



**Pakistan Institute
of Public Finance Accountants**

Model Solutions

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

LFA

Summer Exam-2025

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Q.1. Ref : PROMOTION (Page-102 Punjab Auxiliary Rules Appointment & service Conditions)

No. SO(S)-18-3/70

Dated the 28th October 1979

Subject: PREPARATION OF SELECT LIST IN THE ADMINISTRATIVE DEPARTMENTS/ATTACHED DEPARTMENTS

Keeping in view the number of vacancies available and the number of vacancies that are likely to arise between one meeting of the Provincial Selection Board and other, all departments have already been directed to have select lists duly approved by the Board so that vacancies can be filled in as and when these occur.

2. In the recent meeting of the Provincial Selection Board, a number of officers have been approved and their names have been placed on the select list. It may not be possible to anticipate as to when a particular vacancy is likely to arise. In between, the officer may earn a couple of reports. These reports may be good/bad or average, but must be taken into consideration by the competent authority in each case before a particular officer is promoted to the next higher grade. For example, if a particular officer was approved to be placed on select list in the meeting held by the Provincial Selection Board in October 1979 and the vacancy occurs in May 1980, the annual confidential report for the year 1979 and for the remaining period (if it is due), must be taken into account before his actual promotion takes place.

3. In case of any doubt or ambiguity in relation to the promotion of a particular officer in any department, a reference may be made to the Services & General Administration Department for clarification and guidance.

4. These orders take immediate effect.

5. It should be signed by the Administrative Secretary.

6. Complete set of the instructions is enclosed for ready reference.

iii) That 10% of the vacancies have been kept vacant for ex-servicemen as required by the standing instructions contained in S&GAD letter No. SI.2-61/78 dated 15.11.1982.

Note: Gradation/Seniority list should be authenticated by the Administrative Secretary.

Annexure-I

PARTICULARS OF THE OFFICERS ACCORDING TO THE SENIORITY, WHOSE CASES ARE TO BE CONSIDERED

BY THE PROVINCIAL SELECTION BOARD Sr. No.	Name(s) of the officer(s) and present posting with date(s)	Quali- fication	Cadre/BPS and date of promotion to present scale	Length of service in each grade: 17 18 19	Whether any enquiry is pending – details should be separately given in Annex-II	Eligi- bility	Recomm- endation of the Deptt./ Minister
1	2	3	4	5	6	7	8

Annexure-II

DETAILS AND UP-TO-DATE POSITION OF INQUIRIES

TO-DATE POSITION OF INQUIRIES Name of the officer with designation	Gist of the charges	Date of approval of authority for initiating action	Present position of inquiry	Approximate time required for completion of inquiry
1	2	3	4	5

Annexure-III

**DETAILS OF PUNISHMENT
AWARDED AND
RETIREMENT/REINSTATEMENT**
Name of the officer with designation

Date and details of the penalty imposed	Charges on which the inquiry was conducted	Charges which were ultimately proved	Date & summary of reasons for retirement of officers. (copy of the order to be	Date and summary of reasons for reinstatement and authority which ordered
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According to rules the officers whose cases are placed before the Provincial Selection Board are generally incomplete. In some cases reports for the last three to four years are not on record. The character rolls of the officers should be complete and up to date. Proper justification/reasons must be furnished for missing reports both in C.R. dossier and the synopsis (instructions on this subject issued by the S&GAD may be heeded).

SYNOPSIS

The synopses of Character Roles of the officers prepared by the A.D. are lop-sided. It does not indicate whether the adverse remarks were communicated and if so whether they were represented against and expunged. The correctness of the synopsis of Character Rolls are not certified. It is, therefore, requested to ensure that:

- 1) Character Rolls of the officers concerned are complete. Proper justification must be furnished if reports for the past years are missing.
- 2) In the column 'adverse remarks', it should be clearly indicated;
 - (i) Whether the adverse remarks were communicated.
 - (ii) Date of communication of adverse remarks.
 - (iii) Whether adverse remarks were represented against.
 - (iv) Final result of representation against adverse remarks.
 - (v) The above information should be furnished immediately below the adverse remarks and underlined.
 - (vi) Name and designation of officers recording the good remarks should be clearly mentioned.
 - (vii) Correctness of synopsis should be certified by an officer not below the rank of Deputy Secretary.
 - (viii) Ten cyclostyled copies of synopsis, etc., should be prepared and furnished to this Department.
 - (ix) If the adverse remarks have been expunged, these should not at all be projected in the synopsis of the C.R. Dossier of the officer.

Q.2.

Appointment of Project Director

Applications are invited for the post of project Director IT Complex Multan
Qualifications; Civil Engineering
Experience: 10 years
Pay Scale : BS-20
Age- : 45-55 years.
Contact: 3 Years
All the interested candidates must send their C.V within 15 days to publication of this advertisement into newspapers or on 30.4.2025.
Suitable/ Short listed candidates will be invited for interview, they must bring their original certificates on the date of interview.

No TA/DA is admissible for interview.

-Sd-
Dy Secretary (Admn)
Local Government Department Punjab, Lahore.

Q.3.

7. Appointment by transfer.- (1) An appointment by transfer to a post shall be made on the recommendations of the Board.

(2) Appointments by transfer may be made from amongst persons holding appointments under the Government on regular basis in the same basic pay scale as that of the post to which the appointment is to be made and the said person is eligible for appointment to the post.

(3) The lien and seniority of a member appointed by transfer shall be maintained in his parent department as per policy of the Government.

8. Confirmation and termination.- (1) If a member fails to complete any training or pass the departmental examination prescribed for the purpose, the appointing authority may:

- (a) in case of initial recruitment, terminate his service; and
- (b) in case of appointment by promotion revert him to lower post, or if there is no such post, terminate his service.

(2) The service of a member may be terminated without notice during the initial or extended period of probation but if such a member is appointed by promotion, his service shall not be terminated so long as he holds a lien against his former post, basic pay scale or functional unit.

(3) In case, a post is abolished or the number of posts in a functional unit is reduced for any reason, the service of the most junior person in the functional unit shall be terminated.

Q.4.

1 PUC is a Research paper submitted by Mr. A & MR B, both scientists of Agriculture University, Faisalabad.

2. Through their research, they have discovered a new variety of rice named **XY** . The output of this variety is 100 maunds or 4 ton per acre, which is higher than the current varieties of rice under cultivation in Pakistan. They have proved their research through the output taken in last season Rice crop. All the agricultural scientists had seen demonstration and accepted the discovery of new rice variety.

3. In order to recognize the research services and hard work done by both the scientists to achieve the food security, it is therefore, proposed to reward them with Gold Medal and cash prize of Rs. 1,000,000/- to each scientist.

4. This venture might encourage them to devote more time and energy in realization the goal of Food Security by the Government of Pakistan.

5. This working is placed before the syndicate for perusal and approval of proposal at Para-3.

- Sd-

Registrar

Agriculture University, Faisalabad

Q.5. Procedure.- (1) An appeal shall be preferred in the form of an appeal filed or sent through registered post to the appellate authority or the officer authorized by the appellate authority.

(2) The appeal may be filed by the appellant either personally or through his authorized agent.

(3) Every petition of appeal shall:

- (a) be in writing;
- (b) set forth concisely the grounds of objections;
- (c) contain all material statements and arguments relied upon by the appellant;
- (d) have no disrespectful or improper language;
- (e) be signed and verified by the appellant; and
- (f) be accompanied by a certified copy of the order appealed against.

4) Every appeal shall be entered in the Register of Appeals.

5) No order, revising or modifying an order adversely affecting any person under these rules, shall be passed without giving that person a reasonable opportunity of being heard.

6) The appellate authority, before deciding the appeal, may examine the record of any case or proceedings under the Act in which a decision has been given within its jurisdiction has passed an order for purposes of satisfying itself as to the correctness, legality, or propriety of such order.

7) The appellate authority shall dispose of the appeal finally but not later than ninety days through a speaking order.

8) The appellate authority may, if the circumstances so require, issue an interim order to stay the execution proceedings.

9) The decision of the appeal shall be communicated to the appellant and the authority.

10) The decision of the appeal shall be given effect immediately on its receipt.

- Q.6.**
1. The D.G LDA will write a D.O Letter to the Secretary Local Government Department in which he requisition his services.
 2. Local Government Department will obtain the NOC/willingness of Deputy Secretary.
 3. Then Secretary Local Government Department will forward the case to the S&GAD Department for NOC.
 4. If S&GAD Department agrees, it will issue transfer orders of Mr. X from Local Government Department to LDA.

Q.7. Seniority of above four officers will be fixed after 20 officers already working in same scale;

21. Mr.B 15.12.1990

22. Mr. A 20.8.1991

23. Mr. D 15.9.1993

24. Mr. C 14.5.1994

Because age factor determines the seniority, if joining is on the same period.
