

**BALUCHISTAN FOOD DEPARTMENT
ESTABLISHMENT (GRADE 1 to 15) SERVICE
RULES, 1983**

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RULES

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**¹BALUCHISTAN² FOOD DEPARTMENT
ESTABLISHMENT (GRADE 1 to 15) SERVICE
RULES, 1983**

NOTIFICATION

[24th April, 1983]

No. SOR (2)/151/S&GAD-81. In exercise of the powers conferred by Section 25 of the Baluchistan Civil Servants Act, 1974³ (IX of 1974), the Government of Balochistan is pleased to make the following rules, regulating recruitment to the Balochistan Food Department Establishment (Grade 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 Baluchistan Food Department Establishment (Grade 1 to 15) Service Rules, 1983.
 - (2) They shall come into force at once.
2. **Definitions.**— In these rules, unless the context otherwise requires the following expressions shall have the meaning hereby respectively assigned to them that is to say:—
 - (a) “**Appendix**” means the Appendix to these rules;
 - (b) “**Appointing authority**” means the authority specified in rule 4;
 - (c) “**Board**” means a Board of Secondary Education established by law in Pakistan or any other educational authority or institution declared by the Government in consultation with the Commission to be a Board for the purposes of these rules;
 - (d) “**Commission**” means the Balochistan Public Service Commission⁴”
 - (e) “**Department**” means the Food Department;
 - (f) “**Government**” means the Government of Balochistan;
 - (g) “**Initial recruitment**” means the appointment made otherwise than by promotion or transfer from another Service/Department/Posts;

¹ These rules have been issued by the Services and General Administration Department, Government of Balochistan, vide its notification No. S.O. R (2)96/S&GAD-79, dated 28th March, 1983; and published in the Balochistan Gazette (Extraordinary) No. 251-B, dated 24th April, 1983.

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 Balochistan Act IX of 1974; and published in the Balochistan Gazette (Extraordinary) No. 41, dated 20th July, 1974, passed by the Provincial Assembly of Balochistan on 19th July, 1974; and published in the Balochistan Gazette (Extraordinary) No. 41, dated 20th July, 1974.

⁴ Constituted under the Balochistan Public Service Commission Act, 1989 (Act II of 1989); published in the Balochistan Gazette (Extraordinary) No. 88, dated 23rd May, 1989; and earlier to that under the Balochistan Ordinance II of 1978 (repealed) and the Balochistan Act IV of 1974 (repealed).

- (h) “**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;
- (i) “**Selection/Promotion Committee**” means the Departmental Selection/Promotion Committee constituted by or under orders of the Government.
- (j) “**Service**” means the Balochistan Food Department Establishment (Grade 1 to 15) Service.

PART II — RECRUITMENT

3. **Eligibility and Composition of Service.**— (1) No person who is married to 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 is married a citizen of India.

(3) The Service shall comprise the posts 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 Service shall be made as specified in the Balochistan Civil Servants (Appointment, Promotion and Transfer) Rules, 1979¹.

5. **Method of recruitment.**— Appointment to the posts in the service shall be made as specified in the Appendix.

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

(ii) for upper age limit for appointment in the Service by initial recruitment in case of candidates from schedule castes or under develop areas, shall be relaxed for three years upto 31.12.1984, as laid down in the Government of Balochistan, Services and General Administration Department’s Notification NO. S-III-27 (127)/S&GAD-74, dated 8-12-1979.

(2) For the purpose 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 years in which the examination is proposed to be held; *and*

¹ Rules issued by the Services and General Administration Department, Government of Balochistan vide its Notification No. 17-237-79-SO-ARC/S&GAD, dated 26th June, 1979; published in the Balochistan Gazette (Extraordinary) No. 73, dated 10th July, 1979; repealed by and now the Balochistan Civil Servant (Appointment, Promotion and Transfer) Rules, 2009, Rule 23.

For the Balochistan Civil Servant (Appointment, Promotion and Transfer) Rules, 2009, See Balochistan Gazette (Extraordinary) No. 165, dated 27th October, 2009.

- ii) In other cases, as on the last date fixed for submission of applications for appointment.

7. **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 to these rules.

(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.

(3) No person shall be appointed by initial recruitment to the Service unless he is declared to be physically fit by a Government Medical Officer not below the rank of a District Health Officer.

PART III — CONDITIONS OF SERVICE

8. **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 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 in the opinion of the appointing authority not been satisfactory, 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 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 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; *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 following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

Explanation— II. 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 he was appointed to the post subject to provision of sub-section (5) of section 7 of the Balochistan Civil Servant Act, 1974¹.

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

(5) If a member of the Service whether appointed against a substantive vacancy or otherwise 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.

9. **Seniority.**— (1) The *inter se* seniority 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 members selected for the Service in an earlier selection shall rank senior to the member selected in a later selection; *or*
- (b) in the case of members appointed otherwise with reference to the dates of their 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 is also promoted to the higher grade by superseding a senior official and subsequently that official is also promoted to the same grade, the official promoted first shall ranks senior to the official promoted subsequently.

Explanation— III. A junior official appointed to a higher grade shall be deemed to have superseded a senior official only if both the junior and senior official 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-à-vis* those appointed otherwise shall be determined—

¹ Balochistan Act IX of 1974; passed by the Provincial Assembly of Balochistan on 19th July, 1974; and published in the Balochistan Gazette (Extraordinary) No. 41, dated 20th July, 1974.

- (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 appointment 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 if 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.

10. **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.

Provided that where a member 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 favorable than those to which he would have been entitled if he had not been so required to serve.

11. **General Rules.**— In all matters not expressly provided for in these rule, 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.

12. **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 these rules would cause undue hardship to the individual concerned.

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

14. **Repeal.**— The West Pakistan Food Department (Headquarters) Ministerial Establishment Recruitment Rules, 1962, the West Pakistan Food Department Regional Officer Recruitment Rules 1962 and the West Pakistan Food Department Subordinate Executive Establishment Recruitment Rules 1962 in their application to the Balochistan Province are hereby repealed.

BY ORDER OF
GOVERNOR OF BALOCHISTAN

CHIEF SECRETARY
GOVERNMENT OF BALOCHSITAN

(See Appendix on next page)

¹APPENDIX

{ See rules 2 (a) 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	6	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) 75% promotion from amongst 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) 25% by initial recruitment.
2.	Stenographer, (BPS-14).	(a) Bachelor's Degree from a recognized University; (b) typing skill with a speed of at least 35 words per minute; (c) short hand skill with a speed of at least 80 words per minute; <i>and</i> (d) having at least three months Office Automation Certificate in computer operations from a recognized Institute.	By initial recruitment.
3.	Assistant Computer Operator, (BPS-12).	(a) (i) Higher Secondary School Examination Passed Certificate from a recognized Board; and having one year Diploma in Computer Science or IT, from a recognized	By initial recruitment

¹ Substituted vide Government of Balochistan, Services and General Administration Department's notification NO.S.O(R-II)(7)/2015-S&GAD/1857-1906, dated 18th June, 2015; and published in the Balochistan Gazette (Extraordinary) No. 90, dated 18th June, 2015, for the existing Appendix.

		Institute /Board; <i>or</i> (ii) ICS from a recognized Institute/ Board; <i>and</i> (b) typing skill on computer with a speed of at least 60 words per minute.	
4.	<i>Pesh Imam,</i> (BPS-12).	(a) <i>Al Shahdat- ul- Aalia</i> (Equivalent to Bachelor's Degree) from <i>Wafaq-ul-</i> <i>Madaris, Tanzeem-ul-</i> <i>Madaris</i> or from any of the HEC recognized Institution; (b) having good command of Arabic language and have more than average proficiency in <i>Quran</i> and <i>Hadith; and</i> (c) <i>Hafiz-ul-Quran</i> and <i>Qari</i> will be preferred.	By initial recruitment.
5.	Assistant Food Controller, (BPS-11).	Bachelor's Degree in Agriculture in Food Technology from a recognized University.	(a) 50% by promotion from amongst members of the Service holding the post of Food Grain Supervisor (BPS-6) having at least Seven (7) years service as such, on sonority cum fitness basis; <i>and</i> (b) 50% by initial recruitment.
6.	Senior Clerk, (BPS-11).	---	By promotion 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 basis.
7.	Supervisor, (BPS-11).	---	By promotion from amongst the members of the Service holding the post of Driver (BPS-4) having at least three (3) years service as such, on seniority cum

			fitness basis.
8.	Laboratory Technician, (BPS-9).	(a) Bachelor's Degree in Food Technology or Bio-Chemistry from a recognized University.	By initial recruitment
9.	Junior Clerk, (BPS-9).	(a) Secondary School Examination Passed Certificate from a recognized Board; (b) typing skill with a speed of at least 30 words per minute; <i>and</i> (c) performance will be accorded to those who have experience in Computer / IT software applications.	(a) 20% by promotion from amongst the members of the Service holding the post 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; 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: Provided that: (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; (ii) 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, shall be ranked senior to the younger official; <i>and</i>

			(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> (b) 80% by initial recruitment.
10.	Food Grain Supervisor, (BPS-5).	Secondary School Examination Certificate from a recognized Board.	By initial recruitment.
11.	Supervisor, (BPS-6).	---	By promotion from amongst the members of the Service holding the post of Driver (BPS-4) having at least three (3) years service as such, on seniority cum fitness basis.
12.	Driver, (BPS-4).	(a) Middle Examination Passed Certificate; (b) possessing a valid driving licence; <i>and</i> (c) having at least two years experience as driver.	By Initial recruitment.
13.	Daftari, (BPS-2).	Literate.	By Initial recruitment.
14.	Naib Qasid, (BPS-1).	Literate.	By Initial recruitment.
15.	Chowkidar, (BPS-1).	Literate.	By Initial recruitment.
16.	Cooly, (BPS-1).	Literate.	By Initial recruitment.
17.	Cook, (BPS-1).	(a) Literate; <i>and</i> (b) having knowledge of cooking.	By Initial recruitment.

18.	Sweeper, (BPS-1).	Literate	By Initial recruitment.
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