

**THE BALOCHISTAN SUBORDINATE TREASURIES
AND ACCOUNTS (BPS-1 TO 15) SERVICE
RULES, 2015**

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**'THE BALOCHISTAN SUBORDINATE TREASURIES
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NOTIFICATION

[12th June, 2015]

No. S.O (R-II)(5)1/2015-S&GAD/1739-1788. In exercise of the powers conferred by Section 25 of the Balochistan Civil Servants Act, 1974² (Act No. IX of 1974), the Government of Balochistan is pleased to make the following rules regulating the recruitment to the Balochistan Subordinate Treasuries and Accounts (BPS-1 to 15) Service and prescribing conditions of service for the persons appointed thereto, namely:—

PART I – GENERAL

1. **Short title and commencement.** — (1) These rules may be called “the Balochistan Subordinate Treasuries and Accounts (BPS-1 to 15) Service Rules, 2015”.

(2) They shall come into force at once.

2. **Definitions.** — (1) In these rules, unless there is anything repugnant in the subject or context,—

- (a) “**Act**” means the Balochistan Civil Servants Act, 1974² (Act No. IX of 1974);
- (b) “**Appendix**” means the Appendix annexed to these rules;
- (c) “**Appointing Authority**” means the appointing authority as specified in rule 4;
- (d) “**Board**” means a Board of Intermediate and Secondary Education established by law in Pakistan or any other educational authority or institution declared by Government in consultation with the Commission to be a Board for the purpose of these rules;
- (e) “**Commission**” means the Balochistan Public Service Commission;
- (f) “**Department**” means the Finance Department, Government of Balochistan;
- (g) “**Government**” means the Government of Balochistan;
- (h) “**initial recruitment**” means appointment made otherwise than by promotion or transfer from another Service / Department / Post;
- (i) “**Post**” means a post specified in column 2 of the Appendix and such other post in the Service as may be specified by the Government from time to time for the purpose of these rules;

¹ These rules have been issued by Government of Balochistan, Services and General Administration Department vide its Notification No. S.O (R-II)(5)1/2015-S&GAD/1739-1788, dated 12th June, 2015; and published in the Balochistan Gazette (Extraordinary) No. 84, dated 12th June, 2015.

² Baln Act IX of 1974 was passed by the Balochistan Assembly on 19th June, 1974; assented to by the Governor of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 41 dated 20th July, 1974.

- (j) “**recognized Institute**” means any institute established by law in Pakistan or any other Institute declared by the Government in consultation with the Commission to be a recognized Institute for the purpose of these rules;
- (k) “**recognized University**” means any University established by law in Pakistan or any other university declared by the Government in consultation with the Commission to be a recognized University for the purpose of these rules;
- (l) “**Rules**” means the Balochistan Subordinate Treasuries and Accounts (BPS-1 to 15) Service Rules, 2015;
- (m) “**Service**” means the Balochistan Subordinate Treasuries and Accounts (BPS-1 to 15) Service;
- (n) “**Subordinate Service**” means Balochistan Subordinate Treasuries and Accounts (BPS-1 to 15) Service; *and*
- (o) “**Selection / Promotion Committees**” means Selection / Promotion Committees constituted by the Department under rule 5 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009³.

(2) Words and expressions used but not defined herein above sub-rule (1), unless the context otherwise requires, shall have the same meanings as assigned to them in the Act.

PART II – RECRUITMENT

3. **Eligibility and Composition of the Service.** — (1) No person who is married to a foreign national shall be eligible for appointment to the Service.

(2) The restriction imposed hereinabove sub-rule (1), may be relaxed by Government in case of a person who is married or proposed to marry a foreign national of any country recognized by the Government of Pakistan.

(3) The Service shall comprise of the posts as specified in column 2 of the Appendix and such other posts as may be determined by Government from time to time.

4. **Appointing Authority.** — Appointment to the posts in the Service shall be made by the appointing authority as specified in rule 4 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009⁴.

5. **Method of Recruitment.** — (1) The appointment to the posts in the Service shall be as specified in column 4 of the Appendix.

(2) All the posts for initial recruitment shall be filled from amongst the candidates domiciled / local of Balochistan.

6. **Age.** —(1) No person, who is less than 18 years or more than 28 years of age shall be appointed to the Service by initial recruitment:

³ Rules issued by the Services and General Administration Department, Government of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 165, dated 27th October, 2009.

⁴ Rules issued by the Services and General Administration Department, Government of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 165, dated 27th October, 2009.

Provided that the upper age limit may be relaxed in terms of rule 4 of the Balochistan Government Initial Appointment to Civil Service Posts (Age and Relaxation of Upper Age Limit) Rules, 2012⁵.

7. **Qualifications.** — (1) No person shall be appointed to a post in the Service by initial recruitment unless he possesses the qualifications as prescribed for the post in column 3 of the Appendix.

(2) No person, not already in Government Service, shall be appointed to the Service unless he produces a certificate of character from the Principal / Academic Officer of the academic institution last attended and also certificates of character from two other responsible persons / gazetted officers, not being his relatives and who are well acquainted with his character and antecedents.

(3) No person shall be appointed by initial recruitment to the Service unless he is declared to be physically fit by the Medical Board constituted by the Government for the purpose or a Government Medical Officer not below the rank of District Health Officer, as the case may be.

PART III – CONDITIONS OF SERVICE

8. **Probation.** — A person appointed to a post in the Service on regular basis shall remain on probation for a period as prescribed in rule 2-A of the Balochistan Civil Servants (Confirmation) Rules, 2012⁶.

9. **Confirmation.** — After satisfactory completion of the probationary period:

provided that he holds a substantive post, a civil servant appointed on probation under rule 8, shall be eligible for confirmation in service or a post or a grade as prescribed in rule 20 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009¹ and rule 3 of the Balochistan Civil Servants (Confirmation) Rules, 2012³.

10. **Seniority.** — (1) The inter se seniority of the members of the Service appointed to posts in the same grade shall be determined as prescribed in rule 21 of the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 2009⁷ and in the Balochistan Civil Servants (Seniority) Rules, 2008⁸.

11. **Liability to Transfer and Serve.** — The member of the Service shall be liable to—

(1) transfer anywhere in Balochistan; *and*

(2) to serve in any department of Government or any local authority or statutory body setup or established by Government:

Provided that where a members of the Service is required to serve in a post outside his Service or cadre, his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled, if he has not been so required to serve.

⁵ Rules issued by the Services and General Administration Department, Government of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 35, dated 25th February, 2013.

⁶ Rules issued by the Services and General Administration Department, Government of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 29, dated 16th April, 2012.

⁷ Rules issued by the Services and General Administration Department, Government of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 165, dated 27th October, 2009.

⁸ Rules issued by the Services and General Administration Department, Government of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 222, dated 25th August, 2008.

12. **General Rules.** — In all matters not expressly provided for in these rules, members of the Service shall be governed by such rules as have been or may hereafter be prescribed by the Government and made applicable to them.

13. **Relaxation.** — Any provision of these rules, for reasons to be recorded in writing, may be relaxed in individual cases if Government is satisfied that a strict application of these rules would cause undue hardship to the individual concerned:

Provided that wherever such relaxation involves a question on which consultation with the Commission is mandatory, the Commission shall be consulted before the relaxation is made.

14. **Delegation.** — The Government may delegate all or any of its powers under these rules to any officer subordinate to it.

15. **Repeal.** — The Balochistan Subordinate Treasury and Accounts Service Rules, 1982⁹, are hereby repealed.

Provided that all the actions taken, appointment made, orders passed, notifications issued or any thing done under any of the provision of the repealed rules, shall be deemed to be taken, made, passed, issued or done under the provision of these rules, unless otherwise, altered, repealed, cancelled or withdrawn by the Competent Authority.

BY ORDER OF
GOVERNOR BALOCHISTAN

CHIEF SECRETARY
BALOCHISTAN

APPENDIX

{See rules 2 (1) (b) 3 (3), 5 and 7 (1)}

Serial No.	Nomenclature and basic pay scale (BPS) of the post	Minimum qualification for initial recruitment	Method of Recruitment
1.	2.	3.	4.
1.	Assistant, (BPS-15).	(a) Bachelor's Degree from a recognized University; <i>and</i> (b) having at least three months Office Automation Certificate in computer operations from a recognized Institute.	(a) 50% by promotion from amongst the members of the Service holding the post of Senior Clerk (BPS-11) having at least three (3) years service as such, on seniority cum fitness basis; <i>and</i> (b) 50% by initial recruitment.

⁹ Rules issued by Government of Balochistan, Services and General Administration Department vide its notification No. SOR(2)47/S&GAD-79, dated 23rd May, 1982; and published in the Balochistan Gazette (Extraordinary) No. 92, dated 23rd May, 1982. Which repealed the earlier West Pakistan Subordinate Treasuries and Accounts Service Rules, 1962, in their application to the Province of Balochistan

2.	Sub Accountant, (BPS-14).	<p>(a) Bachelor's Degree in (Business Administration) or in (Commerce) from a recognized University; <i>and</i></p> <p>(b) having at least three months Office Automation Certificate in computer operations from a recognized Institute.</p>	By initial recruitment.
3.	Stenographer, (BPS-14).	<p>(a) Bachelor's Degree from a recognized University;</p> <p>(b) typing skill with a speed of at least 35 words per minute;</p> <p>(c) short hand skill with a speed of at least 80 words per minute; <i>and</i></p> <p>(d) having at least three months Office Automation Certificate in computer operations from a recognized Institute.</p>	By initial recruitment.
4.	Assistant Computer Operator, (BPS-12).	<p>(a) (i) Higher Secondary School Examination in Certificate from a recognized Board; <i>and</i></p> <p>Having one year Diploma in Computer Science or IT, from a recognized Institute; <i>or</i></p> <p>(ii) ICS from a recognized Institute / Board; <i>and</i></p> <p>(b) typing skill on computer with a</p>	By initial recruitment.

		speed of at least 60 words per minute.	
5.	Senior Clerk (BPS-11).	---	By promotion from amongst the members of the Service holding the post of Junior Clerk (BPS-9) having at least three (3) years service as such, on seniority cum fitness bases.
6.	Junior Clerk, (BPS-9).	<p>(a) Secondary School Examination Certificate from a recognized Board;</p> <p>(b) typing skill with a speed of at least 30 words per minute; <i>and</i></p> <p>(c) preference will be accorded to those who have experience in Computer / IT software applications.</p>	<p>(a) 20% by promotion from amongst the members of the Service holding the posts of (BPS-1 to BPS-5) having at least three (3) years service as such, possessing the Secondary School Certificate with typing skill having a speed of at least 30 words per minute;</p> <p>For the purpose of promotion a common seniority list of all employees (BPS-1 to BPS-5) with reference to their dates of acquiring Secondary School Certificate will be maintained:</p> <p>Provided that:</p> <p>(i) if two or more officials have acquired the Secondary School Certificate on the same date, the official having longer service shall be ranked senior to other;</p> <p>(ii) if the date of continuous appointment in</p>

			<p>the case of two or more members of the Service is the same, the older official, if not junior, shall be ranked senior to the younger official; <i>and</i></p> <p>(iii) if an employee possesses Secondary School Certificate prior to induction in Service, shall be entitled for seniority from the date of appointment; <i>and</i></p> <p>(b) 80% by initial recruitment.</p>
7.	Generator Operator, (BPS-6).	<p>(a) Secondary School Certificate from a recognized Board / Institute; <i>and</i></p> <p>(b) T.T.C. Diploma from a recognized Institute.</p>	By initial recruitment.
8.	Photostat Machine Operator, (BPS-5).	<p>(a) Secondary School Certificate from a recognized Board; <i>and</i></p> <p>(b) one year's experience in operating different types of photocopy machines.</p>	By initial recruitment.
9.	Driver, (BPS-4).	<p>(a) Middle Examination Certificate;</p> <p>(b) possesses a valid LTV driving licence issued from the Licensing Authority; <i>and</i></p> <p>(c) having at least two years experience as</p>	By initial recruitment.

		driver.	
10.	Daftri, (BPS-2).	Middle Pass School Certificate.	By initial recruitment.
11.	Naib Qasid, (BPS-1).	Literate.	By initial recruitment.
12.	Chowkidar, (BPS-1).	Literate.	By initial recruitment.
13.	Sweeper, (BPS-1).	Literate.	By initial recruitment.
