

# ***The Punjab Municipal Services (Recruitment and Conditions of Service) Rules, 1975***

*Published vide Punjab Government Gazettee Legislative Supplement Part III dated  
24th November, 1975*

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## CONTENTS

1. Short title, commencement and application.
2. Definitions.
3. Nationality, Domicile and Character of persons to be appointed to a Service.
4. Qualifications.
5. Method of recruitment.
6. Age on entry and physical fitness
7. Cadres and the Scales of pay.
8. Disqualifications.
- 9.
10. Probation.
11. Seniority of Members of Service.
12. Punishment and Appeal.
13. Resignation from Service.
14. Retirement from Service.
15. Leave, travelling allowance, joining time, suspension, medical facilities, fees and honouraris and other matters.
16. Contributory Provident Fund.
17. Gratuity.
18. Departmental Examination.
19. Record of Service.
20. Liability for vaccination and re-vaccination.
21. Oath of allegiance.
22. Power to relax.
23. Interpretation.



# ***The Punjab Municipal Services (Recruitment and Conditions of Service) Rules, 1975***

*Published vide Punjab Government Gazettee Legislative Supplement Part III dated 24th November, 1975*

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**1. Short title, commencement and application.-** (i) These rules may be called the Punjab Municipal Services (Recruitment and Conditions of Service) Rules, 1975.

(ii) These shall come into force at once.

(iii) These shall apply to all the posts <sup>1</sup>[in the services] specified in Appendix 'A'.

**2. Definitions.-** In these rules, unless the context otherwise requires,--

(a) 'Act' means the Punjab Municipal Act, 1911;

(b) 'Appendix' means an Appendix to these rules;

(c) 'appointing authority' means the authority indicated as the appointing authority against each category of Service in Appendix 'C' in respect of that category of Service;

(d) 'average pay' means the average monthly pay earned during the ten complete months immediately preceding the month in which the average pay is to be calculated;

(e) 'Director' means the Director, Local Government, Punjab;

<sup>2</sup>[(ee) 'direct recruitment' means an appointment made by selection otherwise than by promotion or by transfer of an official already in the service of a Municipal Committee;]

(f) 'duty' includes the service as a probationer or apprentice, provided that such service is followed by confirmations without any break and shall also include joining time;

(g) 'earned leave' means leave in respect of the period spent on duty;

(h) 'family' means family as defined in Rule 2.17 of Punjab Civil Services Rules, Volume I, Part I; provided, however, that for the purposes of Provident Fund or Gratuity, it shall be deemed to be as defined in Rules XVII (aa) of the Municipal Account Code;

(i) 'Government' means the Government of <sup>3</sup>[the] State of Punjab in the Local Government Department;

(j) 'Leave' includes earned leave, maternity leave, leave not due, <sup>4</sup>[leave on

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1. Substituted vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

2. Added vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

3. Substituted by Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

4. Substituted by Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

**4 Punjab Municipal Services (Recruitment & Cond. of Service) Rules 1975, Rule 3**

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half pay], medical leave, commuted leave and extraordinary leave but does not include casual leave;

(k) 'member' means member of a Service detailed in Appendix 'A';

(l) 'pay' means the amount drawn monthly by a member of the Service as pay which has been sanctioned for the post held by him substantively or in officiating capacity and includes Special or personal pay, if any, or any emoluments which may be specially classed as pay by the Government, but <sup>1</sup>[save as otherwise provided] does not include any kind of allowance;

<sup>2</sup>[(ll) 'recognised university' or 'institutions' means, -

(a) a university or institution incorporated by law in any of the States in India; and

(b) in the case of degrees and diplomas obtained as the result of examinations held before the 15th August, 1947, the Punjab, Sind and Dacca University; and

(c) any other university or institution which is declared by the Government to be a recognised University or institution, as the case may be, for the purposes of these rules;]

(m) 'Service' means a Municipal Service constituted by the Government under section 38 (1) of the Punjab Municipal Act, 1911, in the manner prescribed in these rules;

<sup>3</sup>[(mm) 'Medical staff' means the staff employed for supervision and maintenance of sanitation of Municipal Town and Public Health and does not include medical staff employed for a dispensary/Hospital by Municipal Committee.]

(n) 'vacancy' means a [vacancy of a post in a service]<sup>4</sup> when there is no incumbent actually working against it whether due to transfer, leave, suspension or any other reason if the post is already in existence or if no incumbent has been appointed in a newly created post:

Provided that for the purpose of these rules, a post shall not be deemed to be vacant if it is to continue for a period of less than two months or if the [incumbent of the post]<sup>5</sup> is likely to be absent from duty for less than two months;

(o) <sup>6</sup>[omitted]

**3. Nationality, Domicile and Character of persons to be appointed to a Service.**

(i) No person shall be appointed to a Service unless he is, -

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1. Substituted vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.  
2. Added vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.  
3. Added vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.  
4. Substituted for "vacancy in a post in the service" vide Punjab Govt. Notification No. G.S.R. 123/P.A. 3/11/Ss. 38 and 240/Amd. {1}/77, dated 9.12.1977.  
5. Substituted for "previous incumbent" vide Punjab Govt. Notification No. G.S.R. 123/P.A. 3/11/Ss. 38 and 240/Amd. (1)/77, dated 9.12.1977.  
6. Omitted by Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhuttan, or
- (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently setting in India, or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka (formerly Ceylon) or East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of India and if he belongs to category (e) the certificate of eligibility will be issued for a period of one year after which such a candidate will be retained in service subject to his having acquired Indian citizenship.

(ii) No person shall be recruited to the Service unless his antecedents and other character have been verified before hand by reference to the Police Department : provided that in the case of recruitment to a temporary vacancy needed to be made urgently, a person may be appointed in accordance with general direction as may be issued by the Government in anticipation of his antecedents and character being verified by the Police Department.

**4. Qualifications.** - The qualifications necessary for direct recruitment and for promotion to the posts in a service shall be detailed in Appendix 'B' against that Service.

**5. Method of recruitment.** - (1) Recruitment to various categories of posts in a Service at the time of its initial consideration <sup>1</sup>[shall be] made by the appointment authority by absorption of persons already in the service of a Municipal Committee in a corresponding post in appropriate category at the time of the constitution of the Service : provided that they are found fit by an Authority appointed by the Government in this behalf for becoming member of the Service after taking into consideration their qualifications and service record.

<sup>2</sup>[(2) After filling in the vacancies under sub-rule (1), the remaining vacancies and the vacancies which may occur thereafter shall be filled up in the following manner:-

- (i) fifty per cent by direct recruitment; and
- (ii) fifty per cent by promotion on seniority-cum-merit basis :

Provided that if no suitable candidate is available for appointment by direct recruitment or by promotion the vacancy may be filled up by transfer or on deputation :

Provided further that if no qualifications have been specified in the Appendix

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1. Substituted for the words "may be" vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

2. Substituted vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

**6 Punjab Municipal Services (Recruitment & Cond. of Service) Rules 1975 , Rule 6**

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‘B’ for the purposes of filling up the same by promotion, that post shall be filled up by the direct recruitment.]

<sup>1</sup>[-]

<sup>2</sup>[(2- A) Notwithstanding anything contained in sub-rule (2), the post of the Punjab Municipal Service of Superintending Engineer (Civil), shall be filled up hundred per cent by promotion]

(3) The recruitment under sub-rule (2) (i) shall be made by the appointing authority on the recommendation of a Selection Committee constituted under rule (4).

(4) The Government may, from time to time, by notification, constitute Selection Committee, consisting of at least three officers of the Government and two non officials who have sufficient experience in the functioning of Urban local bodies and different Selection Committees may be constituted for different categories of posts in a Service :

Provided that at least one of the members of a Selection Committee shall belong to the Scheduled Caste.

(5) The Selection Committee referred to in sub-rule (4) may associate any person or persons not exceeding two who are specialists or experienced professionals of eminence keeping in view the nature and duties of the post required to be filled. The specialists to be associated shall not be less than the rank of a Superintending Engineer in the case of selection to the cadre of Engineers and not below the rank of a Joint Director of Health Services in the case of selection of medical staff.

(6) While making recruitment under sub-rule (2), the policy of the Government regarding reservation of appointments of posts for members of the Scheduled Castes and Scheduled Tribes and Backward Classes and for any other category in relation to the Services under it shall be applicable to the Services.

**6. Age on entry and physical fitness--**<sup>3</sup>[(1)] No person shall be appointed to a Service by direct recruitment if he is less than seventeen years or more than forty years of age on the last date of receipt of application for the post fixed by the selection committee or the appointing authority as the case may be:

Provided that in case of candidates belonging to Scheduled Castes, Scheduled Tribes and other Backward Classes, the maximum age limit shall be such as may be fixed by the government from time to time]

(2) A person appointed to the Service by direct recruitment shall be required to produced certificate of physical fitness from the Civil Surgeon of the District before joining his service. Such a person shall, before being examined make and sign a declaration in Form I appended to these rules and the Medical Officer shall examine him and furnish a certificate in Form II appended to these rules :

Provided that the aforesaid condition shall not apply while filling up temporary vacancies of [less than six months duration].

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1. Third proviso omitted by vide G.S.R. 17/PA 3/11/Ss. 38 and 240 dated 19.2.1988.

2. Added by Punjab Notification No. 4DLG-MS-07/4001 - dated 29.1.2008.

3. Substituted vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

**7. Cadres and the Scales of pay.**<sup>1</sup>[(1) The number of posts created for a service by the State Government or by an authority empowered by it under sub section (5) of section 38 shall be deemed to be the cadre of that service which shall be subject to variation by the authorities referred to in the aforesaid sub section :

Provided that the State Government may, after taking into consideration further chances of promotion of the members of a service, the number of posts in that service and other relevant factors, sanction twenty per cent selection grade posts in that service in such grade as it may deem fit.]

(2) The scales of pay of the posts in various Services shall be as given in Appendix 'A' :

Provided that the Government may revise the scale of posts in a Service as it may deem proper from time to time.

<sup>2</sup>[(3) The appointing authority may, for reasons to be recorded in writing, sanction a start of higher pay than the minimum of the scale on first appointment to any person.]

**8. Disqualifications.** - No person,

(a) Who has entered into or contracted a marriage with a person having a spouse living, or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to a Service :

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**9.**<sup>3</sup>Omitted

**10. Probation.** - (1) A person appointed to a Service shall remain on probation for a period of<sup>4</sup>[two years] if appointed by<sup>5</sup>[direct recruitment] and for six months if appointed otherwise :

Provided that an officiating appointment in a Service shall be reckoned as a period spent on probation.

(2) If the work or conduct of a person appointed to a Service during the period of his probation is, in the opinion of the appointing authority, not satisfactory, it may

(a) if appointed by direct recruitment, dispense with his service;

(b) if appointed otherwise (i) revert him to his former post;

(ii) deal with him in such a manner as the terms and conditions of his provisions appointment permit;

1. Substituted by Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

2. Substituted vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

3. Omitted vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

4. Substituted for "one year" GSR 9/PA3/11/S.38 and 240/Amd./92, Dated 28.1.1992.

5. Substituted vide Punjab Government Gazette LSP III dated 16-12-1977.

**8 Punjab Municipal Services (Recruitment & Cond. of Service) Rules 1975 , Rule 11**

(c) [Omitted vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.]

(3) On the completion of the period of probation of a person the appointing authority may

(a) if his work and conduct have, in its opinion, been satisfactory,

(i) confirm such person from the date of his appointment, if appointed against a permanent vacancy; or

(ii) confirm such person from the date from which a permanent vacancy exists, if appointed against a temporary vacancy; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; <sup>1</sup>[or]

<sup>2</sup>[(b) if his work or conduct has not been, in its opinion, satisfactory

(i) dispense with his services, if appointed by direct recruitment or if appointed otherwise, revert him to his former post or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or

(ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation :

Provided that the total period of probation including extensions, if any, shall not exceed three years]

**11. Seniority of Members of Service.** - The seniority inter se of the members of a Service shall be determined separately, for every category within a Service <sup>3</sup>[-] from the dates of their continuous appointment to a post in the said category :

Provided that in the case of members appointed by direct recruitment their *inter-se* seniority shall be in the order of merit in which they have been placed by the Selection Committee :

Provided further that in the case of two or more members appointed on the same date, a member appointed by direct recruitment shall be senior to a member appointed otherwise.

*Note :-* This rule shall not apply to persons appointed on purely provisional basis.

**12. Punishment and Appeal.** - (1) The Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall apply to the members so far as they are not inconsistent with the provisions of the Punjab Municipal Act, 1911.

(2) The authority empowered to impose penalties and the appellate authority in respect of a category of posts in Services shall be as specified against that category in Appendix 'C'.

(3) The appellate authority to hear an appeal against an order specified in rule 15 of

1. Added by Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

2. Inserted vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

3. Words omitted by Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.



the Punjab Civil Services (Punishment and Appeal) Rules, 1970, shall be the Government.

**13. Resignation from Service.** - If a member wishes to resign from Service, he shall give one month's notice in writing to the appointing authority. If the member fails to give such a notice, or gives a shorter notice, the appointing authority shall be entitled to recover one month's salary with <sup>1</sup>[usual allowance and salary and allowances] for the period by which such notice falls short of one month, as the case may be, from such member in lieu of notice.

**14. Retirement from Service.** - Members shall retire on the afternoon of the last day of the month in which they attain the age of fiftyeight years :

Provided that Government may re-employ a member after his attaining the age of superannuation upto the age of sixty years if considered necessary in public interest :

[Provided further that

- (i) the appointing authority shall, if it is of 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 service or attains fifty years of age or on any date thereafter to be specified in the notice;
- (ii) the period of such notice shall not be less than three months and in case at least three month's 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 rate 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.
- (iii) any employee may, after giving at least three months previous notice in writing to the appointing authority retire from service on the date on which he completes twenty-five years of service or attains fifty years of age or on any date thereafter to be specified in the notice, but no employee under suspension shall retire from service except with the specified approval in writing of the appointing authority.]<sup>2</sup>

<sup>3</sup>[**15. Leave, travelling allowance, joining time, suspension, medical facilities, fees and honoraris and other matters.**--In respect of leave, travelling allowance, joining time, suspension, medical facilities, fees, honoraris, house rent allowance, dearness allowances fixation of pay, grant of increment, crossing of efficiency bar, deputation and other matters not expressly provided in these rules, members shall be governed by the corresponding provisions contained in the rules applicable to Punjab Government employees. The authority competent to sanction casual leave, earned leave increment, efficiency bar will be as indicated against each category of service in appendix 'D' :

1. Added by Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

2. Inserted by Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

3. Substituted vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

**10 Punjab Municipal Services (Recruitment & Cond. of Service) Rules 1975, Rule 16**

Provided that a person on transfer shall draw his travelling allowance and joining time benefit from the Municipal Committee to which he is transferred.

**16. Contributory Provident Fund.** - (1) Members shall be entitled to contribute to the Provident Fund of the Municipal Committee where they are employed for the time being like other subscribers of the Committee and shall be governed by the rules contained in Chapter XVI of the Municipal Account Code, 1930 :

Provided that on transfer of a member from one Municipal Committee to another the balance of Provident Fund at his credit along with interest accrued thereon up-to date shall [within a period of fifteen days from the date of his transfer] be transferred to the Municipal Committee to which such a member has been transferred.

(2) A separate account of Provident Fund shall be maintained for each member by the Municipal Committee where he may be serving for the time being :

Provided that the Government may, if it so decides, make arrangements for centralised accounting of the Provident Fund of members.

<sup>1</sup>[**17. Gratuity.**(1) The members shall at their option be entitled to gratuity at such rates as may from time to time be notified by the government or to the amount of gratuity to which they may be entitled under the conditions of service applicable to them immediately before becoming members of a service, whichever is more beneficial to them :

Provided that the total service of a member under different Municipal Committees he has served shall be taken into account for calculating the amount of gratuity due to him :

Provided further that on transfer of a member from one Municipal Committee to another, the gratuity to which he may be entitled shall be transferred to the Municipal Committee to which such a member has been transferred and the member shall be entitled to claim the entire amount of gratuity payable from the Municipal Committee last served.

(2) The incidence of gratuity on the funds of the concerned Municipal Committee shall be in proportion to the length of service in each such Municipal Committee.]

**18. Departmental Examination.** - Government may, by notification direct that the persons appointed to a Service, as may be specified, shall be required to pass a departmental examination, the details and syllabus for which and the consequences for failure to pass it shall be as notified by Government.

**19. Record of Service.** - (1) There shall be personal file for every member in which shall be placed all papers, record and other documents relating to his service. The file shall contain in particular a service book giving history of service from the date of his appointment, <sup>2</sup>[particulars of increment] promotion, reward, punishment and all other special events of his career. The service book shall also contain the leaver account from showing a complete record of leave (except casual leave).

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1. Substituted vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

2. Substituted vide Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

(2) A confidential file shall be also maintained for each member :

Provided that Government may, if it so decides, make such arrangement as it may deem necessary to maintain, in addition, a centralised record of leave, pay and service of members.

**20. Liability for vaccination and re-vaccination.** - Every member shall get himself vaccinated or re-vaccinated when the appointing authority so direct by a special or general order.

**21. Oath of allegiance.** - Every member, unless he has already done so, shall be required to take the oath of allegiance to India and to the Constitution of India as by law established.

**22. Power to relax.** - Where the Government is of the opinion that it is necessary or expedient so to do, it may by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

**23. Interpretation.** - If any question arises relating to the interpretation of the rules, it shall be referred to the Government whose decisions thereon shall be final.

## <sup>1</sup>APPENDIX 'A'

[See rule 1(iii), rule 2 (k), rule 7(2) and rule 11]

Se- rial No.	Name of Service	Class of Municipal Committee	Scale of Pay
1.	Punjab Municipal Service of Executive Officers	I	Rs. 600-30-900/40-1,100
		II	Rs. 500-30-740/40-900
		III	Rs. 400-25-550/30-700
2.	Punjab Municipal Service of Secretaries	I	Rs. 500-30-740/40-900
		II and III	Rs. 400-25-550/30-700
3.	Punjab Municipal Service of Assistant Secretaries	I	Rs. 400-25-550/30- 700
4.	Punjab Municipal Service of Medical Officers of Health	All Classes	Grade I Rs. 900--50--1,350 Grade II Rs. 400-30-700/40-1,100
[4- A,	Punjab Municipal Service of Superintending Engineers (Civil)	Classes I, II and III	Rs. 14300-400-15600-450-18600]*
5.	Punjab Municipal Service of Engineers	All Classes	Grade I Rs. 800-50- 1,300/50-1,600 Grade II Rs. 400-30-700/40-1,100

1. Appendix A, B, C and D substituted by Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

**12 Punjab Municipal Services (Recruitment & Cond. of Service) Rules 1975 ,**

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6.	Punjab Municipal Service of Assistant Municipal Engineers	All Classes	400-30-700/40-1,100
7.	Punjab Municipal Service of Town Planners	All Classes	Rs. 800-50- 1,300/50-1,600
8.	Punjab Municipal Services of Assistant Town Planners	All Classes	Rs. 400-30-700/40-1,100
9.	Punjab Municipal Service of Planning Assistants	All Classes	Rs. 300-25- 600
10.	Punjab Municipal Service of Architects	All Classes	Rs. 800-50-1,300/50-1,600
11.	Punjab Municipal Service of Assistant Architects	All Classes	Rs. 400-30-700/40-1,100
12.	Punjab Municipal Service of Law Officers	All Classes	Rs. 500-30-590/30-830/35-900
13.	Punjab Municipal Service of Assistant Divisional Fire Officers	All Classes	Rs. 400-25-500/30-650
14.	Punjab Municipal Service of Legal Assistants	All Classes	Rs. 300-25- 500/25-600
!![15	Punjab Municipal Service of Fire Station Officers	All Classes	Rs. 300-25-500/25-600.]
16.	Punjab Municipal Service of Architectural Assistants	All Classes	300-25-500/25-600
17.	Punjab Municipal Service of Superintendents	All Classes	Rs. 300-25- 500/25-600
18.	Punjab Municipal Service of Head Draftsmen	All Classes	Rs. 450-25-500
19.	Punjab Municipal Service of Accountants	I II and III	Rs. 300-25-500/25-600 Rs. 200-10-280/15-430/20-450
20.	Punjab Municipal Service of Draftsman	All Classes	Rs. 200-10-280/15- 430/20-450
21.	Punjab Municipal Service of Sectional Officers	All Classes	Rs. 200-10- 280/15-430/20-450
22.	Punjab Municipal Service of Assistant Superintendents	All Classes	Rs. 225-15-360/20-500
23.	Punjab Municipal Service of Assistants/Inspectors/Head Clerks	All Classes	Rs. 160-10-280/15-400
24.	Punjab Municipal Service of Stenographers	All Classes	Rs. 160-10-280/15-400
25.	Punjab Municipal Service of Chief Sanitary Inspectors	All Classes	Rs. 160-10-280/15-400 plus Rs. 50 as Special Pay.
26.	Punjab Municipal Service of Sanitary Inspectors	All Classes	Rs. 160-10-280/15-400

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\*Added by Punjab Notification No. 4DLG-MS-07/4001 - dated 29.1.2008.

!!Substituted by Punjab Notification No. A2-DLG-TSC(9)-08/36 dated 27.2.2008.

<sup>1</sup> APPENDIX 'B'

[Rule 4 and sub-rule (2) of Rule 5]

Sr. No.	Name of Post	Qualifications for direct recruitment	Qualifications for promotion
1	2	3	4
1.	Executive Officers Class I Municipal Committee	Degree in Law with an experience for a minimum period of seven years in Municipal Administration on a post not lower than the rank of a Superintendent in a Municipal Committee or an equivalent post in a Department of Government or has for at least seven years been an advocate.	Should be an Executive Officer of Class II Municipal Committee or Secretary of Class I Municipal Committee with an experience of working on either or both of these posts for a minimum period of five years : and should be at least a Graduate :
		OR	
		Post-Graduate at least 2nd Division, with an experience for a minimum period of seven years on a post not lower than the rank of a Superintendent in a Municipal Committee or an equivalent post in a Department of the Government.	Provided that for twenty five percent of the promotion quota non-Graduates who have rendered at least twenty five years service shall be eligible for promotion.
	Executive Officers, Class II Municipal Committee and Secretaries Class I Municipal Committees.	Degree in Law with an experience for a minimum period of five years on a post not lower than the rank of Superintendent in Municipal Committee or an equivalent post in a Department of Government or has for at least five years been an Advocate.	Should be an Executive Officer of Class III Municipal Committee or Secretary of Class II or Class III Municipal Committee or Assistant Secretary of Class I Municipal Committee with an experience of working on any one or more of these posts for a minimum period of three years; and should be at least Graduate :
		OR	
		Post-Graduate at least 2nd Division with experience for a minimum period of three years on a post not lower than the rank of a Superintendent in a Municipal Committee or in a Department of the Government.	Provided that for twenty five per cent of the promotion quota for non Graduates who have rendered at least twenty five years service shall also be eligible for promotion.
	Executive Officers, Class III Municipal Committee, Assistant Secretaries, Class I Municipal Committees and Secretaries, Class II and III Municipal Committees	Degree in Law with an experience of a minimum period of three years on a post not lower than the rank of a Superintendent in a Municipal Committee or an equivalent post in a Department of Government or has for at least three years been an Advocate.	Should be a Superintendent in a Municipal Committee with an experience of working on that post for a minimum period of three years; and should be at least a Graduate; or should be an Accountant with a minimum experience of three years on that post and should be Graduate with 'A' Grade diploma in Accounts :

1. See Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

**14 Punjab Municipal Services (Recruitment & Cond. of Service) Rules 1975 ,**

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		OR	
		Post Graduate at least 2nd Division with an experience for a minimum period of one year on a post not lower than the rank of Superintendent in a Municipal Committee or an equivalent post in a Department of Government.	Provided that for twenty five per cent of the promotion quota non-Graduates who have rendered at least twenty five years service shall also be eligible.
2.	Medical Officers of Health.	Grade I	Should be a Medical Officer of Health Grade II with minimum experience of working on that post for a minimum period
		(i) M.B.B.S.;	
		(ii) Post Graduate (Qualification) in any speciality recognised by the Medical Council of India;	
		(iii) registered with the Punjab Medical Council or with any other duly constituted Medical Council in India; and	
		(iv) Experience for a minimum period of five years in Medical Profession (including experience in public health; family planning administrative or supervisory post in a medical or public health institution); out of which experience for a minimum period of three years should be after obtaining post-graduate qualification.	
		Grade II	
		Is a graduate in Medicine of Surgery of a recognised university;	Is a graduate in Medicine or Surgery of a recognised University.
		OR	OR
		Possesses such qualifications as are prescribed for a member of the Punjab Subordinate Medical Service and has obtained the membership of the Punjab State Medical Faculty	Possesses such qualification as are prescribed for members of the Punjab Subordinate Medical Service and has obtained membership of Punjab State Medical Faculty.
*!2-Superintending	..		
A. Engineers (Civil)			From amongst Municipal Engineers who have passed the Bachelor of Engineering from a recognized university or institution or any other equivalent degree and who have an experience of working as such for a minimum period of seven years.]
3.	Municipal Engineers	Grade I	Should be an Engineer Grade II or Assistant Engineer with an experience or working on the post of Assistant Engineer for a minimum period of eight years.

Such qualifications as are prescribed from time to time by Government for direct appointment to the Punjab Service of Engineers, Class I, P.W.D., (Buildings and Roads) or the Punjab Service of Engineers, Class I P.W.D., (Public Health Branch), with an experience for a minimum period of five years in Government or in municipal Service

Grade II

Such qualifications as are prescribed from time to time by Government for direct appointment to the Punjab Service of Engineers, Class II, P.W.D. (Buildings and Roads Branch) or the Punjab Service of Engineer, Class II, P.W.D. (Public Health Branch)

Should be a Sectional Officer or Draftsman in Municipal Service having ten years experience as such in a Municipal Committee

Provided that the draftsman having 10 years experience as such in a Municipal Committee, shall not be considered for promotion to more than 10 per cent of the posts in promotion quota.

\*4. Assistant Municipal Engineers

Such qualifications as are prescribed from time to time by government for direct appointment to the Punjab Service of Engineers, Class II, P.W.D., (Buildings and Roads Branch) or the Punjab Service of Engineers Class II, P.W.D., (Public Health Branch) as the case may be.

Provided that the Head Draftsman or Draftsman will not be considered for promotion to more than ten per cent of the posts to be filled by promotion.

\*\*\*\*\*[Provided further that the vacancies of Assistant Municipal Engineers shall be filled up in accordance with the following roster, namely :-

Source of Recruitment	Proportion			Allocation to each source in a lot of forty vacancies		
1. Direct appointment	20	4	4	4	4	4
2. Promotion from Sectional Officer	12	3	2	2	2	3
3. Promotion from head Draftsmen or Draftsmen	2	-	1	-	1	-

**16 Punjab Municipal Services (Recruitment & Cond. of Service) Rules 1975 ,**

			4. Promotion from Sectional Officers, Head Draftsmen or Draftsmen with B.E. or A.M.I.E., Degree of a recognised University	6 1 1 2 1 1]
**5.	Sectional Officer	Such qualifications as are prescribed from time to time by the Government for direct appointment to the Punjab Public Works Department (Buildings and Roads Branch) Sectional Officers (Engineering) Service, Class III.	Should be Surveyor Work Mistry in the Municipal Committee who has passed the National Certificate (Theoretical) courses of Sectional Officers or who has an experience of working on either of the aforesaid posts for a minimum period of twelve years].	
*****	Junior	From amongst the candidates	(i) Fifteen per cent from amongst the following categories of employees working in the Municipal Councils under the control of Director, who possess qualifications prescribed for direct recruitment for the post of Junior Engineer (Civil) and who have an experience of working as such for a minimum period of eight years in the following ration, namely :- (a) Ten per cent out of Work Supervisors; and (b) Five per cent out of Surveyors/Work Mistris	
*[5(1)	Engineers (Civil)	who possess a Diploma in Civil Engineering of a recognised University or Institution	(ii) Twenty-five per cent from amongst the following categories of employees working in the Municipal Councils under the control of the Director, who are Matriculates or its equivalent and who have an experience of working on either of the following posts for a minimum period of twelve years in the following ration, namely :- (a) Ten per cent out of work Supervisors; and (b) Fifteen per cent out of Work Mistris/Supervisors; and (iii) Ten percent from amongst any other Class III employees working in the Municipal Councils under the control of the Director, who are Matriculates for 10+2 in 2nd Division and who have Diploma in civil Engineering and also have an experience of working as such for a minimum period of eight years.	
5(2)	Junior Engineers (Electrical)	From amongst the candidates who possess a diploma in Electrical Engineering of a recognised University or Institution	(i) Fifteen per cent from amongst the following categories of employees working in the Municipal Councils under the control of the Director, who possess qualification prescribed for direct recruitment for this post and who have an experience of working on either of these posts for a minimum period of eight years in the following ratio; namely :- (a) Four per cent out of Foremen (Electrical) (b) Four per cent out of Assistant Foreman (Electrical); (c) Four per cent out of Supervisors in the trade; and	



- (ii) Twenty-five per cent from amongst the Foreman (Electrical) working in the Municipal Councils under the control of Director, who are Matriculates or its equivalent and who have an experience of working on the posts of Foreman (Electrical) or Assistant Foremen (Electrical) or Supervisor in the Trade/Electricians/Lineman for a period of twelve years and who possess a National Trade Certificate of Electricians of a recognised Institution :
- Provided that if no suitable person is available for appointment by promotion from amongst the aforesaid categories of persons, then an Assistant Foreman (Electrical) or Supervisor in the Trade or Electrician or Lineman working in the Municipal Councils under the control of Director, who possess the above mentioned qualification and experience shall be considered for promotion; and
- (iii) Ten per cent from any other Class III working in the Municipal Councils under the control of Director, who are Matriculates or 10+2 in 2nd Division and also have a Diploma in Electrical Engineering and who have an experience of working as such for a minimum period of eight years.
- 5(3) Junior Engineers (Mechanical) From amongst the candidates who possess a Diploma in Mechanical Engineering of a recognised University or Institution
- l)
- (i) Fifteen per cent from amongst the Foreman (Mechanical) or Assistant Foremen (Mechanical), Supervisors or Fitters in the Trade, in equal ratio, working in the Municipal Councils under the control of Director and who possess qualifications prescribed for direct recruitment for this post and who have an experience of working on either post or in aggregate on these posts for a minimum period of eight years;
- (ii) Twenty-five per cent from amongst the Foremen (Mechanical) working in the Municipal Council under the control of Director who are Matriculates or its equivalent and who possess a National Trade Certificate in the trade of Motor Mechanic or Tractor Mechanic or Fitter or an recognised Institution as the case may be, and who have an experience of working on either or in aggregate on the posts of Foremen (Mechanical) or Assistant Foreman (Mechanical) or Supervisors of Fitters in the Trade for a minimum period of twelve years :
- Provided that if no suitable person is available for appointment by promotion from amongst the aforesaid categories of persons then an Assistant Foreman (Mechanical) or Supervisor or Fitter in the Municipal Councils under the control of the Director and who possess the above mentioned qualifications and experience shall be considered for promotion; and
- (iii) Ten per cent from any other class-III employees including Pump Drivers or Operators working in the Municipal Councils under the control of Director, who are Matriculates or 10+2 in IInd Division and also, have a Diploma in Mechanical Engineering and who have an experience of working as such for a minimum period of eight years." ]

**18 Punjab Municipal Services (Recruitment & Cond. of Service) Rules 1975 ,**

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|-----|-------------------------|--|---|
| 6.  | Town Planner            | Post Graduate Degree or Diploma in Town Planning or Regional Planning making the holder eligible for associate membership of Institute of Town Planners (India) with an experience for a minimum period of three years in a Gazetted post of equivalent capacity in Town Planning Officer under a qualified Town Planner after obtaining degree or diploma;<br><br>OR<br><br>Degree in Architecture or Civil Engineering from a recognised University with an experience for a minimum period of five years in a Gazetted post or equivalent capacity in a Town Planning Office under a qualified Town Planner after obtaining degree. | Should be a member of the Municipal Service of Assistant Town Planners with an experience of working on the post of Assistant Town Planner for a minimum period of eight years.         |
| 7.  | Assistant Town Planners | A Post Graduate Degree or Diploma in Town Planning or Regional Planning recognised by the Institute of Town Planners (India) for Associate membership;<br><br>OR<br><br>A degree in Civil Engineering with an experience for a minimum period of three years in Town Planning under a qualified Town Planner;<br><br>OR<br><br>A degree or Diploma in Architecture recognised by the Institute to Architects (India) for its membership with an experience for a minimum period of three years in Town Planning under a qualified Town Planner.  | Should be a member of Municipal Service of Planning Assistants with an experience of working on post of Planning Assistant for a minimum period of five years in a Municipal Committee. |
| 8.  | Planning Assistants     | National Diploma in Architecture or Bachelor in Architecture   |   |
| 9.  | Architects              | Degree or equivalent diploma in Architecture with an experience for a minimum period of five years in the field of Architecture after degree or diploma.   | Should be a member of a member of Municipal Service or Assistant Architect with an experience of working as such for a minimum period of five years.                                    |
| 10. | Assistant Architects    | Degree of equivalent diploma in Architecture.  | Should be a member of Municipal Service of Architectural Assistant with an experience of working as such for a minimum period of three years.   |

11. Architectural Assistant Certificate of Inter in Architecture.
- OR
- Three years diploma in Architectural Assistanship awarded by the State Board of Technical Education, Punjab.
12. Law Officer Degree in law and should have for at least seven years been an Advocate. Should be a Legal Assistant with an experience of working on that post for minimum period of seven years.
13. Assistant Divisional Fire Officer. Advance Diploma in Fire Engineering from National Fire Service College, Nagpur. Should be a Fire Station Officer/Superintendent or Fire Station Superintendent having diploma in Fire Engineering from National Fire Service, Nagpur, with a working experience of any one or more of these posts for a minimum period of three years.
14. Legal Assistants. Degree in Law. Should be a Municipal Employee possessing degree in law and holding a post not lower than in rank of an Assistant.
- !![15. Fire Station Officers Diploma in Fire Engineering from the National Fire Service College, Nagpur From amongst the Sub-Fire Officers, working under the control of the Director, who have passed the Station Officer's Course from the National Fire Service College, Nagpur or possess a diploma in Fire Engineering from the said College or its equivalent, and have an experience of working as such for a minimum period of three years :
- Provided that if no suitable Sub-Fire Officer is available, then the post will be filled up from amongst the Leading Firemen, working under the control of the Executive Officer, who have passed the Station Officer's Course from the National Fire Service College Nagpur or possess a diploma in Fire Engineering from the said College or its equivalent, and have an experience of working as such for a minimum period of five years.]
16. Superintendents Second Class graduate with at least three years experience as an Assistant Inspector or Stenographer in a Municipal Committee or Department of the Government. Should be an Assistant Superintendent with an experience of working on that post for a minimum period of three year or on one or more of the posts of Assistants, Inspectors and Stenographers and should be at least a Matriculate.
- OR
- Second Class Graduate with Diploma in Local Government.

**20 Punjab Municipal Services (Recruitment & Cond. of Service) Rules 1975 ,**

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|-------|---|--|--|
| 17.   | Head<br>Draftsman                               | Diploma in Civil Engineering or Certificate in Civil Engineering or Certificate in Civil Draftsman awarded by the State Board of Technical Education Punjab or from any other recognised institution with three years experience in a Municipal Committee, or Department of the Government as Draftsman.                 | Should be a member of Municipal Service of Draftsman with an experience of working as such for minimum period of five years.   |
| **18. | Draftsman                                       | Diploma in Civil Engineering or Certificate in Civil Draftsman awarded by the State Board for Technical Education or by any other recognised Institution.  | Should be an Assistant Draftsman or Tracer in the Municipal Committee possessing qualifications specified for direct appointment to the post of Draftsman or who has an experience of working on either of the aforesaid posts for a minimum period of five years.     |
| 19.   | Accountants                                     | ****[Graduate in Commerce or M.A. in Economics of a recognised University.<br>Or<br>Graduate who has passed in Grade 'A' the departmental examination prescribed for the Municipal Accountants****<br><br>OR<br><br>Graduate who has passed in Grade A the department examination prescribed for Municipal Accountants]. | Should be an Accountant of Grade II with an experience of working as such for a minimum period of seven years, or an Assistant having passed Accountant Examination B Grade and with ten years service as Assistant in Accounts Branch of Class I Municipal Committee. |
| 20.   | Assistant<br>Superintendents                    | Second Class Graduate with at least two years experience as Assistant, Inspector or Stenographer.<br><br>OR<br><br>Graduate with diploma in Local Government.  | Should be an Assistant, Inspector or Stenographer with an experience of working on any of these posts for a minimum period of five years; and should be at least, a Matriculate.   |
| 21.   | Assistants,<br>Inspectors<br>and Head<br>Clerks | Second Class Graduate. Preference will be given to Graduates with diploma in Local Government.   | Should be a Clerk in Municipal Committee with an experience of working as such for a minimum period of five years; and should be at least a Matriculate  |
| 22.   | Stenographers                                   | Second Class Graduate with a minimum speed of 80 words per minute in shorthand and 40 words per minute in typewriting respectively in both English and Punjabi.  | Should be a Stenotypist in a Municipal Committee with an experience of working as such for a minimum period of five years.   |
| 23.   | Sanitary<br>Inspectors                          | Sanitary Inspectors Certificate.   | Should be a municipal employee possessing Sanitary Inspector's Certificate.  |
| 24.   | Chief<br>Sanitary<br>Inspectors                 | Sanitary Inspectors Certificate with an experience for minimum period of two years in a Municipal Committee or a Department of the Government.   | Should be a Sanitary Inspector in a Municipal Committee with an experience of working as such for a minimum period of three years.   |

\*!Added by Punjab Notification No. 4DLG-MS-07/4001 - dated 29.1.2008.

!! Substituted by No. A2-DLG-TSC(9)-08/36 dated 27.2.2008.

\*See Legislative Supplement Part III Noti. dt. 15.6.83.

\*\*See G.S.R. 63/PA/3/11/Ss. 38 and 240 dated 21.7.1989.

\*\*\*See G.S.R. 63/PA 3/11 Ss. 38 and 240 dated 4.12.1988.

\*\*\*\*See. G.S.R. 87/PA/3/11/Ss. 38 and 240 dated 21.7.1989.

\*\*\*\*\*See. G.S.R. 87/PA/3/11/Ss. 38 and 240 dated 19.11.1987.

\*\*\*\*\* Added vide Notification No. G.S.R. 19/P.A. 3/11/Ss. 38 and 240/Amd. (10)/97., dated 14th March 1997.

\*\*\*\*\* Added vide Notification No. S.O. 54/P.A..3/11/Ss.38 and 240/Amd. 11/98., dated 22nd October, 1998.

*Note :-* The degrees, diplomas or certificates indicated in column 3 and would be from a recognised university or institution.

*Note :-* If no suitable candidate is available from source No. 4, the vacancy shall be filled up by direct recruitment.

## 1 APPENDIX 'C'

[Rules 2(c) and 12]

Sr. No.	Designation of the employee	Nature of penalty	Appointing authority	Punishing authority	Appellate authority
1	2	3	4	5	6
1.	Executive Officers Secretaries and Assistant	(i) Censure;; (ii) Withholding of his promotion (iii) Recovery from his pay of the whole or part any pecuniary loss caused by him to the Municipal Committee by negligence or breach of orders	(1) Government in the case of Executive Officers, Secretaries, Superintending Engineers (Civil), Engineers, Law Officers Town Planners and Architects of Class I Municipal Committees.		Government in respect of item No. (1) under column No. 4.
3-A.	Superintending Engineers (Civil)	iv) Withholding of increments of pay;			
4.	Municipal Engineers Law Officers				
5.	Law Officer				
6.	Assistant Divisional				
7.	Town Planners	v) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the Municipal employee will earn increment of pay during the period of such reduction and whether on the expiry of such period, the reduction will not have the effect of postponing future increments of his pay;	(2) Director Local Govt. Punjab in case of all other services.	2) Director Local Govt. in respect of item No. (2) under column No. 4	Government
8.	Architects				
9.	Assistant Municipal Engineers				
10.	Sectional Officers				
11.	Accountants				
12.	Superintendents Assistant				

1. See Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

**22 Punjab Municipal Services (Recruitment & Cond. of Service) Rules 1975 ,**

13. Superintendents	(vi) Reduction to a lower
14. Assistants/ Inspectors/Head	time- scale of pay, grade, post or service which shall
15. Clerks	ordinarily be a bar to the
16. Stenographers	promotion of the Municipal
17. Chief Inspectors	employees to the time scale
17. Sanitary	of pay, grade, post or service
18. Sanitary	from which he was reduced,
18. Inspectors	with or without further
18. Legal Assistants	directions regarding
	conditions of restoration to
19. Fire Station Officers	the grade of post or service from which the Municipal employee was reduced and his seniority and pay on such restoration to that grade post or service;
20. Assistant Town Planners	(vii) Compulsory retirement;
21. Assistant Architects	(viii) Removal from service which shall not be a
22. Head Draftsman	disqualification for a future
23. Draftsman	employment under the Municipal Committees
24. Planning Assistants	(ix) Dismissal from service which shall ordinarily be a
25. Architectural Assistants	disqualification for future employment under the Municipal Committees.

**<sup>1</sup>APPENDIX 'D**

(See Rule 15)

Serial No.	Name of powers	Name of service	Authority Competent
1. Sanction- ing of casual leave	(i) Executive Officers, Superintending Engineers (Civil), Medical Officers of Health, Architects, Town Planners	President or Administrator of the Municipal Committee in which the incumbent is posted or if there is no President or Administrator, the Deputy Director Regional concerned.	Full powers
	(ii) In all other service	Head of service concerned viz., Executive Officer Municipal Engineer/Medical Office of Health, Architect and Town Planners.	Full Powers
2. Sanction- ing of earned leave	(i) Executive Officer, Superintending Engineers (Civil), Medical Officers of Health, Architects, Town Planners	President or Administrator	Upto thirty days without substitute
	(ii) Executive Officers, Municipal Engineers, Medical Officers of Health Architects, Town Planners	Director Local Government, Punjab	Exceeding thirty days with substitute

1. See Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.

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	(iii) In all other services	Head of service concerned viz., Executive Officer, Municipal Engineer, Medical Officer of Health, Architect and Town Planner	Upto thirty days without substitute
	(iv) In all other service	President or Administrator	Exceeding thirty days with substitute
3. Normal drawing of increment	(i) Executive Officers, Superintending Engineers (Civil), Medical Officers of Health, Architects, Town Planners, Secretaries, Law Officers and Assistant Municipal Engineers	President or Administrator	Except withholding of increment which powers vest in the appointing authority.
	(ii) In all other services	Head of service concerned, viz., Executive Officer, Municipal Engineer, Medical Officers of Health, Architect and Town Planner	Except withholding of increment which powers vest in the appointing authority
4. Crossing of Efficiency Bar	(i) Executive Officers, Superintending Engineers (Civil), Medical Officers of Health, Architects, Town Planners, Secretaries, Law Officer and Assistant Municipal Engineers	Director, Local Government, Punjab	Full Powers
	(ii) In all other services	President or Administrator	Only in case where service record is satisfactory and without any adverse entry about honesty and integrity. In other cases

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**<sup>1</sup>FORM NO. I**

(See rule 6)

Medical Certificate of Fitness on First Entry into Municipal Service

I hereby certify that I have examined.....whose signature is given below, and cannot discover that he/she has any disease (Communicable or otherwise), constitutional weakness or bodily infirmity except.....

I do not consider this a disqualification for employment in the Municipal Services of.....His/Her age is according to his/her own statement,.....years and by appearance about.....years.

Has been vaccinated within the last 12 months, or has been re-vaccinated within the last 13 months, or has already had small-pox and shows obvious scars thereof-

"Marks of Identification.....left hand thumb and finger impression of.....

Fourth or small finger,      Third,      Second, First,      Thumb  
finger,      finger,      finger,      finger

Taken before \_\_\_\_\_ Name of Officer

Designation of Office \_\_\_\_\_ On(date)

Father's name and residence \_\_\_\_\_

Date of birth by Christian Era as nearly as can be ascertained \_\_\_\_\_

Exact height by measurement.....Personal mark of identification.

Signature of Officer.....

Signature of the Head of Office.....

I do hereby declared that I have not at any time been pronounced unfit for Municipal Service by a duly constituted medical authority.

Signature of Officer.

**FORM NO. II**

(See rule 6)

Candidate's Statement And Declaration

The candidate must make the statement required below for Medical Examination and must sign the declaration appended. Attention is specially drawn to the warning given below :-

1. State your name in full (in block letters).
2. State your age and place of birth.

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1. See Punjab Government Notification No. GSR 123/P.A.3/11/Ss.38 and 240 dated 9.12.1977.



3. (a) Have you ever had small-box intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease, fainting attacks, rheumatism, appendicitis ?

(b) Any other disease or accident requiring confinement to bed and medical or surgical treatment.

4. When were you last vaccinated ?

5. Have you or any of your near relative been affected with consumption scrofulla, gout, asthma, fits of epilepsy or insanity ?

6. Have you suffered from any form of nervousness due to over work or any other cause ?

7. Have you been examined and declared unfit for Government/Municipal Service by a Medical Officer/Medical Board, within the last year ?

8. Furnish the following particulars concerning your family :-

Father's age, if living and state of health	Father's age at the time of death and cause of death
Mother's age if living and state of health	Mother's age at the time of death and cause of death
No. of brothers living, their age and state of health	No. of brothers dead, their age at the time of death and cause of death.
No. of sisters living, their age and state of health	No. of sisters dead, their age at the time of death and cause of death.

I declare that all the above answers are true to the best of my belief.

I also solemnly affirm that I have not received a disability pension certificate, pension on account of any disease or other conditions.

Signature of candidate.

Signed in my presence,

Signature of Medical Officer.

**Note :-** The candidate will be responsible for the accuracy of the above statement; by wilfully suppressing any information he will incur the risk of losing the appointment and if appointed of forfeiting all claims to superannuation allowances or gratuity.

