



**Pakistan Institute
of Public Finance Accountants**

Model Solutions

**Civil Service Rules and Local
Councils Service Rules
(Application)**

AGP

Summer Exam-2024

MODEL SOLUTIONS – DISCLAIMER

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(Application)

Q.1. a	Date of Birth	15.05.1962
	Date of Appointment	01.07.1992
	Date of Retirement	15.05.1922
	Last Pay	Rs.117,470
	Total Service	29 years 10 months and 15 days
	Gross pension	Rs. 82,229/-
	Net Pension	53,449+ Various Increases+ Medical Allowance
	Commutation	4,272,782

Q.1. b Family Pension w.e.f 16.12.2022 Rs. 40,687 + Various Increases+ Medical Allowance

Q.2.

b Chapter-20 Punjab Estacode

The Protection Against Harassment Of Women At The Workplace Act, 2010 Punjab Estacode

In case of occurrence of such type of incidence, the victim will complain to the head of office and head of the department.

The head of office will entrust the matter to the Inquiry committee.

3. Inquiry Committee.–

(1) Each organization shall constitute an Inquiry Committee within thirty days of the enactment of this Act to enquire into complaints under this Act.

(2) The Committee shall consist of three members of whom at least one member shall be a woman. One member shall be from senior management and one shall be a senior representative of the employees or a senior employee where there is no CBA. One or more members can be co-opted from outside the organization if the organization is unable to designate three members from within as described above. A Chairperson shall be designated from amongst them.

(3) In case a complaint is made against one of the members of the Inquiry Committee that member should be replaced by another for that particular case. Such member may be from within or outside the organization.

(4) In case where no competent authority is designated the organization shall within thirty days of the enactment of this Act designate a competent authority

4. Procedure for holding inquiry.–

(1) The Inquiry Committee, within three days of receipt of a written complaint, shall–

(a) communicate to the accused the charges and statement of allegations leveled against him, the formal written receipt of which will be given;

(b) require the accused within seven days from the day the charge is communicated to him to submit a written defense and on his failure to do so without reasonable cause, the Committee shall proceed ex-parte; and

(c) enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the accused as the Committee may consider necessary and each party shall be entitled to cross-examine the witnesses against him.

(2) Subject to the provisions of this Act and any rules made thereunder the Inquiry Committee shall have power to regulate its own procedure for conducting inquiry and for the fixing place and time of its sitting.

(3) The following provisions, *inter alia*, shall be followed by the Committee in relation to inquiry:

(a) The statements and other evidence acquired in the inquiry process shall be considered as confidential;

(b) An officer in an organization, if considered necessary, may be nominated to provide advice

- and assistance to each party;
- (c) Both parties, the complainant and the accused, shall have the right to be represented or accompanied by a Collective Bargaining Agent representative, a friend or a colleague;
 - (d) Adverse action shall not be taken against the complainant or the witnesses;
 - (e) The inquiry Committee shall ensure that the employer or accused shall in no case create any hostile environment for the complainant so as to pressurize her from freely pursuing her complaint; and
 - (f) The Inquiry Committee shall give its findings in writing by recording reasons thereof.
- (4) The Inquiry Committee shall submit its findings and recommendations to the Competent Authority within thirty days of the initiation of inquiry. If the Inquiry Committee finds the accused to be guilty it shall recommend to the Competent Authority for imposing one or more of the following penalties:
- (i) Minor penalties:
 - (a) censure;
 - (b) withholding, for a specific period, promotion or increment;
 - (c) stoppage, for a specific period, at an efficiency bar in the time-scale, otherwise than for unfitness to cross such bar; and
 - (d) recovery of the compensation payable to the complainant from pay or any other source of the accused;
 - (ii) Major penalties:
 - (a) reduction to a lower post or time-scale, or to a lower stage in a time-scale;
 - (b) compulsory retirement;
 - (c) removal from service;
 - (d) dismissal from service; and
 - (e) fine. A part of the fine can be used as compensation for the complainant. In case of the owner, the fine shall be payable to the compliance.
- (5) The Competent Authority shall impose the penalty recommended by the Inquiry Committee under sub-section (4) within one week of the receipt of the recommendations of the Inquiry Committee
- (6) The Inquiry Committee shall meet on regular basis and monitor the situation regularly until they are satisfied that their recommendations, subject to decision, if any of Competent Authority and Appellate Authority, have been implemented.
- (7) In case the complainant is in trauma the organization will arrange for psycho-social counseling or medical treatment and for additional medical leave.
- (8) The organization may also offer compensation to the complainant in case of loss of salary or other damages.

Q.3. The Punjab Civil Servants Act, 1974

13. Employment after retirement

- (1) A retired civil servant shall not be re-employed under the Government unless such re-employment is necessary in the public interest and is made, except where the appointing authority is the Governor, with the prior approval of the authority next above the appointing authority.
 - (2) Subject to the provisions of sub-section (1) of Section 3 of the Ex-Government Servants (Employment with the Foreign Governments) (Prohibition) Act, 1966, a civil servant may, during leave preparatory to retirement, or after retirement from Government service, seek any private employment:
- Provided that, where employment is sought by a civil servant while on leave preparatory to retirement, he shall obtain the prior approval of the prescribed authority.

Ref: R-111- Estacode

- Q.4.** 1. Fill up prescribed proforma with amount of Rs. 50,000/-
2. Recommendation from Head of office
3. Service Card
4. NIC
5. Daughter's marriage Invitation Card.

- Q.5.** 1. Retirement Notification
2. LPC
3. Prescribed proforma duly filled up with amount of Rs.142,080/-
4. Recommendation of the head of office.
5. NIC
6. Service Card

- Q.6.** Ref: Punjab Estacode 2019
Engagement of Eminent Professionals from Private Sector on Honorary Basis No. SO(Cab-1) 7-2/2011 dated 4.6.2011 at Page No. 187 of Punjab Estacode-2019

Q.7. Ref: Punjab Civil Servants Act

21. Right of appeal or representation

(1) Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of his service is allowed to a civil servant by any rules applicable to him, such appeal or application shall, except as may otherwise be prescribed, be made within sixty days of the communication to him of such order.

(2) Where no provision for appeal or review exists in the rules in respect of any order, a civil servant aggrieved by any such order may, except where such order is made by the Governor, within sixty days of the communication to him of such order, make a representation against it to the authority next above the authority which made the order:

Provided that no representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post @ (or grade).

Ref: Punjab Estacode-

***4. Appeals to Tribunal** – (1) Any civil servant aggrieved by any final order, whether original or appellate, made by a departmental authority in respect of any of the terms and conditions of his service may, within thirty days of the communication of such order to him or within six months of the establishment of the appropriate Tribunal, whichever is later prefer an appeal to the Tribunal;

Provided that –

(a) Where an appeal, review or representation to a departmental authority is provided under the Punjab Civil Servants Act, 1974 or any rules against any such order no appeal shall lie to a Tribunal unless the aggrieved civil servant has preferred an appeal or application for review or representation to a departmental authority and a period of ninety days has elapsed from the date on which such appeal, application or representation was so preferred;

(b) no appeal shall lie to a Tribunal against an order or decision of a departmental authority determining the fitness or otherwise of a person to be appointed to or hold a particular post or to be promoted to a higher grade; and

(c) no appeal shall lie to a Tribunal against an order or decision of departmental authority made at any time before the 1st July 1969.
