



**Pakistan Institute
of Public Finance Accountants**

Model Solutions

Civil Service Rules, Local Councils

Service Rules and Autonomous Bodies

Service Rules (Application)

LFA

Winter Exam-2025

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Solutions – Civil Service Rules, Local Councils Service Rules and Autonomous Bodies Service Rules (Application)

Q.1. Punjab Auxillary Rules-Appointments & Promotions- Page-96
No. SOR.II(S&GAD)3-23/96

Dated the 10th September 1996

Subject: REGULARIZATION OF AD HOC APPOINTMENT – EFFECT ON SENIORITY POSITION ETC.

I am directed to refer to the subject noted above and to say that instances have come to the notice that in some Departments, the services of an official are regularized w.e.f. the date of his ad hoc appointment in response to the Chief Minister's directive etc. The Directive of the Chief Minister is implemented inadvertently without bringing to his notice the implications, adverse effects on other employees and the position of judicial verdicts of the Honourable Courts on the subject. The Honourable Supreme Court of Pakistan in their judgments PLD 1991 SC-226 & PLD SC 35, have held that ad hoc appointment cannot be regularized to the detriment of the other civil servants. Seniority being a vested right, cannot be altered except as provided in the rules. Therefore, it cannot be fixed in relaxation of relevant rules because it amounts to giving undue benefit of seniority to the juniors.

2. Accordingly, it has been decided that the Competent Authorities should refrain from granting undue benefit of seniority by regularizing the ad hoc appointment of an official from the date of his ad hoc appointment. If it is intended to regularize the ad hoc appointment of an official it should invariably be made after advertising the post and following prescribed procedure of recruitment in the light of principle of law enunciated by the Honourable Supreme Court of Pakistan referred to above.

3. I am, therefore, to request you that the above instructions may kindly be brought to the notice of all concerned for strict compliance.

In the light of above policy, the adhoc appointed officers cannot be regularized, they have to appear in Punjab public Service Commission examination or interview whenever, the Local Government Department forwards the case of appointments against vacant posts.

Q.2. Ref: 2.13 DLF Audit Manual

2.13 Recall From Leave, etc ---

- (i) If a civil servant is re-called to duty compulsory with the personal approval of the head of his office from leave of any kind that he is spending away from his headquarter, he may be granted a single return fare plus Daily Allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty.
- (ii) In case, a civil servant is re-called to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one-way journey only.
- (iii) If the return from leave is optional, the civil servant is entitled to no concession

Q.3. Ref: Rule-5 PLG & Autonomous Bodies (Appeal) Rules 2017



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Q.4. SUBJECT: EXTENSION OF 02 YEARS DEPUTATION PERIOD OF MR. NMDY SECRETARY BS-19 IN ESTABLISHMENT DIVISION, ISLAMABAD WITH LDA, LAHORE.

1. Mr NM Dy Secretary S-19 in Establishment Division, Islamabad was posted in LDA, Lahore on 15.10.2022 for three years deputation.
2. His three years deputation tenure is expiring on 14.10.2025. At LDA, Lahore he performed his services with full devotion and dedication. He became expert in Rules & Regulations due to his experience at Establishment Division.
3. He framed many Establishment & HR Rules, which were essential for Bye-laws of LDA. The Board of Directors discussed them thoroughly and approved them with due diligence.
4. He is a thorough gentleman, always a helping hand to the officers and his sub-ordinates.
5. His services are essentially required for efficient running of HR section of LDA.
6. Secretary Services, Government of Punjab is requested to take up the matter with Establishment Division, Islamabad for two years extension of deputation period of Mr NM with LDA w.ef 15.10.2025 to 14.10.2027.

-Sd-
(Xyz)
Director General,
Lahore Development Authority
Lahore.

To,
The Secretary Services,
S&GAD Department.
Government of Punjab, Lahore.

Q.5. Tour Program

It is apprised that annual inspection of Union councils of Lahore district are due. Their annual inspection is mandatory to be conducted by the Directorate of Local Government.

I intend to perform this task as per following schedule;

Departure on 25.10.2025

Back to Head Quarter on 5.11.2025.

Submitted for approval, please.

- Sd-
(DM)
Assistant Director

To,
The Director,
Local Government, Lahore.



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Q.6. 5. Initiation of proceedings.- (1) If on the basis of its own knowledge or information placed before it, the competent authority is of the opinion that there are sufficient grounds for initiating proceedings against an employee under this Act, it shall either-

(a) proceed itself against the accused by issuing a show cause notice under section 7 and, for reasons to be recorded in writing, dispense with the enquiry:

Provided that no opportunity of showing cause or personal hearing shall be given where-

- (i) the competent authority is satisfied that in the interest of security of Pakistan or any part thereof, it is not expedient to give such an opportunity; or
- (ii) an employee has entered into plea bargain under any law for the time being in force or has been convicted of the charges of corruption which have led to a sentence of fine or imprisonment; or
- (iii) an employee is involved in subversive activities; or

(iv) it is not reasonably practicable to give such an opportunity to the accused; or

(b) get an inquiry conducted into the charge or charges against the accused, by appointing an inquiry officer or an inquiry committee, as the case may be, under section 10:

Provided that the competent authority shall dispense with the inquiry where-

- (i) an employee has been convicted of any offence other than corruption by a court of law under any law for the time being in force; or
- (ii) an employee is or has been absent from duty without prior approval of leave:
Provided further that the competent authority may dispense with the inquiry where it is in possession of sufficient documentary evidence against the accused or, for reasons to be recorded in writing, he is satisfied that there is no need to hold an inquiry.

(2) The orders of inquiry or the show cause notice, as the case may be, shall be signed by the competent authority; provided that where the Chief Minister is competent authority, the same shall be signed by such officer as may be authorized by him in this behalf. On the basis of Inquiry Report, if it has been proved that, the officer is guilty of shortage of material. The competent authority will order him to deposit the value of material in Government Treasury. On completion of whole recovery, it will be discretion of competent authority to take lenient view either to release him from further disciplinary proceedings or award him minor or major penalty.

Q.7. Punjab Estacode 2024

Private trade, employment or work – (1) No Government servant shall, except with the previous sanction of Government appointing authority³, engage in any trade or undertake any employment or work, other than his official duties:

Provided that he may, without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the condition that his official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligation as a Government servant; but he shall not undertake or shall discontinue such work if so directed by Government appointing authority³. A Government servant who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of Government:

*Provided further that a non-Gazetted Government servant may, without such sanction, undertake as small enterprise which absorbs family labour and where he does so shall file details of the enterprise along with the declaration of assets.



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(2) Notwithstanding anything contained in sub-rule(1), no Government servant shall associate himself with any private trust, foundation or similar other institution which is not sponsored by Government.

Q.8. Charge Relinquishment Report

In pursuance of the S&GAD Notification No. XYZ , Lahore dated 4.10.2025, I hereby relinquish the charge of the post of the Director, Water and Sewerage, Authority, Lahore on 5th October, 2025.

Date: 5.10.2025

(AJ)
Director, WASA
(Lahore)

Q.9. Government Servant can be retired from Government service, when he becomes incapacitated
a to perform his official function due to serious illness or mental infirmity.

The Medical Board will decide the fate of that official about his invalid retirement.

Q.9.

b

Date of Appointment	15.08.2009
Date of Retirement	15.10.2025
Total Service	27 Years
24 Months average pay	99,790
Date of birth	5.7.1988
Age on invalid Retirement	37 Years

$$99790 * 27 * 7 / 300 = 62,868$$

Gross Pension = Rs. 62,868

$$35\% \text{ of Gross pension Rs. } 22,004/- * 27.5908 * 12 = 7,285,296$$

Commutation = Rs. 7,285,296

Monthly Pension 65% of Gross Pension = Rs. 40,864/- plus various increases announced in Finance bills plus Medical Allowance @ 20% of years 2010 Pay plus 15% increase in Med. Allowance.
