PART III
GOVERNMENT OF PUNJAB
DEPARTMENT OF REVENUE, REHABILITATION
AND DISASTER MANAGEMENT
NOTIFICATION
The 4th January, 2019

No. G.S.R. 4/Const./Art.309/2019.- In exercise of the powers
corrofied by the proviso to article 309 of the Constitution of India, and all
other powers enabling him in this behalf, the Governor of Punjab is pleased to
make the following rules, for regulating the recruitment and conditions of
Service of persons appointed to the Punjab Naib-Tehsildars (Group-B) Service,
namely:-

RULES
1. Short title, commencement and applicability.- (1) These rules may
be called the Punjab Naib-Tehsildars (Group B) Service Rules, 2019.
(2) They shall come into force on and with effect from the date of their
publication in the Official Gazette.
(3) They shall apply to the posts specified in Appendix ‘A’ to these rules.

2. Definitions.- (1) In these rules, unless the context otherwise requires,-
(a) ‘Appendix’ means an Appendix appended to these rules;
(b) ‘Commissioner’ means the Commissioner of a Division;
(c) ‘Financial Commissioner’ means the Financial Commissioner,
Revenue;
(d) ‘Government’ means the Government of the State of Punjab in the
Department of Revenue, Rehabilitation and Disaster Management;
and
(e) ‘Service’ means the Punjab Naib-Tehsildars (Group B) Service.
(2) The words and expressions used but not defined in these rules,
shall have the same meaning as respectively assigned to them in the Punjab
Civil Services (General and Common Conditions of Service) Rules,1994.

3. Number and character of posts.- The Service shall comprise the posts
specified in Appendix ‘A’:

Provided that nothing in these rules shall affect the inherent right of the
Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

4. **Appointing Authority.** Appointment to the Service shall be made by the Financial Commissioner.

5. **Pay of members of the Service.** The members of the Service shall be entitled to such scales of pay, as may be authorized by the Punjab Government, from time to time. The scales of pay, at present, in force in respect of the members of the Service, are given in Appendix ‘A’.

6. **Method of appointment and qualification.** (1) Appointment to the Service shall be made in the manner specified in Appendix “B”:

Provided that if no suitable candidate is available for appointment by promotion or by direct recruitment, then the appointment to the Service may be made by transfer from the persons holding the same post under the State Government.

(2) No person shall be appointed to the Service, unless he possesses the qualifications and experience, as specified in Appendix “B”.

(3) Appointment to the Service shall be made from amongst the candidates whose names have been duly entered in the Registers of candidates maintained under rule 7 on the basis of roster points as under:

- **Register A (For direct appointment):** 1, 3, 5, 7, 9, 11, 13, 15, 17, 19, 21, 23, 25, 27, 29, 31, 33, 35, 37, 39, 41, 43, 45, 47, 49, 51, 53, 55, 57, 59, 61, 63, 65, 69, 71, 73, 75, 77, 79, 81, 83, 85, 87, 89, 91, 93, 95, 97.
- **Register B (For Kanungos):** 2, 4, 6, 8, 10, 12, 14, 16, 18, 20, 22, 24, 26, 28, 30, 32, 34, 36, 38, 40, 42, 44, 46, 48, 50, 52, 54, 56, 58, 60, 62, 64, 66, 68, 70, 72, 74, 76, 78, 80, 82, 84, 86, 88, 90, 92, 94, 96, 98, 100.
- **Register C (For Senior Assistants working in the offices of Deputy Commissioners):** 33, 67, 99.

7. **Registers to be maintained.** (1) The following registers of candidates shall be maintained by the Government, namely:

- **Register A** in which shall be entered the names of candidates for direct appointment on the basis of the recommendations of the recruiting authority in the order of merit assigned to them by such authority, provided that the candidate joins within the stipulated time.
(ii) Registers ‘B’ and ‘C’ in which shall be entered the names of the candidates for appointment by promotion from the categories mentioned in Appendix “B”:

Provided that mere entry of name of a person in a Register of candidates shall not confer upon him any right of appointment to the Service.

(2) Selection of candidate for the posts in connection with Register ‘A’, as specified in Rule 6, shall be carried out by the Punjab Public Service Commission.

8. Enlistment of candidates.- (1) The Divisional Commissioners shall recommend to the Government, the names of eligible candidates in order of inter-se seniority from their respective divisions for inclusion of the names in Register-B and Register-C. The inter-se seniority of eligible candidates in each Register shall be based on seniority in the cadre. Only those candidates shall be eligible for consideration who fulfill the following conditions, namely:-

(i) the candidate must have passed the departmental examinations, as may be specified by the Government from time to time; and

(ii) the candidate must possess the required experience as specified in Appendix “B” to these rules.

(2) The Financial Commissioner shall check the eligibility of the recommended names and enter the names of the eligible recommended candidates in the order of seniority in Register “B”/Register “C”. In case a candidate who failed to be considered for promotion, due to not having passed the departmental examinations, becomes eligible at a later date for promotion, after passing the departmental examinations, he shall be considered for promotion in subsequent promotion proceedings based on his position in the seniority list. Seniority of such a candidate shall be determined on the date of his promotion and he shall have no right to claim seniority over candidates promoted in earlier proceedings. Each promotion proceedings shall be based on seniority-cum-merit.

9. Departmental Examination and Training.- A person appointed to the Service by direct recruitment or by transfer shall,-

(i) undergo satisfactorily the course of training as may be specified by the Government from time to time, unless exempted by the Financial Commissioner; and

(ii) be required to qualify the departmental examinations, as may be
specified by the Government from time to time, and as per the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time:

Provided that if any member of the Service has qualified the examination by the prescribed standard prior to his appointment to the Service, he shall not be required to qualify the Departmental Examination again.

10. Disciplie, punishment and appeal.- (1) In the matter of discipline, punishment and appeal, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 in respect of the members of the Service shall be as per Appendix "C".

11. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.- (1) In respect of the matters, which are not specifically provided in these rules, the members of Service shall be governed by the provisions of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present in force, are contained in Appendix "D".

12. Repeal and saving.- The Punjab Naib-Tehsildars (Class III) Service Rules, 1984, in so far as these are applicable to the members of the Service are hereby repealed:

Provided that any order issued or any action taken under the rules so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

13. Interpretation.- If any question arises as to the interpretation of these rules, the Government in consultation with the Department of Personnel, shall decide the same.
<table>
<thead>
<tr>
<th>Serial Number</th>
<th>Designation of the Post</th>
<th>Number of Posts</th>
<th>Scale of Pay (in Rupees)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Perma-</td>
<td>Tempo-</td>
</tr>
<tr>
<td>1</td>
<td>Naib-Tehsildar</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX ‘B’
(See rule 6, 7 and 8)

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Designation of the Post</th>
<th>Percentage for Qualification and experience for appointment by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Direct appointment by promotion</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Direct appointment promotion</td>
</tr>
<tr>
<td>1</td>
<td>Naib-Tehsildar</td>
<td>Forty-seven percent Fifty-three percent Should be a graduate from a recognised university or institution.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(i) Fifty percent from amongst District Kanungs and Kanungs, who have an experience of working as such for a minimum period of three years. Kanungo shall include the District Kanungo and District Revenue Accountant promoted from Kanungs, Kanungs appointed as Assistant Waterlogging and Senior Revenue Accountant (SRA) by way of transfer, Assistant District Kanungo, Office Kanungo, Special Kanungo, Thir Kanungo, Field Kanungo and Settlement Kanungo; and (ii) Three percent from amongst the Senior Assistants working in the offices of Deputy Commissioners, who have an experience of</td>
</tr>
</tbody>
</table>
working as such for a minimum period of five years. The Senior Assistants working in the offices of Deputy Commissioners shall include Sub-Divisional Accountants, Readers to Deputy Commissioners, Sub-Divisional Magistrates, Senior Revenue Accountants and District Revenue Accountants, who are appointed from the cadre of Senior Assistants of the offices of Deputy Commissioners:

Provided that the candidates should have already passed the departmental examinations, as may be specified by the Government from time to time.
APPENDIX ‘C’
(See rule 10)

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Designation of the Post</th>
<th>Punishing Authority</th>
<th>Appellate Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Naib-Tehsildar</td>
<td>Financial Commissioner Revenue</td>
<td>Minister in charge of the Department.</td>
</tr>
</tbody>
</table>
THE PUNJAB NAIB-TEHSILDARS DEPARTMENTAL EXAMINATION REGULATIONS, 1984

No. Comp. I/OESD-3/84.—In exercise of the powers conferred by rule 24 of the Punjab Naib-Tehsildars (State Service Class III) Rules, 1984 (hereinafter called the Rules), the Financial Commissioner is pleased to make the following Regulations for the Departmental Examination of Naib-Tehsildars:

1. **Short title, commencement and applicability:**

   (a) These Regulations shall be called the Punjab Naib-Tehsildars Departmental Examination Regulations, 1984.

   (b) They shall come into force at once.

   (c) They shall be applicable to Naib-Tehsildars appointed by direct recruitment or by transfer under Rule 7 of the Rules; and to District Kanungos, District Revenue Accountants, Kanungos, and Senior Revenue Accountants and Assistants Water-logging appointed by promotion from the post of Naib-Tehsildar, unless the Financial Commissioner, by special order, directs that it be held at some other place.

2. **Place and time of examination:**

   The departmental examination for Naib-Tehsildars will be held twice a year, in the months of February and August, on such dates as may be notified in the Official Gazette, ordinarily at Jalandhar, unless the Financial Commissioner, by special order, directs that it be held at some other place.

3. **Schedule, curriculum and assignment of marks for examination in various subjects:**

   The examination in various subjects shall be held in accordance with the schedule and the curriculum, and the marks assigned to each subject shall be as specified in the table below:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time Allowed</th>
<th>Paper</th>
<th>Subjects of Examination</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>10:00 A.M.</td>
<td>I</td>
<td>Punjab Land Revenue Act and Rules</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M.</td>
<td></td>
<td>Chapters 2, 3, 4, 6, 7, 8, 9, 10 and 19 of the Punjab Land Records Manual Standing Orders Nos. 2, 3, 7, 20, 29, 30</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>2:00 P.M.</td>
<td>II</td>
<td>Arithmetic up to Matriculation Standard</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td>5:00 P.M.</td>
<td></td>
<td>Patwari's Mensuration Manual</td>
<td>60</td>
</tr>
<tr>
<td>Second</td>
<td>10:00 A.M.</td>
<td>III</td>
<td>Punjab Tenancy Act and Rules</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M.</td>
<td></td>
<td>Appendices VII, VIII, IX and XXI of the Punjab Settlement Manual Chapters II, VI, VII, VIII, XI, XIII, XV and XVI of the Punjab Land Administration Manual</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>2:00 P.M.</td>
<td>IV</td>
<td>The Punjab Registration Manual</td>
<td>50</td>
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<tr>
<td></td>
<td>5:00 P.M.</td>
<td></td>
<td>The Punjab Stamp Manual</td>
<td>30</td>
</tr>
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<td></td>
<td>9:00 P.M.</td>
<td></td>
<td>Criminal Procedure Code, omitting Chapters 18, 21, 28, 29, 30, 32 (except part E), 34, and 35</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>11:00 P.M.</td>
<td></td>
<td>Indian Penal Code, omitting Chapters 6, 7, 12, 18 and 21</td>
<td>50</td>
</tr>
<tr>
<td>Day</td>
<td>Time Allowed</td>
<td>Paper</td>
<td>Subjects of Examination</td>
<td>Marks</td>
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<tr>
<td>Third</td>
<td>2:00 P.M.</td>
<td>VI</td>
<td>Civil Procedure Code, omitting sections 88, 93, parts VII, VIII, IX, orders XXIX, XXX, XXXI, XXXVIII, XL, XLIV, XLV, XLVI, XLVII, and XLIX.</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>5:00 P.M.</td>
<td></td>
<td>Indian Evidence Act</td>
<td>10</td>
</tr>
<tr>
<td>Fourth</td>
<td>10:00 A.M.</td>
<td>VII</td>
<td>Urdu:</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>1:00 P.M.</td>
<td></td>
<td>(i) Written translation of a passage from Urdu into Punjabi</td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(ii) Oral reading of a passage printed or cyclostyled in Urdu</td>
<td>25</td>
</tr>
<tr>
<td>Do</td>
<td>2:00 P.M.</td>
<td>VIII</td>
<td>Financial Rules</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>2. Treasury Rules (Punjab)— Part I Part II—Chapters I, II, III, IV (upto 4.9 and 4.68 to 4.181), VI, VII and Appendices B and C.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4. Punjab Civil Services Rules, Vol. II (Pension/Provident Fund Rules), Chapter I to V, VII and IX to XIII (13.1, 13.11, 13.14, 13.15 only)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>5. Civil Services Rules, Vol. III (T.A. Rules)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Chapter I and II (T.A. Rules 2.1, 2.4, 2.15, 2.16, 2.18, 2.23, 2.32, 2.35, 2.57, 2.68 to 2.70, 2.107 and 2.109 only)</td>
<td></td>
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<td></td>
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<td></td>
<td>7. Account Code, Volume I—Chapters III, IV, V and VI.</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>9. Introduction of Government Audit and Accounts (General Chapters only).</td>
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</tr>
</tbody>
</table>
3. Except papers II and VII shall be answered with the help of books to be provided in the Examination and be answered by copying a passage from the book, but shall be designed to test the practical knowledge of the candidates and shall be confined, as much as possible, to cases arising in ordinary practice, facts of probable occurrence being stated and the candidates being required to find and apply the law bearing on them.

4. Examiners:—The Director of Land Records shall set one out of papers II & IV, and for the other paper he shall appoint a separate examiner, not below the rank of Extra Assistant Commissioner.

The Commissioner of Jalandhar Division, or such other Commissioner as may be specified by the Financial Commissioner, shall nominate:

(a) two separate examiners not below the rank of Extra Assistant Commissioner who shall each set one of papers I & III;

(b) two separate examiners who shall be officers of the P.G.S. (Judicial Branch) cadre, who shall each set one of papers V & VI;

(c) An officer of the Finance Department not below the rank of Chief Account Officer, to set paper VIII; and

(d) An examiner for paper VII.

The answers shall be examined, and allotment of marks for the answers in each subject shall be made, by the examiner who set the paper. The examiners shall send their award of marks within 4 weeks of the date from which the examination closes to the Director of Land Records.

5. Requirements and results:—Unless the candidate obtains not less than 1/3rd of the maximum marks attainable in the second paper and not less than half the marks attainable for each other remaining paper, he shall be held to have failed in such papers.

6. Supervision of the Examination:—(1) The examination will be personally supervised by the Director, Land Records, Punjab, and one Assistant Commissioner or Extra Assistant Commissioner nominated for the purpose by the Commissioner of the Division where the examination is held.

(2) The Director of Land Records who shall be the President of the Examination Committee, shall:

(a) receive the question papers from the Examiners and cause them to be printed or cyclostyled;

(b) transmit the answer papers to the examiners within 24 hours of the close of the examination;

(c) receive and compile the marks awarded; and

(d) submit within one week of receipt of the last award statement, the report in Form I to the Financial Commissioner.

7. Persons eligible to appear:—The persons eligible to appear for the examination shall be:

(a) Naib-Tehsildars appointed by direct recruitment under sub-rule (i) of Rule 7 of the Rules, or by transfer under second proviso to Rule 7 of the Rules—within a period of 2 years from the date of their initial appointment;

(b) District Kanungos, District Revenue Accountants and Kanungos and Senior Revenue Accountants and Assistant Water-Logging appointed by promotion from the post of Kanungo;

Provided that such persons shall not be permitted more than five chances, at their convenience, to appear in the examination:

Provided further that one additional chance may be given by the Commissioner for special reasons to be recorded in writing:

Provided further that the Financial Commissioner may give one more additional chance, in exceptional cases.

8. Notice of intention to appear:—All the persons who are eligible to appear at the examination in February or in August of any year are required to give notice in Form I before the 1st January or the 1st July respectively to the Deputy Commissioner of the District in which they may be serving, or to the Commissioner otherwise of their intention to appear in the examination. The Deputy Commissioner shall forward the notice in Form I received by him to the Commissioner.

9. Information as to the number of the Examiners:—After the publication in the Official Gazette of the date sheet of each examination, the Commissioner of each Division shall send in Form III, particulars of persons eligible under Regulation 7 to take up the examination, along with the certificate of eligibility specified in Form III, to the Director, Land Records Punjab, so as to reach him at least one week prior to the commencement of the examination, and a copy thereof shall be sent to the Financial Commissioner by the Commissioner. It shall be incumbent upon the Director, Land Records, to refuse permission to persons who are prima facie ineligible to appear in the examination.

10. Subsidiary Regulations:—(1) The examination must be held on the days and at the time notified. The officers supervising the examination will be responsible for the due observation of all instructions issued regarding the examination. One of the officers conducting the examination shall remain in the room during the whole of each sitting.
4. At the time appointed for each sitting, the candidates will be assembled and placed so that no opportunity shall be offered for communication with one another, and if practicable, at separate tables.

The envelope containing the question papers will then be opened by the officer conducting the examination at the time fixed for the commencement of the examination and the papers distributed at once.

(3) Writing paper of uniform size will be provided by the officer conducting the examination and allowed to use their own paper and should any of them have brought paper into the examination room, they pens and inkstand. A separate slip of the following specimen shall be attached with each answer book to be delivered to the candidates who shall fill this slip properly:

- Roll No. — Copy Book No.
- Total number of Copy Books used —

(Please write your name and designation on this slip only and nowhere else.)

1. Subject —
2. Paper —
3. Date —
4. Name (in Block letters) —
5. Designation and place of posting —
6. Signature —

(4) Except as provided under Regulation 3, no books or writing of any kind may be brought by the candidates into the examination room. Any transgression of this rule, or any copying from the papers of another candidate, will vitiate the examination of both parties concerned, and will render them liable to any of the punishments specified in rule 5 of the Punjab Civil Services (Punishment and Appeal Rules, 1970).

(5) The answer to the questions must be written, leaving one third margin, and on one side of the paper only, and numbered according to the number of the question.

(6) The candidates shall, before delivering his answer book to the officer conducting the examination, fill up the slip attached to each answer book as directed therein. Candidates shall not disclose their identity on the answer sheets in any way.

The slips shall be removed and sealed immediately after allotting fictitious Roll Numbers at the end of the examination. The sealed slips shall be kept in the personal custody of the Director, Land Records, Punjab and shall be opened only at the time of compilation of the result under the personal supervision of the Director, Land Records, Punjab.

(7) No candidate should be allowed to leave the room during the examination except for necessary purposes. Proper arrangement should be made to prevent reference to unauthorized books or other material.

(8) The Officer conducting the examination, on receiving the answer book of each candidate, will, before the candidate is permitted to leave the room, satisfy himself:

1. that the name of the candidate and other particulars are written legibly on the slip on each of his papers and nowhere else;
2. that no writing paper has been used except that delivered to the candidate for the purpose;
3. that the answers have been properly numbered.

If in the course of the examination or subsequently, any circumstances come to the notice of the officer conducting the examination which throw suspicion upon any of the candidates of any malpractices these should be noted and a report submitted.

(9) No candidate should be allowed more than the prescribed time for each paper.

(10) Instructions to be printed on the envelope containing the question papers —

Nab Tehsildars examinations —

1. Subject.
2. Date on which to be distributed.
3. Number of papers.
The envelope is to be carefully examined on receipt by the officer appointed to conduct the examination, if it appears to him to have been tampered with, will immediately make a note of the circumstances, together with any facts coming within his own knowledge which may explain the circumstances.

This envelope is to be opened by the officer on conducting the examination after all the candidates have assembled in the place where the examination is to be held at the time fixed for the subject department and at once distributed.

11. The result of the examination shall be compiled by the Revenue Secretary to the Financial Commissioner and shall be published in the official gazette with the approval of Financial Commissioner Revenue.

12. The corresponding provisions/Paragraphs of the Financial Commissioners' Standing Order No. 12 relating to Departmental Examination are hereby repealed.

FORM 1

(Referred in Regulation 8)

(Proforma for appearing in the Departmental Examination of Naib-Tehsildars to be held in February/August—)

(To be filled in by the candidates)

1. District
2. Name of the official
3. Father's name
4. Designation of the present appointment
5. Rule under which eligible to appear
6. Date of first and subsequent appointment on the present post
7. Number of chances already availed (give details)
8. Subjects already passed (quote number and date of the notification(s) vide which passed)
9. Subjects in which intends to appear
10. Whether extra chance has been granted
11. Medium in which the applicant will record his answers

Signature of the candidate:

Designation

Date

CERTIFICATE

It is certified that Shri son of Shri is eligible under Regulation 8 of the Punjab Naiti-Tehsildars Departmental Examination Regulations, 1984 to take up the departmental examination of Naib-Tehsildars being held on

Deputy Commissioner

FORM II

(Tabulated report of the examinees for the examination of Naib-Tehsildars held on

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>District Name and Designation of the candidate</th>
<th>Father's name</th>
<th>Marks obtained</th>
<th>No. of chances availed including present chance</th>
<th>Remaining papers yet to be passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>
FORM III

(Referred in Regulation 9)

Particulars of eligible candidates who intend to appear in the departmental examination of Naib-Tehsildar being held on—

(To be sent by the Commissioner concerned to the Director, Land Records, with a copy to Financial Commissioner, Revenue)

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>District</th>
<th>Name of the official</th>
<th>Father's name</th>
<th>Designation and place of posting</th>
<th>Number of chances avoided (including the present chance)</th>
<th>Relevant Rule of Punjab Naib-Tehsildar Rules, 1984 under which eligible</th>
<th>Subjects in which candidate intends to appear</th>
<th>Medium in which candidate will record his answers</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

CERTIFICATE

The particulars of the above officials have been checked and it is certified that they are eligible to appear in this examination.

Commissioner,

——— Division

(Sd.) Financial Commissioner and Secretary to Government, Punjab, Revenue Department.
GOVERNMENT OF PUNJAB

DEPARTMENT OF REVENUE AND REHABILITATION
(REVENUE ESTABLISHMENT-I BRANCH)

Notification

The 19th May, 2003

No. 10(13)/21/2002-RE.1(4)/3441 1st Amt./2003 7

In exercise of the powers conferred by rule
24 of the Punjab Naib Tehsildars (Class III) Service Rules, 1984, the Financial Commissioner hereby
make the following regulations further to amend the Punjab Naib Tehsildars Departmental Examina-
tion Regulations, 1984, namely:

REGULATIONS

1. (1) These regulations may be called the Punjab Naib Tehsildars Departmental Examina-

(2) They shall come into force at once.

2. In the Punjab Naib Tehsildars Departmental Examination Regulations, 1984, in regulation 4,
for clause (b), the following clause shall be substituted, namely:

"(b) two separate examiners who have retired from the Superior Judicial Service of the
Punjab State or have served as Director, Prosecution and Litigation/ Joint Director,
Prosecution and Litigation in the State or as District Attorney, who shall each set
one of the papers out of No. V and VI;".

BHAGAT SINGH,

Financial Commissioner, Revenue and
Secretary to Government of Punjab,
Department of Revenue and Rehabilitation.

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GOVERNMENT OF PUNJAB
DEPARTMENT OF REVENUE AND REHABILITATION
(REVENUE ESTABLISHMENT-1 BRANCH)

To

1. The Commissioner,
   Jalandhar, Patiala, Ferozepur and
   Faridkot Division.

2. The Director,
   Land Records, Punjab,
   Kapurthala Road,
   Jalandhar

Memo.No. 7(2)6/04-RE.1(4)/1 — C 3 1
Chandigarh, dated the 5

Subject: Departmental Examination of Naib Tehsildars in terms of
the Punjab Naib Tehsildars Departmental Examination
Regulations, 1984—guidelines thereof.

The Punjab Naib Tehsildars Departmental Examination
Regulations, 1984 regulate the conduct of the departmental examination of
Naib Tehsildars. The Regulation No. 6 of the regulations ibid contains a
provision for supervision of the examination. It has been felt that these
regulations are not being observed in letter and spirit due to various
reasons. In order to avoid the repetition of such instances the State
Government had constituted a Committee of officers to go through these
provisions and suggest remedial measures. The recommendations of the
said Committee have been studied. After taking into consideration these
recommendations and the existing provisions, it has been decided that the
following guidelines may be observed for conduct and supervision of the
said departmental examination in addition to the existing provisions of the
said regulations.

(i) The specified Commissioner may designate a confidential
assistant for his assistance.

(ii) Three question papers shall be set up by an examiner for each
paper holding a position as per norms already laid in the
Punjab Naib Tehsildars Department Examination Regulations,
1984. He will be paid honorarium for all the three question
papers instead of one on the rates prescribed for each paper.

(iii) Each outer envelope should contain three sealed envelopes
each containing a question paper of a subject serial number
such as 1, 2, 3 by the Examiner. The Examiner should not disclose
his identity on the outer cover but clearly indicating the subject
(paper No.) and send the same to the Commissioner of the
Division or the Director, Land Records, T. in job, as per directions in the regard, the Commissioner in turn should forward the question papers to the Director, Land Records without opening the same. The forwarding letter containing the particulars of the examiner shall be retained by the Commissioner/DIR, as the case may be. The specimen signatures of the examiner should be kept by the Commissioner/DIR who had appointed him. The question papers and specimen signatures should be sealed separately. Specimen of the seal should also be sent by the examiner to the Commissioner/DIR as the case may be.

(iv) This cover containing the question papers shall be kept as it is by the Director, Land Records till two hours before the actual date of the examination.

(v) The serial number of the question paper to be opened shall be decided by draw of lots in the presence of three supervisors out of which one shall be a representative of the Government and the other shall be the nominee of the Commissioner of the appointed Division on each day of the examination. They will authenticate the Sr. No. of the question paper to be opened after the draw of lots. Only that question paper shall be opened and circulated to the examiners;

(vi) After the time allowed for solving the paper is over, the answer sheets should be counter signed by the Director, Land Records and each of the blank space marked as 'blank' with a rubber stamp;

(vii) The answer sheets should be returned to the authority who had appointed the Examiner, on the date of examination itself for onwards transmission to the Examiner for marking the papers;

(viii) The award lists may be prepared in the handwriting of the Examiner and duly authenticated as per specimen signatures on every page of it. The marks were each question and the totals on the answer sheets should be signed and returned by the Examiner to Director, Land Records and a second original copy likewise sent to the specified Commissioner of the Division;
This procedure shall be followed for each of the subject in which the examination is conducted;

(x) The names of Examiners shall not be disclosed by the nominating authority to any other official including of the office of the Financial Commissioner Revenue or the Director, Land Records either before the conduct of the examination or thereafter.

These guidelines may please be noted for strict compliance.

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Under Secretary to Govt. Punjab, Revenue (E) Department.
GOVERNMENT OF PUNJAB
DEPARTMENT OF REVENUE AND REHABILITATION
(REVENUE ESTABLISHMENT -1 BRANCH)

Notification
The 7th August, 2013

No.18/2/13-RE1(4)/ 9563 - In exercise of the powers conferred by rule 24 of the Punjab Naib Tehsildar (State Services Class III) Rules, 1984, the Financial Commissioner, Revenue is pleased to make the following regulations further to amend the Punjab Naib Tehsildars Departmental Examination Regulations, 1984 namely:-

REGULATIONS

1. (1) These regulations may be called the Punjab Naib Tehsildars Departmental Examination (First Amendment), Regulations, 2013.

   (2) They shall come into force at once.

2. In the Punjab Naib Tehsildars Departmental Examination regulations, 1984 regulation 4,
   (i) the words "The Director of Land Record shall set one out of papers II and IV and for the other paper he shall appoint a separate examiner, not below the rank of Extra Assistant Commissioner," shall be omitted.

   (ii) For Clause (a) the following clause shall be substituted, namely:-

   "Four separate examiners not below the rank of Extra Assistant Commissioner who shall each set one of papers I, II, III and IV."

N.S.KANG
Financial Commissioner Revenue,
Department of Revenue and Rehabilitation

Endst.No. No.18/2/13-RE1(4)/ 9563 Chandigarh, dated the 20/3/2013
A copy is forwarded to the Controller, Printing & Stationery Punjab, Chandigarh for publishing the above notification in the Punjab government Gazette and supply 50 copies thereof to this Department.

Additional Secretary to Govt. Punjab Revenue Department

Endst.No. No.18/2/13-RE1(4)/ 9570 - 965 Chandigarh, dated the 20/3/2013
A copy is forwarded to all the Commissioners of the Divisions/Deputy Commissioners for information and necessary action.

Additional Secretary to Govt. Punjab Revenue Department

Endst.No. No.18/2/13-RE1(4)/ 9597 - 965 Chandigarh, dated the 20/3/2013
A copy is forwarded to the Director Land Records, Punjab, Kapurthala Road, Jalandhar for information and necessary action.

Additional Secretary to Govt. Punjab Revenue Department