

**Pakistan Institute  
of Public Finance Accountants**

# **Model Solutions**

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

**LFA**

**Summer Exam-2024**

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## Summer Exam-2024

### **Civil Service Rules, Local Councils Service Rules and Autonomous Bodies Service Rules (Application)**

**Q.1. Rule 5-6 of Punjab, Efficiency and Discipline Rules (PEEDA) 2006**

**a**

Substituted by the Punjab Civil Servants (Amendment) Ordinance, 2001 vide Efficiency and discipline

A civil servant shall be liable to such disciplinary action and penalties and in accordance with such procedure as may be prescribed 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:

2. Charge sheet will be issued to the accused

3. Inquiry Report must contain the facts findings in the light of charge sheet.

4. Inquiry must prepare recommendations in his Inquiry Report.

5. If charges have been proved by the I.O , the competent authority will issue Show cause notice to the accused.

6. If Inquiry Officers failed to prove the charges, the accused will be either exonerated or simple warning will be issued.

**Q.2. Ref: DEPUTATION POLICY GOVERNMENT OF THE PUNJAB FINANCE DEPARTMENT**

**Ancillary Instructions (DEPUTATION POLICY)**

**No.FD.SR.II.6(57)-73-2785 Dated the 9th February 1974**

**Subject: DEPUTATION POLICY**

1. No.FD-SR-II-6(57)-73 Dated the 1st January 1975

I am directed to refer to the instructions contained in para 3 of this Department's circular letter No.FD.SR-II-6(57)-73-2785, dated 9th February, 1974 which inter alia lay down that before the expiry of the three years period, the deputationists should be required to opt between reversion to his parent department and absorption in the borrowing organization.

2. A case has come to the notice of Government where an official opted for absorption in the borrowing organization, but the borrowing organization was unable for some time to take a decision in the matter. Government has, therefore, decided that in such cases the deputation may be extended for a period up to 3 months in order to enable the borrowing organization to complete the formalities and to take a final decision whether to absorb such an official permanently, as requested by him, or to send him back to his parent department. 3. However, I am to request you kindly to call upon the deputationists to make up their mind and to give their options well in time before the expiry of the prescribed period of deputation, so that it does not become necessary to extend the period of deputation. No.F.D.SR-II-6(57)7

**He can be absorbed in the Local Government Punjab in pursuance to above policy, but he will stand junior to other officers in the seniority list of officers in his scale.**

**Q.3. It is a sort of bonus or monetary benefit paid to the bona fide employees in recognition of their meritorious services or good performance.**

The amount of Honorarium is equal to one month pay or more per annum subject to availability of funds and sanction of competent authority

**Q.4.** Pay in BS-19 on 16.9.2023 = 169,380/-  
**a** Fix stage in BS-20 = 176,060/-  
 Premature Increment = Rs. 6,690/-  
 PHD allowance = Rs. 10,000/-  
 Total =192,750/- plus adhoc increases + HRA+ CA

**Q.4.** Pay in BS-19 on 1.12.2023 = 173,910/-  
**b** Pay in BS-20 on 2.12.2023 = 176,070/-  
 Premature Increment = Rs. 6,690/-  
 PHD allowance = Rs. 10,000/-  
 Total = 192,750/- plus adhoc increases + HRA+ CA

- Q.5.**
1. Issue revised seniority list of officers in BS-18
  2. Secretary Local Govt. will write to SeGAD. Deptt for fixing the date for DPC.
  3. File will go to Chief Secretary for fixing date and time of DPC Meeting
  4. Update the ACR dossier of officers
  5. Prepare working paper, showing No. of vacant posts, ACR dossier of officers and their extracts and seniority list and distribute among the DPC members.
  6. After completion of DPC meeting, minutes of meeting will be issued for signature of members.
  7. After signatures of all members, the notification will be issued showing promoted officers.

**Q.6.** Distance between Multan and Jhang=100 kms

|             |                                  |
|-------------|----------------------------------|
| Name        | XYZ                              |
| Designation | Asstt. Director Local Audi BS-17 |

| Departure |        |         | Arrival   |       |          |
|-----------|--------|---------|-----------|-------|----------|
| 15.1.2024 | Multan | 9.30 am | 15.1.2024 | Jhang | 12.30 pm |

Stay at Jhang 15.1. to 13.2.2024 = 30 days

|           |       |        |           |        |        |
|-----------|-------|--------|-----------|--------|--------|
| 14.2.2024 | Jhang | 2.0 pm | 14.2.2024 | Multan | 5.0 pm |
|-----------|-------|--------|-----------|--------|--------|

200 kms Rs.750

30 days DA @ Rs. 2560 =Rs. 76,800

Accommodation@ 2 DA per day =Rs. 153,600

Half Day on 14.02.24 =Rs.1,280

Total =232,430

**Q.7.**

|                      |                   |
|----------------------|-------------------|
| Date of Birth        | 2.4.1991          |
| Date of Appointment  | 18.11.2015        |
| Date of Invalidation | 18.09.2023        |
| Total Service        | 7 years 10 months |
| Last Pay             | Rs. 99,790/-      |

He has only 8 years service on his credit, therefore, entitled for gratuity equal to 8 months pay Rs. 798,320/-

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