

**THE BALOCHISTAN COMMUNICATION AND WORKS
DEPARTMENT
DRAFTSMEN AND TRACERS
(CIVIL, ELECTRICAL AND MECHANICAL)
SERVICE RULES, 1980**

CONTENTS

RULES

Preamble.

PART I - GENERAL

1. Short title and commencement.
2. Definitions.

PART II - RECRUITMENT

3. Constitution and composition of Service.
4. Eligibility.
5. Appointing Authority.
6. Method of Recruitment.
7. Age.
8. Qualifications.

PART III - CONDITIONS OF SERVICE

9. Probation.
10. Seniority.
11. Liability to transfer and serve.
12. General Rules.
13. Relaxation.
14. Delegation.

APPENDIX

**¹THE ²BALUCHISTAN COMMUNICATION AND WORKS DEPARTMENT
DRAFTSMEN AND TRACERS
(CIVIL, ELECTRICAL AND MECHANICAL)
SERVICE RULES, 1980**

NOTIFICATION

[27th October, 1980]

No. SOR (2)82/S&GAD-79. In exercise of the powers conferred by Section 25 of the Balochistan Civil Servants Act, 1974, (IX of 1974), the Government of Balochistan is pleased to make the following rules regulating recruitment to the Balochistan Communication and Works Department Draftsmen and Tracers (Civil, Electrical and Mechanical) 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 Communication and Works Department Draftsmen and Tracers (Civil, Electrical and Mechanical) Service Rules, 1980.

(2) They shall come into force at once.

2. **Definitions.**— In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them that is to say:—

- (a) **“Appendix”** means an Appendix to these rules;
- (b) **“appointing authority”** means the authority specified in rule 5;
- (c) **“Board”** means a Board of 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 purposes of these rules;
- (d) **“Chief Engineer”** means the Chief Engineer Communication and Works Department;
- (e) **“Commission”** means the Balochistan Public Service Commission;
- (f) **“Department”** means Communication & Works Department Balochistan³.
- (g) **“Government”** means the Government of Balochistan;

¹ These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its Notification No. SOR (2)82/S&GAD-79, dated 26th October, 1980; and published in the Balochistan Gazette (Extraordinary) No. 222, dated 27th October, 1980.

² Spelling of the word “Baluchistan”, wherever it appears in these rules, is corrected by insertion of letter “o” instead of “u”, as per Government of Balochistan, S&GAD’s Notification No. SORI (4) 6/ S&GAD-89, dated 18th June, 1989.

³ The nomenclature of the Communication and Works Department was changed to “Communication, Works, Physical Planning and Housing Department” vide notification No. SO (O&M)1(134)/2013-S&GAD/804-900, dated 28th October, 2013; issued by S&GAD, Government of Balochistan; and published in the Balochistan Gazette (Extraordinary) No. 118, dated 28th October, 2013.

- (h) **“initial recruitment”** means appointment made otherwise than by promotion or transfer from another service/Department/Post;
- (i) **“recognized Institute”** means any institute recognized by Government in consultation with the Commission to be a recognized institute for the purposes of these rules;
- (j) **“recognized University”** means any University incorporated by Law in Pakistan or any other University declared by Government in consultation with the commission to be a recognized University for the purposes of these rules;
- (k) **“Service”** means the Balochistan Communication and Works Department Draftsmen and Tracers (Civil, Electrical and Mechanical) Service.

PART- II RECRUITMENT

3. **Constitution and composition of Service.**— The service shall Comprise the post specified in column 2 of the Appendix and such other posts in the Department as may be determined by Government from time to time.

4. **Eligibility.**— (1) No person who has married a foreign national shall be eligible for appointment to the Service.

(2) The restriction imposed by sub rule (1) above may be relaxed by Government in the case of a person who has married a citizen of India.

5. **Appointing Authority.**— Appointments to the Service shall be made by the Senior Most Staff Officer in the Office of Chief Engineer and in his absence by the Chief Engineer himself.

6. **Method of Recruitment.**— Recruitment to the service shall be made in the manner prescribed in the Appendix.

7. **Age.**— (1) No person who is less than eighteen years or more than twenty five years of age shall be appointed to the service by initial recruitment, provided that:

(i) for upper age limit for appointment in the service by initial recruitment shall be relaxable for 3 years upto 31-12-1984, according to the Services and General Administration Department Notification No. S-III-27(127)-/ S&GAD-74, dated 08-12-1979; *and*

(ii) in the case of a person whose service under Government have been terminated for want of a vacancy the period of service already rendered by him shall for the purpose of upper age limit under this rules, be excluded from his age.

(2) For the purposes of this rule, age shall be reckoned:—

- (i) where recruitment is to be made on the basis of a written examination as on the 1st of January of the year in which the examination, is proposed to be held and
- (ii) in other cases, as on the last date fixed for submission of applications for appointment.

8. **Qualifications.**— (1) No person shall be appointed to a post in the service by initial recruitment unless he possesses the qualifications 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, not being his relatives, who are well acquainted with his character and antecedents.

PART- III CONDITIONS OF SERVICE

9. **Probation.**— (1) A person appointed to the Service against a substantive vacancy shall remain on probation for a period of two years, if appointed by initial recruitment, and for a period of one year, if appointed otherwise.

Explanation.— Officiating service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

(2) If the work or conduct of a member of the service during the period of probation has been unsatisfactory, the Appointing Authority may, notwithstanding that the period of probation has not expired, dispense with his services if he has been appointed by initial recruitment and if he has been appointed otherwise, revert him to his former post, or if there be no such post, dispense with his services.

(3) On completion of the period of probation of a member of the service, the appointing authority may, subject to the provisions of sub rule (4) confirm him in his appointment, or if his work or conduct has, in the opinion of such authority, not been satisfactory:—

- (a) in case he has been appointed by initial recruitment, dispense with his service, *or*
- (b) in case he has been appointed otherwise, revert him to his former post, and if there be no such post, dispense with his services; *or*
- (c) extend the period of probation by a period not exceeding two years in all and during or on the expiry of such period pass such orders as it could have passed during or on the expiry of the initial probationary period.

Explanation-I. — If no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been

confirmed in his appointment from the date on which the period of probation was last extended or may be deemed to have been so extended.

Explanation-II. — If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

(4) No person shall be confirmed in the service unless he successfully completes such training and passes such departmental examinations as may be prescribed by Government from time to time.

(5) If a member of the service fails to complete successfully any training or pass any departmental examination prescribed under sub rule (4), within such period or in such number of attempts as may be prescribed by Government, the appointing Authority may; —

- (a) in case he has been appointed by initial recruitment, dispense with his services; *or*
- (b) in case he has been appointed otherwise, revert him to his former post, and if there be no such post, dispense with his services.

10. **Seniority.**— (1) The seniority *inter se* of the members of the service in the various grades thereof shall be determined;

- (a) in the case of members appointed by initial recruitment, in accordance with the order of merit assigned by the appointing authority; provided that persons selected for the service in an earlier selection shall rank senior to the persons selected in a later selection; *and*
- (b) in the case of members appointed otherwise with reference to the dates of their continuous appointment therein; provided that if the date of continuous appointment in the case of two or more members of the service is the same, the older official if not junior to the younger official or officials in the next below grade, shall rank senior to the younger official or officials.

Explanation-I. — If a junior official in a lower grade is promoted to a higher grade temporarily in the public interest, even though continuing later permanently in the higher grade, it would not adversely affect the interest of his seniors in the fixation of his seniority in the higher grade.

Explanation-II.— If a junior official in a lower grade is promoted to a higher grade by superseding a senior official and subsequently that official is also promoted, the official promoted first shall rank senior to the official promoted subsequently.

Explanation-III.— (1) A Junior official appointed to a higher grade shall be deemed to have superseded a senior official only if both the junior and senior officials were considered for the higher grade and the junior official was appointed in preference to the senior official.

(2) The seniority in the various grades of the service of the members appointed by initial recruitment vis-a-vis those appointed otherwise shall be determined:—

- (a) in case both the official appointed by initial recruitment and the official appointed otherwise have been appointed against substantive vacancies, or both have been appointed against temporary vacancies, with reference to the date of appointment to such vacancy in the case of the official appointed by initial recruitment and to the date of continuous appointment against such vacancy in the case of the official appointed otherwise; provided that if the two dates are the same, the official appointed otherwise shall rank senior to the official appointed by initial recruitment;
- (b) in case the official appointed by initial recruitment has been appointed against a substantive vacancy and the official appointed otherwise has been appointed against a temporary vacancy, the official appointed by initial recruitment shall rank senior to the official appointed otherwise; *and*
- (c) in case the official appointed otherwise is appointed against a substantive vacancy and the official appointed by initial recruitment is appointed against a temporary vacancy, the official appointed otherwise shall rank senior to the official appointed by initial recruitment.

11. **Liability to transfer and serve.**— Members of the Service shall be liable to:—

- (a) transfer any where in Balochistan; *and*
- (b) serve in any department of Government or any local authority or statutory body set up or established by Government.

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 Government and made applicable to them.

13. **Relaxation.**— Any of these rules may, for reasons to be recorded in writing, be relaxed in individual cases, if Government is satisfied that a strict application of the rule 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.**— Government may delegate all or any of its powers under these rules to any officer subordinate to it.

BY ORDER OF
GOVERNOR BALOCHISTAN.

CHIEF SECRETARY
GOVERNMENT OF BALOCHISTAN.

(see Appendix on next page)

APPENDIX

(See Rule 3 and 8)

S.No.	Nomenclature of the post.	Minimum Qualification prescribed for appointment by initial recruitment.	Method of recruitment.
1	2	3	4
1.	Chief Draftsman.	---	By promotion from among members of the service holding posts of Circle Head Draftsman.
2.	Circle Head Draftsman.	---	By promotion from among members of the service holding posts of Divisional Head Draftsman.
3.	Divisional Head Draftsman.	---	By promotion from amongst the members of the service holding posts of Draftsman.
4.	Draftsman.	A two years certificate or three years Diploma in Draftsmanship / Engineering or a higher qualification from a recognized Institute or University.	(a) Sixty percent by initial recruitment, and (b) Forty percent by promotion from among members of the service with at least five years experience, holding posts of Tracer.
5.	Tracer.	Matriculation from a recognized University or Board.	By initial recruitment.