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***HIGH COURT ESTABLISHMENT  
(APPOINTMENT AND CONDITIONS OF  
SERVICE) RULES, 1973***

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**HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH**

**RULES**

**Citation of Authority:-** High Court Establishment (Appointment and Conditions of Service), Rules, 1973, as amended from time to time.

In exercise of the powers conferred by Clause (2) (in relation to authority) of Article 229 read with Article 231 of the Constitution of India, the Chief Justice of the High Court of Punjab & Haryana, with the approval of the President of India so far as the rules relate to salaries, allowances, leave or pension, hereby makes the following rules regulating the appointment, conditions of service and conduct of persons serving on the staff attached to the High Court.

**PART – I**

1. **Short Title:-** These rules may be called the High Court Establishment (Appointment and Conditions of Service) Rules, 1973.
2. In these rules, unless there is anything repugnant in the subject or the context:-
  - **"Chief Justice"** means the Chief Justice of the High Court of Punjab and Haryana and includes any Judge appointed by the President under Article 223 to perform the duties of the Chief Justice.
  - **"Competitive Examination"** means the examination in such papers, such other practical tests like typing stenography etc. and such viva voce test or other tests as may be prescribed by the Chief Justice from time to time for different posts.
  - **"Constitution"** means the Constitution of India.
  - **"The Court"** means the High Court of Punjab and Haryana.
  - **"Office JUDGE"** means any Judge who is nominated by the Chief Justice either generally or by a Special Order to deal with any matter connected with the establishment of the High Court.
  - **"Recognised University"** means any University incorporated by law in India or any other University which is declared by the Chief Justice to be a recognised University for the purpose of these rules.
  - **"Registrar"** shall wherever the context permits, include the Joint Registrar.

**PART – II**

3. The Establishment of the High Court shall consist of the posts specified in Schedule I to these Rules as modified from time to time by the Chief Justice in consultation with the Finance Department, where necessary.

4. **Eligibility:- (1)** A candidate for appointment to any post on the Establishment of the High Court must be: -

- a) A citizen of India; or
- b) <sup>1</sup>[A citizen of Nepal or Bhutan; or
- c) A person of Indian origin, who intends to settle down in India permanently.]<sup>1</sup>

Provided that a candidate belonging to category (b) shall be person in whose favour a certificate of eligibility has been issued by the Government of India.

(2) A candidate in whose case a certificate of eligibility is necessary may be admitted, to an examination or interview and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government.

<sup>1</sup>Rule 4 (1) b & c amended vide notification No.135 dated 2.8.2010 bearing endst. no. 30016-30017A, under orders dated 21.7.2010 of HCJ.

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5. No man who has more than one wife living and no woman who is married to a man having already a wife living shall be eligible for appointment as a member of the High Court Establishment.

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6. **Appointment & Conditions of Service of Registrar:-** The appointment and conditions of service of the Registrar shall be regulated by the Registrar, High Court of Punjab and Haryana (Appointment and Conditions of Service) Rules, contained in the Schedule-III.

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**7. Joint Registrar:-**

(i) <sup>1,2</sup> [Appointment to the posts of Joint Registrar shall be made by the Chief Justice either:

a) by selection out of the Deputy Registrars or Special Secretaries who are graduates:

OR

b) from amongst the Members of Punjab/Haryana Superior Judicial Service (in the rank of Additional District Judge) or Punjab/Haryana Civil service (Judicial Branch).]<sup>1</sup>

(ii) In case the post of Joint Registrar is filled from amongst the Deputy Registrars and Special Secretaries, their inter-se seniority shall not be disturbed.

**Note:-** If a Judicial Officer has been taken on deputation as Joint Registrar, he shall continue to draw his existing pay besides Secretariat/Special Allowance, if any, attached to the post.]<sup>2</sup>

[<sup>1</sup> Rule 7(i) subs. Vide No. 553/Exc. Cell/V.Z. 27, dt. 11.12.92 after withdraw amendment made vide notification no. 453-A,E.I dated 04.11.1992 and restore Rule 7(i) as it stood prior to 04.11.1992]

[<sup>2</sup> Rule 7 (i) and (ii) amended vide Not. 242/Exc. Cell/V.Z. 27, dt.10.9.08 under orders of HCJ 8.9.08 and by notification no. 264/Exc. Cell/V.Z. 27, dt.23.11.09 under orders of HACJ 19.11.09]

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8. **<sup>1</sup>Special Secretary:-** Appointment to the post of Special Secretary shall be made by way of selection from amongst the Secretaries and Court Secretaries, having-experience as such for a minimum period of three years and who are graduates.<sup>1</sup>

<sup>2</sup>[The following criteria shall be followed for promotion to the post of Special Secretary: -

|    |  |           |
|----|--|-----------|
| 1. | Service Record   | 24 marks* |
| 2. | Higher Educational Qualification, i.e. Post Graduation/LL.B.                                 | 01 mark** |
| 3. | Viva-voce for assessing Personality, General Awareness, and Knowledge of Rules and Practice. | 15 marks  |
|    | Total  | 40 marks  |

Service record of the officer of preceding five years shall be taken into consideration for assessing him/her for selection and awarding marks. Allocation of marks on the basis of service record shall be in the following manner:-

| <b><u>Remarks earned in ACR</u></b> | <b><u>Value</u></b> |
|-------------------------------------|---------------------|
| Outstanding (A+)                    | 24 Points           |
| Very Good (A)                       | 22 Points           |
| Good (B+)                           | 20 Points           |
| Average/Satisfactory (B)            | 18 Points           |
| Below Average (C)                   | 00 Points           |

The total points earned by a candidate on account of his last five ACRs will be divided by five and quotient will be the marks of the candidate.

\*\*One Mark for LL.B./Post Graduation.

**Benchmark** 30 Marks

Every candidate shall be required to appear in the interview for adjudging his overall suitability for the post. However, the existing seniority of the officers in the feeder cadre shall not be disturbed while making promotions.]<sup>2</sup>

[ Rule 8(i)(a) subs. vide No. 429/E-I, dt. 30.7.91]

[ Rule 8(i)(c) deleted vide No. 546/E.I, dt. 18.12.89]

[Rule 8(i)(b) deleted vide No.23.Exc.Cell/V.Z.27 dt.23/28.1.2004]

[<sup>1</sup>Rule 8 vide No.242.Exc.Cell/V.Z.27 dt.10.9.08 under order of HCJ dt. 8.9.08. [<sup>2</sup> Criteria inserted in Rule 8 vide No. 11 Rule Cell/V.Z.27 dt. 10.02.2023]

**8-A. Deputy Registrar:-** <sup>2</sup>[ The appointment to the post of Deputy Registrar shall be made by the Chief Justice either: -

a) <sup>1,3</sup>by selection from amongst the Assistant Registrars who are graduate and have experience of working as such for a minimum period of three years and the criteria framed for selection/ promotion to the post of Assistant Registrar shall be followed; ]<sup>1, 3</sup>

Or

b) from amongst the members of Punjab/Haryana Superior Judicial Services or Punjab/ Haryana Civil Services (Judicial Branch).]<sup>2</sup>

<sup>1</sup>*Rule 8-A (a) earlier it was Rule 8(ii) (b) substituted vide no. 331/E-1 dated 04.8.1988 and again substituted vide notification no. 546/E-I, dt. 18.12.89. Rule 8-A amended vide notification no. 34/ Rule Cell dated 04.04.2014.]*

<sup>2</sup>*[Rule 8-A substituted vide notification No.242/ Exc.cell dt.10.9.08. under order dt. 8.9.08 of HCJ after amending Rule 8(ii) (a) to 8(ii) to (C)*

*[Rule 8-A amended by inserting promotion criteria to the post of Deputy Registrar vide notification no. 155/Exc. Cell dated 15.09.2010 under orders dated 13.09.2010 of HCJ]*

<sup>3</sup>*[Rule 8-A (a) amended vide notification no. 258/Exc. Cell dated 1.12.2011 under orders dated 29.11.2011 of HCJ].*

*For the purpose of period between 01.12.2011 to 04.04.2014, Notification No. 258/Exc. Cell/V.Z.27 dated 01.12.2011, shall be treated to have remained in abeyance and resultantly, the effect of Notification dated 04.04.2014 shall relate back to 01.12.2011.*

*Rule 8.A corrigendum/addendum vide Notification No. 58/Rule Cell dt. 07.05.2014 }*

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<sup>1</sup>**[8-B. Secretaries:-**

(i) <sup>2</sup>[By selection from amongst the Private Secretaries and Readers to the judges, who have experience of working as such for a minimum period of three years and are graduates]<sup>2</sup>

(ii) The persons selected from the cadre of Private Secretaries shall be designated as Secretaries and the persons selected from the cadre of Readers shall be designated as Court Secretaries;

(iii) <sup>1,2</sup> [The Private Secretaries or Readers who are already promoted as Assistant Registrar or Deputy Registrars outside the cadre of their promotional posts but are yet to be confirmed, shall be eligible to give their options for being considered to the posts of Secretaries/Court Secretaries, as the case may be within fifteen days from the date of the notification dated 30.7.1991; ]<sup>1,2</sup>

(iv) On promotion, the inter-se seniority of the Secretaries and Court Secretaries shall not be disturbed.

[ <sup>1</sup> Rule 8(iii) subs. vide No. 429/E-I, dt. 30.7.91],

<sup>2</sup>

[ Rule 8 B vide No. 242/ Exc.cell, dt. 10.9.08 under orders dt.8.9.08 of HCJ]



**8-C. Assistant Registrar:-** The post of Assistant Registrar shall be filled up by selection from out of the Superintendents Grade-I who are graduate and have experience of working as such for a period of three years.

[The following criteria shall be followed for promotion to the post of Assistant Registrar: -

|    |  |           |
|----|--|-----------|
| 1. | Service Record   | 24 marks* |
| 2. | Higher Educational Qualification, i.e. Post Graduation/LL.B.                                 | 01 mark** |
| 3. | Viva-voce for assessing Personality, General Awareness, and Knowledge of Rules and Practice. | 15 marks  |
|    | Total  | 40 marks  |

Service record of the officer of preceding five years shall be taken into consideration for assessing him/her for selection and awarding marks. Allocation of marks on the basis of service record shall be in the following manner: -

| <b>*Remarks earned in ACR</b> | <b>Value</b> |
|-------------------------------|--------------|
| Outstanding (A+)              | 24 Points    |
| Very Good (A)                 | 22 Points    |
| Good (B+)                     | 20 Points    |
| Average/Satisfactory (B)      | 18 Points    |
| Below Average (C)             | 00 Points    |

The total points earned by a candidate on account of his last five ACRs will be divided by five and quotient will be the marks of the candidate.

\*\*One Mark for LL.B./Post Graduation.

**Benchmark** 30 Marks

Every candidate shall be required to appear in the interview for adjudging his overall suitability for the post. However, the existing seniority of the officers in the feeder cadre shall not be disturbed while making promotions.

*[ Rule 8-C earlier Rule 8(iv)(i) subs vide No. 546/E.I., dt. 18.12.89, vide No. 242/Exc.cell, dt. 10.9.08 under orders dt.8. 9.08 of HCJ, vide No. 144/Exc.cell, dt. 25.8.2010 under orders dt.24.8.10 of HCJ, vide No. 155/Exc.cell, dt. 15.9.2010 under orders dt.13.9.10 of HCJ, Rule 8-C amended vide No. 285 Exc Cell/ dated1.12.2011, Rule 8.C amended vide Notification No. 34/Rule Cell dt. 04.04.2014[Rule 8.C corrigendum/addendum vide Notification No. 58/Rule Cell dt. 07.05.2014 ]*

*[criteria substituted in Rule 8-C vide No. 11Rule Cell/V.Z.27 dt. 10.02.2023]*

*For the purpose of period between 01.12.2011 to 04.04.2014, Notification No. 258/Exc.Cell/V.Z.27 dated 01.12.2011, shall be treated to have remained in abeyance and resultantly, the effect of Notification dated 04.04.2014 shall relate back to 01.12.2011.*

**8(C)(i) Court Manager:** -The post of Court Manager shall be filled from direct recruitment, as per following procedure: -

- 1) **Eligibility:-**(i) The minimum qualification for being eligible to apply for the post of Court Manager shall be B.Tech Computer Science/B.Tech IT with M.B.A (in regular/face to face mode excluding distance education) from a recognised university.

Candidates having passed Post Graduate Diploma in Business Administration (PGDBA), such as PGDBM, PGDHR, PGDIT etc shall not be eligible.

- (ii) The candidates may be shortlisted by any suitable criterion for written examination. A candidate has to secure a minimum of 45% marks to qualify for viva voce. Candidates equal to 3 times the number of advertised post shall be called for viva voce in order of merit.

- 2) **Experience:-** Two years managerial experience in reputed organization having a reasonable turnover or standing. Preference will be given to the candidates having sufficient experience/qualification in the field of Law.

- 3) **Age:-** The candidate shall not be less than 25 years and more than 35 years of age on the last date of the receipt of applications.

Court Manager will be entitled to pay scale of Rs. 15600/- to 39100/- with grade pay Rs. 6600/-.

The service conditions of the Court Managers shall be governed by the Rules as may be adopted or applicable for the said post.

*[ Rule 8(C)(i) added. vide Notification No. 236/Exc.Cell/V.Z.27 dt.24.08.2012]*

*[ Rule 8(C)(i) substituted. vide Notification No. 62/Rule.Cell/V.Z.27 dt.21.04.2015]*



**8-D. Superintendent Grade – I** :- The appointment to the post of Superintendent Grade-I shall be made by promotion/selection from amongst the Superintendent Grade-II and Revisors having worked as such for a minimum period of three years on the basis of seniority-cum-merit.

Provided that directly recruited Superintendent Grade-II shall be eligible for promotion only after completion of five years service as such.

*Rule 8(v) subs. vide No. 333/Exc. Cell/V.Z.27, dt.20/21.12.2000] [Rule 8 D. vide No. 242/Exc. Cell/V.Z.27, dt.10.9.08 under order dt 8.9.08 of HCJ).Rule 8 D. vide No. 144/Exc. Cell/V.Z.27, dt.25.8.10 under order dt 24.8.10 of HCJ).[Rule 8 D. vide No. 155/Exc. Cell/V.Z.27, dt.15.9.10 under order dt 13.9.10 of HCJ).Rule 8-D amended vide No. 285 Exc Cell/ V.Z.27 , dated1.12.2011} {Rule 8.D amended vide Notification No. 34/Rule Cell dt. 04.04.2014}*

*For the purpose of period between 01.12.2011 to 04.04.2014, Notification No. 258/Exc.Cell/V.Z.27 dated 01.12.2011, shall be treated to have remained in abeyance and resultantly, the effect of Notification dated 04.04.2014 shall relate back to 01.12.2011.*

*[Rule 8.D corrigendum/addendum vide Notification No. 58/Rule Cell dt. 07.05.2014 }*

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**8-E Deleted :-**

*[Rule 8-E inserted vide notification no.144/Exc.Cell/V.Z.27 dated 25.8.2010].*

*[Rule 8-E Deleted vide notification no.155/Exc.Cell/V.Z.27 dated 15.9.2010 under HCJ order dated 13.9.2010]*

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**9. Reader to Judge:-**

(i) Appointment to the post of Reader to a Judge shall be made from the following sources: -

<sup>1</sup> [9 (i) (a) From amongst the Law Graduates members of the High Court Establishment serving in the grade not lower than the grade of Senior Assistant or its equivalent for a minimum period of 5 years.]<sup>1</sup>

<sup>2</sup>[9 (i) (b) From amongst the Law Graduates working in the Courts of the District Judge in Punjab & Haryana and in Subordinate Courts having five years experience in a grade not lower than of 'B' Grade Assistant, Judgment Writer (Senior Grade) and Judgment Writer (Junior Grade)/Stenographer to the District Judge in the State of Punjab and Haryana;

<sup>2,7</sup>[9(i) (c) Superintendents Grade-II, Senior Assistants, Revisors, Translators and Senior Scale Stenographers serving in the High Court and the employees of Lower Courts in the States of Punjab, Haryana and Chandigarh (U.T.), working in the grade of Assistant, Judgment Writer (Senior Grade) and Judgment Writer (Junior Grade)/ Stenographer to the District Judge,] <sup>8</sup>who are graduate and have put in more than 20 years of service.]<sup>2,7</sup>

**9 (ii)**A list of approved candidates for the post of Reader will be prepared as a result of Competitive Examination confined to the sources mentioned in Sub-Rule (i) of this Rule and appointments shall be made in order of merit therefrom;

<sup>5,6</sup>[9 (iii) The Chief Justice shall from time to time decide the number of candidates to be brought on the list as result of a single Competitive Examination. The syllabus for the examination shall be as follows: -

| No              | Subject  | Max Marks  |
|-----------------|--|------------|
| <sup>3</sup> 1. | Written paper relating to knowledge of law and procedure as laid down in Civil Procedure Code, <b>Criminal Procedure</b> Code, Limitation Act, Court Fees and Suits, Valuation Act and Stamp Act together with the rules made by Government and High Court under these Acts and High Court Rules and Orders, Volume I, Volume III and Volume V relating to procedure of Courts | 100        |
| 2.              | Practical Test (Oral) regarding familiarity with records of the High Court and lower Courts and Registers maintained in the Judicial Department and by Readers.  | 10         |
| <sup>4</sup> 3. | Oral examination <i>Shikasta</i> reading in languages of the lower Courts viz. Hindi and Punjabi, Special importance being attached to the ability of candidates to read <i>shikasta</i> .   | 10         |
| 4.              | Viva Voce, including familiarity with law reports and other law books.   | 5          |
|                 | <b>Total</b>   | <b>125</b> |

[<sup>1</sup>Rule 9(i)(a) amended vide orders dt. 21.7.98 of Hon'ble the Chief Justice vide Notification No. 256, Exc. Cell./V.Z. 27, dt. 24.7.98], [<sup>2</sup>Rule 9(i)(b) & 9(i)(c) amended. vide No. 268 Exc. Cell./V.Z.27 Dt. 5/12.10.2K][<sup>3</sup>Word Cr. P., added vide Notification No. 118 Exc. Cell/V.Z. dt. 28.4.95/9.5.95][<sup>4</sup> Word 'Urdu' deleted vide No. 27 Exc. Cell., dt. 4/15/2/97][<sup>5</sup> Rule 9(iii) amended vide No.232 Exc. Cell/VZ27, dated31.5.2004.]{<sup>6</sup> Rule 9(iii) amended vide No. 113 Exc Cell/ V.Z.27 , dated24.4.2006} <sup>7</sup> Rule 9(i)(c) amended vide No. 197 Exc. Cell/VZ27, dated 23. 8.2012. <sup>8</sup>Rule 9(i)(c) amended. vide No. 84 Rule Cell/V.Z.27 Dt. 29.05.2013}

**9-A: - Reader(Legal)**

(a) Appointment to the post of Reader (Legal) **to Judge** shall be: -

**Quota:** - i) 80% by direct recruitment.  
ii) 20% by promotion.

**Note:-** Employees eligible to be considered for promotion shall be from the following categories: -

- Employees of this Court in the grade not lower than that of Senior Assistant or its equivalent.
- Employees of Subordinate Courts of Punjab, Haryana and U.T., Chandigarh working in a grade not lower than 'B' grade Assistant.
- Judgment Writer (Senior Grade) and Judgment Writer (Junior Grade)/ Stenographer to the District Judge.

**(b) Qualification:**

a) <sup>1</sup>The candidate should possess at least 60% marks in English at Graduation level alongwith a degree in LL.B.

OR

b) The candidate should possess LL.B.(Hons) degree from The National Law School.<sup>1</sup>

c) **Method of recruitment:-**Applications for direct recruitment shall be invited through advertisement, issued in such manner as the Chief Justice may decide, on the prescribed proforma from the eligible candidates.

d) **Select List:-** The candidates shall have to clear the prescribed competitive test.

A separate select list of successful candidates of each source, in order of merit, shall be prepared on the basis of total marks obtained in competitive examination including viva voce. However, promotion to the post of Reader (Legal) shall be made from the list which shall remain in force for a period of two years from the date of declaration of result and lapse thereafter.

e) **Seniority:** The seniority of Readers and Readers (Legal) will be joint for all purposes including promotion and will be governed by Rule 30 of these Rules. In case two or more candidates from both lines join on the same day, the candidate senior in age will rank senior.

*[Vide notification no. 81 dated 03.04.2008 new Rule 9-A inserted below Rule-9] [<sup>1</sup>Rule 9- A(b) amended notification No.240 Ex.Cell/V.Z.27 dt. 16.9.2009, under orders 28.8.09 of HCJ dt.23.7.2008] [Rule 9-A(a)(e) amended vide notification No. 197 Exc. Cell/VZ27, dated 23. 8.2012*



**[10. Private Secretary:-**

**(1)** Appointment to the post of Private Secretary shall be made: -

- (i) <sup>1</sup>[By selection from amongst the eligible Judgement Writers on the basis of Seniority-cum-Merit, having worked as such for a minimum period of 3 years,]<sup>1</sup>
- (ii) Where eligible Judgement Writers are not available for appointment, by open competition.

**(2)** Only law Graduates shall be eligible for appointment to the post of Private Secretary.

Provided that graduate Judgement-Writers and a graduate Personal Assistant to the Registrar who have put in atleast two years' service as such shall be eligible for appointment to the post of Private Secretary even if they are not law graduates.

[ <sup>1</sup> Rule 10(1) subs. vide No. 331, E.I., dt. 4.8.1988]

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**11. Judgement Writers:-**

(1) Appointment to the post of Judgement Writers shall be made from the following sources:-

a) Thirty five percent posts of Judgement Writers shall be filled in by way of competitive examination from open market, subject to the following conditions:-

(i) No person shall be eligible for direct recruitment to the service if he/she is less than 21 years or more than 30 years of age. However, upper age limit will be relaxed up to 10 years for the candidates who are already working in Government departments/Semi Government departments/ Corporations/ Boards.

(ii) The candidate should be at least Graduate or equivalent thereto of a recognized university.

(iii) The candidate should have proficiency in operation of Computers (Word Processing and Spread Sheets).

(iv) The candidate shall have to pass the test in English Shorthand at a speed of 120 W.P.M. and its transcription at 24 W.P.M. The test shall be of at least 10 minutes duration. No candidate shall be considered to have qualified the test, if he /she commits more than 5% mistakes. The list of qualified candidates shall remain valid for a period of one year from the date of examination and shall lapse thereafter.

b) Sixty Five percent posts shall be filled in by promotion from amongst the Senior Scale Stenographers, having worked as such for a minimum period of 2 years in the High Court, on the basis of merit-cum-Seniority, and further subject to the following conditions :-

(i) Selected candidate should be at least Graduate or equivalent thereto of a recognized university.

(ii) The candidate should have proficiency in operation of Computers (Word Processing and Spread Sheets).

(iii) The candidate shall have to pass the test in English Shorthand at a speed of 100 W.P.M. and its transcription at 20 W.P.M. The test shall be of at least 10 minutes duration. No candidate shall be considered to have qualified the test, if he/she commits more than 4% mistakes.

*[Clause (a) & (b) of sub-rule (1) of Rule 11 amended vide Notification No. 272 Exc. Cell./V.Z. 27, dt. 12/18.10.2000, Rule 11 amended vide notification No.174 Ex.Cell/V.Z.27 dt. 5.7.2008, under orders of HCJ dt.2.7.2008.[ Rule 11 amended vide notification No.213 Ex.Cell/V.Z.27 dt. 29.7.2008, under orders of HCJ dt.23.7.2008. [Rule 11 amended vide notification No.85 Ex.Cell/V.Z.27 dt. 11.05.2010, under orders of Hon'ble Full Court vide order dt.20.04.2010. (Rule 11(1)(b) amended vide notification No.197 Exc. Cell/VZ27, dated 23. 8.2012{ Rule 11(1)(a)(i) amended vide notification no. 114 Rule Cell/V.Z.27 dated 05.08.2016} [Clause (a) &(b) of Rule 11 amended vide notification no. 05 dated 11-01-2022] [ New Clause (iii) added after clause (ii) in Rule 11(b) vide notification no. 05 dated 11-01- 2022*

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**12. Superintendent Grade –II:-** The appointment to the post of Superintendent Grade-II shall be made by promotion on the basis of seniority-cum- merit from out of the Senior Assistants having experience of a minimum period of three years.

Provided that 10% (ten per cent) posts in the cadre of Superintendent Grade-II shall be filled by direct recruitment from amongst the candidates possessing a certificate of passing State Accounts Services Examination of Punjab or Haryana or who are qualified Chartered Accountant/ Company Secretary/Cost and Works Accountant. Such candidates shall not be less than 35 years of age with two years relevant experience in a Government Department.

Or

'an organisation of repute' which includes Public Sector Undertakings, Public Limited Companies (both Government and Private Sector), Boards & Corporations of (any) Government, recognized Universities and all autonomous institutions.

*[Rule 12(i) subs. vide No. 280 E.I., dt. 6.7.92] Rule 12(i) subs. vide No. 258 Excl dt. 1.12.2011] Rule 12. amended vide Notification No. 34/Rule Cell dt. 04.04.2014 } {New para added below proviso to Rule 12 vide notification no. 114 Rule Cell/V.Z.27 dated 04.05.2017}*

*For the purpose of period between 01.12.2011 to 04.04.2014, Notification No. 258/Exc.Cell/V.Z.27 dated 01.12.2011, shall be treated to have remained in abeyance and resultantly, the effect of Notification dated 04.04.2014 shall relate back to 01.12.2011.*

*[ Rule 12 corrigendum/addendum vide Notification No. 58/Rule Cell dt. 07.05.2014 ]*

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**12(ii):-** Deleted vide notification No. 197 Exc. Cell/VZ27, dated 23.8.2012

*[ Rule 12(ii) subs. vide No. 429 E.I., dt. 30.7.91]*

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**12(iii):-** Deleted vide notification No. 197 Exc. Cell/VZ27, dated 23. 8.2012

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**13. Secretary to Registrar General:-** Secretary to Registrar General shall be selected from amongst the Secretaries working on the Establishment of the High Court.

*[ Rule 13 subs. Vide notification No. 197 Exc. Cell/VZ27, dated 23. 8.2012 ]*

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**14. Senior Scale Stenographers:-**

(1) Posts of Senior Scale Stenographer will be filled in the following manner:-

- a) Seventy five percent posts of Senior Scale Stenographers shall be filled in by competitive examination from amongst the Graduates from open market.
- b) Twenty five percent posts shall be filled in by promotion from amongst the graduate Steno-typists, having worked as such for a minimum period of 2 years in the High Court, on the basis of merit-cum-Seniority.
  - (i) No candidate shall be eligible to apply for the post of Senior Scale Stenographers unless he holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto of a recognised University and has proficiency in operation of Computers (Word Processing and Spread Sheets).
  - (ii) Select list of candidates passing the test at a speed of 100 w.p.m. in English Shorthand and 20 w.p.m. in transcription of the same shall be prepared in order of their merit. Appointments to the post of Senior Scale Stenographers shall be made as the vacancies arise in the prescribed lists which shall remain in force for a period of one year from the date of examination and shall lapse thereafter.

Provided that no candidate shall be considered to have qualified the test, if he/she commits more than 4% mistakes.

[No person shall be eligible for direct recruitment to the service if he/she is less than 21 years or more than 30 years of age. However upper age limit will be relaxed upto 10 years for the candidates who are already working in Government departments / Semi Government departments / Corporations / Boards.

*[ Rule 14 amended vide Notification No. 14 Exc. Cell/V.Z. 27, dt. 11.1.95/21.1.95] [The words, "the graduates" inserted in sub-clauses (a) & (b) of clause (i) of sub-rule (1) of Rule 14 vide No. 81 Exc.Cell. V.Z.27, dt. 3/5.4.95] [Sub-clause (b) of Clause (i) of sub-rule (1) of Rule 14 amended vide Notification No. 209 Exc. Cell./V.Z. 27, dt. 13/20.7.2000] [Rule 14 amended vide notification No.174 Ex.Cell/V.Z.27 dt. 5.7.2008, under orders of HCJ dt.2.7.2008.[ Rule 14 amended vide notification No.290 Ex.Cell/V.Z.27 dt. 29.11.2008, under orders of HCJ dt.25.11.2008. {Rule 14 amended vide notification No.197 Excl. Cell V.Z.27 dated 23.8.2012} AND {Rule 14(1)(ii) amended vide notification no. 114 Rule Cell/V.Z.27 dated 05.08.2016}]*

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<sup>1</sup> [ **15. Librarian:-** The essential qualifications for the post of Librarian shall be as under: -

- i) Master's degree in Library Science/Information Science Documentation with at least fifty five per cent marks or its equivalent grade and a consistently good academic record;
- ii) Atleast 10 years' experience as Deputy Librarian in a reputed Library preferably the one dealing with law books and journals, etc.;
- iii) Evidence of innovative library service and organisation of published work; and
- iv) A degree of LL.B/Experience of computerization in Library will be preferential qualification.

[ <sup>1</sup>Rule 15 subs. vide notification No. 471 Exc. Cell/V.Z. 27, dt. 9.12.94/21.12.94]

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**15-A:- Assistant Librarian**

**(1) Mode of Recruitment:-** The posts of Assistant Librarian shall be filled up by inviting applications from the employees working on the establishment of this Court having a minimum five years of experience in any cadre and by way of direct recruitment through common competitive examination.

**(2) Eligibility:-**

**(i) Age:-** The candidate should not be less than 25 years and more than 35 years of age on the last date of submission of application.

Provided that there shall be no upper age limit for the employees working on the establishment of this Court.

**(ii) Educational Qualification:-** The candidate must have passed Master's/ Bachelor's degree in Library Science with minimum 55% marks from the recognized University/Institute.

Preference shall be given to the candidate possessing qualification of LL.B from the recognized University/Institute.

**(3) Mode of Selection:-** The common competitive examination comprising of written examination and viva-voce thereafter for selection of candidates shall be conducted by the Committee nominated by the Chief Justice. The candidate shall also have to qualify the test of proficiency in computer operations. The procedure and curriculum for holding examination/test and viva-voce shall be prescribed by the said Committee. The number of candidates to be called for viva-voce shall not be more than five times of number of vacancies.

Provided that no candidate shall be considered to have qualified the examination unless he obtains atleast 50% marks in the written examination and

40% marks in the viva-voce. However, the test of proficiency in computer operations shall be only qualifying in nature and marks thereof shall not be counted while drawing final merit.

Further provided that the selected candidate(s) shall have to acquire Post Graduate Diploma in Digital Library and Data Management or Post Graduate Diploma in Library Automation and Networking from a recognized University/ Institute within two years of joining the service, if such candidate(s) do not possess such qualification, failing which the probation of the candidate shall not be confirmed.

**(4) Seniority:-** A select list of successful candidates, in order of merit shall be prepared on the basis of total marks obtained in the written examination and viva-voce and the appointments of selected candidates shall be made by placing them in order of merit at the bottom of the general seniority list as on the date of appointment in the cadre of Senior Assistants and these posts shall be considered to have been filled up from out of 20% posts of Senior Assistants to be filled by way of direct recruitment."

[ <sup>1</sup>Rule 15-A inserted vide notification No. 254 Exc. Cell/V.Z. 27, dt. 12.9.2001/21.9.2001] [Rule 15-A substituted vide notification no. 236 Rule Cell/V.Z.27 dated 08.12.2022]

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**16. Senior Assistant:-** The posts of Senior Assistants shall be filled in the following ratio: -

- (1) 80% - By Promotion from amongst the Junior Assistants working on the establishment of this Court on the basis of seniority-cum-merit.
- (2) 20% - By Direct Recruitment.

**Qualifications/Experience for direct recruitment:-**

- (i) **Age:** The candidate should not be less than 25 years or more than 35 years of age on the last date of submission of applications.

Provided that there shall be no age limit for the employees working on the Establishment of the High Court.

- (ii) **Educational Qualification:** The candidate must have passed graduation in any stream with minimum 55% marks.

Preference shall be given to the candidates possessing qualifications of LL.B., M.Com, M.C.A., M.B.A., M.Tech., Degree/Diploma of Secretarial Practice, Diploma in Personnel Management, Post Graduate Diploma in Computer Science or Computer Applications.

- (iii) **Experience:** The candidate must have experience of three years in 'Office Administration' which includes identification of office activities which are to be performed individually or with group by adequate supervision and also co-ordinating the activities of different individuals, providing necessary facilities like stationary, equipment etc. to enable the other persons in the office to perform their work efficiently;

**Or**

'Secretarial Practice' in a Government Department which inter-alia, includes the ability to handle the office correspondence, practical knowledge about the system of maintaining office including handling/indexing of files, handling of office equipments, computer, e-mail, Intranet, Internet etc. and working with computers;

**or**

in any 'organization of repute' which includes *Public Sector Undertakings, Public Limited Companies (both Government and Private Sector), Boards & Corporations of (any) Government, recognized Universities and all autonomous institutions.*

**(iv) Test:**

- (a)** The candidates short-listed on the basis of criteria to be fixed from time to time, including the result of objective type test, shall have to appear in the written examination of three hours duration in the following subjects:-

| <b><u>Subject</u></b>                         | <b><u>Max.Marks</u></b> | <b><u>Pass Marks</u></b> |
|---|-------------------------|--------------------------|
| English Language                              | 100                     | 50                       |
| Office Nomenclatures and Secretarial Practice | 40                      | 20                       |
| Hindi/Punjabi                                 | 50                      | 25                       |
| General Studies                               | 50                      | 25                       |
| <b>Total</b>                                  | <b>240</b>              | <b>120</b>               |

- (b) Computer Test:** The candidates shall also have to pass the test of proficiency in computer operations (Word Processing and Spread Sheets) at a speed of 30 W.P.M. It would be a qualifying test.
- (c) Viva Voce:** The candidates shortlisted after the written examination and computer test will have to appear for interview which shall be of 60 marks and shall include upto 10 marks towards weightage for higher qualifications mentioned in clause (ii) earlier.
- Provided that there shall be minimum 4 marks for acquiring one higher educational qualification as mentioned in Rule 16(ii). For more than one higher educational qualifications, the committee concerned may deliberate at the time of viva-voce.*
- (v) Select List:** A select list of successful candidates, in order of merit, shall be prepared on the basis of total marks obtained in written test and viva-voce and the appointments shall be made therefrom against the vacancies meant for direct recruitment. The select list shall remain alive for a period of one year for the purpose of filling up advertized vacancies only.
- (vi) Seniority:** The seniority of directly recruited Senior Assistant vis-à-vis promotee Senior Assistants shall be determined from the date of joining/date of promotion as Senior Assistant, as the case may be.
- (vii) Fee:** The candidates will have to pay such fee and in such manner as the Chief Justice may determine. Different rates of fee may be fixed for different categories of candidates.

*[Rule 16(i) subs. vide No. 280 E.I., dt. 6.7.92] .[Rule 16(ii) deleted vide orders of Hon'ble C.J. vide notification No. 256 Exc. Cell/V.Z. 27, dt. 24.7.98] Rule 16 subs. vide No. 258., dt. 1.12.2011} Rule 16 amended vide Notification No. 34/Rule Cell dt. 04.04.2014 }{Rule 16 (iii) & 16 (iv)(c) amended vide notification no. 114 Rule Cell/V.Z.27 dated 04.05.2017}*

*For the purpose of period between 01.12.2011 to 04.04.2014, Notification No. 258/Exc.Cell/V.Z.27 dated 01.12.2011, shall be treated to have remained in abeyance and resultantly, the effect of Notification dated 04.04.2014 shall relate back to 01.12.2011.*

*[Rule 16 corrigendum/addendum vide Notification No. 58/Rule Cell dt. 07.05.2014 ]*

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**16(i)(a)** The post of Assistant(Technical) shall be filled up by promotion amongst the Restorer(Technical) having 10 years of service as Restorer(Technical).

*Rule 16(i)(a) inserted vide notification No.253 Ex.Cell.V.Z.27 dt,28.8.09/27.10.09.*

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**<sup>1</sup>17. Revisors :-** Revisors shall be appointed from out of the Translators on Seniority-cum-Merit basis having an experience of working as Translators for a minimum period of three years and who are graduates provided that before a translator is promoted to the post of Revisor he must have worked for a period of not less than six months in any capacity in the General line establishment.

*[ <sup>1</sup>Rule 17 subs. vide No. 429 E.I. dt. 30.7.91]*

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**“18. Translators**

**(1) Source:-** Translators shall be appointed from the following two sources by way of competitive examination: -

- (i) 50% from the open source; and
- (ii) 50% from the establishment of the High Court, confined to the members of said establishment.

**(2) (i) Eligibility for candidates from open source-** The candidate must be a graduate from recognized University with a minimum of 60% marks.

**(ii) Eligibility for candidates from High Court Establishment-** The candidate must be a graduate from recognized University and has put in five years of service on the establishment of this High Court.

**(iii)** Due weightage (maximum 30 marks) shall be given to the candidates holding a degree of Bachelor of Laws from a University established by Law and approved/recognized by the Bar Council of India; candidates holding diploma course (at least of one year duration)/certificate course (at least six months duration) in translation from English to Hindi/Punjabi/Urdu and vice-versa from University/Institute recognized by Government or U.G.C., or the candidates having experience in translation work for two years or more from English to Hindi/Punjabi/Urdu and vice versa in Central/State Government Offices, Parliament/State Legislature Secretariats, Central/State Public Sector Undertakings or High Courts.

**(iv)** The candidate should have proficiency in computer operation and knowledge of relevant office packages.

**(3)** The final merit list shall be prepared as a result of common competitive examination and by adding marks on account of weightage, if any. The appointments to the post of Translator from the sources mentioned in sub-rule (1) of this Rule shall be made in order of merit from the final merit list. In the eventuality of non-joining of a candidate within such time as may be prescribed, the candidate next in order of merit from the relevant source may be appointed. The final merit list shall remain valid for three months and lapse thereafter.

(4) **Syllabus:-** The syllabus for common competitive examination for recruitment to the post of translator shall be as follows:-

| Sr. No.                    | Subject  | Marks      |
|----------------------------|--|------------|
| 1.                         | English Composition (Written Paper).   | 50         |
| 2.                         | Translation from Hindi/Punjabi/Urdu into English (Written Paper).  | 50         |
| 3.                         | Translation from English into Hindi/Punjabi/Urdu (Written Paper).  | 50         |
| 4.                         | Weightage for a degree of Bachelor of Laws from a University established by Law and approved/recognized by the Bar Council of India;   | 15         |
| 5.                         | Weightage for a diploma (at least of one year duration) in translation from English to Hindi/Punjabi/Urdu and vice-versa<br>OR<br>Experience of two years or more in translation work from English to Hindi/Punjabi/Urdu and vice versa in Central/State Government Offices, Parliament/State Legislature Secretariats, Central/State Public Sector Undertakings or High Courts. | 15         |
| 6.                         | Weightage for a certificate course (at least of six months duration) in translation from English to Hindi/Punjabi/Urdu and vice-versa.   | 5          |
| <b>Total Maximum Marks</b> |  | <b>185</b> |

**NOTE:**

(i) No candidate shall be considered to have qualified the competitive examination unless he obtains at least 33% marks in each written paper and 50% marks in aggregate of written papers.

(ii) The candidates qualifying the written papers shall also have to qualify the typing test (English with a minimum speed of 30 w.p.m. and Hindi/Punjabi with a minimum speed of 20 w.p.m.) and proficiency in computer operations and knowledge of relevant office packages. The test shall be only qualifying in nature and marks thereof shall not be counted while drawing final merit."

**18-A :- Junior Assistants:-**

Vacancies in the cadre of Junior Assistants shall be filled up by placement to the extent of 100% out of the Clerks who have an experience of working as such for a minimum period of 5 years at the time of placement on the basis of seniority-cum-merit.

**Note:-** The posts of clerks shall be bifurcated into posts of Clerks & Junior Assistants in the ratio of 50:50 and the posts of Junior Assistants are to be filled up as per conditions laid down in Notification No. 7/1/97-FP1/8978 dt. 4.9.2000 of the Punjab Govt.

**19. Clerks:-**

(1) <sup>12</sup>[Appointment to the posts of Clerks shall be made either by direct recruitment or by designating the officials from the High Court Establishment in accordance with the provisions laid down hereunder.]

<sup>9</sup>[ (2) <sup>12</sup>[The direct recruitment to the post of Clerks shall be regulated as under:

- i) Applications shall be invited through advertisement, issued in such manner as the Chief Justice may decide, on the prescribed proforma from the eligible candidates. The candidates will have to pay such fees and in such manner as the Chief Justice may determine and different rates of fees may be fixed for different categories of candidate.
- ii) <sup>8</sup>[No candidate shall be eligible to apply for the post of a Clerk unless he holds a degree of Bachelor of Arts or Bachelor of science or equivalent thereto of a recognised university and has proficiency in operation of Computers (Word Processing and Spread Sheets).
- iii) The candidates may be shortlisted on the basis of any criteria, including the result of objective type test.
- <sup>7</sup>iv) The candidates shortlisted shall have to appear in an examination of 3 hours duration, in the following subjects: -

| Sr. No. | Subject  | Maximum Marks |
|---------|--|---------------|
| 1.      | English Composition  | 150           |
| 2.      | General Knowledge  | 50            |
| 3.      | Précis Writing   | 50            |
| 4.      | Hindi (Devnagri Script) <sup>3</sup> OR Punjabi (Gurmukhi) | 50            |

- <sup>7</sup>v) No person shall be considered to have qualified in the written examination unless he obtains at least 40% marks in the aggregate and minimum 33% marks in each subject.
- vi) Out of the candidates who qualify the written examination, the Chief Justice may further shortlist the candidates to be called for the typing/ computer test, and also for *viva voce*. The candidates shortlisted, after the written examination and typing / computer test will have to appear for a *viva voce* test which shall be of 50 marks.

*[<sup>3</sup>Proviso added vide No. 89 Exc. Cell. /V. Z. 27, dt. 8.3.94] [<sup>7</sup>Rules 19(2)(iii) & 19(2)(iv) amended vide Notification No. 269 Exc. Cell / V.Z. 27, dt. 23.9.2002/3.10.2002] {<sup>8</sup>Rule 19(2)(i) amended vide Notification No.255/Exc Cell/V.Z. 27 dt. 06.09.06} {<sup>9</sup>Rule 19(2) has completely been substituted by new one vide Notification No. 13/Exc Cell /V.Z.27 Dated 15.01.07} <sup>12</sup>[Rule 19(2) amended vide Notification No. 159, Exc. Cell, dt. 7.10.10 HCJ order dated 7.10.2010] [Rule 19(1) amended vide Notification No. 03 Rule Cell/V.Z.27 dated 25.01.2017.*

<sup>2</sup>Provided that no candidate shall be called for viva voce unless he/she qualifies the typing/computer test (English) with a minimum speed of 30 w.p.m.

<sup>1</sup>Provided that all the physically incapable candidates who produce the Medical Certificate from the Civil Surgeon of the District to which he/she belongs certifying that he/she is physically incapable of type/ computer writing shall be exempted from qualifying the aforesaid type/computer test.

<sup>2</sup>Provided further that no candidate shall be considered to have qualified the type/computer test, if he/she commits more than 10% mistakes.

**vii)** A select list of successful candidates, in order of merit, shall be prepared on the basis of total marks obtained in main combined written test and *viva voce*. The appointment to the posts of Clerks shall be made in the order of merit, as the vacancies arise, from the list which shall remain in force for a period of two years from the date of publication of result and lapse thereafter. In case two or more candidates obtain equal marks after the result of written test and *viva voce*, then the candidates who is elder in age will rank senior.

**viii)** The result shall be published in such manner as the Chief Justice may decide.]<sup>12</sup>

(3) Unless the Chief Justice relaxes the requirement of any of the Provisions of sub-rule (2) of rule 19 in exercise of the powers vested in him by rule 38, the minimum qualifications for the posts of Clerks shall be same as provided in sub-rule (2).

Provided that no person shall be eligible to be recruited as a Clerk unless he possesses Educational qualification both in Hindi or Punjabi upto matriculation standard or its equivalent.

<sup>4</sup> **NOTE – II :** 10% of the posts shall be filled by persons possessing a degree of bachelor of Commerce preference being given to Chartered Accountants and those possessing degree of Master of Commerce.

**Explanation:** An applicant already in Government Service other than in the service of the High Court shall be required to produce permission in writing from the Head of the Department to appear in the Competitive Examination before he is allowed to sit therein.

<sup>5</sup>(4) <sup>16</sup>[40 percent vacancies in the cadre of Clerks available or likely to arise hereinafter]<sup>16</sup> may be filled up by <sup>15</sup>designating the Supervisors/Restorers working in this Court possessing the following qualification/experience.

**i)** Graduate of a recognised University with 2 years service as Supervisor/ Restorer on the establishment of this Court.

**OR**

[<sup>1</sup>Proviso added vide No. 61 E.I./V.Z.27, dt. 2.2.90] [<sup>2</sup>Proviso added vide No. 258 Exc. Cell./V.Z.27, dt. 27.5.92] [<sup>4</sup>Proviso added vide No.492-A, Exc. Cell/V.Z.27,dt. 8.12.1993] [<sup>5</sup>Rule 19(4) amended vide Notification No. 161, Exc. Cell, dt. 2.5.95/1.6.95] <sup>12</sup>[Rule 19(2) amended vide Notification No. 159, Exc. Cell, dt. 7.10.10 HCJ order dated 7.10.2010] <sup>15</sup>[Rule 19(4) amended vide Notification No.03 Rule Cell/V.Z.27 dated 25.01.2017] <sup>16</sup>[Rule 19(4) amended vide Notification No. 15 Rule Cell/V.Z.27 dated 1.02.2019].

- ii) Matriculates of a recognised University/Board or its equivalent with five years service as Supervisor/Restorers on the establishment of this Court.

<sup>10</sup>[Provided that the eligible Supervisors/Restorers shall have to <sup>11</sup>[undergo practical test of having basic knowledge of computer including word processing at the speed of 30 w.p.m. and spread sheets.]

Provided that all the physically incapable candidates who produce the Medical Certificate from the Civil Surgeon of the District to which he/she belongs certifying that he/she is physically incapable of typing shall be exempted from qualifying the aforesaid test.

Provided further that no Supervisor or Restorer shall be considered to have qualified the test, if he commits more than 10% mistakes.

<sup>6</sup>[NOTE: (i) A panel of eligible Supervisors/Restorers who qualify the test shall be maintained for making appointments to the vacancies of their quota. The first panel shall be prepared after holding a test on such date as may be deemed appropriate by the Hon'ble Chief Justice and thereafter regular tests shall continue to be held in January and July in each year and the names of those qualifying the tests shall continue to be added in the panel having due regard to their seniority. The Panel so prepared shall never lapse and senior employee passing the test at the subsequent stage would jump over his juniors who have passed the test earlier but are awaiting their turn, for appointment.

<sup>6</sup>[(ii) The eligibility of the candidate for taking the test shall be determined as on 31<sup>st</sup> December and 30<sup>th</sup> June respectively.

<sup>13</sup>[(iii) The posts of Clerks, which remained unfilled on account of non-acceptance of promotion by the Restorers/Supervisors, shall be filled up <sup>14</sup>[by the next eligible Restorers/Supervisors.]<sup>14</sup>

(iv) The post of Clerk of the Quota of Supervisor/Restorers shall remain promotional post for the period w.e.f. 2.5.1995 to 31.12.2005 and w.e.f 1.1.2006 onwards the supervisor /restorers shall be 'designated' as Clerk.

<sup>10</sup>[(4) (iii):- Graduate Restorers/Supervisors with <sup>14</sup>4 years experience and Matriculate Restorers/Supervisors with <sup>14</sup>7 years experience shall be considered eligible for <sup>15</sup>designation to the posts of clerks <sup>16</sup>[in the 40% quota] in the cadre of clerks reserved for them.

The above said quota shall be filled, half by Restorers/Supervisors on the basis of <sup>14</sup>[4/7 years experience without test and half from Graduate/Matriculate with 2/5 years experience on the basis of test.

<sup>6</sup>[(5) (i) All regular vacancies of Clerks shall be filled in from the two sources by rotation i.e. first <sup>16</sup>[three] vacancies shall be filled in from source (I) i.e. appointment by way of direct recruitment and the next <sup>16</sup>[two vacancies] from source (II) i.e. appointment by way of <sup>15</sup>designation, from amongst eligible Supervisors/Restorers from the High Court Establishment.

<sup>6</sup>[Note (i), (ii), Rule 19(5)(i) added vide No. 302 Exc. Cell/V.Z. 27, dt. 13/15.11.95] {<sup>10</sup> Rule 19(4) proviso clause & note i & ii amended & to incorporate new sub rule 19(4)(iii) vide not. No. 75/Exc. Cell/V.Z. 27 dt. 15.3.08} [<sup>11</sup> Rule 19(4) amended vide not. no. 135/Exc. Cell dated 02.08.2010] <sup>13</sup>[Note (iii) added in Rule 19(4) vide notification no. 127, Exc. Cell/V.Z. 27 dated 24.5.2011 under the orders of Hon'ble the Acting Chief Justice] <sup>14</sup>{Clause (iii) of note of Rule 19 (4) and clause (iii) of 19(4) amended vide not. no. 114 Rule Cell/V.Z. 27 dated 05.08.2016} <sup>15</sup>[Rule 19(4)(iii) and 19(5)(i) amended vide Notification No. 03 Rule Cell/V.Z. 27 dated 25.01.2017. <sup>16</sup>[Rule 19(4)(iii) and 19(5)(i) amended vide Notification No. 15 Rule Cell/V.Z. 27 dated 1.2.2019. (Note (iv) inserted vide notification No. 151 Rule Cell/V.Z. 27 dated 02.09.2019)

Provided that all vacancies of one source may be filled in from the other by making appointments on adhoc basis till the appointments of candidates from the source to which the vacancies belong, subject to the condition that the persons appointed on adhoc basis will not be entitled to claim seniority on the basis of such appointment.

<sup>6</sup>[(ii) The seniority inter-se of the Clerks shall be determined by the order in which they are appointed on regular basis.

[<sup>6</sup>Rule 19(5)(ii) added vide No. 302 Exc. Cell/V.Z. 27, dt. 13/15.11.95]

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<sup>1</sup>19-A:- *Steno-typists:-*

(1) Recruitment to the posts of Steno-typists shall be made by direct appointment and by selection from the High Court Establishment in the ratio of 2:1 in accordance with the provisions laid down hereunder:-

(i) No candidate shall be eligible to apply for the post of Steno-typist unless he holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto of a recognised University and has proficiency in operation of Computers (Word Processing and Spread Sheets).

<sup>3</sup>(ii) Select lists of candidates of the two categories passing the test at a speed of 80 w.p.m. in English Shorthand and 20 w.p.m. in transcription of the same shall be prepared in order of their *inter-se* merit, in their own category, as a result of one single test. Appointments to the post of Steno-typist shall be made as the vacancies arise in the ratio prescribed from the lists which shall remain in force for a period of one year from the date of examination and shall lapse thereafter.

**Note –**

(1) The 1<sup>st</sup>, 4<sup>th</sup>, 7<sup>th</sup> and so on vacancies shall go to the High Court Establishment provided that, if no candidate of that category is available on the panel, the roster point shall automatically fall to the available candidates of the other category without any benefit of carry forward. Conversely, if no candidate of the direct category is available to fill the 2<sup>nd</sup>, 3<sup>rd</sup> vacancy of their share and so on, their roster point shall automatically fall to the available candidate of the other category without any benefit of carry forward.

(2) Their *inter-se* seniority shall also be determined in the order in which they have been appointed in accordance with the provisions of Note – I above.

[ <sup>1</sup>Rule 19-A inserted vide Notification No. 15 Exc. Cell/V.Z. 27, dt. 11.1.95/21.1.95]  
{ <sup>2</sup> Rule 19-A(1)(i) amended vide Notification No.255/Exc Cell/V.Z. 27 dt. 06.09.06}  
{ <sup>3</sup> Rule 19-A(1)(ii) amended vide Notification No.294/Exc Cell/V.Z. 27 dt. 06.11.06}  
{ Rule 19-A(1)(ii) amended vide Notification No. 66/Rule Cell/V.Z.27 dt. 07.05.13}  
{ Rule 19-A(1)(ii) amended vide Notification No. 47 Rule Cell/V.Z.27 dt. 17.02.17}

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**20. Supervisor Record Room:-** No person shall ordinarily be designated Supervisor Record Room unless he has passed the Matriculation/Higher Secondary Part – I Examination of a recognized University.

**Note:-** The word 'designated' substituted in place of word 'appointed' vide notification no. 168 dated 27.09.2017 shall have retrospective effect from 01.01.2006.

{ Rule 20 amended vide Notification No. 168 Rule Cell/V.Z.27 dt. 27.09.2017}  
{ Note inserted vide notification No. 150 Rule Cell/V.Z.27 dated 02.09.2019}

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**<sup>1</sup>20. (1)(a):- Supervisor of Drivers:-** Appointment to the post of Supervisor of drivers shall be made by promotion from out of the Drivers on Seniority-cum-Merit basis.

[<sup>1</sup>Rule 20(1)(a) inserted vide Notification No. 9 Exc. Cell/V.Z. 27 dated 10.12.97/17.1.98]

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**<sup>1</sup>[20(1)(b):- Drivers:-** Appointment to the post of Driver shall be made by direct recruitment. The candidate should possess following academic qualifications/ requirements:-

- i)** the candidate should at least be middle pass with Punjabi/Hindi as one of the subjects.
- ii)** he should possess a valid licence of <sup>2</sup>'Light Motor Vehicle (LMV)'.
- iii)** he should not have been convicted of any offence for negligent driving and should have a minimum of two years experience of driving of car.

[<sup>1</sup>Rule 20(1)(b) inserted vide Notification No. 9 Exc. Cell/V.Z. 27 dated 10.12.97/17.1.98] <sup>2</sup>[Rule 20(1)(b)(ii) is amended by replacing the word 'L.T.V' by the words 'Light Motor Vehicle (LMV)' vide not. no. 57 Rule Cell/V.Z.27 dated 22.03.2022

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**<sup>1</sup>21. Restorers:-**

(1) Appointment to the posts of Restorers shall be made in two ways, i.e. by direct recruitment through a competitive test and by promotion from amongst the eligible Class IV employees of this Court, in accordance with the provisions laid down hereunder: -

(2) The direct recruitment to the posts of Restorers shall be regulated as under: -

“i) The vacancies to be filled in by direct recruitment through a competitive test shall be advertised in a newspaper having wide circulation in the region, inviting applications on the prescribed proforma from the eligible candidates which shall be submitted by the candidates of General Category and Reserved category in the name of Registrar General of this Court, accompanied by a fee order of Rs. 200/- and Rs. 100/- respectively.

ii) An applicant must have passed 10+2 from the Central Board of School Education or from any recognised Education Board.”

iii) Eligible employees of this Court can apply and compete in the open test for direct recruitment.

<sup>2</sup>iv) 10% posts in the direct recruitment shall be filled in from amongst the Scheduled Caste/Scheduled Tribe/Backward Class candidates. As per the roster fixed, 10<sup>th</sup>, 20<sup>th</sup> and 30<sup>th</sup> vacancies shall go to the SC, ST and BC candidates respectively.

v) The competitive test shall be of 100 marks out of which there shall be written test of 30 marks, practical test of 30 marks and interview of 40 marks. The candidate who secure minimum 40 per cent marks in the written test shall only be eligible for the practical test and interview. The final selection would be made on the basis of practical test and interview.

<sup>4</sup>21(3) 60 percent vacancies in the cadre of Restorer available or likely to arise hereinafter shall be filled up by promotion on the basis of 'seniority-cum-merit' from amongst the Class IV employees who are Matriculate or possess higher educational qualifications and have minimum 3 years experience after furnishing proof of acquiring higher qualification.

Provided that in every process of promotions from Class-IV employees to the post of Restorer, the vacancies will be filled 50% by Graduate Class IV employees and 50% by Matriculate Class IV employees.

**Note:-** On promotion from amongst the Class IV employees, the Restorers within three months of promotion shall undergo a Basic Computer Training Programme with special emphasis on proficiency in computerization, spread sheet and knowledge of internet for one month before or after court hours daily in working days from 8.30 AM To 9.30 AM or from 5.00 PM to 6.00 PM or as per convenience of the Computer Branch.

The above note shall have retrospective effect from 11.08.2017.

**21(4)** The post of Restorer (Technical) shall be filled up amongst the Peon(Technical) having 10 years of service as Peon(Technical).

*[<sup>1</sup> Rule 21, 21(i) and its Proviso substituted by new Rule 21, vide Notification No. 153 Exc. Cell/V.Z.27, dt. Chandigarh the 2/17.4.98] [<sup>2</sup>Addition made in Rule 21(2)(iv) vide No. 329, Exc. Cell/V.Z. 27, dt. 22/24.9.98 withdrawn vide Notification No. 244 Exc. Cell/V.Z. 27, dated 18/25.9.2000] Rule 21(4) inserted vide notification No.253 Ex.Cell.V.Z.27 dt,28.8.09/27.10.09. Rule 21(3) amended vide notification No.148 Ex.Cell.V.Z.27 dt,28.8.10 under orders dt.27.8.10 of HCJ. Rule 21(2) (i) and II) amended vide notification No.83 Ex.Cell.V.Z.27 dt,30.3.2012 under orders dt.26.3.2012 of HFC. {Rule 21(3) amended vide notification no. 114 Rule Cell/V.Z.27 dated 05.08.2016} {Rule 21(3) amended vide notification no. 216 Rule Cell/V.Z.27 dated 13.10.2017}. {Rule 21(3) amended vide notification no. 15 Rule Cell/V.Z.27 dated 1.02.2019}*

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**<sup>1</sup> 22. Book Binder:-**

(1) The minimum qualification for the post of Book Binder shall be Matric pass and two or three year National Trade Certificate/National Apprenticeship Certificate including five years experience.

(2) <sup>2</sup>There shall be one post of Supervisor (Book Binding Section).

(3) Suitable persons shall be appointed by promotion from amongst the Book Binders to the posts mentioned in sub-rule (2) on Seniority-cum-Merit basis.

<sup>1</sup>Rule 22(1) amended vide Notification No. 24, Exc. Cell, dt. 23.1.95/3.2.95] [<sup>2</sup> Rule 22(2) amended vide Notification No. 48 Rule Cell, dt. 17.02.2017]

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**<sup>1</sup>22-A. USHER:-** Appointment to the post of Usher on the Establishment of the High Court shall be made by promotion from the cadre of Peon on the basis of selection by taking a block of three senior-most officials.

*Rule 22-A inserted after existing Rule 22, vide notification no. 258 Exc. Cell/V.Z.27 dated 22.09.2000/3.10.2000*

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**22-B. DAFTRI:-** Appointment to the post of Daftri shall be made by promotion from the cadre of Peon on the basis of Seniority-cum-Merit.

*Rule 22-B inserted after existing Rule 22, vide notification no. 258 Exc. Cell/V.Z.27 dated 22.09.2000/3.10.2000*

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**22-C. PEON/ CHOWKIDAR/ MALI/ SAFAI SEWAK/ FRASH**

**METHOD OF RECRUITMENT:**

- (i) By direct recruitment; or
- (ii) By transfer from Subordinate Courts or Offices, of the Governments of States of Punjab, Haryana and U.T., Chandigarh.
- (iii) By way of absorption from amongst the contractually employed peons under "the Retired Judges' Domestic Help(s) and other Benefit Rules, 2013/ the Appointment and Allocation of Peons on elevation of Judges Rules, 2013 subject to fulfillment of eligibility conditions, length of experience as per the Rules *ibid*.

**QUALIFICATION:**

- (i) **For the Post of Peon:** - Minimum Middle Standard and maximum 10+2 from recognized School Education Board/recognized School or on attaining eligibility under the Retired Judges' Domestic Help(s) and other Benefits Rules, 2013 /

the Appointment and Allocation of Peons on elevation of Judges Rules, 2013. Candidates having qualification higher than the maximum prescribed above shall not be eligible for direct recruitment.

**(ii) For the Post of Chowkidar**:- Minimum Middle Standard and maximum 10+2 from recognised School Education Board/recognized School. Candidates having qualification higher than the maximum prescribed above shall not be eligible.

**(iii) For the Post of Mali/Safai Sewak/Frash**:- Knowledge of Hindi and regional language.

**AGE:**

Candidate should not be less than 18 years and not more than 35 years of age. However, there shall be no upper age limit in case of absorption from amongst the contractually employed peons under the Appointment and Allocation of Peons on elevation of Judges Rules, 2013.

**“NATURE OF DUTIES:**

1. Physical maintenance of records of the court/section.
2. General cleanliness & upkeep of the court/section/unit.
3. Carrying of files & other papers within the court building/premises/branches outside High Court Premises.
4. Photocopying, sending of FAX etc.
5. Other non-clerical work in the court/section/unit
6. Assisting in routine office work like diary, despatch etc., including on computer
7. Delivering of dak (within/outside the court premises).
8. Watch & ward duties
9. Opening & closing of rooms
10. Cleaning of rooms
11. Dusting of furniture etc
12. Cleaning of building, fixtures etc
13. Work related to his ITI qualifications, if it exists
14. Driving of vehicles, if in possession of valid driving license
15. Upkeep of parks, lawns, potted plants etc
16. Any other work assigned by the superior authority

**Note:-** The above list of duties is only illustrative and not exhaustive. Duties of similar nature ordinarily performed by officials at this level may be added as per requirement of work assigned.”

*Rule 22(c) amended vide Notification No. 159 Rule Cell/v.z.27, dt. 01.10.2019][Rule 22- C(iii) and 22-C(iii)(i) amended vide notification no. 06 dated 11-01-2022.] [Sub-Rule (i) and (ii) of Rule 22-C amended vide notification no. 74 Rule Cell/V.Z. 27 dated 17.05.2023].*

*{ Clause (iii) of Rule 22-C under the heading 'Method of Recruitment' and Clause (i) of Rule 22-C under the heading 'Qualification' and Rule 22-C under the heading 'AGE' amended vide notification no. 06 Rule Cell/V.Z.27 dated 01.02.2024 in terms of amendment carried out in Appointment and Allocation of Peon on elevation of Judges Rules, 2013 vide notification no. 05 Rule Cell/V.Z.27 dated 01.02.2024}*

**PEON (TECHNICAL)**

**AGE & QUALIFICATION FOR INITIAL RECRUITMENT TO THE POST OF PEON(TECHNICAL):-**

- (a) **Age:** The candidate should not be less than 20 years of age and not more than 35 years. Upper age limit shall be relaxed upto 5 years for the candidates who belong to SC/ST & BC categories. However, in the case of peons to be recruited under Rule 22(c)(iii) above, there shall be further relaxation of age upto 10 years.
- (b) **Minimum Qualification:-** Matric with I.T.I./Diploma/Certificate or Vocational Course in AC-cum-Refrigeration Mechanic, Electrician, Carpenter, Plumber etc. from a recognised Institute. Due weightage shall be given to the experienced candidates.

**PROCEDURE FOR DIRECT RECRUITMENT:**

Applications shall be invited through advertisement in a newspaper which has wide circulation in the region, on the prescribed proforma from the eligible candidates to be submitted to the Registrar accompanied by fee in the form of Postal Order/Demand Draft worth Rs. 50/- for general category, Rs. 25/- for reserved categories of S.C., S.T. and B.C. For dependents of the Ex-servicemen, who are disabled/deceased during active operation, there will be no fee.

In the case of Mali/Safai Sewak/ Frash, appointment shall be made from out of the candidates possessing knowledge of regional language and on the basis of their experience in respective fields adjudged by the performance in the interview to be held by Hon'ble the Chief Justice or by an Hon'ble Judge/an Officer nominated by his Lordship.

**PEON (RESIDENTIAL)**

**EDUCATIONAL AND TECHNICAL QUALIFICATION REQUIRED:**

| Academic Qualification   | Preference  |
|--|---|
| Pass in VIII Standard or its equivalent on the date of notification. | Preference will be given to the candidates having the following Technical Qualification:<br><br>(i) One year Craft Course, under Regular Stream, in the field of House Keeping/Food and Beverage / Cooking / Bakery from a recognized Institute in Indian Union with two years working experience in the respective field and with a knowledge to converse fluently in Hindi, Punjabi and elementary understanding of English language.<br><br>(ii) Those who are having valid LMV Driving License. |

(a) The selected candidates will be deputed to the residence of the Hon'ble Judges and the Registrars of the High Court.

(b) They should attend to all household chores/ duties including cooking, washing, cleaning and other household duties assigned to them from time to time in a professional and dedicated manner and even at odd hours."

*[ Rules 22-A, 22-B and 22-C inserted after existing Rule 22, vide Notification No. 258 Exc. Cell/V.Z.27, dt. 22.9.2000/3.10.2000].Rule 22-C (iv) inserted vide notification No.253 Ex.Cell.V.Z.27 dt,28.8.09/27.10.09.Rule 22-C amended vide notification No.01 Ex.Cell.V.Z.27 dt,17.1209/08.01.10.[Rule 22-C amended vide notification no. 200/Exc. Cell/V.Z.27 dt. 15.11.2010 under HCJ orders dated 9.11.2010] Rule 22-C insertion of Peon(Residential), vide notification No.159 Rule Cell.V.Z.27 dt. 01.10.2019)*

**23-A. Reservation:-**

1. 10% posts on the Establishment of this Court filled by direct recruitment shall be reserved for the members of the Scheduled Castes/Scheduled Tribes/Backward Classes and 5% posts shall be filled in from amongst the Ex- Service men.

2. (i) 3% posts shall be reserved for persons with disabilities of (a) blindness and low vision, (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (1% each) and 1 % for persons with disabilities of (d) autism, intellectual disability, specific learning disability and mental illness (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each of the disabilities, respectively.

Provided that the reservation in promotion shall be in accordance with such orders as may be passed by the Chief Justice from time to time.

Provided further that the Chief Justice may having regard to the type of work carried out in the establishment, as the case may be, by notification and subject to such conditions, if any, as may be specified in such notification exempt any branch from the provisions of this Clause.

(ii) Where in any recruitment year any vacancy cannot be filled up due to non-availability of a suitable person with benchmark disability or for any other sufficient reasons, such vacancy shall be carried forward in the succeeding recruitment year and if in the succeeding recruitment year also suitable person with benchmark disability is not available, it may first be filled up by interchange among the five categories and only when there is no person with disability available for the post in that year, the vacant post(s) shall be filled up by appointment of a person, other than a person with disability;

Provided that if the nature of vacancies in the establishment is such that a given category of person cannot be employed, the vacancies may be interchanged among the five categories with the prior approval of the Chief Justice.

(iii) The Chief Justice may, by notification, provide for such relaxation of upper age limit for employment of persons with benchmark disability, as he thinks fit.

3.(i) The posts shall be identified in the establishment which can be held by respective category of persons with benchmark disabilities (as specified in the Act), in respect of the vacancies reserved in accordance with the provision of Clause 2 above.

(ii) An expert Committee shall be constituted with representation of persons with benchmark disabilities for identification of such posts; and

(iii) Periodic review of the identified posts shall be undertaken at an interval not exceeding three years.

4. 5% vacancies in the cadre of peons and drivers occurring in a year shall be reserved for absorption of contractually employed domestic helps and drivers under the Retired Judges' Domestic Help(s) and other Benefit Rules, 2013."

5. Not more than 10% of total vacant posts of peon as on the date of enactment of this sub-rule and not more than 10% vacancies in the cadre of peon occurring thereafter in a year on the establishment of this High Court shall be filled from amongst the contractually employed peons under Rule 6 of the Appointment and Allocation of Peons on elevation of Judges Rules, 2013. In case the number of peons to be absorbed exceeds the available vacancies, the appointment shall be made on the basis of length of service.

**Note:-**The amendment/insertion made in Clauses 2 and 3 above in view of 'The Rights of Persons with Disabilities Act, 2016 (49 of 2016), shall take effect from the date of its notification.

<sup>1</sup>Rule 23-A amended vide Notification No. 270 Exc. Cell / V.Z.27, dt. 23.9.2002/3.10.2002] [Rule 23-A amended vide notification No.01 Ex.Cell.V.Z.27 dt,17.12.09/08.01.10.]

[Rule 23-A(I) amended vide Notification No. 203 Exc. Cell/V.Z.27 dt. 31.11.2010 under orders dt. 30.11.2010 of HCJ] [Rule 23-A amended vide Notification No. 150 Rule Cell/V.Z.27 dated 04.08.2017 [23-A(4) amended vide notification no. 06 dated 11.01.2022] [ Rule 23-A amended by inserting sub-rule 5 after sub- rule 4 vide notification no. 06 Rule Cell/V.Z.27 dated 01.02.2024 in terms of amendment carried out in Appointment and Allocation of Peon on elevation of Judges Rules, 2013 vide notification no. 05 Rule Cell/V.Z.27 dated 01.02.2024]



**<sup>1</sup> 23-1. Probation:-** Every person appointed to a post by promotion or by direct recruitment shall be on probation for a period of one year.

Provided that the period of probation may in the case of any particular person be reduced by order of Hon'ble the Chief Justice or extended from time to time, expressly or impliedly, so that the total period of probation, including extension, if any, does not exceed two years.

**Explanation:** The period of probation shall be deemed to have been extended impliedly if any employee is not confirmed on the expiry of his period of probation.

**(2)** Hon'ble the Chief Justice may dispense with the services of any person without assigning any cause or revert him to his lower post, if any, during the period of probation.

**(3)** The completion of the maximum period of probation of 2 years would not confer on him the right to be confirmed till there is a permanent vacancy in the cadre.

*[ <sup>1</sup> Rule 23 amended vide No. 162 E.I. dt. 2.5.1994/20.5.94]*

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**24. Promotion:-** Promotion in the High Court Establishment from one grade to the next higher one shall except in cases where competitive examination is prescribed, be by selection and no one shall have a right to claim promotion.

Service record of the Officers/Officials for preceding 5 years shall be taken into consideration except for the posts for which a specific criteria for promotion is laid down.

The Officers/Officials should have earned at least three 'Good' reports in his ACRs in last 5 years without any entry of 'doubtful integrity' for a period of 10 years preceding the month of consideration for promotion.

**Note:-** The punishment/penalty shall take effect prospectively from the date of its imposition.

*[Rule 24 amended vide No. 155/Exc. Cell/V.Z.27 dt. 15.9.10 under HCJ orders dated 13.9.2010]*

*[Rule 24 amended by adding note vide notification no. 63 Rule cell/V.Z. 27 dt. 04.07.2020]*

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**25. Security:-** All officers having any dealing with public money or holding following posts of particular trust shall on appointment give such security as the Registrar may from time to time prescribe: -

- (i)** Treasurer;
- (ii)** Librarian;
- (iii)** Court Officer;
- (iv)** Assistant Court Officer
- (v)** Stationery Assistant.

**25-A.** Notwithstanding anything contained in these rules the Chief Justice may, by general or special order impose special terms and conditions in the case of persons appointed to any post by direct recruitment.

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**PART – III**

**CONDITIONS OF SERVICE**

**26(1). Pay:-** The rates of scales of pay to which the holders of posts specified in the third column of the First Schedule are respectively entitled, shall be those specified in the sixth column of the said schedule.

**(2)** The posts on the establishment of the High Court shall be treated as equivalent to the corresponding comparable posts in the Punjab Civil Secretariat shown in Schedule – I – A in all matters relating to their conditions of service including scales of pay, special pay and allowance.

**27. Special Pay:-** Members of the High Court Ministerial Establishment who are holding special pay posts shall be entitled to such special pay as may be sanctioned from time to time in addition to pay to which such persons are entitled under rule 26. The present special pay as sanctioned from time to time is in addition to pay to which such persons are entitled under rule 26. The present special pay as sanctioned for such posts is noted in column 9 of the First Schedule.

**28. Increments:-** An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld, from a Govt. Servant by a competent authority, if his conduct has not been good or his work has not been satisfactory. In ordering the withholding of an increment, the competent authority shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increment.

**<sup>1</sup>[29. Age:-** No person shall be eligible for direct recruitment to the service if he is less than 18 years or more than 27 years of age. The upper age limit for direct recruitment to the post of Clerk, Steno-typist and Restorer shall be upto 30 years.

Provided that the upper age limit prescribed may be relaxed by the Chief Justice in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories of persons.

<sup>1</sup>[Further provided that the upper age limit for the candidates having minimum 02 years service on the establishment of this Court and/or on the establishment of District Courts of States of Punjab, Haryana and Union Territory Chandigarh, shall be relaxed by the length of service on such establishment(s) subject to maximum of 05 years or upto 35 years of age, whichever is earlier.]

[ <sup>1</sup>Rule 29 subs. Vide No. 152 Exc. Cell/V.Z. 27, dt. 12/17.4.98][Rule 29 subs. Vide notification no. 77/Exc. Cell/V.Z.27, dt. 8/4/2011][ <sup>1</sup> Another Proviso inserted in Rule 29 Vide No. 11Rule Cell/V.Z.27 dt. 10.02.2023]





**30. Seniority:-**

(i) Seniority shall be determined separately for each category of posts in the Establishment.

(ii) Upto the date of confirmation, seniority shall be determined by the length of continuous service in the particular category of posts.

(iii) Within the same category seniority shall be determined from the date of confirmation. In any particular category seniority, between the persons confirmed on the same date shall be determined on the basis of their seniority as unconfirmed hands in that category.

Provided that notwithstanding anything contained in these rules, the *inter-se* seniority of the existing members of the establishment in any particular category, as already settled by the Chief Justice or by any Judge or Judges prior to the coming into force of these rules shall not be disturbed because of anything contained in the rules;

(iv) In case of any dispute regarding seniority the same shall be decided by the Chief Justice or any Judge nominated by the Chief Justice for that purpose.

**31. Confirmation:-**

(1) The members of the establishment appointed on probation may be confirmed by the Chief Justice on the completion of their initial or extended period of probation unless at the time of extending the period of probation, of any such member, a post is kept in reserve for him.

(2) The other members of the service may be confirmed by the Chief Justice according to their seniority amongst the temporary and officiating hands in that particular category of post unless the senior most person is found to be not efficient enough to be confirmed and the Chief Justice decides to pass him over either temporarily or permanently.

**31-A.** A member of the Establishment of the Court will be deemed to be in quasi permanent service;

(i) if he has been in continuous temporary service for more than three years;  
and

(ii) if the Chief Justice, being satisfied having regard to the quality of his work, conduct and character as to his suitability for employment in quasi-permanent capacity in the establishment, has made a declaration to that effect.

**32. Authority competent to make appointments when not made by the Chief Justice:-**

(1) All matters of appointment, promotion and seniority of the members of the High Court Establishment shall be decided by the Registrar (Specially empowered) or where the Registrar is not so empowered by the Office Judge, or by the Chief Justice.

Provided that where the order is not made by the Chief Justice, the members of the Establishment adversely affected shall be entitled under rule 36(1) to appeal against;

(a) an order of substantive appointment by promotion or otherwise to a permanent post;

(b) an order of temporary appointment which is to last for more than three months or has in fact lasted for more than three months;

(c) an order fixing the seniority of any member or members of the Establishment;

(d) an order which alters or interprets to his disadvantage any rule by which his conditions of service are regulated; and

(2) Nothing contained in this rule shall be construed to limit or abridge the power of the Chief Justice to vary or rescind any order passed by a Judge (except an order passed by a Bench of two or more Judges), the Registrar, or any other officer or servant of the Court, or to even pass such other order as may appear to him to be just and equitable having regard to all the circumstances of the case.

**33. Superannuation & Retirement:-**

(1) Save as otherwise provided in this rule; every member of the Establishment of this Court other than a member of Establishment in Group D service of post shall retire from service on the afternoon of the last day of the month in which he attains the age of 58 years and a member of the Establishment of this Court in Group D service of post, shall retire from service on the afternoon of the last day of the month in which he attains the age of sixty years:

Provided that if the Chief Justice is of the opinion that it is necessary or expedient in public interest so to do, the service of a member or a class of members of the Establishment, may be extended beyond the date of retirement for a period not exceeding two years, after getting an option from the concerned member or the members, as the case may be.

Provided further that a member of the Establishment must not be retained in service after the period of service extended under this sub-rule, except in exceptional circumstances with the previous sanction of the Chief Justice in public interest and for reasons to be recorded in writing.

(2) Notwithstanding anything to the contrary contained in these rules or any other rules for the time being in force, during the extended period of service under sub-rule (1) of this rule, a member of the Establishment shall be entitled to pay equal to the pay last drawn by him on the date on which he attains the age of 58 years or 60 years, as the case may be. However, if a promotional post is available, he shall be eligible for consideration for promotion against that post and on promotion his pay shall be fixed under the relevant rules.

(3) A member of the Establishment whose date of birth is the first of a month, shall retire from service on the afternoon of the last day of the preceding month on attaining the age of fifty eight or sixty years as the case may be.

(4) Notwithstanding anything contained in sub-rules (1) (2) and (3) of this rule, the Chief Justice may, if he is of the opinion that it is in public interest to do so, have the absolute right by giving an employee prior notice in writing to retire that employee on the date on which he completes twenty five years of qualifying service or attains fifty years of age or on any date of thereafter to be specified in the notice. The period of such notice shall not be less than three months.

Provided that where at least three months notice is not given or notice for a period of less than three months is given the employee shall be entitled to claim a sum equivalent to the amount of his pay and allowances, at the same rates at which he was drawing them immediately before, the date of retirement, for a period of three months or as the case may be, for the period by which such notice falls short of three months. A corresponding right is also available to the members of the establishment of this Court to retire on or after attaining the age of 50 years or after putting in 25 years qualifying service or on any date thereafter to be specified in the notice, by giving three months notice to the Chief Justice of his intention to retire;

Provided that it shall be open to the Chief Justice to withheld permission to any member of the High Court Establishment under suspension who seeks to retire under this rule.

The provisions of this sub-rule shall have effect notwithstanding anything inconsistent therewith contained in any other rule for the time being in force.

**33-A. Retirement on completion of 20 years qualifying service:-**

**(1)** At any time after a member of the establishment of the Court has completed 20 years qualifying service, he may by giving notice of not less than three months in writing to the Chief Justice, retire from service.

**(2)** The notice of voluntary retirement given under sub-rule (1) shall require acceptance by the Chief Justice.

Provided that where the Chief Justice does not refuse to grant permission for retirement before the expiry of the period specified in the said notice the retirement shall become effective from the date of expiry of the said period.

**(3)** The qualifying service as on the date of intended retirement of the employee of the Court retiring under this rule shall be increased by a period not exceeding five years, so that the total qualifying service rendered by him does not in any case exceed thirty years.

Provided that the total qualifying service after allowing the increase under this sub-rule shall not exceed the qualifying service which the retiring member would have had, if he had retired voluntarily at the lowest age limit for voluntary retirement prescribed under sub-rule (3) of rule 33.

**(4)** A member of the establishment, who has elected to retire under this rule and has given a necessary notice to that effect to the Chief Justice shall be precluded from withdrawing his notice except with the specific approval of Chief Justice.

Provided that request for withdrawal shall be made before the intended date of his retirement.

Rule 33(4) of the High Court Establishment (Appointment and Conditions of Service) Rules, 1973, for the employees beyond the age of 50 years: -

- i)** The case of every employee shall be reviewed for the purpose of rule 33(4) of the Rules ibid three months before each of the following occasions namely;
  - a)** when he is due to complete 25 years' qualifying service if it is earlier than his completion of 50 years of age or when he is to attain the age of 50 years, as the case may be;
  - b)** when he is to attain the age of 55 years.
- ii)** All those employees who complete 25 years qualifying service or attain 50 years of age be conveyed the grading 'B' (Average/satisfactory) or below earned by them in any year.
- iii)** The suitability for retention in service at the time of each review may be determined in the light of the entire service record with particular reference to such record pertaining to preceding ten years of service and, where necessary a report about the work and conduct of the employee concerned may be obtained from the Hon'ble Judge or the Officer concerned.

- a) Out of preceding ten years of service, a minimum seven grading of 'B' (Average/Satisfactory) or above would be necessary for retention of an employee beyond the age of 50 years to 55 years or after putting in 25 years qualify service.
- b) Out of preceding five years of service, a minimum three grading of 'B' (Average/Satisfactory) and two gradings of 'B' + (Good) or better would be necessary for retention in service beyond the age of 55 years and upto 58 years.
- iv) Once it is decided to retain a member of the Establishment in service beyond the specified period of qualifying service or the age of 50 years or 55 years, as the case may be, he may be ordinarily allowed to continue, as envisaged in clause (i) and (iii) above unless: -
  - a) reports of facts have come to notice which reflect adversely upon his integrity, effectiveness, competency or otherwise makes him unsuitable for retention in service in public interest, or
  - b) his health has deteriorated to the extent that it renders him unfit to work efficiently on the post.

*[<sup>1</sup> Rule 33(4)(i)(a) vide office order dated 28.5.90] <sup>1</sup> Rule 33(4)(i)(a) amended vide notification No.197 Excl. Cell dated 23.8.2012 ]*



**<sup>1</sup> 34. Pension & other conditions of service:-**

**(1)** In the matters regarding the conditions of service for which no provision or insufficient provision has been made in these rules, the rules and orders for the time being in force and applicable to the Government Servants appointed to corresponding or comparable civil services and posts in connection with the affairs of the Union shall apply to the members of the Establishment of this Court subject to such modifications, variations and exceptions, if any, in the said rule and orders as the Chief Justice may from time to time specify.

Provided that the powers exercisable under the said rules and orders by the competent authority shall be exercisable by the Chief Justice or by such person as he may, by general or special order, direct.

**NOTE (i):** In the matter of leave, Children's education allowances, re-imbusement of tuition fee employees of High Court shall be governed by the Punjab Civil Services Rules w.e.f. 30<sup>th</sup> October, 1985. Leave Travel Concession, admissible under the Central Rules shall be deemed to have been extended to the employees w.e.f. 1<sup>st</sup> November, 1966.

Provided further the scales of pay and dearness and other allowances including Compensatory (City) Allowance and House Rent Allowance granted to the employees of this Court, shall continue to be governed by the rules and orders of the Punjab Government in force on 28<sup>th</sup> February, 1975.

Provided that it shall be competent for the Chief Justice to revise from time to time scales of pay and allowances of this Court so as to bring them on par with the scales of pay and allowances which may be sanctioned by the Government of Punjab from time to time for the corresponding or comparable categories of employees.

**NOTE (ii):** In terms of letter NO. L-14013/1/91/Jus dated 10.9.2001 and letter No. L-14013/1/91-Jus dated 5.3.2002 of Govt. of India the employees of this Court shall be governed by Punjab Pension Rules w.e.f. 10.9.2001, in the matter of pension and other post retrieval benefits.

**[<sup>1</sup>Rule 34(1) amended vide Notification No. 259 Exc. Cell / V.Z.27, dt. 27.8.2002/4.9.2002]**

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**34(1)(A). Pay fixation:-** In the matter of fixation of pay in the revised pay scales, the employees of this Court, who have been promoted w.e.f. 13.9.88 onwards shall be governed under Rule 8 of the Punjab Civil Service (Revised Pay) Rules, 1988 and any subsequent instructions issued by the Punjab Government thereunder, from time to time.

**(2)** Any question arising as to which rule or orders are applicable to the case of any persons serving on the staff attached to the High Court shall be decided by the Chief Justice.

*[ Rule 34(1)(A) added vide No. 217 E.I./V.Z.27 dt. 10.6.89]*

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**34(1)(B). The Compassionate Financial Assistance or Appointment:-** The Compassionate Financial Assistance or Appointment to the dependent(s) of the deceased employees shall be made in accordance with the provisions laid down in Schedule-III-A.

*[Rule 34(1)(B) inserted vide not. no. 117 Rule Cell/V.Z.27 dt.31.8.23]*

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**35. Penalties:- (1)** The following penalties may be imposed upon officers and servants serving on the staff attached to the High Court namely: -

- (a)** Censure;
- (b)** Withholding of increments of promotion including stoppage at an efficiency bar, if any;
- (c)** Reduction to a lower post or time scale or to a lower stage in the time-scale;
- (d)** Recovery by deduction from pay of the whole or part of any pecuniary loss caused to a Government by negligence breach of orders;
- (e)** Suspension;
- <sup>1</sup>(f)** Compulsory Retirement;
- (g)** Removal from the Civil Service of the Government with no disqualification for future employment ;
- (h)** Dismissal from the Civil Service of the Govt. with a disqualification for future employment ;

Provided that the discharge of a person appointed on probation, during or at the end of the period of probation or before his confirmation in a substantive capacity in accordance with the terms of appointment shall not amount to removal or dismissal within the meaning of this rule.

**NOTE:** An order of temporary appointment referred to in the note under sub-rule (2) of rule 36 as non-appealable shall not be deemed to be an order withholding promotion or adversely affecting the rights of any person for a permanent vacancy.

**(2)** Any of the above penalties may be imposed by the authorities specified in Schedule II hereto annexed;

Provided that the Chief Justice alone shall have power to impose any penalty on the Registrar of the High Court.

**(3)** The rules or orders regulating enquiries into allegations against Government servants in the service of the Punjab Government shall apply with necessary modifications and adaptations to enquiries into the conduct of officers and staff attached to the High Court.

<sup>2</sup>**(4)** Notwithstanding anything contained to the contrary in the Punjab Civil Services (Punishment and Appeal) Rules, 1970 where the Enquiry Officer is other than the Disciplinary authority himself, the copy of the inquiry report shall be furnished to the delinquent officer, to enable him to represent to the Disciplinary Authority within the time specified as to why the enquiry report should not be accepted and acted upon by the Disciplinary Authority.

<sup>2</sup>**(5)** Rule 11 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 in its application to the officers and staff attached to the High court shall read as follows: -

"Orders made by the Punishing Authority shall be communicated to the employee concerned, who shall be supplied with a copy of the report of enquiry, if any hold by Punishing Authority, for the purpose of filing appeal, if any, provided under the rules."

<sup>3</sup>**(6)** Notwithstanding anything contained to the contrary in the Punjab Civil Services (Punishment and Appeal) Rules, 1970, the Disciplinary Authority may treat the enquiry report of the 'Sexual Harassment Probe Committee' as a report submitted by an enquiry officer under the Punjab Civil Services (Punishment and Appeal) Rules, 1970, and may take further action in accordance therewith".

[ <sup>1</sup>Clause (f) of Rule 35 (1) added vide No. 11A-I.V.Z. 27, dt. 24.1.91]

[ <sup>2</sup> Rule 35(4)(5) added vide No. 153 Exc. Cell/V.Z.27, dt. 30.4.94/16.5.94]

[ <sup>3</sup> Rule 35(6) added vide No. 82 Rule Cell/V.Z.27, dt. 24.05.2013]

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**36. Appeal:-**

(1) Where an order is passed by the specially empowered Registrar under Rule 32, an appeal shall lie to the Chief Justice who may either hear and dispose it off himself or make over the same for hearing and disposal to Bench of one or more Judges.

(2) Where the order is passed by the Office Judge under Rule 32, an appeal shall lie to a Bench of two or more Judges.

(3) Where any penalty is imposed by a Judge or the Registrar (Specially empowered to impose any of the penalties mentioned in Rule 35) an appeal shall lie from his order to the Chief Justice and where any penalty is imposed by the Chief Justice otherwise than an appeal from an order of a Judge or Registrar, an appeal shall lie from his order to a Committee of two Judges of the High Court on the Administrative side. In case of difference of opinion between the two Judges, the case shall be referred to the third Judge so nominated by the Chief Justice.

(Note: Orders of temporary appointment which have lasted or which are to last for less than three months shall not be appealable)

(4) An appeal under sub-rule (3) may be filed within a period of thirty days from the date of communication of the order provided that the appellate authority may, for sufficient reason, extend the period for filling such appeal.

(5) Persons appealing under this rule shall do by petition. Such petition shall be presented personally to the Registrar and the latter in forwarding the same to the appellate authority may record any remarks which he may wish to make concerning any matter stated in the petition. In the case of appeal against an appointment, he shall also report the cases of persons, if any other than the appellant, who might have a direct and proximate interest in the subject matter of the appeal.

(6) After reading the petition, the appellate authority may either:-

(a) Summarily reject it without hearing the petition; OR

(b) hear the petition and, if necessary, the other persons concerned and pass such orders in the appeal as may be considered to be legal and proper.

Legal practitioners shall not be permitted to appear on behalf either of the petitioners or of any other persons concerned either in the High Court or any further inquiry directed by the High Court, except by express permission of the Chief Justice or of the Bench hearing the appeal or the representation.

(7) Nothing in these rules shall debar the Chief Justice from altering on appeal or otherwise an order of punishment, including adverse remarks recorded in a character roll or of appointment not provided for above which may be passed by the specially empowered Registrar.

*[Rule 36(4) amended vide Notification No. 59 Exc. Cell/V.Z.27, dt. 10.1.09 /20.1.09 & endst.No.1912-14 dt.20.1.09] [Rule 36(3) amended vide Notification No. 154 Exc. Cell/V.Z.27 dated 27.7.2011 & endst.No. 26258 to 26261 dt. 27.7.2011 under the Hon'ble the Acting Chief Justice order dated 25.7.2011]*



**37. Conduct:-**

(1) Subject to the provisions of these rules all members of the High Court Establishment shall observe Punjab Government Employees' Conduct Rules and such other rules as may be framed by the Government from time to time in this behalf;

Provided that each member shall make a declaration of the immovable property held by him and members of his family including the wife or the husband, as the case may, sons, father or brothers, at the commencement of his service and to report annual changes or fresh acquisitions in such form as may be specified by the Chief Justice from time to time, in addition to returns of assets and liabilities under rule 18(1) of the Government Employees (Conduct) Rules, 1966.

**NOTE:** Proforma prescribed under this rule in Schedule IV of these Rules.

(2) No member of the High Court Establishment shall undertake any business, trade or other employment without obtaining the previous permission in writing of the Registrar.

(3) A character roll shall be maintained for each member of the ministerial establishment and such other member of the non-ministerial establishment, as may be specified from time to time. Entries shall be made therein annually by the Registrar. On the basis of his own personal knowledge and of annual confidential reports submitted to him by the Superintendents of various branches through the Deputy Registrar. In the case of Readers, Private Secretaries to Judges, and Deputy Registrar-cum-Secretary to Chief Justice, the remarks of the Chief Justice or Judges having special knowledge of their work will be incorporated in their character rolls.

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**38. Power to relax rules in favour of individuals:-** Where the Chief Justice is satisfied that the operation of any rule causes undue hardship in any particular case, he may by order dispense with or relax the requirements of that rule to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner provided that the case is not dealt with in a manner less favourable to the officer or official concerned than in accordance with the rules.

**39. Repeal of the 1952 Rules:-** The High Court Establishment (Appointment and Conditions of Service) Rules, 1952 are hereby repealed:

Provided that any reference in any order to the provisions of the repealed rules shall, unless a different intention appears from the context, be construed as a reference to the corresponding provision of these rules: -

Provided further that the repeal of the 1952 Rules shall not except as expressly provided in these rules: -

- (a) Revive anything not in force or existing at the time at which the repeal takes effect; OR
- (b) affect the previous operation of any order or decision given under the Rules so repealed or anything duly done or suffered there under; OR
- (c) affect any right, privilege, obligation or liability acquired, occurred or incurred under the 1952 Rules; OR
- (d) affect any penalty, or punishment incurred or inflicted under the 1952 Rules;
- (e) affect any investigation, legal proceeding or remedy in respect of any such right, privilege, obligation, liability, penalty or punishment as aforesaid.

**BY ORDER OF HON'BLE THE CHIEF JUSTICE**

**Sd/  
Registrar,**

**High Court of Punjab & Haryana at  
Chandigarh.**

**SCHEDULE-I**

| Group | Sr. No. | Designation  | Permanent posts | Temporary posts | Pay Structure |                             |           |             | Additional Pay | Secretariat Pay | Remarks   |
|-------|---------|--|-----------------|-----------------|---------------|-----------------------------|-----------|-------------|----------------|-----------------|---|
|       |         |  |                 |                 | Pay Band      | Pay Bands                   | Grade pay | Initial Pay |                |                 |   |
| 1     | 2       | 3.   | 4.              | 5.              | 6-a           | 6-b                         | 6-c       | 6-d         | 7.             | 8.              | 9.  |
| A     | 1       | Registrar  | 1               | 10              | -             | 51550-1230-58930-1380-63070 | -         | -           | -              | 2500            | 1) The posts of Registrar shall be designated as under:-<br><br>i. Registrar General,<br>ii. Registrar (Vigilance)<br>iii. Registrar (Administration)<br>iv. Registrar (Judicial)<br>v. Registrar (Rules)<br>vi. Registrar (Recruitment)<br>vii. Principal Secretary to Chief Justice -cum Registrar<br>viii. Registrar (Computerization)<br>ix. Registrar [Protocol & Court Officer (Maintenance) and (Purchase)].<br>x. Registrar (Grouping)<br>xi. Registrar (Administration-II)<br><br>"Two posts of Registrar have been created by keeping in abeyance equal number of posts of Joint Registrar"<br><br>2) In case the post is held by a member of the Superior Judicial Service, he will draw the pay of his own grade including selection grade or super-selection grade besides the Secretariat Pay |
| -do-  | 2       | Joint Registrar  | 1               | 22              | PB4           | 15600-39100                 | 7800      | 31520       | 20%            | -do-            | Clause 1 deleted vide Notification No.264 dt.23.11.09 under orders dt.19.11.09 of HACJ<br><br>2. In case the post is held by a member of the Superior Judicial Service or Punjab/Haryana Civil service(Judicial Branch), he will draw the pay of his own grade including selection grade or super-selection grade besides the Secretariat Pay of Rs.2500/- per month.   |
| -do-  | 3       | Head Special Secretary                                 |                 | 1               | PB4           | 15600-39100                 | 7600      | 31320       | -do-           | 2500            | Upgraded by keeping in abeyance one post of Pvt. Secy.  |
| -do-  | (i)     | Special Secretary (Admn.) to Hon'ble the Chief Justice |                 | 1               | PB4           | -do-                        | -do-      | -do-        | -do-           | -do-            | Upgraded by keeping in abeyance one post of Pvt. Secy.  |
| -do-  | (ii)    | Special Secretary                                      | -               | 123             | PB4           | -do-                        | do        | do          | -do-           | -do-            |   |
| -do-  | 3(a)    | Deputy Registrar                                       | 3               | 19              | PB4           | -do-                        | do        | do          | -do-           | -do-            | 1. One post of Deputy Registrar may be designated as Deputy Registrar-cum-Officer on Special Duty to the Chief Justice.<br><br>2. In case the post is held by a member of the Superior Judicial Service or Punjab/Haryana Civil Service(Judicial Branch), he will draw the pay of his own grade including selection grade or super-selection grade besides the Secretariat Pay  |
| -do-  | 3(b)    | Secretaries:   |                 |                 |               |                             |           |             |                |                 |   |
|       | i)      | Secretary  | -               | 85              | PB4           | 15600-39100                 | 6600      | 25250       | -do-           | -do-            |   |
|       | ii)     | Court Secretary  | -               | 28              | PB4           | -do-                        | -do-      | -do-        | -do-           | -do-            |   |
| -do-  | 4(a)    | Assistant Registrar                                    | 1               | 33              | PB4           | -do-                        | -do-      | -do-        | do-            | -do-            |   |
| -do-  | 4(b)    | Court Manager  |                 | 2               | PB4           | -do-                        | -do-      | -           | -              | -do-            |   |
| -do-  | 5       | Supdt. Grade-I   | 13              | 90              | PB4           | 15600-39100                 | 5400      | 21000       | 20%            | 2000            | Two post of Supdt. Gr.I shall be held by Chief Protocol Officer General and Medical and one post of Supdt. Gr.I/G.II shall be held by Chief Court Officer.  |
| -do-  | 6       | Reader(Including Reader to D.R.J.)                     | 14              | 75              | PB4           | -do-                        | do        | do          | -do-           | -do-            | Out of 164 total posts (i.e. 24 permanent and 140 temporary posts) of Reader, 47 posts of Spl. Secy. & 28 posts of Court Secy. have been created by keeping in abeyance 10 permanent posts and 65 temporary posts of Reader. 75 posts of Reader shall be designated as Reader (Legal).  |
| -do-  | 7       | Pvt. Secy to Hon'ble Chief Justice & Judges            | 21              | 54              | PB4           | -do-                        | do        | do          | -do-           | -do-            | Out of 236 total posts i.e. 21 permanent and 215 temporary posts of Pvt. Secy., 76 posts of Spl. Secy. & 85 posts of Secy. have been created by keeping in abeyance equal number of posts of Pvt. Secretary.  |
| -do-  | 8       | Librarian  | 1               | -               | PB4           | -do-                        | do        | do          | -do-           | -do-            |   |

| Group | Sr. No. | Designation                | Perma-nent posts | Temp-orary posts | Pay Structure |              |           |             | Additi-onal Pay | Secretariat Pay | Remarks  |
|-------|---------|----------------------------|------------------|------------------|---------------|--------------|-----------|-------------|-----------------|-----------------|--|
|       |         |                            |                  |                  | Pay Band      | Pay Bands    | Grade pay | Initial Pay |                 |                 |  |
|       |         |                            |                  |                  |               |              |           |             |                 |                 |  |
| 1     | 2       | 3.                         | 4.               | 5.               |               | 6.           |           |             | 7.              | 8.              | 9.   |
|       |         |                            |                  |                  | 6-a           | 6-b          | 6-c       | 6-d         |                 |                 |  |
| B     | 9       | Judgment Writer            | 7                | 79               | PB3           | 10300-34800  | 4800      | 18250       | -do-            | 1200            |  |
| -do-  | 10      | Supdt. Gr. II              | 11               | 195              | PB3           | -do-         | -do-      | do          | -do-            | -do-            |  |
| B     | 11      | Revisor                    | 9                | -                | PB3           | 10300-34800  | 4800      | 18250       | 20%             | 1200            |  |
| -do-  | 12      | Senior Assistant           | 111              | 389              | PB3           | 10300-34800  | 4400      | 17420       | -do-            | 900             | i) 5 posts of Sr. Assistant shall be held by Protocol Officer (General), Protocol Officer (Medical), Court Officer (Residence), Court Officer (High Court Building) & Court officer (Maintenance) .<br>ii) 4 Posts of Sr. Asstt./Jr.Asstt. shall be held by Asstt. Court Officers.<br>iii) Three posts of Sr. Assistant shall be held by Assistant Librarians.<br>iv) One post of Sr. Assistant shall be designated as Sr. Assistant (Technical).<br>v) Two posts of Sr. Assistant held by the Court Officer and Asstt. Court Officer shall be entitled to Spl. Pay of Rs. 100/- and Rs. 60/- per month respectively |
| -do-  | 13      | Translator                 | 27               | -                | PB3           | -do-         | -do-      | -do-        | -do-            | -do-            |  |
| -do-  | 14      | Senior Scale Steno-grapher | 4                | 87               | PB3           | -do-         | -do-      | -do-        | -do-            | -do-            |  |
| C     | 15      | Jr. Assistant              |                  |                  | PB3           | 10300-34800  | 3600      | 14430       | -               | 500             | The posts of clerk shall be bifurcated into posts of Clerks & Junior Assistant in the ratio of 50:50 and the post of Junior Assistant is to be filled up, as per the conditions laid down in Notification No. 7/1/97-FPI/8978 dt. 4.9.2000 of Punjab Govt.<br><br>2 posts of Jr. Asstt. shall be held by Asstt. Protocol Officers (Medical) and 3 posts shall be held by Asstt. Protocol Officers  |
| -do-  | 16      | Steno- typist              | -                | 42               | PB3           | 10300-34800  | 3200      | 13500       | 20%             | 400             |  |
| -do-  | 17      | Clerk                      | 402              | 376              | PB3           | 10300-34800  | 3200      | 13500       | -               | 400             |  |
| -do-  | 18      | Supervisor of Drivers      | -                | 3                | PB2           | 5910-20200   | 2400      | 9880        | @ 20%           | 1800            |  |
| -do-  | 19      | Supervisor of Records      | 7                | 18               | PB2           | 10300-34800  | 3200      | 13500       | -               | 400             | One post of Supervisor of Records shall be held by Supervisor (Book Binding Section)   |
| -do-  | 20      | Book Binder                | 4                | 6                | PB2           | 10300-34800  | 3400      | 13700       | -               | 400             |  |
| -do-  | 21      | Driver                     | 1                | 146              | PB2           | 5910-20200   | 2400      | 9880        | 20%             | 1400            | Special Duty Allowance @ 400/- p.m.  |
| -do-  | 22      | Restorer                   | 217              | 121              | PB2           | 10300-34800  | 3200      | 13500       | -               | 400             | Eight posts of Restorer shall be designated as Restorer(Technical).  |
| D     | 23      | Daftri                     | 30               | 8                | PB1           | 4900-10680   | 1650      | 6950        | 20%             | 320             |  |
| -do-  | 24      | Usher                      | 56               | 20               | PB1           | -do-         | -do-      | -do-        | -do-            | 320             |  |
| -do-  | 25      | Peon                       | 394              | 413              | PB1           | -do-         | -do-      | -do-        | -do-            | 240             | 28 posts of Peon shall be designated as Peon(Technical).   |
| -do-  | 26      | Frash                      | 34               | 78               | PB1           | -do-         | -do-      | -do-        | -do-            | -do-            |  |
| -do-  | 27      | Mali                       | 53               | 117              | PB1           | -do-         | -do-      | -do-        | -do-            | -do-            |  |
| -do-  | 28      | Chowkidar                  | 67               | 82               | PB1           | -do-         | -do-      | -do-        | -do-            | 560             |  |
| -do-  | 29      | Safai Sewak                | 73               | 58               | PB1           | -do-         | -do-      | -do-        | -do-            | 240             |  |
| -     | 30      | Editor, I.L.R.             | 1                | -                | -             | 7500/- fixed | -         |             |                 |                 | Spl. Non-pensionable post  |
| -     | 31      | Reporter, I.L.R.           | 8                | -                | -             | 4000/- fixed | -         |             |                 |                 | -do-   |

**NOTES:**

1. Revised Pay scales adopted vide orders dated 6.2.98 of Hon'ble the Chief Justice.
2. Special Pay/Special Allowance/Sectt. Allowance doubled w.e.f. 1.9.97 vide orders dated 3.2.98 of Hon'ble the Chief Justice and these allowances/Spl. Pay converted as Sectt. Allowance.

3. Sectt. Allowances have been doubled from Rs. 500/- to Rs. 1000/- in favour of Registrar (General) vide order dated 13.2.1998 of Hon'ble the Chief Justice.
4. Temporary posts of Clerks, Restorers, Daftries, Ushers, Peons, Malies, Frash, Chowkidars & Safai Sewaks converted into permanent ones vide orders dated 16.9.1999 of Hon'ble the Chief Justice. (i.e. 90% of temporary posts as on 1.3.96).
5. One post of Deputy Registrar, one post of Assistant Registrar and two posts of Assistants created vide office order dated 16.5.2000 for the Special Cell dealing with the cases of Charges of Corruption against the officials of Subordinate Courts.
6. The temporary posts of the following categories shown in column no. 5 of the above Schedule includes following posts created vide five separate office orders dated 5.7.2000: Reader – 2, Pvt. Secys. – 2, Gr. I – 11, S. Gr. II – 13, Judgement Writers – 6, Stenographers – 16, Assistants – 62, Clerks – 77, Restorers – 19, Peons – 102, Malies – 11, Safai Sewaks – 11. Out of these posts, 2 posts of Readers, 2 posts of Pvt. Secys. & 2 posts of Judgment Writers have been created to be attached with permanent Hon'ble Lok Adalats 1st & 2nd with the condition that these posts shall get abolished as & when these are created by Legal Services Authorities for the purpose.
7. The temporary posts of the following categories shown in column no. 5 of the above Schedule includes following posts created vide separate office order dated 4.9.2000: Joint Registrar – 01, Stenographer – 01, Assistant – 01, Steno-typist-01, Clerks – 01, Restorers – 01, Driver-01, Peons – 02.
8. Column No. 6 and 9 against Sr. No. 18 of Schedule-I of High Court Establishment (Appointment & Conditions of Servic) Rules, 1973, amended vide Notification No. 286, Exc. Cell/V.Z.27, dated 7.11.2K/15.11.2K.
9. Maximum of limit of re-imbursement of expenditure incurred on conveyance in favour of Special Secretaries/ Secretaries/ Private Secretaries/ Readers/ Judgement Writers/ P.A. to Registrar raised from Rs. 200/- to Rs. 400/- per month vide office order dated 30.7.2001 issued vide No. 546 Spl. Exc. Cell, Dated 1.8.2001.
10. Secretariat Allowance to all Group D Employees enhanced to Rs. 120/- per month, who were earlier drawing the allowance @ Rs. 80/- P.M., vide office order dated 30.8.2001 issued vide Endst. No. 623 Spl. Exc. Cell, Dated 5.9.2001.
11. Note (ii) against the posts of Assistants inserted in pursuance to Notification No. 254 Exc. Cell/V.Z. 27, dated Chandigarh the 12.9.2001/21.9.2001.
12. As per Office order dated 17.10.2001, issued vide Endst. No. 813 Spl., Exc. Cell, dated 20.10.2001, Letter No. 3/1/98-5FP/II/8802, dated 20.7.1998 of Government of Punjab, Department of Finance, (Finance Personnel-II Branch), Chandigarh, adopted and Secretariat Allowance of Safai Sewaks and Chowkidars raised from Rs. 40/- P.M. to Rs. 80/- P.M. w.e.f. 1.9.1997. Further their Secretariat Allowance automatically enhanced to Rs. 120/- P.M. in terms of order dated 30.8.2001 issued vide Endst. No. 623 Spl. Exc. Cell, Dated 5.9.2001.
13. Three temporary posts of Ushers created in the time scale of Rs. 2720-4260 + Rs. 120/- as Secretariat Allowance, w.e.f. 29.10.2001 to 28.2.2002, vide order dated 29.10.2001, issued vide Endst. No. 791 Spl. Exc. Cell/V.Z.2(a), dated 2.11.2001.
14. As per Office order dated 12.2.2002 issued vide Endst. No. 6121 Exc. Cell, dt. 13.2.2002, Punjab Govt.'s order Endst. No. 3/14/93-Estt.1(2) 317-320, dt.4.1.2002 has been adopted & Secretariat Allowance of following categories of employees increased:-

Superintendent Grade – II & Revisors : Rs. 200/- to Rs. 300/-

, Senior Assistants & Translators: Rs. 160/- to Rs. 240/-,

Junior Assistants, Clerks: Rs. 80/- to Rs. 150/-

, Clerks

: Rs. 80/- Rs. 120/-.

15. As per Office order dated 29.8.2002 issued vide Endst. No. 790 Spl./Exc. Cell, dt. 2.9.2002, Punjab Govt.'s letter No. 3/33/90-5 FPII/6659 dated 25.7.2002, has been adopted & Secretariat Allowance of Record Supervisor, Restorer, Book Binder increased from Rs. 80/- to Rs. 120/- P.M.
16. As per office order dated 11.1.02 issued vide Endst.No.82 Exc.Cell/V.Z.27, dated 13.3.2003, Hon'ble the Chief Justice has been pleased to make the amendments in Schedule I of this Rule i.e. words "Gazetted Officer", "Gazetted Ministerial Estt." And "Non-Gazetted Ministerial Estt." Appearing in First Column of Sch.-I deleted and Class I, II, III and IV appearing in First Column of Sch.I shall be replaced by Group A, B, C & D on the basis of pay scales.
17. As per office order dated 4.4.2003 issued vide Endst.No.222 Spl.Exc.Cell/V.Z.2(a), dated 4.4.2003, Hon'ble the Chief Justice has been pleased to create five temporary posts of Drivers w.e.f. 1.4.2003 to 29.2.2004.
18. As per office order dated 27.7.2003 issued vide Endst. No.19552 Exc.Cell dated 30.7.2003, Punjab Government's order dated 5.2.2003 issued vide Endst.No.3/14/93-Estt.1(2)/2298 dated 5.2.2003 has been adopted by Hon'ble the Chief Justice and Secretariat Allowance of Deputy Registrar, Assistant Registrar, Superintendent Grade-I and Librarian increased from Rs.800 to 1000, 800 to 1000, 400 to 600 and 400 to 600 respectively. The revised rates of Secretariat Allowance shall take effect w.e.f. 5.2.2003 in terms of the Orders dated 12.3.2003 of Government of Punjab issued vide Endst No.3/14/93-Estt.1(2)/3186-87 dated 17.3.2003.
19. As per office order dated 19.8.2003 issued vide Endst.No.21990 Exc.Cell/V.Z.2(a) dated 21.8.2003 Hon'ble the Chief Justice has been pleased to create one temporary post of Joint Registrar [to be designated as Officer on Special Duty (Rules)] in the pay scale of Rs.12000-375-13500-400-15900-450-16350 + Rs.1000/- as Secretariat Allowance w.e.f. 18.8.2003 to 29.2.2004.
20. One post of Registrar created under the order of Hon'ble the Chief Justice vide office order dated 21.1.2004 issued vide Endst.No.1815 Exc.Cell/V.Z. 2(a) dt. 22.1.04 w.e.f. 21.1.2004
21. The designation of posts of Registrar inserted in Column No.9 of remarks of this Schedule at Sr.No.1 against the post of the Registrar vide No.22.Exc.Cell/V.Z.27 dated 21.1.2004/27.1.2004
22. Temporary posts of Secretaries created by upgrading equal number of posts of private secretaries and 6 temporary posts of private secretaries created by upgrading equal number of posts of judgment writers under orders of Hon'ble the Chief Justice vide office order dated 31.5.2005 issued vide endst.No.17948 Exc.Cell, dated 2.6.2005 .
23. 21 posts of Private Secretary, 21 Posts of Reader, 21 Posts of Judgment writer, 21 posts of Driver, 42 posts of Restorer, 84 posts of Peon, 21 posts of Usher, 21 Posts of Chowkidar, 21 posts of Sefai Sewak, 21 posts of Mali created vide office order dated 14.12.2005 issued vide endorsement No.2038 Exc.Cell/Dated 21.1.06. Apart from above 6 posts of Court Secretaries have  
  
been created by keeping in abeyance equal number of posts of Readers out of the above referred 21 posts of Readers against the same orders. Similarly 6 posts of Private Secretaries have also been kept in abeyance in lieu of the 6 posts of the Secretaries, which have already been created vide this Court's office order dt.31.5.2005 issued under Endst.No.17948 Exc.Cell, dt. 2.6.2005.
24. One temporary post of Registrar has been created vide Office Order dated 22.5.2006.
25. Vide Office Order Endst No. 17973 /Exc Cell dated 19.5.2006, 58 temporary posts of Pvt Secretary have been created. Vide same order 38 temporary posts of Secretaries have been created by keeping in abeyance equal number of posts of Pvt Secy.
26. Vide Office Order Endst No. 29568 Exc Cell dt. 13.9.06 , 2 temporary posts

- of Spl Secy (from Reader's line) has been created by keeping in abeyance equal number of posts of Readers.
27. Vide O/O Endst. No. 30021 Exc Cell dt. 18.9.06 , 12 temporary posts of Spl Secy ( from Stenography line) has been created by keeping in abeyance equal number of posts of Secretaries which were earlier created by keeping in abeyance equal number of posts of Pvt. Secretaries.
  28. Vide O/O Endst No.31080 Dt.25.9.06 , 1 post of Asstt. Registrar, 1 post of Supdt. Gr-I, 1 posts of Supdt. Gr II, 3 posts of Assistant, 1 post of Steno-typist, 2 posts of Clerks and 1 post of Peon ( all temporaries), have been created .
  29. Vide O/O Endst. No. 38102/Exc Cell dt. 8.12.06 , 2 posts of Jt. Registrars, 4 posts of Dy. Registrars, 8 posts of Asstt. Registrars, 16 posts of Supdts. Gr I, 23 posts of Supdts. Gr II, 98 posts of Assistants, 6 posts of Stenographers, 8 posts of Steno-typists, 120 posts of Clerks, 20 posts of Restorers and 70 posts of Peons ( all temporary) have been created.
  30. Vide Office Order Endst No. 38347 /Exc Cell dated 11.12.2006, 58 temporary posts of Readers to be designated as Reader (Legal) have been created. Vide same order 10 temporary posts of Special Secretaries ( from Reader's line) and 26 posts of Court Secretaries have been created by keeping in abeyance equal number of posts i.e. 36 posts of Readers.
  31. Vide Office Order Endst No. 39287 dt. 19.12.06, 30 temporary posts of Frash have been created.
  32. Vide Officer Order Endst No. 879 Exc Cell dated 16.01.07, 8 temporary posts of Readers have been created.
  33. Vide Office Order Endst. No. 1480 Exc Cell /Dated 22.1.07 , 17 temporary posts of Malies have been created.
  34. Vide Office Order Endst.No.1477 Ex.Cell/Dated 22.1.2008, One post of Joint Registrar designated as Joint Registrar(Recruitment) has been created vide order dated 20.12.2007 of Hon'ble the Chief Justice.
  35. Vide Office Order Endst.No.1110 Ex.Cell/Dated 18.1.2008, 60 posts of Peons have been created for providing to the ret'd.Hon'ble Judges as Home Peon under the order dated 20.12.2007 of Hon'ble the Chief Justice.(3 Ex.Cell)
  36. Vide office order endst.No.11887 Ex.Cell/Dated 10.4.2008 10 posts of Peons have been created for providing to the ret'd. Hon'ble Judges as Home Peon under the orders dated 2.4.2008 of Hon'ble the Chief Justice (3-Ex.Cell)
  37. Vide Office Order dt.14.7.2008 & Endst.No.21686 Ex.Cell/Dated 18.7.2008, 30 posts of Safai Sewaks have been created under the order dated 14.7.2008 of Hon'ble the Chief Justice.
  38. The designation of posts of Registrar(Rules) inserted in Column No.9 of remarks of this Schedule at Sr.No.1 (iv) against the post of the Registrar vide No.242.Exc.Cell/V.Z.27 dated 10.9.2008 under orders dt.8.9.08 of HCJ..
  39. Vide Office Order dt. 13.12.2008 & Endst.No.40902 Ex.Cell/Dated 20.12.2008, 20 posts of Drivers have been created under the order dated 13.12.2008 of Hon'ble the Chief Justice.
  40. Vide Office Order dt. 17.5.2009 & Endst.No.16354 Ex.Cell/Dated 21.5.2009, 15 posts of Chowkidar have been created under the order dated 17.5.2009 of Hon'ble the Chief Justice.
  41. Vide Office Order dated 9.7.2009 of Hon'ble the Chief Justice endst.No.20643 dated 14.7.2009, 456 temporary posts upto the level of clerks have converted into permanent one w.e.f. 9.7.2009.
  42. Vide Office Order dated 28.8.2009 & endst.No.30196 dated 15.9.2009, One temporary post of Assistant designated as Assistant(Technical), 20 posts of Peon designated as Peon(Technical) have been created under the orders dated 28.8.09 of Hon'ble the Chief Justice .
  43. Vide Office Order dated 19.11.2009 of Hon'ble the Acting Chief Justice endst.No.36914 dated 19.11.2009, created 2 temporary posts of Registrar to be designated as Registrar(Recruitment) and Principal Secretary to Hon'ble the Chief Justice cum Registrar by keeping in abeyance equal number of posts of Joint Registrars.



44. Vide Office Order dated 28.11.2009 of Hon'ble the Acting Chief Justice, created 1 temporary posts of Registrar(Grouping) endst.No.37933 Ex.Cell/dated 1.12.2009 , .
45. Vide Office Order dated 15.02.2010 of Hon'ble the Chief Justice, created temporary posts of 10(5+5)(By keeping in abeyance equal number of posts i.e. 5 from Private Secretaries & 5 from Readers line) posts of Spl. Secretaries, 12 posts of Secretaries(By keeping in abeyance equal number of posts of Private Secretaries ), 12 posts of Court Secretaries(By keeping in abeyance equal number of posts of Readers ), 34 posts of Pvt. Secretaries, 34 posts of Readers(including Reader Legal), 17 posts of Judgment Writers, 68 posts of Restorers, 8 posts of Daftries. 17 posts of Ushers, 19 posts of Chowkidars, 136 posts of Peons, 18 posts of Frashes, 20 posts of Malies, endst.No.4601 Exc.Cell/Dt.17.02.2010.
46. Vide office order dated 23.03.2010 of Hon'ble the Chief Justice, created one temporary post of Registrar and one temporary post of Joint Registrar. Endst No. 9326 Exc.Cell/Dt. 27.03.2010.
47. Vide Office Order dated 23.03.2010 of Hon'ble the Chief Justice, created one temporary post of Assistant Registrar, one temporary post of Supdt. Grade-I, two temporary posts of Supdt. Grade-II, Five temporary posts of Senior Assistants, Six temporary posts of Clerks, One temporary post of Steno-typist, one temporary post of Restorer and two temporary posts of Peons for the litigation cell. Endst No. 9496 Exc.Cell/Dt. 29.03.2010
48. Vide office order dated 01.07.2010 of Hon'ble the Chief Justice, created one temporary post of Deputy Registrar (Research and Development)-cum-OSD to Hon'ble the Chief Justice. Endst No. 20752 dated 02.07.2010.
49. Vide office order dated 5.8.2010 of Hon'ble the Chief Justice, created three temporary posts of Deputy Registrars, five posts of Assistant Registrars, ten Supdt. Gr.I, 29 S.Gr.II, 70 Sr. Assistants, 191 Clerks, 21 Stenographers, 08 Steno-typists, 05 Supervisor of Record bearing Endst. No.30852 dated 6.8.2010.
50. Two posts of Joint Registrars-cum-Officers on Special Duty to assist District and Sessions Judge-cum-Registrar (Vigilance), Punjab and District and Sessions Judge-cum-Registrar (Vigilance), Haryana vide office order Endst. No. 38642 dated 22.9.2010 under order dated 21.9.2010 of HCJ.
51. The post of Registrar (Grouping) is re-designated as Registrar (Vigilance) vide Office Order no. 49715 and 49716 dated 22.12.2010 under the orders of Hon'ble the Chief Justice dated 22.12.2010.
52. One temporary post of Joint Registrar is created vide Office Order No. 25-26 dated 3.1.2011 under the orders of HCJ dated 3.1.2011 and designated the same as Principal Secretary (Judicial)-cum-Joint Registrar.
53. One temporary post of Deputy Registrar and one temporary post of Assistant Registrar is created vide Office Order no. 23386 Exc.Cell/Dt. 4.7.2011 under the orders of Hon'ble the Acting Chief Justice dated 2.7.2011.
54. Vide Office Order no. 27469 Exc.Cell/Dated 3.8.2011, 1 post of Deputy Registrar, 1 post of Assistant Registrar, 2 post of Superintendent Grade – I, 8 post of Senior Assistant, 8 post of Clerks, 2 post of Restorer and 4 post of Peons were created.
55. Vide Office Order no. 28668 Exc.Cell/Dated 11.8.2011, 1 post of Superintendent Grade – I, 1 post of Superintendent Grade – II, 2 post of Senior Assistant, 1 post of Steno-typist, 3 post of Clerks, 1 post of Restorer, 3 post of Peons were created.
56. Vide Office Order no. 32858 Exc.Cell/dated 17.9.2011, 1 Post of Secretary by upgrading the Post of P.A. to Registrar General. (by keeping in abeyance equal number of post of Pvt. Secy.), 7 posts of Private Secretary, 8 Posts of Stenographers, 8 Posts of Clerks, 8 posts of Drivers, 15 post of Peons were created.
57. Vide Office Order no. 33552 Exc.Cell/dated 23.9.2011, 1 Post of Supdt. Gr.I, 1 posts of Supdt.Gr.II, 2 Posts of Senior Asstt., 1 Posts of Judgment Writer, 1 posts of Stenographer, 2 post of Clerk and 1 Post of Peon were created.
58. Vide Office Order no. 12936 Exc.Cell/dated 4.4.2012, 5 temporary posts of Joint Registrars have been created.

59. Vide Office Order no. 13913 Exc.Cell/dated 19.4.2012, 1 temporary posts of Joint Registrars has been created
60. Vide office order Endst. No.26406 dated 30.7.2012 one post of Supdt. Created for Grouping Cell.
61. {Schedule I amended vide notification no. 197 Excl. Cell V.Z.27 dated 23.8.2012, No. 251 dated 19.9.2012}
62. Vide office order Endst. No.33366 dated 17.9.2012 one post of Supdt. G-I, 2 posts of Sr. Asstt, 2 posts of Clerk, 1 post of Restorer and one post of Peon Created for Rule Cell.
63. Vide office order Endst. No.39594 dated 9.11.2012 one post of Supdt. G-I, 44 posts of Supdt. Grade-II Created.
64. Vide office order Endst. No.39595 dated 9.11.2012 Two post of Deputy Registrars abolished.
65. Vide office order Endst. No. dated 21.12.2012 Twelve post of malis were created.
66. Vide office order endst no. 21378 Exc. Dt 11.07.2013, 1 post of Superintendent Grade-I, 1 post of Sen. Assistant, 4 post of Clerks, 6 posts of Peons, 2 posts of Malis were created.
67. Vide office order endst no 31898 Exc.Cell/Dt 01.10.2013 , 25 posts of Safai Sewaks, 20 posts of Frash, 20 posts of Chowkidars were created.
68. Vide office order endst. no. 657 Exc.Cell/Dt. 15.01.2014, 50 temporary posts of Malis were created.
69. Vide office order endst. no. 658 Exc.Cell/Dt. 15.01.2014, 10 temporary posts of Drivers were created.
70. Vide office order Endst No. 11147 Exc.Cell/Dt. 05.04.2014, 1 post of Deputy Registrar, 1 post of Asst. Registrar, 1 post of Superintendent Gr-I, 2 posts of Superintendent Gr-II, 4 posts of Senior Assistants, 4 posts of Clerks, 2 posts of Peons were created.
71. Vide office order Endst. No. 14459 Exc. Cell/Dt. 15.05.2014, 10 posts of Frash were created.
72. Vide office order Endst No.17092 Exce.Cell/Dt. 26.05.2014, 1 post of Assistant Registrar, 1 post of Supdt. Gr-I, 1 post of Judgment Writer, 2 posts of Supdt. Gr-II, 4 posts of Senior Assistants, 8 posts of Stenographers, 5 posts of Steno-Typists, 4 posts of clerks, 2 posts of Restorers, 15 posts of Peon, 1 post of Mali, 1 post of Chowkidar were created.
73. Vide office order Endst. No. 17779 Exc.Cell/dt. 30.05.2014, 1 post of Joint Registrar, 2 posts of Deputy Registrar were created.
74. Vide office order Endst. No. 17769 Exc.Cell/dt. 30.05.2014, 1 post of Special Secretary (Stenography line), 8 posts of Secretary (Stenography line), 3 posts of Judgment Writer, 13 posts of Stenographer, 5 posts of Supdt. Gr-I, 4 posts of Supdt. Gr-II, 12 posts of Sen. Asst., 12 posts of Clerks, 12 posts of Restorers, 20 posts of Peon were created.
75. Vide office order Endst. No. 17771 Exc.Cell/dt. 30.05.2014, 3 posts of Assit. Registrars, 8 posts of Supdt. Gr-I, 24 posts of Supdt. Gr-II were created.
76. Vide office order Endst. No. 17770 Exc.Cell/dt. 30.05.2014, 26 posts of Secretaries has been upgraded to Special Secretaries.
77. Vide office order Endst. No. 20501 Exc.Cell/dated 14.07.2014, 1 posts of Registrar, 2 posts of Joint Registrar, 2 posts of Deputy Registrar, 4 posts of Assistant Registrar, 10 posts of Superintendent Grade-I and 20 posts of Superintendent Grade-II were created.
78. Vide office order Endst. No. 20502 Exc.Cell/dt. 14.07.2014, 26 posts of Court Secretaries has been upgraded to Special Secretaries. w.e.f. 30.05.2014.
79. Vide office order Endst. No. 23769 Exc.Cell/dt. 06.08.2014, 1 post of Private Secretary, 1 post of Stenographer, 1 posts of Clerk, 1 post of Driver, 2 posts of Peons were created.
80. Vide office order Endst. No. 23769 Exc.Cell/dt. 06.08.2014, 1 post of Private Secretary has been upgraded to the post of Secretary.
81. Vide office order Endst. No. 23770 Exc.Cell/dt. 06.08.2014, 12 posts of Mali

were created.

82. Vide office order Endst. No. 23771 Exc.Cell/dt. 06.08.2014, 2 posts Supervisor of Drivers were created.
83. Vide office order dated 05.09.2014 Endst No. 27524 Exc.Cell/ dated 08.09.2014, 28 posts of Special Secretary were created (By creating and keeping abeyance equal number of posts of Private Secretaries), 47 posts of Secretary were created (08 posts of Secretaries by upgrading and keeping in abeyance the existing equal number of surplus posts of Private Secretaries. 39 posts of Secretaries by creating and keeping in abeyance equal number of Posts of private secretaries.
84. Vide office order Endst. No. 3659/SPL E.I dated 05.12.2014, 6 posts of Restorer were created.
85. Vide office order Endst No. 8574/Exc. Cell dated 23.03.2015, 1 Post of Senior Assistant and 1 post of Clerk was created
86. Vide office order dated 10.12.2015, issued vide Endst. No. 101 spl 3-Exc. Cell dated 12.12.2015 & Endst. No. 103 spl 3-Exc. Cell dated 12.12.2015, Hon'ble the Acting Chief Justice and Judges has been pleased to accord sanction for grant of pay scale Rs. 10300-34800 with grade pay of Rs. 3200/- and Rs. 10300-34800 with grade pay of Rs. 3400 to the Restorer and Supervisor of Records, respectively. They would not be entitled to Additional pay @ 20% on the aforesaid pay scale.
87. Vide office order dated 31.05.2016, issued vide Endst. No. 16217/Exc. Cell dated 03.06.2016, 1 post of Assistant Registrar, 2 posts of Superintendent Grade-I, 8 posts of Senior Assistant, 8 posts of Clerks, 2 posts of Restorer and 4 posts of Peon were abolished.
88. Vide officer order dated 14.07.2016, issued under Endst. No. 18960/ Exc. Cell dated 16.07.2016, 2 posts of Registrar, 4 posts of Joint Registrar and 4 posts of Deputy Registrar were created.
89. Vide Endst. No. 20984 Exc. Cell dated 30.07.2016, Special Duty Allowance @ Rs. 400/- p.m. has been granted to Drivers, in terms of letter no. 21/36/2015-2 V.B2/230 dated 10.06.2016 of Government of Punjab.
90. Vide notification No. 177 Rule Cell/ V.Z.27 dated 26.10.2016 the Secretariat Pay of Ushers is equated with that of Dafris @ 320/- with effect from 01.12.2011, the date on which their pay scales were equated.
91. Vide officer order dated 17.11.2016, issued under Endst. No. 106/Spl. Exc. Cell dated 17.11.2016, Hon'ble the Chief Justice has been pleased to create 15 temporary posts of Driver on the establishment of this Court.
92. Vide Notification No. 48 Rule Cell/V.Z.27 dated 17.02.2017 Column 9 (Remarks) at Serial No. 19 of Schedule-I and Rule 22 (2) of the High Court Establishment (Appointment and Conditions of Service) Rules, 1973 has been amended.
93. Vide office order dated 22.02.2017 issued under Endst. No. 307 Spl. Exc. Cell/ dated 02.03.2017 one post of Supervisor of Records was created.
94. Vide office order dated 21.04.2017 issued under Endst. No. 486 Spl Exc. Cell dated 21.04.2017 one post of Deputy Registrar has been created for the period from 21.04.2017 to 30.04.2017.
95. Vide office order dated 17.11.2016, Hon'ble the Chief Justice has been pleased accord sanction for grant of pay scale Rs. 10300-34800 with grade of Rs. 3400 to the Book Binders. They would not be entitled to Additional pay @ 20% on the aforesaid pay scale.
96. Vide office order dated 27.04.2017 issued under Endst. No. 535 Spl Exc. Cell dated 28.04.2017 one post of Deputy Registrar has been created for the period from 27.04.2017 to 31.05.2017.
97. Vide office order dated 06.12.2016 issued under endst. No. 143 Spl 3-Exc. Cell dated 08.12.2016 of Exclusive Cell Secretariat Pay of Restorers has been increased from Rs. 240/- to Rs. 400/-.
98. vide office orders dated 16.03.2017, Hon'ble the Chief Justice has been pleased to reduce the Grade pay of Supervisors from Rs. 3400/- to Rs. 3200/-.

99. Vide office orders dated 01.06.2017, issued under endst no. 669 spl 3-Exc.cell dated 02.06.2017 Secretariat Pay of Supervisors of Records has been increased Rs. 240 to Rs. 400.
100. vide of orders dated 19.12.2017, issued under Endst. No. 1296 Spl./1 Exc. Cell dated 21.12.2017 20 posts of Drivers has been created.
101. Vide the orders dated 29.8.2018 Hon'ble the Chief Justice has been pleased to increase the Secretariat Pay of Book Binders of this Court from Rs 240/- to Rs 400/- w.e.f. 01.12.2011.
102. Vide officer order, issued under Endst. No. 1075/Spl. 1Exc. Cell dated 01.12.2018, Hon'ble the Chief Justice has been pleased to create 25 temporary posts of Chowkidars on the establishment of this Court.
103. Vide officer order, issued under Endst. No. 1076/Spl. 1Exc. Cell dated 01.12.2018, Hon'ble the Chief Justice has been pleased to create 15 temporary posts of Peons on the establishment of this Court.
104. Vide officer order, issued under Endst. No. 1074/Spl. 1Exc. Cell dated 01.12.2018, Hon'ble the Chief Justice has been pleased to create 8 temporary posts of Peons (technical) designated on the establishment of this Court.
105. Vide officer order dated 12.02.2019, issued under Endst. No. 295/Spl. 3Exc. Cell dated 15.02.2019, Hon'ble the Chief Justice has been pleased to  
  
withdraw the benefit of 20% of Additional Pay to Registrars promoted from the establishment of this Court forthwith.
106. Vide officer order dated 25.04.2019, issued under Endst. No. 495/Spl. 1Exc. Cell dated 25.04.2019, Hon'ble the Chief Justice has been pleased to create 01 temporary post of Joint Registrar (Incharge, Secretaries' Section) on the establishment of this Court.
107. Vide officer order dated 22.7.2022, issued under Endst. No. 887/Spl. /1Exc. Cell dated 26.7.2022, Hon'ble the Chief Justice has been pleased to create temporary 02 posts of Superintendent Grade-I, 08 posts of Senior Assistant, 06 posts of Junior Assistant/Clerk, 03 posts of Restorer and 06 posts of Peon.

SCHEDULE – I – A

Statement showing the post on the Establishment of the High Court of Punjab and Haryana and the corresponding comparable posts in the Punjab Civil Secretariat.

| Sr. No. | Name of the Post in the Establishment of the High Court of Punjab and Haryana | Name of the Corresponding/ comparable posts in the Punjab Civil Secretariat |
|---------|---|---|
| 1.      | Registrar/Joint Registrar   | Secretary/Joint Secretary   |
| 2.      | Special Secretary   | Special Secretary to Minister <sup>1</sup>                                  |
| 3.      | Deputy Registrar  | Deputy Secretary  |
| 4.      | Secretary   | Secretary to Minister <sup>2</sup>  |
| 5.      | Assistant Registrar   | Under Secretary   |
| 6.      | Superintendent Grade – I/Librarian  | Superintendent Grade – I  |
| 7.      | Private Secretaries/Readers to Hon'ble Judges                                 | Private Secretaries to Minister   |
| 8.      | Superintendent Grade – II   | Superintendent Grade – II   |
| 9.      | P.S. to Registrar   | P.S. to Secretary   |
| 10.     | Judgement Writer  | P.A. to Secretary   |
| 11.     | Senior Assistant  | Senior Assistant  |
| 12.     | Revisors  | Superintendent Grade – II   |
| 13.     | Translators with Senior Assistant   | Senior Assistant  |
| 14.     | Senior Scale Stenographers  | Senior Scale Stenographers  |
| 15.     | Steno-typists   | Steno-typists   |
| 16.     | Junior Assistant  | Junior Assistant  |
| 17.     | Clerks/Typists  | Clerks/Typists  |
| 18.     | Supervisor (Record Room)  | Supervisor (Record Room)  |
| 19.     | Restorers   | Restorers   |
| 20.     | Book Binders  | Book Binders in F.C. Office   |
| 21.     | Daftri/ Usher   | Daftri  |
| 22.     | Omitted   | Omitted   |
| 23.     | Peons/Orderlies   | Peons   |
| 24.     | Head Mali/ Assistant Mali (including Malies Collies)                          | Head Mali/Malies  |
| 25.     | Frash   | Frash   |
| 26.     | Safai Sewak   | Safai Sewak   |
| 27.     | Chowkidar   | Chowkidar   |
| 28.     | Drivers   | Drivers   |
| 29.     | Supervisor of Drivers   | Supervisor of Drivers   |

[ <sup>1</sup> Words 'in the rank of Deputy Secretary to Govt.' deleted vide Notification No. 181 Exc.Cell., dt. 24.7.97] [ <sup>2</sup> Words 'in the rank of Under Secretary' deleted vide Notification No. 181 Exc. Cell, dt. 24.7.97]. Schedule-I-A amended vide notification No.197 Excl. Cell V.Z.27 dated 23.8.2012 ) Schedule-I-A amended vide notification No.177 Rule Cell V.Z.27 dated 26.10.2016.]

SCHEDULE – II

Schedule showing the authority empowered to impose penalties upon the officers and servants serving on the staff attached to the High Court as referred to in Rule 35

|     | <b>Penalty</b>  | <b>Authority empowered to impose penalty</b>                                |
|-----|---|---|
| (a) | Censure   | Chief Justice or Judge or the Registrar Specially empowered in this behalf. |
| (b) | With-holding of increments or promotion including stoppage at an efficiency bar, if any.  | -ditto-   |
| (c) | Reduction to a lower post or time scale or to lower stage in the time- scale.   | -ditto-   |
| (d) | Recovery by deduction from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders. | -ditto-   |
| (e) | Suspension.   | -ditto-   |
| (f) | Removal from the Civil Service of the Government without a disqualification for future employment.                                    | Chief Justice   |
| (g) | Dismissal from the Civil service of the Government with disqualification for future employment.                                       | Chief Justice   |

**SCHEDULE – III**

**Rules regulating the appointment and conditions of service of the Registrar, High Court of Punjab and Haryana as amended upto 19<sup>th</sup> September, 2012.**

**Citation Authority:** In exercise of the powers conferred by Article 229 read with Article 231 of the Constitution of India after previous reference to the President of India under the proviso to the said Article, the Chief Justice of the High Court of Punjab and Haryana is pleased to make the following rules relating to appointment to the post of Registrar of the High Court and regulating the conditions of his service.

**Short Title:**

(1) These rules may be called the Registrar, High Court of Punjab and Haryana (Appointment and Conditions of Service) Rules, 1952 as revised and amended upto January, 1973.

(2) These rules shall come into force at once.

(a) Appointment to the post of Registrar shall be made by the Chief Justice from amongst the members of the Punjab/Haryana Superior Judicial Service and the Registrar so appointed shall be designated as Registrar General.

(b) The Chief Justice may fill up the additional posts of Registrar (Vigilance, Administration, Judicial, Rules, Recruitment, Principal Secretary to Chief Justice-cum-Registrar and Computerization) either:-

(i) from amongst the members of the Punjab/Haryana Superior Judicial Service

OR

(ii) by selection from amongst the Joint Registrars.

Provided that at least one post of Registrar shall be filled up from amongst the Joint Registrars borne on the cadre of High Court establishment.

[<sup>1</sup> Rule 2-A subs. vide Notification No. 240 Exc. Cell dt. 11/16.8.97]

[Rule 2 vide Notification No. 242 Exc. Cell dt. 10.9.08 under order dt. 8.9.08 of HCJ]

[Rule 2(b) vide Notification No. 264 Exc. Cell dt. 23.11.09 under order dt. 19.11.09 of HACJ]

[Rule 2(b) vide Notification No. 275 Exc. Cell dt. 4./8.12.09 & No. 251 dated 19.9.2012]

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3. **Salary etc.:** The Registrar, if he is a member of the Punjab/Haryana, Superior Judicial Service, shall draw the same pay as is admissible in the time-scale or in the selection grade of the service as the case may be. If, however, he is not a member of the Service, he shall draw the same pay as is admissible to a member of the service in the time scale. In addition, the Registrar shall draw a Secretariat Pay of Rs. 2500/- per mensem irrespective of his drawing pay in the time scale or selection grade of the Punjab/Haryana Superior Judicial Service or in any other pay- scale.

[<sup>1</sup> Sectt. Allowance has been doubled from Rs. 500/- to Rs. 1000/- in favour of Registrar (General) vide order dt. 13.2.98 of Hon'ble the Chief Justice] {Amended vide notification No. 197 Excl. Cell V.Z.27 dated 23.8.2012} .

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4. (1) Save as otherwise expressly provided, the conditions of service of Registrar shall be regulated: -

(a) as respects penalties and appeals by the High Court Establishment (Appointment and Conditions of Service) Rules, 1952, as amended upto January, 1973, for the time being in force;

(b) as respects leave, conduct and discipline, compulsory retirement, pension and additional pension and other conditions of service by the rules and orders applicable to members of the Superior Judicial Service for the time being in force;

Provided that the powers exercisable under the said rules and orders by the Governor of Punjab or the Government of Punjab or by any authority subordinate to the Governor or Government shall be exercisable by the Chief Justice.

This rule shall be deemed to have come into force on the day on which the High Court Establishment (Appointment and Conditions of Service) Rules, 1973 come into force.

**BY ORDER OF HON'BLE THE CHIEF JUSTICE**

Sd/-  
**REGISTRAR**



## SCHEDULE III-A

[see Rule 34(I)(B)]

### RULES FOR GRANT OF FINANCIAL ASSISTANCE OR APPOINTMENT TO THE EMPLOYEES OF THIS COURT.

1. **Object of Rules** - The object of these rules is to grant compassionate financial assistance or appointment to the family of High Court employees who dies or disappears while in service, consequently to relieve the family of deceased employee concerned from sudden financial distress.
2. **Extent of Application** - Save as otherwise provided, these rules shall be applicable to the eligible family member(s) of this Court's employee working on regular basis and who disappears or dies while in service including death by suicide.

**Note 1:** Where there is any training compulsory for a person selected by the High Court before his appointment to a post on regular basis, these rules shall also be applicable during the period of training.

**Note 2:** The eligible family member(s) of those employees, who died/disappeared, while in service, six months before the issuance of these Rules and who have not availed the benefit of appointment under the Scheme for compassionate appointment issued by the Government of Punjab or have not been sanctioned family pension in terms of Rule 6.17 of Punjab Civil Service Rules, may exercise an option within a period of six months from the date of notification of these Rules for grant of financial assistance or appointment."

*(Note- 2 of Rule 2 inserted vide notification no. 175 Rule Cell/V.Z.27 dated 12.10.2023)*

3. **Eligibility of Family Members for Compassionate appointment** –

The family member shall be eligible for consideration of compassionate appointment under these rules subject to the condition that the deceased or missing Government employee should not be suspected to have committed fraud or joined any terrorist organisation or had travelled with intention to settle abroad.

**Explanation:** -Compassionate appointment would not be a matter of right and it will be subject to fulfilment of all the conditions, including the availability of vacancy, as laid down for such appointment under these rules.

4. **Definitions**

(1) In these rules, unless the context otherwise requires,—

- (a) **"compassionate financial assistance"** means a monthly assistance at the rate specified by the Chief Justice from time to time, which is admissible under these rules to the eligible family member(s) of this Court's employee who dies or disappears while in service subject to future good conduct;
- (b) **"compassionate appointment"** means appointment of an eligible family member of deceased or a missing High Court employee to the post in Group C or D service, lower than the pay scale of the post held by the deceased or missing Government employee, at the time of death or disappearance while in service;
- (c) **"deceased Government employee"** means an employee of the High Court of Punjab and Haryana who while working on regular basis dies during service;
- (d) **"Presumptive Family Pension"** means the presumptive amount of

family pension, where the family pension is not applicable, for the purpose of assessing/calculating the dependency/financial assistance.

- (e) **"dependent"** means a family member whose total income from all sources is less than the sum of minimum family pension (if applicable) plus dearness relief thereon as specified from time to time by the Chief Justice. In cases, where Family Pension is not applicable then the presumptive family pension of such deceased Government employee, if he would have been eligible for family pension, shall be taken into consideration.

**Note.**— Parents shall be deemed to be dependent on the Government employee if their combined income is less than the minimum family pension or presumptive family pension in case where family pension is not admissible, specified from time to time, plus the dearness relief admissible thereon. Unmarried Disabled siblings [brother(s) and sister(s)] shall be deemed to be dependent on the Government employee if their income is less than the minimum family pension or presumptive family pension in case where family pension is not admissible plus dearness relief;

- (f) **"eligible family member"** means spouse or a dependent member of the family of deceased or missing High Court employee in order of priority seeking financial assistance or appointment on compassionate grounds;
- (g) **"family for the purpose of compassionate financial assistance"** means
- (i) (a) widow (widows wherever permissible under personal law) or widower, upto the date of re-marriage or death, whichever is earlier;
  - (b) judicially separated spouse of a deceased or missing Government employee, provided that such separation has not been granted on the ground of adultery and the person surviving was not held guilty of committing adultery;
  - (c) childless widow of a deceased or missing Government employee who has not remarried provided her independent income from all other sources is less than the minimum family pension or presumptive family pension in case where family pension is not admissible, prescribed from time to time, plus dearness relief thereon. In all such cases, she shall be required to give a declaration regarding her income from all other sources to the Head of Office once in every six months;
- (ii) failing (i) above, the eldest unmarried and dependent son(s) or daughter(s) upto the age of twenty-five years;
- (iii) failing (i) and (ii) above, the dependent eldest divorced or widowed daughter(s) upto the age of twenty-five years, upto the date of her marriage/re-marriage or till the date she starts earning livelihood, whichever is the earliest provided she should have been widowed or divorced before the date of expiry of eligibility of other existing family member for compassionate financial assistance;
- (iv) failing (i) to (iii) above, the dependent eldest daughter amongst unmarried/widowed/ divorced daughters of above twenty-five years, upto the date of her marriage/re-marriage or till the date she starts earning livelihood, whichever is earlier. In case of widowed/divorced daughter, she should have been widowed/ divorced before the date of expiry of eligibility of other family member for compassionate financial assistance;
- (v) failing (i) to (iv) above, son and daughter suffering from disorder or disability of mind or physically crippled or disabled irrespective of his/her age provided they were wholly dependent upon the Government employee when he/she was alive;
- (vi) failing (i) to (v) above, parents who were wholly dependent on the Government employee when he/she was alive provided their present combined income is less than the minimum family pension or presumptive family pension in case where family pension is not

- (vii) admissible, prescribed from time to time, plus dearness relief thereon; failing (i) to (vi) above, unmarried physically disabled sibling (brother and sister) provided they were wholly dependent upon the deceased Government employee when he/she was alive:

**Note 1**— For the purpose of this rule, “widow” means legally wedded wife of deceased of Government employee.

**Note 2**.— Divorce by the Panchayat or Social Organizations shall not constitute a legal divorce.

**Note 3**.— Son/daughter includes children legally adopted under the Hindu Law or personal law of the Government employee residing with and wholly dependent upon his/her parent but does not include step children.

**Note 4**.—It shall be the duty of person who is drawing compassionate financial assistance (son, daughter, parents, siblings or the guardian, as the case may be) to furnish a certificate to the disbursing authority, twice in a year, i.e. in the month of March and September every year, that she/he or they have not started earning his/her or their livelihood. A similar certificate shall also be furnished by a childless widow after her re-marriage;

(h) **“Family for the purpose of compassionate appointment”** means-

- (i) widow or widower;

**Note 1** - Judicially separated wife or husband shall not be a member of the family for the purpose of compassionate appointment without the consent of the remaining eligible family members;

- (ii) children, including adopted children, already not in service in any Department or Organization under any State Government or Government of India; and

- (iii) dependent brother and sister in case of unmarried deceased or missing Government employee only.

**Note 1**— Where there is more than one widow, neither the living widow nor the children of deceased and living widow shall be included in the family for the purpose of compassionate appointment.

**Note 2**— For the purpose of this rule, “widow” means legally wedded wife of deceased Government employee.

**Note 3**— Divorce by the Panchayat or Social Organizations shall not constitute a legal divorce.

**Note 4**.— Son/daughter includes children legally adopted under the Hindu Law or personal law of the Government employee residing

with and wholly dependent upon his/her parent but does not include step children;

- (i) **“Government”** means the High Court of Punjab and Haryana.
- (j) **“Government employee”** means a member of Group A, B, C or D Service in the High Court of Punjab and Haryana.
- (k) **“martyred Government employee”** for the purpose of these rules means a Government employee of Group A, B, C and D of the High Court of Punjab and Haryana working on regular basis who is killed in action while displaying bravery and extraordinary courage;

- (l) "missing Government employee" means a Government employee who while working on regular basis (a) disappears and whose whereabouts are not known; (b) is reported through the Police Station to be missing while on pilgrimage, tour, etc.; or(c)has been kidnapped by insurgents/terrorists;
- (m) "while in service" means during the period of service but before attaining the age of superannuation.
- (n) "Head of Office" means The Registrar General of Punjab and Haryana High Court.
- (o) "Head of Department" means the Chief Justice of Punjab and Haryana High Court.
- (p) "Chief Justice" means the Chief Justice of High Court of Punjab and Haryana at Chandigarh.
- (q) "High Court" means the High Court of Punjab and Haryana at Chandigarh.

The terms not defined in these rules but defined in the High Court Establishment (Appointment and Conditions of Service) Rules, 1973/Punjab Civil Services Rules as amended from time to time shall have the same meaning and sense for the purpose of these rules.

5. **Duration of compassionate financial assistance-** The compassionate financial assistance shall be admissible to such eligible family member from the next day of the death of the Government employee for the following period or upto the date of superannuation of such Government employee, whichever is earlier. In case of death—

|   |  |  |
|---|--|--|
| 1 | before attaining the age of thirty-five years                            | for a period of fifteen years subject to eligibility   |
| 2 | on attaining the age of thirty- five years but before forty- eight years | for a period of twelve years or up to the date of attaining the age of superannuation or sixty years, whichever is earlier, subject to eligibility |
| 3 | on attaining the age of forty- eight years or above                      | for a period of seven years or up to the date of attaining the age of superannuation or sixty years, whichever is earlier, subject to eligibility. |

Note.— The Family Pension under the Punjab Civil Services Rules, where applicable, shall be admissible to the family of deceased or missing Government employee, from the next date after the completion of tenure of compassionate financial assistance.

6. **Compassionate Appointment on Group C or D post.**

- (1) In case of death or disappearance of the Government employee while in service, the eligible family member may opt for compassionate appointment, in place of compassionate financial assistance.
- (a) The compassionate appointments under these rules shall be confined to Group C or Group D post only.
- (b) Status of the deceased or missing Government employee or the higher qualifications of the eligible family member shall not be considered for giving compassionate appointment.
- (c) The compassionate appointment being offered shall be to a post of at least one step lower Pay scale than the Pay Scale or Assured Career Progression (ACP) Level or any other level higher than the Pay Scale of the post last held by the deceased or missing Government employee, except in cases where the deceased or missing Government employee was working at the lowest level in

Group D post.

**Explanation:-** The compassionate appointment shall be made to a post of Group C, but not lower than the post of Clerk, depends upon the eligibility and qualification and also the availability of vacancy.

7. **Procedure for compassionate appointment.**

- (a) The family of deceased/martyred Government employee shall submit an application for compassionate appointment in the prescribed form within six months from the date of death of the Government employee to the Head of Office where the deceased Government employee was on the rolls at the time of death, for onward submission to the Head of Department for further necessary action. In case, the spouse of the deceased Government employee himself/herself is unable to take compassionate appointment and the other dependant Son/daughter are minor then the application for compassionate appointment may be submitted on attaining the minimum age eligibility.
- (b) In case of missing Government employee, the application in the prescribed form shall be submitted by the family after a period of three months from the date of lodging First Information Report (FIR) in the police station alongwith police investigation report regarding untraceable of missing Government employee.
- (c) The proforma as in **CFA-2** (or **CFA-3** in case of martyred Government employee) may be used by departments for ascertaining necessary information and processing the cases of compassionate appointment.
- (d) The Chief Justice may nominate one or more Welfare Officer(s) who shall meet the members of the family of the deceased or missing Government employee immediately upon the demise to advise and assist the family in obtaining ex-gratia compassionate appointment under these rules. The applicant shall be called in person at the very first instance and advised about the requirements and formalities to be completed by him/her.
- (e) The Head of the Department shall prepare a list of such eligible family members, who have applied within the stipulated period of six months and review the status of application once every month to consider the cases received during the previous month. The names of the eligible family members shall be arranged with reference to the date of death or date of receipt of Police investigation report regarding untraceable of missing Government employee. These names shall remain on the list for a period of four years from the date of death and appointments shall be given by the Chief Justice strictly in accordance with these rules and the seniority so maintained. An application for appointment is to be considered in the light of these rules. The applicant may also be granted personal hearing by the Head of the Department or his nominee, if necessary, for better appreciation of the facts of the case.
- (f) The validity of the names of the eligible family members on the list shall lapse after four years from the date of death or receipt of Police report, or till reaching employable age in case of minor if none else in the family is available and acquiring minimum educational qualification, as the case may be.

**Explanation—** For the purpose of counting the period of four years, any delay caused on account of negligence of an officer/official of the Government may be excluded, provided the delay so caused was on account of such negligence and not on account of normal processing of the case.

- (g) Where the compassionate appointment is not given to the eligible family member due to non-availability of post within a period of one

year, in such case the benefit of compassionate financial assistance shall be sanctioned by the Head of Department with retrospective effect to the eligible family member provided that—

- (i) a certificate shall be obtained from the concerned Treasury Officer regarding withholding of Family Pension (if applicable) for future, if the same has already been sanctioned;
- (ii) Family Pension Payment Order (FPPO), in original, shall be received back from the Treasury Officer concerned and sent to the Accountant General, U.T. Chandigarh, alongwith complete information in this regard;
- (iii) the amount of Family Pension (if applicable) already drawn, if any, shall be recovered from the amount of arrears of compassionate financial assistance; and
- (iv) this process shall be completed within a period of ninety days.

After the completion of tenure of Compassionate Financial Assistance, the proposal with the Forms of Family Pension (if applicable) duly filled by the eligible family member would be sent to the Accountant General, U.T. Chandigarh by the Head of Department concerned to re-sanction the Family Pension (if applicable) afresh to the family member who is eligible at that time.

**8. Competent authority for Compassionate Appointment.**

- (1) The Chief Justice, where the deceased or missing Government employee was in service, is competent to give compassionate appointment to the eligible family member.
- (2) While considering the request of the family of missing Government employee, the results of the Police investigation after a lapse of minimum six months from the date of lodging First Information Report (FIR) by the family shall be taken into account.

**9. Determination/ availability of posts.**

- (a) Compassionate appointments under these rules shall be made on regular basis only by the Chief Justice.
- (b) Compassionate appointments under these rules shall be made up to maximum of 5% of sanctioned posts (falling under direct recruitment quota) in Group C category to be determined by the Head of the Department on the 31st March of each year. However, for compassionate appointment against the post of Group D category there shall be no such percentage of sanctioned post. The appointing authority may hold back upto 5% of posts of Group C posts to be filled by direct recruitment of the recruiting agency of this High Court or otherwise, so as to fill such posts by appointment on compassionate grounds.
- (c) A person selected for compassionate appointment shall be adjusted in the recruitment roster against the appropriate category viz. Scheduled Caste/ Scheduled Tribes/Backward Classes/Persons with disabilities/ General, dependent upon the category to which he belongs.

**10. Exemption**

Appointment under these rules are exempted from observance of the recruitment without the Recruiting agency of this Court.

**11. Undertaking by way of an affidavit. –**

A person appointed under these rules shall give an undertaking in writing by way of an affidavit as in Form CFA-5 that he shall maintain all the other

members who were completely dependent on the deceased/missing Government employee; and in case it is proved subsequently, that the family members are being neglected or, are not being maintained by him, his appointment may be terminated forth with. A condition to this effect shall also be inserted in his appointment letter.

**12. No entertainment or request for change in post/department.**

- (a) Once an appointment has been offered to the dependent of a deceased or missing Government employee, no request for change of post shall be entertained with respect to any other post or department under any circumstances. In case the offer is not acceptable to him, no further claim shall be entertained.
- (b) When a person has been appointed under these rules to a particular post, the set of circumstances, which led to such compassionate appointment, shall be deemed to have ceased to exist on such appointment.

Therefore—

- (i) he/she should strive towards his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion to be rejected;
- (ii) any appointment made under these rules shall not be transferred to any other person and any request for the same on considerations of compassion shall be rejected.

**13. Seniority**

- (a) The inter-se seniority of persons so appointed may be fixed in their respective cadre with reference to their date of appointment. Their interpolation with the direct recruits/promotees may also be made with reference to their dates of appointment without disturbing the inter-se seniority of direct recruits.
- (b) Date of joining by a person so appointed shall be treated as the date of his regular appointment.

**14. General**

- (a) Compassionate appointments made under these rules shall be done in such a way that persons appointed to the posts have the essential educational/technical qualifications, age and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
- (b) Compassionate appointment shall not be denied or delayed merely on the ground that there is reorganization in the court. It shall be made available to the person concerned, if there is a vacancy meant for such appointment and he is found eligible and suitable for such appointment.
- (c) Compassionate appointment under these rules shall have precedence over absorption of surplus employees and regularization of daily wage/casual workers with/without temporary status.
- (d) The eligible family member of the deceased employee shall be required to apply for appointment within six months of the death of the employee. The claim of the eligible family member of deceased or missing Government employee regarding his appointment shall be considered on the basis of circumstances prevailing on the date of death or disappearance of Government employee, as the case may be. It shall be ensured that the dependent who is offered regular employment satisfies the eligibility criteria at the time of offering employment.
- (e) Where the children have become orphans upon the demise of the Government employee, the claim of compassionate appointment of such orphans shall remain alive till one child of the deceased has

attained the age of majority/minimum age for entry into Government service.

- (f) Family Pension shall also be admissible to the family of those deceased or missing Government employees who entered in service on regular basis before the 1st January, 2004, in addition to compassionate appointment under these rules.

**15. Ex-Gratia Grant –**

In addition to monthly compassionate financial assistance or appointment, a lump sum ex-gratia grant of Rs. 1,00,000/- (Rupees One lakh only) or as specified from time to time by the Chief Justice shall be provided to the eligible family member(s) to meet the immediate needs on the loss of the bread earner within the fifteen days from the date of death. The Chief Justice shall be the competent authority for sanction of this grant.

**16. Waiving of recovery of loans and advances of the Government employees.**

- (a) The outstanding amount of loans and advances alongwith interest, if any, availed by a deceased or missing Government employee shall be waived off by the Chief Justice.
- (b) The house building advance and Computer Advance alongwith interest availed, if any, by a deceased or missing Government employee shall be waived off provided not more than one surviving member of the family of deceased or missing Government is/was employed. The second house building advance or interest thereon availed, if any, shall not be waived off under any circumstances.

**17. Admissibility of allowances and reimbursement -**

The family of deceased or missing *Government* employee shall be entitled to Children Education allowances/assistance including fixed medical allowance and reimbursement of tuition fee, if admissible to the *Government* employees, during the tenure of compassionate financial assistance.

- 18. Fixed Medical Allowance -** The family of deceased Government employee shall, during the tenure of Compassionate Financial Assistance, be entitled to avail the benefit of fixed medical allowance or reimbursement of medical expenses at the rate prescribed from time to time on the same terms and conditions as prescribed by Government for their employees in service.

- 19. Special benefit to the family of martyred Government employee-** An eligible family member of a martyred Government employee shall, in addition to financial assistance under these rules, also be eligible for appointment to a post of Group C or D feeder post, depending upon the availability of the post and qualification of the applicant. He shall make an application for compassionate appointment within a period of six months in Form CFA-3.

Provided that where the children have become orphans upon the demise of the Martyred, the claim of appointment of such orphans shall remain alive till one child of the martyred has attained majority/minimum eligible age for entry into Government service.

**Note.**— To allow the benefit of compassionate appointment to the eligible family member, the provisions of minimum service or maximum age of the martyred Government employee shall not be applicable.

**20. Emoluments of compassionate financial assistance.**

- (A) Emoluments for the purpose of determination of compassionate financial assistance under various circumstances shall be as under :-



(1) In case of death while in service, the emoluments for the purpose of determination of compassionate financial assistance shall be equal to last drawn basic pay including special pay in lieu of higher time scale but excluding advance or additional increments, if any, not merged in the basic pay.

**Note 1.—** No annual increment on compassionate financial assistance shall be granted, however, the benefit of re-fixation of pay, if any, admissible to the deceased or missing Government employee before the date of death or from the date of missing, as the case may be, shall be granted.

**Note 2.—** On general revision of pay scales of all the employees of this Court, the benefit of fixation of pay from unrevised to revised pay scales for the purpose of compassionate financial assistance shall be admissible.

(2) In case of death while under suspension, the emoluments for compassionate financial assistance shall be determined equal to basic pay immediately drawn before the date of suspension. The increment(s) falling during the period of suspension shall not be taken into account unless the period of suspension is treated as duty by the competent authority.

(3) In case of death during the currency of punishment or withholding of last increment or a series of last increments without cumulative effect, the emoluments for compassionate financial assistance shall be determined equal to the amount which would have been admissible had the deceased Government employee not been awarded such punishment.

(4) In case of death while on leave, the emoluments for compassionate financial assistance shall be determined equal to the amount which would have been admissible had the deceased Government employee been on duty on the date of death.

(5) In case of death during the period of absence related to unauthorized leave pending final decision regarding treatment of the said period, the emoluments for compassionate financial assistance shall be determined equal to the last emoluments drawn immediately before the date of absence.

**(B) Compensatory allowances on compassionate financial assistance shall be as under:-**

- (i) The dearness allowance at the rate prescribed from time to time, fixed medical allowance, if opted, subject to eligibility, shall be admissible;
- (ii) house rent allowance for a period of two years at the rate drawn immediately before death or admissible at the station from where the Compassionate Financial Assistance is being drawn, whichever is less, or to retain Government accommodation, if already occupied, for a period of two years on payment of normal licence fee;

**21. Eligibility of compassionate financial assistance in addition to pension or family pension (if applicable) or dual assistance at a time.**

- (1)(a) where both husband and wife are employees of this Court ; or
- (b) the spouse is an employee of other Government; or
- (c) the spouse is a pensioner of any Government,

and both or either of them are/is governed by the provisions of these rules, the compassionate financial assistance in respect of deceased Government employee shall be admissible to the eligible family member of the deceased or missing Government employee. In the event of death

or ineligibility of surviving spouse before the completion of prescribed period, the compassionate financial assistance shall be payable to the next eligible family member in addition to family pension, if any, in respect of deceased pensioner simultaneously.

- (2) In the event of death of both husband and wife, referred to sub-rule 1 (a) above, compassionate financial assistance for both deceased Government employees shall be admissible to the eligible family member(s). However, for determination of the total emoluments for compassionate financial assistance (excluding compensatory allowances) in respect of both deceased Government employees shall not exceed the maximum of the highest pay scale admissible to the employees of this Court from time to time.

**22. Regulation of compassionate financial assistance in case of criminal proceedings.**

(1) Where a family member, who in the event of death while in service of a Government employee, is eligible to receive compassionate financial assistance, is charged with the offence of murdering the Government employee or for abetting in the commission of such an offence, the claim of such member, including other eligible member(s) of the family to receive the compassionate financial assistance, shall remain suspended till the conclusion of the criminal proceedings instituted against him.

(2) If on the conclusion of the criminal proceedings referred to in sub rule (1), the family member is,-

- (i) convicted for the murder or abetting in the murder of the Government employee, such a person shall be debarred from receiving the compassionate financial assistance which shall be payable to next eligible member of the family, from the next day of the death of Government employee;
- (ii) acquitted of the charge of murder or abetting in the murder of the Government employee, the compassionate financial assistance, shall be payable to such person.

**23. Compassionate financial assistance to next eligible member in the event of death of widow/widower** - Where during the currency of the sanctioned compassionate financial assistance the widow/widower becomes ineligible for compassionate financial assistance due to death or otherwise, it shall be payable to the next eligible family member for the remaining period for which necessary documents alongwith a request in the prescribed form for the grant of compassionate financial assistance shall be submitted by the eligible family member to the competent authority. On receipt of request from the eligible family member, the competent authority shall, after examination, sanction the payment of compassionate financial assistance to the eligible family member. Such member shall also be entitled to receive the arrears of compassionate financial assistance, if any, without production of succession certificate. When no next family member is eligible for compassionate financial assistance, the payment shall cease, however, the payment of arrears of compassionate financial assistance, if any, shall be made on the production of succession certificate.

**24. Compassionate financial assistance to judicially separated spouse.**

(1) Where a deceased Government employee is survived only by a judicially separated spouse, the compassionate financial assistance in respect of the deceased shall be payable to the surviving spouse:

Provided that where judicial separation has been granted on the

ground of adultery and the death of the Government employee takes place during the period of such judicial separation, the compassionate financial assistance shall not be payable to the person surviving if such person was held guilty of committing adultery.

- (2)(a) Where a Government employee dies leaving behind a judicially separated husband or wife with a child or children, the compassionate financial assistance in respect of deceased shall be payable to the surviving person:

Provided he or she is the guardian of such child or children.

Provided further that where the surviving person has ceased to be the guardian of such child or children, such compassionate financial assistance shall be payable to the person who is the actual guardian of such child or children.

Subject to the proviso to sub-rule (1), after the child(ren) cease(s) to be eligible for compassionate financial assistance under this rule, such compassionate financial assistance shall become payable to the surviving judicially separated spouse of the deceased Government employee till his or her death or remarriage, whichever is earlier.

25. **Compassionate financial assistance to widows more than one in equal share** - Where a deceased Government employee is survived by more than one widow, where personal law permits, the compassionate financial assistance shall be payable to the widows in equal shares upto the date of prescribed period or ineligibility, whichever is earlier. When one of them becomes ineligible for compassionate financial assistance, her share of the compassionate financial assistance shall become payable to her eligible child, if any :

Provided that if any child of such widow is not eligible for compassionate financial assistance, the share of the compassionate financial assistance shall not lapse but shall be payable to the other widow(s) in equal shares.

**Note.**—The provision of this rule shall not be applicable to Hindu Government employee because any second marriage after the commencement of Marriage Laws (Amendment) Act, 1976 during the lifetime of his first wife is a nullity and have no legal effect. Such second marriage cannot be valid on the ground of any custom. In fact, a custom opposed to an expressed provision of law have no legal effect. So, the second wife shall not be entitled to the compassionate financial assistance as a legally wedded wife.

26. **Compassionate financial assistance in equal shares to widow and child from another wife**- Where a deceased Government employee is survived by a widow but has left behind eligible child(ren) from another wife, who is not alive, the eligible child(ren) shall be paid the share of compassionate financial assistance which the mother would have received, if she had been alive at the time of the death of the Government employee:

Provided that when the share of compassionate financial assistance payable to such a child or to a widow ceases to be payable, such share shall not lapse, but shall be payable to the other widow and/or to the other child or children otherwise eligible, in equal shares.

27. **Compassionate financial assistance in equal shares to widow and child from a divorced wife**- Where the deceased Government employee is

survived by a widow but has left behind eligible child(ren) from a divorced wife or wives, compassionate financial assistance shall be payable in equal shares:

Provided that when the share(s) of compassionate financial assistance

payable to a child(ren) of divorced wife or to widow ceases to be payable, such share, shall not lapse, but shall be payable to the other widow or widows and/or to the other child(ren) otherwise eligible, in equal shares, and thereafter to the next eligible family member.

**28. Compassionate financial assistance to the child of marriage invalidated under marriage law (Amendment) Act 1976**

(1) Notwithstanding that a marriage which is null and void under section 11 of the Marriage Law (Amendment) Act, 1976, but the child of such marriage who would have been legitimate if the marriage had been valid shall be legitimate irrespective of the fact whether or not—

(a) a decree of nullity is granted in respect of that marriage under this Act;

(b) the marriage is held to be void otherwise than on a petition under this Act.

(2) The right of such child is required to be protected and shall accrue after the date of ineligibility of legally wedded wife. The compassionate financial assistance shall be distributed equally among the eligible child(ren) of legally wedded wife and the eligible child covered under sub rule (1):

Provided that when the share(s) of compassionate financial assistance payable to such a child ceases, the same shall not lapse but shall be payable to the next eligible child, if there is only one eligible child, in full, to such child, and thereafter to the next eligible family member.

**29. Compassionate financial assistance to twin children**- Where the compassionate financial assistance is payable to twin children it shall be paid to such children in equal shares:

Provided that when one such child ceases to be eligible his/her share shall be transferred to the other child and when both of them cease to be eligible the compassionate financial assistance shall be payable to the next eligible single child or twin children, as the case may be.

**30. Compassionate financial assistance to minor child through natural or de-facto guardian** - In the event of remarriage or death of the widow/widower, if the compassionate financial assistance is payable to the minor child under these rules, it shall be paid through their natural guardian, if any, otherwise through their de-facto guardian on production of indemnity bond till the minor attains the age of eighteen years. In disputed cases, however, payment shall be made through a legal guardian appointed by the Court of law.

Note.— Specimen of indemnity bond is available at Annexure CFA-6

**31. Compassionate financial assistance to a physically disabled child**

Where the compassionate financial assistance in respect of a deceased Government employee is to be paid to a dependent disabled son or daughter (married or unmarried) who is suffering from any disorder or disability of mind or is physically crippled as per provisions of Right of Persons with Disabilities Act, 2016 and is unable to earn a livelihood, it shall be regulated as under:—

(1) Where a deceased Government employee is survived by two or more children and one child among them is suffering from disorder or disability of mind or who is physically crippled or disabled as per provisions of Right of Persons with Disabilities Act, 2016 and is unable to earn a living, the compassionate financial assistance shall be initially payable to the one elder/eldest among physically fit children until he/she becomes ineligible for the same. Thereafter, compassionate

financial assistance shall be paid to the next physically fit children up to the period of eligibility. When all physically fit children become ineligible for compassionate financial assistance, it shall be resumed in favour of the disabled child and shall be paid to him/her through the guardian as if he/she is a minor except in the case of the physically crippled son/daughter who has attained the age of majority.

(2) Compassionate financial assistance shall be payable on production of medical certificate of a Government hospital in a district or the Post Graduate Institute of Medical Education & Research, Chandigarh or the Pandit Bhagwat Dayal Sharma Post Graduate Institute of Medical Sciences, Rohtak subject to the following conditions: -

- (a) he is incapable of earning his livelihood and was wholly dependent upon the deceased Government employee;
- (b) person with impairment or continues to be physically crippled or disabled;
- (c) impairment of more than forty percent as prescribed in Right of Persons with Disabilities Act, 2016

(3) In the case of mentally retarded child(ren), the compassionate financial assistance shall be payable to a person nominated by the deceased Government employee. Where no such nomination has been furnished to the Head of Office by him during his life-time, it shall be payable later on to the person nominated by the spouse of deceased Government employee.

(4) Dependent blind son/unmarried blind daughter shall be entitled to compassionate financial assistance upto the date of eligibility on production of medical certificate of blindness from a Medical Board:

Provided it is evidenced by the medical certificate that the disability of blindness renders him/her incapable of earning. The compassionate financial assistance once sanctioned for dependent blind child shall—

(a) be discontinued from the date when a blind son of twenty five years or more subsequently is cured and becomes capable of earning or starts earning a living, whichever is the earlier.

(b) remain continued, when a blind daughter is subsequently cured and becomes capable of earning until—

(i) she starts earning a living; or

(ii) gets married;

whichever is earlier.

(5) In case of more than one such child suffering from disorder or disability of mind or who are physically disabled, the compassionate financial assistance shall be paid in the order of their birth and the younger of them shall get the compassionate financial assistance only after the elder next above him/her ceases to be eligible:

Provided that where the compassionate financial assistance is payable to disabled twin children it shall be paid in equal shares:

Provided further that when one such child ceases to be eligible his/her share shall be transferred to the other child and when both of them cease to be eligible, the compassionate financial assistance shall be payable to the next eligible single child or twin children, as the case may be.

(6) The compassionate financial assistance under these rules shall be admissible to the eligible disabled child(ren) whether born before or after death.

(7) The person or the guardian who is receiving compassionate financial assistance shall furnish a certificate to the Drawing and Disbursing

Officer in the month of January and July every year that the disabled child has not started earning his or her livelihood.

- (8) Before sanctioning the compassionate financial assistance for life to any such person, the competent authority shall satisfy that the disability is of such a nature so as to prevent him from earning his livelihood and the same should be evidenced by a certificate obtained from a medical board setting out, as far as possible, the exact mental or physically condition of the person.

Note.— Physically disabled dependent brother and sister, where eligible, shall also be granted compassionate financial assistance subject to medical examination as laid down in this rule for physically disabled children.

**32. Compassionate financial assistance to mother or father of deceased Government employee**-

Where the compassionate financial assistance is payable to the dependent parents, in the first instance, it shall be payable to the mother and on her becoming ineligible it shall be payable to the father up to the date of death, ineligibility or prescribed period, whichever is the earliest. Where dependent parents are living separately, the compassionate financial assistance shall be paid to them in equal share.

**33. Compassionate financial assistance to the family of a missing Government employee.**

(1) Except as otherwise provided in these rules, the compassionate financial assistance to the eligible family member of a missing Government employee shall be paid after the period of six months reckoned from the date of registration of the First Information Report (FIR) with the Police Authorities. The arrears of compassionate financial assistance shall be paid from the date of missing. The indemnity bond shall also be obtained from the family of missing Government employee.

(2) A Government employee, against whom the departmental or judicial proceedings were instituted while in service, has disappeared, the provision of this rule shall not be applicable. In such cases decision shall be taken after the conclusion of proceedings pending against the missing Government employee.

(3) A Government employee who disappears after committing fraud or crime, the compassionate financial assistance shall be sanctioned only on acquittal by the Court of Law or full exoneration on conclusion of the departmental proceedings, as the case may be.

**34. No recovery of Government dues from compassionate financial assistance** - No recovery of Government dues in respect of deceased Government employee shall be made from the compassionate financial assistance.

**35. Steps to be taken by the Head of Office in case of death of a Government employee.**

(1) On receiving information of death of a Government employee while in service, the Head of Office shall send a letter enclosing the **Form CFA-1** to the family of the deceased and the office asking for the necessary documents mentioned therein.

(2) On receiving the documents referred to in sub-rule (1) above, the Head of Office shall examine thoroughly and send his recommendations to the Head of Department for sanction of compassionate financial assistance, if admissible. The Head of Department after thorough examination shall issue sanction order of compassionate financial

assistance to the eligible family member in respect of deceased Government employee for the prescribed period or eligibility.

**36. Competent Authority for sanction of compassionate financial assistance**- Head of Department shall be the competent authority to sanction the compassionate financial assistance for the family of deceased Government employee of any group. However, in sanction of case of Head of Office the next higher authority shall be competent for the purpose.

**37. Procedure for payment of compassionate financial assistance**- After the sanction of compassionate financial assistance by the competent authority, monthly payment shall be made by the Head of Office opted by the eligible family member, subject to production of necessary documents required from time to time from the family of deceased Government employee.

**38. Furnishing of necessary documents**-

(1) The following documents are required to be submitted by the eligible family member with the application form for the purpose of compassionate financial assistance: -

- i. Application in form CFA-1
- ii. Certificate of Income of child and/or parent from all sources.
- iii. Certificate of marriage or remarriage, in case of female member.
- iv. Medical certificate of Persons with Disabilities (As defined in Right of Persons with Disabilities Act, 2016, if any).
- v. Certificate that no judicial proceedings in respect of a criminal case are pending against him/her in any Court of law.

(2) The eligible family member in receipt of compassionate financial assistance shall have to appear personally or furnish life certificate and income certificate duly attested by any gazetted officer or village Sarpanch or Municipal Councillor of the area of his residence to the concerned Head of Office once in every six months.

**39. Furnishing the size of family on joining and from time to time.**

- a. As soon as a person joins Government service on regular basis, he shall give details of his family in Form CFA-4 to the Head of Office. If he has no family at the time of joining, he shall furnish the details in Form CFA-4 as soon as he acquires a family.
- b. The Government employee shall communicate to the Head of Office any subsequent change in the size of the family, including the fact of marriage of female child.
- c. The Head of Office shall, on receipt of the said Form CFA-4 get it pasted on the service book of the Government employee concerned and acknowledge receipt of the said Form CFA-4 and all further communications received from the Government employee in this behalf. On receipt of communication from the Government employee regarding any change in the size of his family, the Head of Office shall have such a change incorporated in Form CFA-4.
- d. As and when the disability manifests itself in a child which makes him/her unable to earn his/her living, the fact shall be brought to the notice of the Head of Office duly supported by a medical certificate issued by the Board. The Head of Office shall indicate this in Form CFA-4.

**40. Lapses and forfeiture of compassionate financial assistance** - Unless the Government by general or special order otherwise directs, compassionate

financial assistance undrawn/unclaimed for a period over one year shall cease to be payable by the disbursing officer. If the claimant afterwards appears or a claim is presented on his behalf the Head of Department shall revalidate the claim along with arrears of compassionate financial assistance after satisfying himself about the circumstances of the lapse. Delayed Claims submitted in an appropriate case shall be considered by the Chief Justice.

41. **Power to interpret, amend, relax and for removal of doubts** - The power to interpret, change, amend, and relax and removal of doubts of these rules shall lie with the High Court.

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| <b>Form CFA-1</b><br><b>(see rule 5 and 35)</b>                               |  |
|---|--|
| <b>Application for Compassionate Financial Assistance</b>                     |  |
| 1   | Name :   |
| 2   | Date of Birth :  |
| 3   | Date of joining on regular basis of deceased employee/ disappeared Government employee:                                |
| 4   | Date of death/disappearance along with copy of death certificate or First Information Report(FIR):                     |
| 5   | Designation/Post last held:  |
| 6   | Last drawn Basic Pay:  |
| <b>Full information of Family Member eligible for compassionate financial</b> |  |
|   | Paste passport size attested photo of family member eligible for compassionate financial assistance                    |
| 7   | Name :   |
| 8   | Permanent Address :  |
| 9   | Correspondence Address :   |
| 10  | Relation with the deceased/disappeared Government employee :   |
| 11  | Branch of concerned Department at Tehsil or District Level selected for payment of compassionate financial assistance. |
| 12  | Name of the Bank,<br>Bank Account No. ,<br>IFSC Code<br>Branch Address   |
| 13  | Detailed information regarding dependents of deceased/ disappeared Government employee                                 |

|   | Serial Number         | Name | Relation | Date of Birth | Proof of Date of Birth | Monthly Income from any source | Married/ Unmarried | Aadhar No. |
|---|-----------------------|------|----------|---------------|------------------------|--------------------------------|--------------------|------------|
|   | 1                     |      |          |               |                        |                                |                    |            |
|   | 2                     |      |          |               |                        |                                |                    |            |
|   | 3                     |      |          |               |                        |                                |                    |            |
|   | 4                     |      |          |               |                        |                                |                    |            |
|   | 5                     |      |          |               |                        |                                |                    |            |
| 14  | Any other information |      |          |               |                        |                                |                    |            |
| Place:<br>Date: Signature of the applicant                            |                       |      |          |               |                        |                                |                    |            |
| <b>To be furnished by the Head of Office</b>                          |                       |      |          |               |                        |                                |                    |            |
| Comments regarding eligibility of compassionate financial assistance: |                       |      |          |               |                        |                                |                    |            |
| Place:<br>Date: Signature of the <b>Head of Office</b>                |                       |      |          |               |                        |                                |                    |            |

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|   |  |
|---|--|
| (a) Widow/Husband   |  |
| (b) Son(unmarried)  |  |
| (c) Unmarried daughters   |  |
| (d) Mother/Father dependent on the deceased/ missing Government employee.   |  |
| 8. General Financial position of the family (this information is to be given in affidavit proforma.).   |  |
| 9. Member of the deceased/missing Government employee's family who opts for Government service. His educational qualifications and other information.           |  |
| 10. Any another related information, if any.  |  |
| 11. If the job is given under the scheme, an affidavit is to be closed by other family members that they shall not claim further appointment under this Scheme. |  |

Signature of the applicant and address

Place: \_\_\_\_\_

Date: \_\_\_\_\_

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**Form CFA-3**

**(see rule-19)**

***Application for appointment under rule 19 for one of the dependent family member of Martyred Government employee.***

|    |   |     |          |                                    |        |                          |  |  |
|----|---|-----|----------|------------------------------------|--------|--------------------------|--|--|
| 1. | Name of Martyred:   |     |          |                                    |        |                          |  |  |
| 2. | Department:   |     |          |                                    |        |                          |  |  |
| 3. | Date of Martyr in certificate   |     |          |                                    |        |                          |  |  |
| 4. | Full information of applicant   |     |          |                                    |        |                          |  |  |
|    | (i) Name  |     |          |                                    |        |                          |  |  |
|    | (ii) Full Address   |     |          |                                    |        |                          |  |  |
|    | (iii) Relation with Martyred  |     |          |                                    |        |                          |  |  |
| 5. | Information of family of Martyred   |     |          |                                    |        |                          |  |  |
|    | Name  | Age | Relation | Moveable/<br>Immovable<br>Property | Income | Any other<br>Information |  |  |
|    |   |     |          |                                    |        |                          |  |  |
|    |   |     |          |                                    |        |                          |  |  |
|    |   |     |          |                                    |        |                          |  |  |
|    |   |     |          |                                    |        |                          |  |  |
| 6. | Educational Qualification and other Information of dependent family member of Martyred and his wife/dependent interested in Government service.             |     |          |                                    |        |                          |  |  |
| 7. | If any employment under this scheme is to be given to person other than wife then "no objection certificate" from other dependent member is to be attached. |     |          |                                    |        |                          |  |  |

Date: \_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Full Address\_

\_\_\_\_\_

**Form CFA-4**  
**(see rule 39)**

**Details of Family for Compassionate Financial Assistance or Appointment**

| Name of the Government employee           |                              |               |   |                        |            |         |
|---|------------------------------|---------------|---|------------------------|------------|---------|
| Designation                               |                              |               |   |                        |            |         |
| Date of birth                             |                              |               |   |                        |            |         |
| Date of appointment on regular basis      |                              |               |   |                        |            |         |
| Details of the members of my family as on |                              |               |   |                        |            |         |
|   |                              |               |   |                        |            |         |
| Serial Number                             | Name of the member of family | Date of birth | Relationship with the Government employee | Monthly income, if any | Aadhar No. | Remarks |
| 1   | 2                            | 3             | 4   | 5                      | 6          | 7       |
| 1   |                              |               |   |                        |            |         |
| 2   |                              |               |   |                        |            |         |
| 3   |                              |               |   |                        |            |         |
| 4   |                              |               |   |                        |            |         |
| 5   |                              |               |   |                        |            |         |
| 6   |                              |               |   |                        |            |         |
| 7   |                              |               |   |                        |            |         |

I here by undertake to keep the above particulars up-to-date by notifying to the Head **of Office** any addition or alteration.

Signature of Government employee

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

Countersigned Signature of  
**Head of office**

(with date and stamp of Office)

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**Form CFA-5**

*(see rule 11)*

**Affidavit regarding Declaration**

I, \_\_\_\_\_ w/o, h/o, s/o, d/o \_\_\_\_\_  
\_\_\_\_\_ Resident \_\_\_\_\_ of  
\_\_\_\_\_, do here by solemnly affirm

and declare as under: -

- (2) I shall maintain properly the other family members who were dependent on the deceased/ missing Government employee mentioned in the form enclosed herewith and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.
- (3) That the facts given by me above are, to the best of my knowledge, correct. If any of the facts here in mentioned are found to be in correct or false at a future date, my services may be terminated.

DEPONENT

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

**Verification:**

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein

DEPONENT

Place: \_\_\_\_\_

Dated: \_\_\_\_\_

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**Form CFA-6**

**INDEMNITY BOND**

**(see rule 30)**

*(To be furnished by the de facto guardian of minor eligible family member of deceased or missing Government employee)*

KNOW ALL MEN by these presents that we (a) .....  
(b) ..... the widow /son/brother, etc., of  
(c)..... deceased/missing Government  
employee, resident of ..... of  
.....and..... son /wife/daughter  
of ..... resident of  
.....

..... the sureties for and on behalf of  
the Obligor (hereinafter called "the sureties") are held firmly bound to the Governor of  
Punjab (hereinafter called "the Government") in the sum of  
Rs

.....  
(Rupees.....  
..... only) well and truly to be paid to the Government on demand and without  
a demur together with simple interest at the rate prescribed by Government for General  
Provident Fund from the date of payment until repayment is made, we bind ourselves and  
our respective heirs, executors, administrators, legal representatives, successors and  
assigns by these presents.

Signed this..... day of..... two thousand  
and.....

WHEREAS (C) ..... was at the time of his  
disappearance in the employment of the Government/receiving a Compassionate Financial  
Assistance at the rate of  
Rs.....(Rupees..... only) per month  
from the Government

AND WHEREAS the said (C) ..... disappeared on  
the ..... day of ..... 20.....  
and a sum of Rs.....(Rupees  
..... only) per  
month is to be paid towards compassionate financial assistance to his family members.

AND WHEREAS the Government has no objection to the payment of the said sum to  
the Obligor but under Government Rules and Orders, it is necessary for the Obligor to first  
execute a bond with one surety/two sureties to indemnify the Government against all  
claims to the amount so due as aforesaid to the said (c)  
.....before the said sum can be paid to  
the Obligor.

AND WHEREAS the Obligor and at his/her request the surety/sureties have agreed  
to execute the bond in the terms and manner hereinafter contained.

NOW THE CONDITION OF THIS BOND is such that if after payment has been made  
to the Obligor, the Obligor and /or the surety/sureties shall in the event of a claim being  
made by any other person against the Government with respect to the aforesaid sum of  
Rs ..... refund to the Government the  
said sum of Rs ..... and shall otherwise  
indemnify and keep the Government harmless and indemnified against and from all  
liabilities in respect of the aforesaid sum and all costs incurred in consequence of the claim  
thereto THEN the above written bond or obligation shall be void and of no effect but  
otherwise it shall remain in full force, effect and virtue.

AND THESE PRESENTS ALSO WITNESS that the liability of the sureties hereunder  
shall not be impaired or discharged by reason of time being granted by or any forbearance  
act or omission of the Government whether with or without the knowledge or consent of  
the surety/sureties in respect of or in relation to the obligations or conditions to be



performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties, shall but for this provision have the effect of so relating the surety/sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the surety/sureties or either of them for the amount due hereunder, and the Government agrees to bear the stamp duty, if any, chargeable on these presents.

IN WITNESS WHEREOF the Obligor and the surety/ sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above written.

Signed by the above named 'Obligor 'in the presence of

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Signed by the above named

- Surety'/Sureties' 1. \_\_\_\_\_
- 2. \_\_\_\_\_

Accepted for and on behalf of the by

\_\_\_\_\_

(Name and designation of the Officer directed or authorized to accept the Bond for and on behalf of the \_\_\_\_\_)

In the presence of

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

(Name and designation of witness)

**NOTE . 1-**

- (a) Full name of the claimant referred to as the 'Obligor'.
- (b) State relationship of the Obligor to the deceased.
- (c) Name of the deceased Government Officer.
- (d) Full name or names of the sureties with name or names of the father(s)/husband(s) and place of residence.
- (e) Designation of the officer responsible for payment.

**NOTE 2 .—** The Obligor as well as the Sureties shall have attained majority so that the bond may have legal effect or force.

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**INDEMNITY  
BOND**

**(See rule 33)**

**(To be furnished by the eligible family member in case of missing  
Government employee)**

KNOW ALL MEN by these presents that we (a)<sup>1</sup>\_\_\_\_\_ (b)<sup>2</sup>\_\_\_\_\_ the widow/son/brother/nominee, etc. Of (c)<sup>3</sup>\_\_\_\_\_ who was working as \_\_\_\_\_ (Designation) in the \_\_\_\_\_ Department/Office is reported to have been missing since (hereinafter referred to as 'missing Government employee' resident of \_\_\_\_\_ (hereinafter called "the Obligor") and (d)<sup>4</sup>\_\_\_\_\_ (Son/wife/daughter) of Shri \_\_\_\_\_ resident of \_\_\_\_\_ and \_\_\_\_\_ son/wife/daughter of Shri Resident of \_\_\_\_\_ the Sureties for and on behalf of the Obligor (hereinafter called "the Sureties") are held firmly bound to the \_\_\_\_\_ (hereinafter called "the Government") equivalent to the amount received on account of payment of Compassionate Financial Assistance well and truly to be paid to the Government, on demand and without a demur together with simple interest at the rate prescribed by Government for General Provident Fund from the date of payment until repayment is made, we bind ourselves and our respective heirs, executors, administrators, legal representatives, successors and assigns by these presents.

Signed this \_\_\_\_\_ day of two thousand and \_\_\_\_\_ .

WHEREAS (c) \_\_\_\_\_ was, at the time of his disappearance, a Government employee receiving pay and allowances from the Government.

AND WHEREAS the said(c) \_\_\_\_\_ disappeared on the \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_\_. And there was due to him at the time of his disappearance the sum Equivalent to the amount on account of payment of arrear of pay and allowances.

AND WHEREAS the Obligor is entitled to COMPASSIONATE FINANCIAL ASSISTANCE of Rs. \_\_\_\_\_ Plus compensatory allowances admissible under the rules.

AND WHEREAS the Obligor has represented that he/she is entitled to the aforesaid sum and approached the Government for making payment thereof to avoid undue delay and hardship.

AND WHEREAS the Government has agreed to make payment of the said sum of Rs. \_\_\_\_\_ (in words) as arrear of pay and allowances plus monthly COMPASSIONATE FINANCIAL ASSISTANCE to the Obligor upon the Obligor and the Sureties entering into a Bond in the above mentioned sum

to indemnify the Government against all claims to the amount so due to the aforesaid missing Government employee.

AND WHEREAS the Obligor and at his/her request the Surety/Sureties have agreed to execute the Bond in the terms and manner herein after contained.

NOW THE CONDITION OF THIS BOND is such that, if after payment has been made to the Obligor, the Obligor and/or the Surety/ Sureties shall in the event of a claim being made, by any other person or the missing Government employee on appearance, against the Government with respect to the aforesaid sum of Rupees \_\_\_\_\_(in words) and the sums paid by the Government as aforesaid then refund to the Government the said sum of Rupees \_\_\_\_\_(in words) and each and every sum paid by Government as COMPASSIONATE FINANCIAL ASSISTANCE together with simple interest equal to the rate of General Provident Fund and shall, otherwise, indemnify and keep the Government harmless and indemnified against and from all liabilities in respect of the aforesaid sums and all costs incurred in consequence of the claim thereto THEN the above-written Bond or obligation shall be void and of no effect but otherwise it shall remain in full force, effect and virtue.

- 
- <sup>1</sup>(a) Full name of the claimant referred to as the 'Obligor'
  - <sup>2</sup>(b) State relationship of the 'Obligor' to the 'missing Government employee'
  - <sup>3</sup>(c) Name of the 'missing Government employee'
  - <sup>4</sup>(d) Full name or names of the sureties with name or names of the father(s)/ husband(s) and place of residence

AND THESE PRESENTS ALSO WITNESS that the liability of the Surety/Sureties here under shall not be impaired or discharged by reason or time being granted by or any forbearance act or omission of the Government whether with or without the knowledge or consent of the Surety/Sureties in respect of or in relation to the obligations or conditions to be performed or discharged by the Obligor or by any other method or thing whatsoever which under the law relating to sureties would but for this provision shall have no effect of so releasing the Surety/Sureties from such liability nor shall it be necessary for the Government to sue the Obligor before suing the Surety/Sureties or either of them for the amount due hereunder.

IN WITNESS WHEREOF the Obligor and the Surety/Sureties hereto have set and subscribed their respective hands hereunto on the day, month and year above-written.

Signed by the above named Obligor 'in the presence of

1. \_\_\_\_\_

2. \_\_\_\_\_

Signed by the above named "Surety"/"Sureties"

1. \_\_\_\_\_

2. \_\_\_\_\_

Accepted for and on behalf of  
the \_\_\_\_\_ by

\_\_\_\_\_  
(Name and designation of the Officer directed  
or authorized to accept the Bond for and on  
behalf of  
the \_\_\_\_\_)

In the presence of

1. \_\_\_\_\_

2. \_\_\_\_\_

*(Name and designation of witness)*

**Note.—** *The Obligor as well as the Sureties shall have attained majority so that the bond may have legal effect or force.*

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**IMMOVABLE PROPERTY STATEMENT**

Under Rule 37(1) of the High Court Establishment (Appointment & Conditions of Service) Rule, 1973.

Declaration by \_\_\_\_\_ of the Immovable property held by him and members of family.

**Note: - (i)** All interest of a permanent nature in immovable property, whether ownership mortgage or hereditary occupancy should be entered.

**(ii)** Members of a family include the wife or the husband, as the case may be, sons, father or brother of the employee.

| Sr. No. | Location (Village tehsil & Distt.) | Details of the property | Name of the holder of the property, self or other member | Date manner and cost of the acquisition | Resources from which property has been purchased | Present value | Annual income |
|---------|------------------------------------|-------------------------|--|---|--|---------------|---------------|
| 1.      | 2.                                 | 3.                      | 4.   | 5.                                      | 6.   | 7.            | 8.            |
|         |                                    |                         |  |   |  |               |               |
|         |                                    |                         |  |   |  |               |               |

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_