



**Pakistan Institute
of Public Finance Accountants**

Model Solutions

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

Winter Exam-2023

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Solutions – Civil Service Rules and Local Councils Service Rules (Application)

Q.1. Ref: Rule-8 & 9 Punjab LGS Appointment Rules 2018

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.

9. Probation.— (1) A person appointed to a post in a basic pay scale 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:

Provided that the appointing authority may extend the period of probation by a further period not exceeding two years in all.

Explanation.— Officiating service and service spent on deputation to a corresponding or a higher post may be allowed to be counted towards the period of probation.

Total Marks 10

Q.2. Punjab Estacode –GOVERNMENT OF PUNJAB FINANCE DEPARTMENT NOTIFICATION The 3rd September 1969

Rule -11

11. Claims under these rules shall become payable only upon submission by the Head of Office or the Head of Department concerned to the Insurance Company of –

- (i) a certificate in the form set out in Annexure “B” or “C” as the case may be certifying the death of the Government servant concerned and indicated the class of Government servant to which such Government servant belonged immediately before his/her death;
- (ii) where the deceased was a Non-Gazetted Government servant, one copy of the nomination form referred to in clause (b) of sub-rule (I) of rule 10; and
- (iii) where no valid nomination under rule 10 subsists in respect of a Government servant at the time of his death, a certificate specifying the name of the members of his family, and in the absence of any member of his family, the names of his surviving relatives to whom the sum assured is payable under the provision of clause (b) of sub section (1) of section 5 of the Ordinance, and the shares in which the sum is payable to them.

12. (1) On receipt of the documents referred to in rule 11, the Insurance Company concerned shall make immediate arrangements for the payment of the sum assured, depending on the class to which such assured person belonged, in the manner provided in section 5 of the Ordinance.

(2) In case the nominee is a minor, the Government servant shall nominate one or more person through whom the payment of the share/amount of the minor shall be paid by the Insurance Company.

As per Revised Rules dated 1.12.2013, the sum assured of G.I is Rs. 1,000,000, whose pay is 65,001 & above.

Total Marks 10



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Q.3. No change of seniority during deputation period. 05
(i)

Q.3. After absorption in PLG Deptt. His seniority will be fixed at last of the officers in the grade at 05
(ii) No.26

Total Marks 10

Q.4. He has to join at Multan on 24.01.2023.
a

Q.4. TA Bill
b

Departing Station	Date	Time	Arriving Station	Date	Time
Lahore	23.1.2023	11.0 AM	Multan	23.1.23	6.0 PM

1. Mileage allowance 300 kms @ Rs.15/- per km =Rs.4,500/-
2. DA Self =Rs.4920/-
3. DA for spouse +2 DA for daughters morethan 12 years age =Rs.14,760/-
4. Shifting of Luggage (4,500 kg*300 km *Rs.03 per km) =Rs.40,500
5. Transfer Grant/Full Pay =Rs.91,640/-
- Total = Rs.156,320/-

Total Marks 10

Q.5. Ref: Rule- 3 PEEDA 2006.

3. Grounds for proceedings and penalty.-An employee shall be liable to be proceeded against under this Act, if he is -

(iv) engaged or is reasonably believed to be engaged in subversive activities, and his retention in service is prejudicial to national security, or is guilty of disclosure of official secrets to any unauthorized person.

4. Penalties.-(1)

The competent authority may, notwithstanding anything contained in any law or the terms and conditions of service of the accused, by an order in writing, impose one or more of the following penalties, namely:-

a) Minor penalties-

Major penalties

- (i) recovery from pay, pension or any other amount payable to the accused, the whole or a part of any pecuniary loss caused to the Government or the organization in which he was employed, and if the amount due from any such person cannot be wholly recovered from the pay, pension or any other amount payable to him, such amount shall be recovered under the law for the time being in force;
- (ii) reduction to a lower post and pay scale from the substantive or regular post for a specific period subject to a maximum of five years;
- (iii) forfeiture of past service for a specific period subject to a maximum of five years;
- (iv) compulsory retirement;
- (v) removal from service; and
- (vi) dismissal from service; and

(2) Dismissal from service under this Act shall disqualify the employee for future employment under the Government or under any organization to which the provisions of this Act apply.



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(3) Any penalty under this Act shall not absolve an employee or accused from liability to any punishment to which he may be liable for an offence, under any law, committed by him while in service.

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

(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.

6. Suspension.-An employee against whom action is proposed to be initiated under section 5 may be placed under suspension for a period of ninety days, if in the opinion of the competent authority, suspension is necessary or expedient, and if the period of suspension is not extended for a further period of ninety days within thirty days of the expiry of initial period of suspension, the employee shall be deemed to be reinstated:

Provided that the continuation of the period of suspension shall require the prior approval of the competent authority for each period of extension.

7. Procedure where inquiry is dispensed with.-If the competent authority decides that it is not necessary to hold an inquiry against the accused under section 5, it shall- (a) inform the accused by an order in writing, of the grounds for proceeding against him, clearly specifying the charges therein, alongwith apportionment of responsibility and the penalty or penalties proposed to be imposed upon him;

(b) give him a reasonable opportunity of showing cause against the proposed action, within seven days of receipt of the order or within such extended period as the competent authority may determine;

(c) on receipt of reply of the accused within the stipulated period or after the expiry thereof, if no reply is received, determine whether the charge or charges have been proved against the accused or not; Provided that after receipt of reply to the show cause notice from the accused, the competent authority, except where the Chief Minister himself is competent authority, shall decide the case within a period of ninety days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons:



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Provided further that if the case is not decided by the competent authority within the prescribed period of ninety days, the accused may file an application before the appellate authority for early decision of his case, which may direct the competent authority to decide the case within a specified.

He will join in S&GAD department and issue of posting orders as Chief Officer on deputation, then send his services to Secretary Local Government for joining of post.

Total Marks 10

Q.6. Ref: Rule- 19 & 20 Punjab LGS Appointment Rules 2018.

05

a efficiency and discipline.- A member shall be liable to such disciplinary action and penalties in accordance with the procedure prescribed by the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, or any other law or rules for the time being in

Right of Appeal or Representation.- (1) An aggrieved member within sixty days of an order, file an appeal to the authority next to the authority which passed the order.

(2) If the Punjab Local Government Board is the authority which passed the order, an appeal shall lie to the Additional Chief Secretary, Punjab and General Administration Department of the Government.

(3) In case of rejection of appeal by the competent Authority, the convicted person has to file appeal in the Punjab Services Tribunal, against his termination.

(4) In case, no relief was given to him by Punjab Services Tribunal, then he has to knock the door of Supreme Court.

Total Marks 10

- Q.7.**
1. Secretary Local Government has to send the requisition to the S&GAD Deptt. Govt. of Punjab with full justification for obtaining his services from Federal Government for three years deputation.
 2. Secretary S&GAD will move a summary/ note for the approval of Chief Secretary and Chief Minister, Punjab.
 3. Then a letter will be sent to Secretary Establishment Division, Islamabad. Establishment Division will issue notification for transfer of his services to Punjab Government.
 4. Mr. B will relinquish the charge in the Ministry of Housing & Works, Islamabad and give his joining in S&GAD Govt. Punjab.
 5. S&GAD Deptt. will issue his posting orders as Chief Engineer in Municipal Corporation, Rawalpindi. Local Government Deptt. Govt. of Punjab.

Total Marks 07

Q.8. Ref: Rule- 10 Punjab LGS Appointment Rules 2018.



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10. Seniority.- (1) The seniority *inter se* of the members appointed to a post in the same basic pay scale in a functional unit shall be determined:

- (a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Board; and
- (b) in the case of persons appointed by promotion, with reference to the dates of their continuous appointments in the basic pay scale:

Provided that if the date of continuous appointment in the case of two or more persons appointed to the basic pay scale is the same, the elder if not junior to the younger in the next below basic pay scale, shall rank senior to the younger person.

Total Marks 08
