



**GOVERNMENT OF THE PUNJAB  
INFORMATION, CULTURE & YOUTH  
AFFAIRS DEPARTMENT**

**Dated Lahore, 04-08-2006**

**NOTIFICATION**

No.SOE(INF)21-1/2004(P-I). In exercise of the powers conferred upon him under section 13(2) read with section 15 of the Punjab Institute of Language, Art & Culture Act, 2004 (Act XXI of 2004), the Governor of the Punjab is pleased to make the following Regulations namely:-

**THE PUNJAB INSTITUTE OF LANGUAGE, ART & CULTURE, SERVICE  
(REGULATIONS), 2006**

1. These Regulations may be called the Punjab Institute of Language, Art & Culture, Service (Regulations) 2006.
2. These Regulations shall apply to all employees of the Institute.
3. These Regulations shall come into force at once.

**BY ORDER OF THE GOVERNOR PUNJAB.**

**ADDITIONAL CHIEF SECRETARY**

**SECRETARY  
IC&YA Department**

**NO. & DATE EVEN.**

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

1. The Members Board of Governors, Punjab Institute of Language, Art & Culture, IC & YA Department.
2. The Principal Secretary to Chief Minister / Chairman Board of Governors, Punjab Institute of Language, Art & Culture.
3. The Secretaries, Government of the Punjab:
  - i). Finance Department.
  - ii). Law & Parliamentary Affairs Department.
4. The Secretary, Punjab Public Service Commission, Lahore.
5. Director General, Punjab Institute of Language, Art & Culture, Lahore.
6. Registrar, Lahore High Court, Lahore.
7. The System Analyst (O&M), S&GAD.
8. The Private Secretaries to Chief Secretary / Additional Chief Secretary / Secretary (Services) S&GAD.
9. The Superintendent, Government Printing Press Punjab, Lahore with the request to publish the notification in official gazette and supply 20 printed copies thereof to the undersigned.

**DEPUTY SECRETARY (ADMN)**

**GOVERNMENT OF THE PUNJAB  
SERVICES AND GENERAL ADMINISTRATION  
DEPARTMENT**

Dated Lahore, the                      July, 2006

**NOTIFICATION**

No.                      In exercise of the powers conferred upon him under section 13(2) read with section 15 of the Punjab Institute of Language, Art & Culture Act, 2004 (Act XXI of 2004), the Governor of the Punjab is pleased to direct the following Regulations shall be made:-

1.     **Short title, commencement and application:-**(1) These Regulations may be called the Punjab Institute of Language, Art & Culture, Service (Regulations), 2006;
- (2) These Regulations shall apply to all employees of the Institute;
- (3) These regulations shall come into force at once.

2.     **DEFINITIONS**

- (1)    In these Regulations, unless there is anything repugnant in the subject or context:-
  - (a)    **“Act”** mean the Punjab Institute of Language, Art & Culture Act, 2004 (Act XXI of 2004);
  - (b)    **“Appointment Authority”** means the authorities specified in column 4 of the schedule;
  - (c)    **“Departmental Selection Recruitment / Promotion Committee”** means the Committee duly constituted by the Government of the Punjab;
  - (d)    **“Functional unit”** means a group of posts or a part of such group sanctioned as a separate unit;
  - (e)    **“Institute”** means the Punjab Institute of Language, Art & Culture;
  - (f)    **“Pay Scales”** means scales of pay as notified by the Government from time to time; and
  - (g)    **“Schedule”** means schedule appended to these regulations.
- (2)    Words and expressions used herein but not defined have the same meanings as are assigned to them in the Punjab Institute of Language, Art & Culture Act, 2004.

3.     **APPOINTMENTS**

Initial appointments to all posts in Grade 1 to 17 and above except those which do not fall within the purview of the Punjab Public Service Commission, under PPSC(Functions) Rules, 1978 or which are specified to be filled without the reference to the Commission; shall be made on the basis examination / test or interview conducted by the Departmental Selection / Recruitment Committee, constituted by the Government of the Punjab, after advertisement of the vacancies in at least two national daily newspapers, in accordance with the existing Recruitment Policy duly issued by the Government of the Punjab.

#### **4. PROBATION**

- i. The employees appointed under these regulations will be on probation for a period of two year which may be extended according to the direction of the Government of the Punjab.
- ii. If their conduct or performance during probationary period is un-satisfactory, their services will be terminated in accordance with law.

#### **5. REGULARIZATION OF SERVICE**

The employees of the Institute shall be deemed to have been regularized from the date of their regular appointment in the Institute.

#### **6. SENIORITY**

The inter se seniority of the employees of the Institute shall be determined in accordance with the Punjab Civil Servants (appointment and conditions of Service) Rules, 1974 and according to the instructions of the Government of the Punjab issued from time to time on the subject.

#### **7. PROMOTION**

Promotion of an employee shall be made on the recommendations of the Department Promotion Committee or Board in accordance with the principal as laid down in the Punjab Civil Servants Act, 1974 (VIII of 1974) and rules framed there under. Promotion including perma promotion shall not be claimed by an employee of the Institute as a right.

#### **8. CONDUCT AND DISCIPLINE**

The provisions of Punjab Government Civil Servant Conduct Rules, 1964 and Punjab Removal from Service (Special Powers) 2000, shall be applicable on the employees of Institute.

Provided further that Director General will be competent authority to initiate disciplinary action against the employees of BS-1 to BS-18 and the disciplinary action against officers of BS-19 shall be initiated by the Board.

#### **9. RIGHT OF APPEAL**

An employee of the Institute aggrieved by an order passed against him under these Regulations, shall have a right to file an appeal within thirty days of the passing of the order, to the authority next above the authority passing the order and to the Government where the order is passed by the department;

Provided that no appeal shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or Basic Scale.

#### **10. DELEGATION OF POWERS**

The Director General may delegate its powers, except financial powers under these Regulations to any of the officer subordinate to it.

#### **11. RETIREMENT**

- i. An employee of the Institute shall retire from service on attaining the age of 60 years;
- ii. An employee may opt for retirement after he/she has completed 25 years of qualifying service for pension and other pensionery benefits;

Provided that any instructions issued from time to time by the Government on the subject shall be mutatis mutandis applicable to the employees of the Institute.

**12. CONTRIBUTORY PROVIDENT FUNDS AND GROUP INSURANCE**

A fund, namely General Provident Fund, shall be established for the employees of the Institute and shall be operated in accordance with the G.P. Fund rules applicable to Government Servants. The rules applicable to the Government servants shall also be applicable in respect of Contributory Provident Funds and Group Insurance on the employees of the Institute.

Provided that the Institute shall take necessary steps for the investment of these funds in the interest of employees with the approval of Board of Governors.

**13. LEAVE**

The Revised Leave rules 1981 framed under Section (3) of the Punjab Civil Servants Act 1974 (VII of 1974) shall be applicable to the employees of the Institute.

**14. GENERAL**

In all the matters not provided for in these Regulations and subject to the general direction of the department all employees of the Institute shall be governed by the provisions and procedures as laid down in the Punjab Civil Servants Act, 1974 (VII of 1974) and the Rules framed there under. Provided that all other rules, laws instruction of the Government of the Punjab issued from time to time for its employees shall be applicable to the employees of the Institute.

**BY THE ORDER OF THE GOVERNOR OF THE PUNJAB  
ADDITIONAL CHIEF SECRETARY**