

**GOVERNMENT OF THE PUNJAB**

**AGRICULTURE DEPARTMENT**

**NOTIFICATION**

**No. SO(A-V) 26-9/97 Dated 07-10-2009:** In exercise of the powers conferred by section 12 of the Punjab Agricultural Research Board Act 1997 (XIV of 1997), the Government of the Punjab is pleased to make the following rules:

**1. Short title and commencement.**– (1) These rules may be cited as the Punjab Agricultural Research Board Service Rules 2009.

(2) These shall come into force at once.

**2. Definitions.**– In these rules:

- (a) “Act” means the Punjab Agricultural Research Board Act 1997 (XIV of 1997);
- (b) “Board” means the Punjab Agricultural Research Board established under the Act;
- (c) “Chairman” means the Chairman of the Board;
- (d) “Chief Executive” means the Chief Executive of the PARB;
- (e) “committee” means a committee constituted under the Act;
- (f) “compensatory leave” means a leave granted by the Chief Executive in lieu of work performed during odd hours or during holidays;
- (g) “employee” means a person appointed in the service of the Board under section 9 of the Act;
- (h) “Government” means the Government of the Punjab;
- (i) “member” means a member of the Board nominated by the Government under section 4 of the Act; and
- (j) “service” means the service of the Board.

**3. Nomenclature of the posts and their grouping.**– (1) The posts constituting the Board service shall bear nomenclatures as specified in column 3 of the Schedule appended to these rules.

(2) The designations assigned in the Schedule appended to these rules are mentioned to describe the nature of responsibility attached to the post in a general manner.

**4. Recruitment of employees.**– (1) All the posts shall be filled in on contract basis after wide publicity and on the recommendation of the respective Selection Committee as follows:

For Chief Executive:

- (i) Chairman, Planning and Development Board; Convener
- (ii) Secretary to the Government Member/Secretary

	Agriculture Department;	
(iii)	Member, Punjab Public Service Commission to be nominated by the Chairman, Punjab Public Service Commission;	Member
(iv)	Secretary to the Government Finance Department;	Member
(v)	two renowned agricultural scientists nominated by the Government;	Members
	For Executive Members:	
(vi)	Secretary to the Government Agriculture Department;	Convener
(vii)	Chief Executive, Punjab Agricultural Research Board;	Member/Secretary
(viii)	Chief Economist, Planning and Development Board;	Member
(ix)	two renowned agricultural scientist nominated by the Government;	Members
	For all posts in BS-17 to BS-19:	
(x)	Secretary to the Government Agriculture Department;	Convener
(xi)	Chief Executive, PARB;	Member/Secretary
(xii)	Additional Secretary (Admn) S&GAD;	Member
(xiii)	one technical member to be nominated by the Secretary Agriculture;	Member
	For all posts in BS-1 to 16:	
(ix)	Chief Executive, PARB;	Convener
(x)	Director (A&F), PARB;	Member/Secretary
(xi)	Executive Member (to be nominated by the Chairman);	Member

(xii) Deputy Secretary (Admn), Agriculture

Member

Department

(2) The Selection Committee for all the posts in BS-1 to BS-16 shall also act as the Departmental Promotion Committee of the Board for regular employees of the Board.

**5. Performance evaluation and incentives.**– (1) Annual performance evaluation report about the work and conduct of the Board employees shall be recorded as per format prescribed in the regulations and that of the employees on deputation shall be recorded on the proforma prescribed for the Government employees.

(2) The appraising and the countersigning authorities for different employees of the Board shall be as under:

<b>Name of Post</b>	<b>Appraising Authority</b>	<b>Countersigning Authority</b>
Chief Executive	Secretary Agriculture	Chairman Board
Executive Member	Chief Executive	Secretary Agriculture
Director (A&F)	Chief Executive	Secretary Agriculture
All employees of the Supervisory and Ministerial Groups	Director (A&F)/ Executive Member concerned	Chief Executive

(3) The authority to convey and expunge adverse remarks shall be as under:

<b>Name of Post</b>	<b>Conveying Authority</b>	<b>Expunging Authority</b>
Chief Executive	Secretary Agriculture	Board
Executive Member	Chief Executive	Chairman Board
Director (A&F)	Chief Executive	Chairman Board
All employees of the Supervisory and Ministerial Groups	Chief Executive	Secretary Agriculture

(4) If the appointing authority is satisfied that the performance of an employee (except those working in MP Scales) remained exceptionally good, he may be granted honorarium as per criteria prescribed in the regulations.

**6. Service regulations.**– (1) The Board may formulate any regulation, under section 13 of the Act, pertaining to service matters of its employees.

**7. Compensatory leaves.**– (1) The compensatory leaves shall be admissible only to the employees working in BS-1 to BS-16 as prescribed in the regulations.

**8. Gratuity benefits.**– (1) The Chief Executive may sanction gratuity benefits to the employees of the Board in the following manner:

- (i) gratuity for employees in Management Pay Scales (MP Scales) shall be at the rate as notified by the Government of Pakistan, and adopted by the Government;
- (ii) employees appointed on regular basis shall get gratuity at the rate permissible to the civil servants; and
- (iii) employees appointed on contract basis are not entitled for gratuity, anyhow they shall be paid social security benefit in lieu of pension as per provision of the contract appointment policy of the Government amended from time to time.

**SECRETARY TO GOVERNMENT OF THE PUNJAB**  
**AGRICULTURE DEPARTMENT**

**NO & DATE EVEN**

A copy for information is forwarded to the followings:-

1. The Secretary (Regulations), Government of the Punjab, S&GAD, Lahore
2. The Secretary, Law Department, Government of the Punjab, Lahore
3. The Secretary, Finance Department, Government of the Punjab, Lahore
4. The Secretary to the Chief Minister, Punjab, Lahore
5. All the Members of PARB
6. The Chief Executive, PARB, Lahore
7. The Superintendent, Government Printing Press, Lahore for printing in the next issue of the Punjab Gazette.
8. The Chief P&E Cell, Government of the Punjab, Lahore
9. Private Secretary to the Minister for Agriculture/Chairman Board, Lahore.

**SECTION OFFICER (A-V)**

Agriculture Department



# SCHEDULE

(see rule 3)

Name of the Department	Functional Unit	Name of the Post with Grade	Pay Scale/ Pay Package		Appointing Authority	Minimum Qualification for Appointment by initial recruitment	Method of Recruitment	Age for Initial Recruitment		Examination, Training & conditions required for confirmation
			For Govt. employees	For private sector personnel				Min.	Max.	
1	2	3	4	5	6	7	8	9	10	11
Agriculture Department	Punjab Agricultural Research Board (PARB)	1. Chief Executive	MP- I	MP- I	Chief Minister	Ph.D in Agriculture Sciences from HEC recognized University with 20 years experience in the line and at least 10 research publications in HEC recognized journals.	Initial recruitment	45	55	As may be prescribed by the Government
		2. Executive Member, Planning & Programming	MP- II	MP- II	Board	Ph.D. in Agricultural sciences from HEC recognized university with 15 years experience in the line and at least 7 research publications in HEC recognized journals.	-do-	40	55	-do-
		3. Executive Member, Monitoring & Evaluation	MP- II	MP- II	Board	Ph.D. in Agricultural sciences from HEC recognized university with 15 years experience in the line and at least 7 research publications in HEC recognized journals.	-do-	40	55	-do-
		4. Executive Member, Coordination	MP- II	MP- II	Board	Ph.D. in Agricultural sciences from HEC recognized university with 15 years experience in the line and at least 7 research publications in HEC recognized journals.	-do-	40	55	-do-
		5. Director, Administration & Finance	BS-18/19 + Rs.40,000/-	Lump sum Rs.75,000/-	Board	Master's degree in Business Administration (Finance) / Commerce/Public Administration or equivalent (at least in 2 <sup>nd</sup> division) from HEC recognized university having 10 years experience as such.	-do-	30	50	-do-

		6. Research Planning & Programming officer	BS-17/18 + Rs.30,000/-	Lump sum Rs.60,000/-	Administrative Secretary	M.Sc (Hons) in Agricultural Sciences from HEC recognized University (at least in 2 <sup>nd</sup> division) with 5 years experience as such and at least 3 publications in HEC recognized journals.	-do-	25	45	-do-
		7. Research Monitoring & Evaluation officer	BS-17/18 + Rs.30,000/-	Lump sum Rs.60,000/-	Administrative Secretary	-do-	-do-	25	45	-do-
		8. Research Coordination officer	BS-17/18 + Rs.30,000/-	Lump sum Rs.60,000/-	Administrative Secretary	-do-	-do-	25	45	-do-
		9. Research Publication Officer	BS-17/18 + Rs.30,000/-	Lump sum Rs.60,000/-	Administrative Secretary	Master's degree in English/ Economics/MSc in Agricultural Sciences or equivalent (at least in 2 <sup>nd</sup> division) from HEC recognized university with at least 5 years experience as such.	-do-	25	45	-do-
		10. System Analyst	BS-17/18 + Rs.30,000/-	Lump sum Rs.60,000/-	Administrative Secretary	Master's Degree in Information Technology/ Computer Sciences or equivalent (at least in 2 <sup>nd</sup> division) from HEC recognized university with at least 5 years experience as such.	-do-	25	45	-do-
		11. Computer Programmer	BS-16/17 + Rs.20,000/-	Lump sum Rs.35,000/-	Administrative Secretary	Master's Degree in Information Technology/ Computer Sciences or equivalent (at least in 2 <sup>nd</sup> division) from HEC recognized university with at least 3 years experience as such	-do-	25	45	-do-
		12. Deputy Director (Accounts)/ Deputy Director (Admn.)	BS-17/18 + Rs.30,000/-	Lump sum Rs.60,000/-	Administrative Secretary	Bachelor's degree (at least in 2 <sup>nd</sup> division) from HEC recognized University having at least 5 years experience in administration and finance, preferably in the public sector.	-do-	25	45	-do-
		13. Private Secretary	BS-17+ Rs.5,000/-	Lump sum Rs.30,000/-	Chief Executive	Bachelor's degree in English/ Public Administration / Business Administration (at least in 2 <sup>nd</sup> division) from HEC recognized university having at least 5 years experience as such with computer and office management skills.	-do-	25	45	-do-

		14. Senior Scale stenographer	BS-15 + Rs.4500/-	Lump sum Rs.25,000/-	Chief Executive	Bachelor degree ( at least 2 <sup>nd</sup> division) from HEC recognized University with 5 years experience having short hand speed of 120 words per minute and typing speed of 40 words per minute	-do-	25	45	-do-
		15. Assistant	BS-14+ Rs.4000/-	Lump sum Rs.22,500/-	Chief Executive	i) Bachelor degree (at least in 2 <sup>nd</sup> division) from HEC recognized University with 2 year experience of office management/ working;  iii) Skill in computer operation shall be preferred.	i) 75 % by promotion from amongst senior clerks with 3 years service as such.  ii) 25% by initial recruitment.  iii) If none is available for promotion then by initial recruitment.	18	25	-do-
		16. Senior Clerk	BS-9 + Rs.3500/-	Lump sum Rs.17,500/-	Chief Executive	i) Intermediate or equivalent (at least in 2 <sup>nd</sup> Division) from a recognized Board / Institute  ii) Skill in computer operation with typing speed of 25 WPM in English.	i) By promotion from amongst junior clerks.  ii) If none is available for promotion then by initial recruitment.	18	25	-do-
		17. Junior Clerk	BS-7 + Rs.3000/-	Lump sum Rs.15,000/-	Chief Executive	Matriculation (at least in 2 <sup>nd</sup> Division) from a recognized Board with a typing speed of 25 WPM in English & skill in computer operation.	Initial recruitment.	18	25	-do-
		18. Driver	BS-4 + Rs. 2500/-	Lump sum Rs.15,000/-	Chief Executive	Middle having LTV License, with 4 years experience of driving	-do-	25	35	-do-
		19. Naib Qasid	BS-1 + Rs. 2000/-	Lump sum Rs.12,500/-	Chief Executive	Middle	-do-	18	25	-do-
		20. Chowkidar	BS-1 +	Lump sum	Chief Executive	Able-bodied persons having Middle qualification. Preference shall be given to ex-	-do-	18	25	-do-



			Rs.2000/-	Rs.12,500/-		serviceman who is able bodied and middle.				
		21. Sweeper	BS-1 + Rs.2000/-	Lump sum Rs.12,500/-	Chief Executive	Able-bodied persons who are Literate.	-do-	18	25	-do-