereof to the undersigned.



8-11-12

(MUHAMMAD SALEEM)
SECTION OFFICER (R-III)