

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF WATER SUPPLY AND SANITATION**  
**(BUILDING AND ROADS-II BRANCH)**

**Notification**

The.....2020

No. G.S.R. \_\_\_\_\_/Const./Art.309/2020. In exercise of the powers conferred by the Proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and conditions of service of persons appointed to the Department of Water Supply and Sanitation Punjab, Ministerial Staff (Group A - Field Office) Service:-

**RULES**

**1. Short title, commencement and application:-**

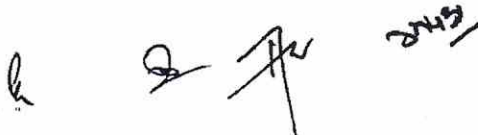
- a) These Rules shall be called the Department of Water Supply and Sanitation Punjab, Ministerial Staff (Group A - Field Office) Service Rules, 2020.
- b) These Rules shall come into force on and with effect from the date of their publication in the Official Gazette.
- c) These Rules shall apply to all posts specified in Appendix "A".

**2. Definitions:-** In these Rules, unless the context otherwise provides:-

- a) 'Appendix' means an Appendix appended to these Rules;
  - b) 'Direct Appointment' means an appointment made otherwise than by promotion or by transfer of an official already in the service of Government of India or of a State Government;
  - c) 'Field Office' means any office other than Head Office;
  - d) 'Government' means the Government of the State of Punjab in the Department of Water Supply and Sanitation;
  - e) 'Head Office' means HoD office currently located at SAS Nagar and Patiala, of Department of Water Supply and Sanitation, Punjab.
  - f) 'HoD' means the Head of the Department, Punjab, Department of Water Supply and Sanitation as appointed by Government of Punjab.
  - g) 'Service' means the Department of Water Supply and Sanitation Punjab, Ministerial Staff (Group A - Field Office) Service;
- Provided that words and expressions used but not defined in these Rules, shall have the same meaning as respectively assigned to them in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

**3. Number and character of posts:-** The Service shall comprise the posts specified in Appendix 'A'

Provided that nothing in these Rules shall affect the inherent right of the Government to add or to reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.



4. **Appointing Authority:-** Appointments to the Service shall be made by the Government.
5. **Pay of members of the Service:-** The members of the Service shall be entitled to such scales of pay as may be authorized by the Department of Finance from time to time. The scales of pay at present, in force, in respect of the members of the Service are given in Appendix 'A'.
6. **Method of Appointment, Qualification and Experience:-**
- a) All Appointments to the Service shall be made in the manner specified in Appendix 'B';  
Provided that if no suitable candidate is available for appointment to the Service by promotion or by direct appointment, the appointment to the Service may be made by transfer as per Rule 10 of these Rules or deputation from within the department from Field Office Cadre;  
Provided further that if no suitable candidate is available for appointment to the Service by transfer/deputation from within the department i.e. from Field Office Cadre also, then appointment to the Service may be made by deputation/transfer of a person holding analogous regular post in Punjab Government or any of its Board or Corporation, Commission or Authority under it.
- b) No person shall be appointed to a post in the Service unless he/she possesses the qualification and experience as specified against the post in Appendix 'B'.
- c) Appointment to the Service by promotion shall be made on seniority-cum-merit basis, but no person shall have any right to claim promotion on the basis of seniority alone.
7. **Probation:-** All members of the service shall remain on probation as per Punjab Civil Service (General and Common Conditions of Service) Rules, 1994 as amended from time to time.
8. **Training:-** All members of service will undergo the prescribed mandatory induction and mid-career training as notified by Government from time to time.
9. **Duties and Responsibilities:-** Duties and responsibilities of the members of service shall be as specified by the Government from time to time.
10. **Change of Cadre:-** The members of the Service may be given option to change his/her cadre from Head office to Field or Field to Head Office with the condition that his/her seniority shall be determined from the date he/she joins such Cadre.
11. **Discipline, Punishment and Appeal:-**
- a) In the matters of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

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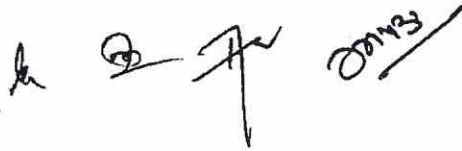
- b) The authority empowered to impose penalties as specified in Rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules 1970 in respect of the members of the Service, shall be as per Appendix 'C'.

**12. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994:-**

- a) In respect of the matters, which are not specifically provided in these Rules, the members of the Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
- b) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix 'D'.

- 13. Interpretation.**-If any question arises as to the interpretation of these Rules, the Government, in consultation with the Department of Personnel, shall decide the same.

**JASPREET TALWAR IAS**  
Principal Secretary to Government of Punjab,  
Department of Water Supply and Sanitation.

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| APPENDIX 'A'              |                        |                 |           |       |                                      |
|---------------------------|------------------------|-----------------|-----------|-------|--------------------------------------|
| (see Rules 1(c), 3 and 5) |                        |                 |           |       |                                      |
| Serial No.                | Name of post           | Number of posts |           |       | Scale of pay                         |
|                           |                        | Permanent       | Temporary | Total |                                      |
| 1                         | Superintendent Grade-I | 12 Field        | -----     | 12    | Pay Band 15600-39100+ 5400 Grade Pay |

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**APPENDIX 'B'**  
(See rule 6)

| Serial No | Name of the post       | Percentage for appointment by |                    | Method, qualification and experience for appointment by  |                    |
|-----------|------------------------|-------------------------------|--------------------|--|--------------------|
|           |                        | Promotion                     | Direct appointment | Promotion  | Direct Appointment |
| 1         | 2                      | 3                             | 4                  | 5  | 6                  |
| 1         | Superintendent Grade-1 | Hundred Percent               | --                 | <p>From amongst Superintendent Grade-2 of field offices of Department of Water Supply &amp; Sanitation who have experience of working on these posts for a minimum period of 3 years.</p> <p align="center">or</p> <p>Provided that no suitable candidate available from above then from amongst Senior Assistant/ Superintendent Grade-2 of field offices of Department of Water Supply &amp; Sanitation who have experience of working as Senior Assistant/ Superintendent Grade-2 for a minimum period of 10 years with at least 1 year working experience of Superintendent Grade-2.</p> | -                  |

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APPENDIX 'C'  
[See rule 11 (a & b)]

| Serial No. | Designation of the official | Nature of Penalty  | Authority empowered to impose penalty | Appellate Authority |
|------------|-----------------------------|--|---------------------------------------|---------------------|
| <u>1</u>   | <u>2</u>                    | <u>3</u>   | <u>4</u>                              | <u>5</u>            |
| 1          | Superintendent Grade-1      | Major and Minor Penalties will be as per Punjab Civil Services (Punishment and Appeal) Rules, 1970 | Government                            | Government          |

*h**h**Don't*