

POSTS AND TELEGRAPHS MANUAL

Volume IV

ESTABLISHMENTS

FIRST EDITION

(CORRECTED UP TO 1st August, 1952)

*Published Under the Authority of the
Director-General of Posts and Telegraphs*

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NOTICE.

The principles underlying the arrangement of the rules in the different Volumes of the *Posts and Telegraphs Manual* will be found in the Preface to the *Posts and Telegraphs Manual*, Volume II.

2. The rules contained in this Volume are generally modified up to 1st August, 1952. Any errors, omissions or irregularities noticed should be promptly reported to the Director-General of Posts and Telegraphs, Karachi, by Heads of Circles and other officers directly subordinate to the Director-General.

3. The rules and contents of the Appendices in this Volume must be carefully read by all officers concerned, as no breach of the rules will be excused on the plea of ignorance.

PART I.
General Rules

Posts and Telegraphs Manual

Volume IV.

ESTABLISHMENTS.

CHAPTER I

APPOINTMENTS AND PROMOTIONS—GENERAL RULES.

GENERAL RULES.

1. The following general rules apply equally to officers of all the different branches of the service unless it is otherwise expressly specified as applicable to a particular branch or to a particular class of Government servants. The special rules which are applicable to particular branches are laid down in Chapters V to XVIII of this Volume.

Note.—The rules for recruitment to the cadre of the Posts and Telegraphs Accountants Service are laid down in Appendix No. 24 to this Volume.

POWERS.

2. The powers of the Director-General and of Heads of Circles and their subordinate officers to appoint and promote officials subordinate to them are laid down in the *Posts and Telegraphs Manual*, Volume III.

DETERMINATION OF SUITABILITY OF A PERSON FOR APPOINTMENT IN GOVERNMENT SERVICE.

3. Before appointing or nominating persons to vacancies in the Department, whether in a permanent or temporary capacity, or employing as Extra Departmental Agents persons who do not hold Government or quasi-Government posts or posts in a Pakistan State or who are not Government pensioners, careful enquiry must be made regarding their character and antecedents and no one may be employed in the Department who is unable to furnish satisfactory references. The appointing authority should satisfy that the character of the person is such as to render him/her in all respects suitable for appointment to the service or post to which he/she is to be appointed. It will be the responsibility of the appointing authority to satisfy itself on this point before making the appointment. Every case should be decided on its merits but the following principles are of a general application and should be observed in determining a person's suitability for appointment:—

- (a) persons who have, at any time, been convicted of offences involving moral turpitude or persons who have been dismissed by the Central or any Provincial Government of

Pakistan will be considered ineligible. Cases of persons dismissed by the Central or Provincial Governments of India will be adjudged on their merits ;

- (b) while no person would be considered unfit for employment solely because of his political opinions, care must be taken not to employ any person who is likely to be disloyal to the Government or in any way likely to abuse the confidence placed in him/her. Ordinarily, persons who are known to be engaged in or in sympathy with subversive activities, including members of any party or organisation the aim of which is to undermine the constituted authority or to change the existing order of society by violent means or to subvert the Government of Pakistan should be considered unfit for appointment under the Government. Participation in such activities at any time after attaining the age of 19 years and within 3 years of the date of enquiry should be considered as an evidence that the person is actively engaged in such activities unless in the interval there is positive evidence of the change of attitude.
- (c) If a report indicates that there is nothing known against the applicant himself but he is closely related to or associated with persons who had taken part in subversive activities, or who belong to an undesirable party of organisation, the case shall be examined on its merits. If there is reason to believe that the applicant has himself become tainted with the views of his relatives or associates, he should be deemed ineligible for appointment under Government.

METHOD OF VERIFICATION.

3-A. (a) Detailed verifications of character and antecedents of persons for appointment in the Department should not normally be undertaken in respect of Class III and Class IV Services. They should, however, before appointment be required to fill in the attached form (Form II) and produce a certificate of character (Form I) from a gazetted officer, Class I Service of the Central Government or of a Provincial Government or from a Stipendiary Magistrate. A certificate from an Educational Authority or an Honorary Magistrate will not be accepted.

(b) If a candidate is unable to produce a certificate as indicated above, his character and antecedents shall be verified (in the form of Form III) through the District Magistrate or Deputy Commissioner of the District or locality in Pakistan in which he is permanently residing or to which he has migrated from India to reside permanently. If within three years of the date of enquiry he has resided for more than a year in another district or locality in Pakistan, a report should also be obtained from the District Magistrate or Deputy Commissioner concerned. In the case of persons belonging to acceding States, verification shall be made from the State authorities who would have the enquiries made through the appropriate Police or Civil authorities.

(c) Notwithstanding anything contained in Clause (a), if any appointing authority considers it necessary to adopt special safeguards in respect of its subordinate and Class IV staff, it will be at liberty to take steps to verify the character and antecedents of persons for appointment to subordinate or Class IV services in the manner indicated in Clause (b) above. If in any particular case, the exigency of administration does not permit of the appointment of a person being delayed pending verification of his/her character and antecedents, he/she may be appointed provisionally on the production of a certificate of character (Form I) from a Gazetted Officer Class I Service, of the Central Government or of a Provincial Government, or from a stipendiary Magistrate pending the result of enquiries in regard to his/her character and antecedents;

(d) Forms I, II and III referred to in Clauses (a), (b) and (c) duly completed should be filed with the character sheet/confidential records of the persons concerned. In the case of extra-departmental agents in respect of whom the usual enquiries regarding their character and antecedents have not been dispensed with, the enquiry papers may be kept with their security bonds with necessary remarks in the register of security bonds. If, however, an extra-departmental agent is exempted from furnishing a security bond the enquiry papers in this case may be kept along with the security bonds of other officials in the place where his security bond would otherwise have been kept, i.e., in the order of entries in the register of security bonds, had he not been so exempted, necessary remark being recorded in the register.

NOTE.—A statement duly attested by the appointing officer and containing marks of identification and other descriptive particulars including thumb and finger impressions, as recorded in the first page of a service book or service roll, should be filed along with the enquiry papers regarding the character and antecedents in respect of candidates for future appointments in the Posts and Telegraphs Department. A similar attested statement should be obtained in respect of all extra-departmental agents, the statement in the case of extra-departmental branch postmen being attested by the Inspector of Post Offices. The statement in respect of extra-departmental agents should be filed along with their enquiry papers, and in the case of those for whom no enquiry papers are prescribed, it should be kept with their security bonds according to the procedure laid down in the above rule for the filing of enquiry papers of extra-departmental agents.

FORM I.

CHARACTER CERTIFICATE.

Certified that I have known Mr./Miss.....
son/daughter of Mr..... for the last.....
years..... months and that to the best of my knowledge and
belief he/she bears a reputable character and has no antecedents
which render him/her unsuitable for Government employment.

2. Mr./Miss..... $\frac{\text{is}}{\text{is not}}$ related to me.

Place..... Signature.....

Date..... Designation.....

FORM II

Verification form for candidates under consideration for appointment to a subordinate service under the Government of Pakistan.

I,, a candidate for appointment to hereby certify that my answers to the following questions are correct.

(a) Have you previously been employed by the Central or a Provincial Government ?

*No
 _____ see below.
 Yes

Ministry/Division/Office in which previously employed.
 Designation of appointment. Reasons for termination of appointment.

(b) Have you previously applied without success for an appointment under the Central or a Provincial Government ?

*No
 _____ see below.
 Yes

Ministry/Division/Office in which an appointment was sought.
 Designation of appointment applied for.

I understand that if the above statement is false in any material respect or omits any material information relevant to my previous service, my appointment is liable to be terminated.

(Sd.)

Date

*Strike out whichever is not applicable.

FORM III.

FORM OF VERIFICATION.

GOVERNMENT OF PAKISTAN

MinistryDivisionOffice

To

.....

.....

1. Name of candidate.....
2. Father's name.....
3. Date of birth.....
4. Permanent residential address.....
5. Present residential address.....
6. Place(s) of residence during the last three years and period of stay at each place.....
7. Suitable for the following reason :—
Unsuitable
8. Designation of the authority making recommendation at (7) above after verification.....

Please return after completion to the undersigned.

Signature and full address of the authority making the reference.

RE-EMPLOYMENT OF PERSONS WHO RESIGNED, ABSCONDED OR WERE DISMISSED.

4. Applications for re-employment in any capacity from persons who have either been dismissed from the Department or who have resigned their posts to avoid dismissal or absconded must usually be rejected. When, however, the re-employment in the Department of any such person is considered necessary on special grounds, the previous approval of the Director-General must always be obtained.

RE-EMPLOYMENT OF PENSIONERS.

5. The Head of a Circle may sanction the re-employment of pensioners in non-gazetted posts under Article 820 (iii), Civil Service Regulations, subject to the conditions in Article 821 *ibid.* An appointing authority of gazetted rank in charge of a Division, first class head post office or telegraph office may also exercise this power provided that the pensioner re-employed is in receipt of a pension not exceeding Rs. 100 per mensem. No pensioner whose past records and present circumstances are not fully satisfactory, specially in regard to financial solvency, should be considered suitable for re-employment.

HEALTH CERTIFICATE.

6. The rules regarding production of a medical certificate of health by a candidate for permanent appointment to Government service will be found in Fundamental Rule 10 and Supplementary Rules 3, 4 and 4-A of the *Posts and Telegraphs Compilation of the Fundamental and Supplementary Rules.*

7. When a candidate for appointment is sent up for medical examination, he will be supplied with a letter addressed to the medical officer, furnishing a brief description of him, mention being made of some special distinguishing mark (such as a scar) or other peculiarity by which the medical officer may identify the individual to be examined.

AGE ON APPOINTMENT.

8. The rules regarding conditions of age on appointment to Government service will be found in Part I of Appendix No. 3 to the *Posts and Telegraphs Compilation of the Fundamental and Supplementary Rules.* The age limit does not apply in the case of non-pensionable appointments.

9. When applying for sanction to the appointment of persons over 25 years of age, the exact age of the applicant must always be stated, as this will be mentioned in the letter sanctioning the appointment.

10. Except with the approval of the Director-General, the Head of the Circle, the Controller of Telegraph Stores or the Superintendent of Telegraph Workshops, as the case may be, no person will be admitted to the Department in pensionable service of the State whose age exceeds 25 years, unless he is transferred from some other Government Department. If the health certificate shows that the candidate for employment is, in the opinion of the examining medical officer, over 25 years of age, the certificate will be submitted to the officer concerned mentioned above for orders before he is employed.

DETERMINATION OF DOMICILE.

10A. With respect to posts and services to be filled by direct recruitment of persons of Pakistan domicile whether by competition or by qualifying examination or by selection, the domicile of candidates should be determined in accordance with the rules contained in Appendix B to Schedule IV of the Superior Civil Services Rules with the omission of Rules 5(2) and 10. These rules will be found in Appendix No. 1-A to this Manual.

OFFICE, PETTY AND CLASS IV ESTABLISHMENTS.

11. Office establishment will be held to include all non-gazetted servants engaged on clerical duties, as well as Class IV servants employed in offices, except sweepers.

12. Petty establishment will include store-keepers, artificers, guards, watchmen, messengers, and Class IV servants, who are not attached to offices employed on general duties, and whose salaries are not provided for in any estimate for a work.

NOTE.—The above definition of petty establishment does not apply to the Post Office.

13. Deleted.

14. Deleted.

ORDERS OF APPOINTMENT, PROMOTION OR TRANSFER.

15. In every case in which a person, whether in superior or Class IV service, is newly appointed to a permanent or officiating post or is promoted or transferred, a written order will be given to him over the signature of the officer authorised to make the appointment or order the promotion or transfer and a copy of such order will be sent without delay to the official by whom the pay of the person appointed, promoted or transferred will be drawn. In the case of transfers of officials of the Post Office from the jurisdiction of one head post office to that of another, a copy will also be sent to the postmaster by whom the pay of the person transferred was last drawn.

16. (1) In the case of a person newly appointed to a post, the Controlling Officer will, before allowing him to assume his duties, obtain from him the following declaration or declarations as indicated below :—

(a) In the case of a telegraphist, postal signaller Munshi, wireless operator, telephone operator, telephone inspector, engineering supervisor.

I hereby declare that I have read the Indian Telegraph Act, the Indian Official Secrets Act as adapted in Pakistan and the Government Servants' Conduct Rules, and clearly understand that I become liable to the provisions and penalties therein on being appointed as a
in the Posts and Telegraphs Department.

Signature of the Officer.

Signature of the Superior Officer.

Place.....

Date.....19 .

(b) In the case of other officials in superior service, all officials in the Class IV service and extra-departmental agents.

I do hereby declare that I have ^{read} the Government Servants' Conduct Rules and thoroughly understood them.

Date.....19 .

Signature.

18/2. When in a non-gazetted establishment having a sanctioned leave reserve, including the office of the Director-General of Posts and Telegraphs, the number of absentees (whether on ordinary leave or on leave on medical certificate) is equal to or in excess of this reserve, the grant of further leave is subject to the condition that no extra expenditure is caused thereby to the State. When, however, in such circumstances it is necessary to grant leave on medical certificate, officiating arrangements can be made and outsiders employed in the leave vacancies so caused, but such arrangements should cease and outsiders should be discharged as soon as the total number of absentees on leave of all kinds is brought within the sanctioned leave reserve.

**TRANSFER OF SERVICE TO ANOTHER GOVERNMENT OFFICE
OR DEPARTMENT.**

19. The conditions governing the requests of Government servants to transfer their services to another Government office or Department are prescribed in Government Servants' Applications for Posts (Central Services) Rules, which have been reproduced in Appendix No. 23 of this Manual. With reference to rule 3 of these Rules, it has been decided that no employee of this Department should be granted permission to apply for posts elsewhere or to sit for any examination, success in which would involve his being relieved from this Department when it is considered that it would be difficult to spare him and it is not in the interests of the Department to lose his services in view of the training given to him or the experience gained by him.

Note.—An Engineering Supervisor Wireless, Operator or Carrier attendant shall not be granted permission to seek other employment, whether or outside the Department, or to appear in any examination pursuant to seeking such employment other than the examination for the recruitment to the Telegraph Engineering Service, Class I; provided that a Carrier Attendant may be permitted to appear for the Engineering Supervisor examination.

20. Deleted.

21. Deleted.

22. Deleted.

23. Deleted.

PROMOTION TO HIGHER POSTS.

24. It is to be understood that no officer is to be promoted to fill a vacancy in a higher grade unless he is considered deserving of advancement.

25. The Government of Pakistan have decided that the following principles will govern promotions to the higher posts in the Department :—

Promotion to the grade of Divisional Engineers should be by seniority subject to the rejection of the unfit. Ordinarily an officer should not be superseded for promotion to this grade until he has been tried during a period of probation (which will confer no claim to eventual confirmation) in an officiating capacity. An officiating appointment will be refused to an officer who is obviously unsuitable,

26. Promotion to the grades mentioned below should be by selection from the best officers in the Department, seniority being regarded only where other qualifications are practically equal.

Post Office.

Deputy Director-General; Postmaster-General; Deputy Postmaster-General and Assistant Deputy Director-General.

Telegraphs.

Chief Engineer; Deputy Director-General, Telegraphs; Deputy Chief Engineers; Director of Telegraphs; Telegraph Traffic Service, Class I "Engineers in charge Wireless Regions" and Assistant Deputy Directors-General (Telegraphs and Telephones).

NOTE.—Selection for the posts of Assistant Deputy Directors-General is generally made from among officers not above the age of 40 years.

27. The principles enunciated above do not apply to officiating appointments in short leave vacancies.

CONFIRMATION OF OFFICERS OR OFFICIALS HOLDING SUBSTANTIVE APPOINTMENTS APPOINTED ON PROBATION TO HIGHER POSTS.

27-A. Where a period of probation is fixed, it must ordinarily be spent on active service, i.e., in calculating the time spent on probation for the purpose of confirmation, leave other than casual leave must be excluded.

NOTE.—The Director-General has discretionary powers to make any exception to the rule.

PROMOTION TO SELECTION GRADES.

27-B. Promotion to the lower or higher selection grade of the clerical cadre should be made normally in order of seniority, but the appointing authority may, in his discretion, pass over any senior official whom he does not consider fit for such promotion. In a case where the first three senior men are all fit for promotion, but the first man is good, the second better and the third the best, the first man and not the third or the second man should be promoted.

28. Deleted.

NOTIFICATIONS IN THE *Gazette of Pakistan*.

29. Appointments, promotions, grant of leave, retirements, etc., of gazetted officers, which are sanctioned by the Government of Pakistan or by the Director-General, are notified in the *Gazette of Pakistan*. Notifications made by the Government of Pakistan appear in Part I and those by the the Director-General in Part II of the *Gazette of Pakistan*.

NOTE.—In the case of Postal Superintendents' Service, Postmasters' Service (excluding Postmasters, Karachi and Lahore), Telegraph Traffic Service, Class II, (Grades I and II) and Telegraph Engineering and Wireless Service, Class II, only the first substantive appointments to, and retirements from, these Services are notified in the *Gazette of Pakistan*.

SCHEDULE OF APPOINTMENTS.

30. Appointments (whether substantive or officiating) to the following posts require the previous sanction of the Government of Pakistan and are notified in the *Gazette of Pakistan* by them :—

1. Director-General.
2. Chief Engineer, Posts and Telegraphs.
3. Deputy Director-General Postal Services.
4. Deputy Director-General, Telegraphs.
5. Postmasters-General.
6. Directors of Telegraphs.
7. Deputy Chief Engineer.
- *8. Deputy Postmasters-General.
- *9. Assistant Deputy Directors-General.
- *10. Officers of the Telegraph Traffic Service, Class I.
- *11. Superintendent, Telegraph Workshops.
- *12. Assistant Superintendent, Telegraph Workshops.
13. Assistant Divisional Engineers, Telegraphs.
- *14. Controller, Telegraph Stores.
- *15. Assistant Controller, Telegraph Stores.
- *16. Assistant Chief Engineer, Telegraphs.
- *17. Assistant Chief Engineer, Wireless.
31. Deleted.

LIST OF MINISTERIAL, NON-MINISTERIAL AND CLASS IV SERVANTS IN THE POSTS AND TELEGRAPHS DEPARTMENT.

32. (i) Non-ministerial.
1. All gazetted officers.
 2. Foremen.
 3. Assistant foremen, examiners and instrument testers.
 4. Engineering and wireless supervisors.
 5. Cable supervisors.
 6. Telegraph masters.

*NOTE.—When the first appointment of a Government servant to any of the classes of posts marked with an asterisk involves no supersession and has been ordered by the Government of Pakistan, his subsequent officiating appointment in the same capacity may be ordered and notified by the Director-General.

7. Telegraphists (including those employed as carrier attendants).
8. Wireless operators.
9. Telephone inspectors.
10. Line inspectors.
11. Sub-inspectors.
12. Telephone operators.
13. Linemen (including line-riders).
14. Mistries, assistant mistries, electric mistries, cable jointers, engine drivers, assistant engine drivers, motor drivers, motor men.
15. Head carpenters, head bicycle mistries, bicycle mistries, carpenters, painters.
16. Serangs, other than those in class IV service.
17. Inspectors of peons.
18. Conservancy inspectors (including building overseers and sanitary inspectors).
19. Caretakers.

N.B. All the above posts except those mentioned against item 15 are pensionable.

(ii) *Ministerial.*

All officers in superior service other than those mentioned under (i) above.

N.B. All posts of ministerial servants are pensionable.

(iii) *Class IV pensionable.*

1. Bill-sircars in the Telegraph Traffic Branch other than those specially classed as 'superior'.
2. Duftries assistant.
3. Record-suppliers other than those specially classed as 'superior'.
4. Duftries other than those specially classed as 'superior', record-lifters, form-suppliers other than those specially classed as 'superior', form-pickers, markers, remprinter operators other than those specially classed as 'superior', ferro-typers other than those specially classed as 'superior' and attenders.
5. Distributors.

6. Inkers.

7. Parashes, packers, porters, hamals, machinememen, runners, bhisties holding permanent posts substantively on 1st April, 1912, sweepers specially declared as pensionable, firemen, lampmen, khalasica, ayahs, electric plant attendants, battery attendants and women attendants (for women telegraphists and women clerks).

8. Following classes of officials borne on fixed establishment in accordance with the orders contained in Director-General, Posts and Telegraphs' letter No. 1393-EsA./32, dated the 19th January, 1933 :—

Watermen, khansamas, coolies (including engine coolies, battery coolies, line coolies, telephone coolies, wire coolies and coolie oilers), cleaners (including motor cleaners).

9. Messengers, orderlies, peons and other petty officers including telegraph delivery peons, gazette delivery peons, boy messengers, taskwork peons, office peons, mail peons, letter-box peons, flag-peons, van-peons, stampers, battery-men, chowkidars, darwans, watchmen, gatemen, cable-guards, jamadars other than those specially classed as 'superior', trollymen, liftmen, coachmen and serangs.

10. Boat employees including boatmen, dandies, manjhis, lascars, rowers of the Rangamati-Barkat line and tindals other than those specially classed as 'superior'.

11. Weighmen.

12. Commissionaires.

13. Duk-wallahs of Mokochung-Wokka-Kohima subsidised line.

N.B.—The posts mentioned in items 7 and 8 are pensionable except those specified in item 3 under (iv) Class IV non-pensionable.

(iv) Class IV non-pensionable.

1. Stamp-vendors appointed after the 20th November, 1923.

2. Bhisties, sweepers and all officers paid from contingencies.

3. Boy-peons; mahuts and cowardress; watchmen in the Store-yard and Store Depots; chowkidars in Kohat Depot; three chowkidars and four coolies in Rawalpindi Division; one cleaner and toilet attendant and two cleaner boys in Lahore Division; bicycle lascars.

4. Whole-time attendants for rest-houses of the Railway Mail Service.

GRADATION LIST.

32-A. A Head of a Circle will publish annually, and issue copies of, to all offices concerned, as also to the Director-General, a Circle Gradation List corrected up to 1st of April, in which the names and

other particulars of the following classes of officials under his control will be shown in addition to statistical information regarding the various classes of non-gazetted staff employed in the entire Circle, their sanctioned strength, scales of pay and allowances :—

- (a) Gazetted officers of each class in each Branch ;
- (b) Engineering supervisors, General and Telephones, and Electrical supervisor ;
- (c) Wireless supervisors and wireless operators ;
- (d) Telegraph masters ;
- (e) Clerical staff in selection grades and in the first grade and first division (including postmasters, sub-postmasters, record clerks, sorters, etc.), according to each cadre in each Branch ;
- (f) Inspectors of post offices and head clerks to Superintendents of post offices ; and inspectors, Railway Mail Service ;
- (g) Telegraphists ;
- (h) Line inspectors ;
- (i) Sub-inspectors.

The list may be published in parts according to each Branch or each group of Branches, as may be considered suitable by the Head of the Circle.

32-B. Any other appointing authority will keep a gradation list of all officials, appointments to whose posts, if vacant, are made by him, as also of other officials, if any, under his control, who are either ordinarily liable to be transferred by him, or qualified for promotion to a higher grade, appointments to which are made by him, or whose names, though shown in the List of Officers of the Department published by the Director-General or in the Circle Gradation List, are not shown therein in a separate list. An extract from the list in respect of the classes of officials whose names do not appear in either the List of Officers of the Department or the Circle Gradation List, will be issued annually, in April, corrected up to 1st of April, by the authority keeping it, to all offices concerned, as also to his immediate superior, to whom a certificate will also be submitted to the effect that the gradation lists of all classes of officials to be kept up by him are duly maintained and kept up-to-date. An authority immediately subordinate to the Head of a Circle will also submit to the latter, in April each year, a copy of the Circle Gradation List corrected up to 1st of April, in so far as the staff under his control are concerned, to enable the latter to compile that list.

32-C. All gradation lists should be maintained in form App. 44. In each gradation list the names of the officials of each class should be entered separately, and in strict order of seniority, one or more pages being left blank after each class. Each list should be kept

corrected up-to-date. The list may be maintained in print or in manuscript at the discretion of the authority required to maintain it.

NOTE.—When there are two or more officials of the same name in a particular cadre, they should be distinguished by serial numbers placed against their names, these numbers being quoted whenever the names are recorded.

32-D. Heads of offices will arrange to have all gradation lists received by them circulated among the staff in their offices concerned as soon as received, so as to enable the latter to see at once how they stand in the list. If there be any mistake in a gradation list, the official or officials affected should point them out to the authority concerned for rectification within one year of the date of issue of the gradation list, or else his petition will be treated as time-barred. If after the issue of a gradation list the seniority of an official is altered to his disadvantage, the authority ordering the alteration will communicate the fact to him. No appeal against such alteration will lie to a higher authority unless it is submitted within the usual time-limit of six months from the date of communication of the order appealed against. No such intimation of alteration of seniority will, however, be issued in the cases in which the seniority is altered in pursuance of a general order of the Director-General regulating the fixation of seniority of officials, e.g., when an official fails to pass the efficiency bar on the due date, or cannot be confirmed in his appointment on the due date, owing to inefficiency, etc.

SENIORITY.

32-E. Subject to any special rules prescribed for any particular service, the seniority of an official in the cadre to which he belongs should be fixed according to the date of his permanent appointment to that cadre. When this date happens to be the same in the case of two or more officials, seniority should be determined according to the following principles :—

- (a) In cadres to which recruitment is made through an examination,
 - (i) If the examination is competitive, seniority should be fixed according to the order of merit in the examination. Where recruitment is made partly from departmental candidates and partly from outsiders, the former should always rank senior to the latter.
 - (ii) If the examination is qualifying, seniority should be fixed according to the position of the official on the waiting list.
- (b) In cadres to which recruitment is made by promotion,
 - (i) If it is on the basis of pure selection, seniority should be fixed according to the order of preference : and
 - (ii) If it is on the basis of seniority subject to the rejection of the unfit, seniority should be fixed according to the position of the official in the cadre from which promoted.

CHAPTER II.

TRANSFERS AND POSTINGS.

GENERAL RULES.

33. The following general rules apply equally to officers of all the different branches unless it is otherwise expressly specified as applicable to a particular branch or to a particular class of Government servants. Further rules regarding "Transfer of office" are given in the *Posts and Telegraphs Initial Account Code*, Volume I.

POWERS.

34. The powers of the Director-General, the Head of a Circle and subordinate authorities to sanction transfers and postings of a member of the Department are laid down in the Schedule of administrative powers in the *Posts and Telegraphs Manual*, Volume III.

35. All transfers, changes of headquarters and special duties of gazetted officers should be communicated to the Director-General and to the Audit Office as laid down in the *Posts and Telegraphs Initial Account Code*, Volume I.

CONDITIONS OF TRANSFERS.

36. The rules regarding transfers of officials otherwise than for the public convenience will be found in Part VII of the Administrative Instructions issued by the Governor-General and published as Appendix No. 3 to the *Posts and Telegraphs Compilation of the Fundamental and Supplementary Rules*.

37. All officials of the Department are liable to be transferred to any part of Pakistan unless it is expressly ordered otherwise for any particular class or classes of officials. Transfers should not, however, be ordered except when advisable in the interests of the public service. Postmen, village postmen and Class IV servants should not, except for very special reasons, be transferred from one district to another. All transfers must be subject to the conditions laid down in Fundamental Rules 15 and 22.

38. Transfers of officials when desired for their own convenience should not be discouraged if they can be made without injury to the rights of others. As, however, it is not possible to import an outsider into a new cadre without injury to the other members of the cadre, such transfers should not ordinarily be allowed except by way of exchange. Transfers by way of exchange, if in themselves inherently unobjectionable, should be allowed, but in order to safeguard the rights of men in the cadres affected of both the offices, the official brought in should take the place in the new cadre according to the date of his entry into the grade or the place vacated by the official with whom the exchanges appointment, whichever

is the lower. An official transferred to another cadre at his own request but without arranging for mutual exchange should take the lowest place in that cadre. In either case of transfer, any special privileges to which an official may be entitled by virtue of his position in the cadre from which he takes transfer, will ordinarily be forfeited on his transfer to a new cadre.

NOTE.—Transfer from one cadre to another, contemplated in this rule, means transfer of an official at his own request or by mutual exchange, to a separate cadre of officials of the same class and rank, involving the deletion of his name from the general list of one unit and the inclusion of his name in the corresponding general list of another unit.

39. A Government medical officer is prohibited, under the rules of his Department, from recommending that an official be transferred from, or that he be excused from proceeding to, a particular station on the score of health; nor is he at liberty to offer an opinion as to the nature of the duties or the place of employment of an official unless requested to do so by the official's superior.

40. Every gazetted officer transferred from one station to another must report his movements to the officer under whose immediate orders he may be proceeding to serve. These reports must be made, first, on being relieved; secondly, on starting; and afterwards, once a week while in progress to join.

TRANSFERS OF CHARGE.

41. The rules regarding the transfer of the charge of an office will be found in Part II of the Administrative Instructions issued by the Governor-General and published as Appendix No. 3 to the Posts and Telegraphs Compilation of the Fundamental and Supplementary Rules.

42. The orders of transfer must in each case specify in detail how the transfer is to be carried out, i.e., to or from whom and under what circumstances each official concerned will make or take over charge, and whether charge is to be relinquished or assumed on a specified date or as each official is relieved. In special cases, the Head of a Circle may authorise two officers to exchange charges by telegraph. As a general rule, when two officers are to exchange charges, the officer to be first relieved should be ordered to make over charge to one of the next senior officers who will hold charge temporarily until relieved.

43. In cases where an officer is relieved of a charge without making it over to any one, he should sign the charge report in form A. C. G.-61 alone as having relinquished charge, altering the entries to suit the requirements of the case. In cases where an officer takes over charge of an appointment which is not held by another officer, he should sign the charge report alone as having assumed charge, altering the entries to suit the requirements of the case.

44. An officer transferred may not, without urgent necessity or special orders of the Head of the Circle, leave the station before

the arrival of the permanent successor, and there must be no delay in making over charge after the arrival of the relieving officer.

45. When the charge of an office is transferred from one officer to another, the relieving officer must before signing the charge report check the several books, registers and accounts of the office including stores and all valuables, and verify the balances in hand as prescribed in Articles 241-243 of the Posts and Telegraphs Initial Account Code, Volume I.

46. When the head of an office is granted informal leave, it will rest with the authority granting such leave to decide how far the provisions in the preceding rules are to be observed in making over charge of the office. Cash, stamps and other valuables of the office should, however, be taken charge of and a formal charge report should be signed by the relieving and relieved officials and submitted to the officer sanctioning the leave.

47. In the event of any disagreement between the relieved and the relieving officers, a reference should be made to the Head of the Circle.

REPORTS OF TRANSFERS OF CHARGE.

48. Reports of transfer of charges by gazetted officers including Heads of Circles should be sent by post (and not by telegraph) to the next higher authority and to the Audit officer concerned in form A.C.G.-61. When a non-gazetted officer is appointed to officiate in a post which entitles him to gazetted rank, a copy of the charge report should also be sent to the head of the office in which the non-gazetted officer was employed.

49. Intimations of the date on which officers like Assistant Divisional Engineers and Assistant and Deputy Assistant Engineers who are merely attached to Circles or Divisions or Assistant and Deputy Superintendents who are merely attached to departmental telegraph offices, leave or join their stations, should be sent in duplicate to the Divisional Engineers, Heads of Circles or Superintendents in charge of departmental telegraph offices, as the case may be.

TRANSFERS TO FILL TEMPORARY VACANCIES.

50. Transfers of non-gazetted officials to fill up temporary vacancies should be avoided whenever practicable. The following procedure should be followed in making arrangements to fill up vacancies of short duration:—

- (1) In the cadres in which promotion is made from officials working in the same office or station, officiating arrangements in cases of vacancies of not more than one month's duration may be confined to the officials in the section or branch of the office or in the sub-office where the vacancy occurs, even if this involves the supersession of a senior qualified official available elsewhere in the cadre by a junior official who is actually appointed to act.

- (2) In the cadres in which promotion is made from officials working in different stations, sub-divisions or Divisions in a Circle, a distinction should be made between—
- (a) Vacancies of not more than one month's duration, and
 - (b) Vacancies of more than one month's duration but not of more than four months' duration.
 - (i) In the case of (a), the officiating arrangement may be confined to the officials at the station where the vacancy occurs, even if this involves the supersession of a senior qualified official by a junior official who is actually appointed to act. In the case of a station where there are more offices than one each independent of the others, the officiating promotion may, at the discretion of the sanctioning authority, be confined to the office where the vacancy occurs.
 - (ii) In the case of (b), the officiating arrangement may be confined to the officials in the office, Sub-Division or Division where the vacancy occurs, on the same conditions as in the preceding clause.
- (3) In special circumstances in which strict adherence to the above procedure may not be practicable or desirable from the administrative point of view, the sanctioning authority may at his discretion make acting arrangements according to administrative requirements.

POST OFFICE AND RAILWAY MAIL SERVICE.

TRANSIT MEMO.

51. A copy of the transit memo in form A.C.G.-78 will be received by the Head of the Circle or the Superintendent from the head postmaster or head record clerk, as the case may be, of the office to the jurisdiction of which any official in respect of whose travelling allowance bill the Head of the Circle or the Superintendent is the countersigning officer, is transferred. The memo. should be examined with reference to the travelling allowance bill of the official and the joining time checked, and if the joining time has been exceeded, or if any other error is found, instructions should be issued to the head postmaster or head record clerk, as the case may be, how to adjust the matter, and, if necessary, the matter should be brought to the notice of the Audit office. If no error is found, the memo. should be initialled by the countersigning officer and filed in his office.

CHARGE REPORTS OF NON-GAZETTED OFFICERS WHOSE PAY IS DRAWN ON ESTABLISHMENT PAY-BILLS.

52. In the case of non-gazetted officers in superior service whose pay is drawn on establishment pay-bills, every transfer or assumption of charge must be reported by post on the same day, in the prescribed form of charge report (Form A.C.G.-61), to the Superintendent or, in the case of postmasters who are not subordinate to the Superintendent, to the Head of the Circle. Similarly in the case of Class IV servants a transfer or assumption of charge must be reported to the head office concerned in the form of a charge report duly signed by such servant if he is literate. If he is illiterate, the charge report should be filled up by the head, sub or branch postmaster or overseer concerned and the thumb impression of the illiterate employee should be taken on the charge report in the place provided for signature.

53. Transfers of sorters holding selection grade appointments will be reported to the Head of the Circle. Transfers of head record clerks will in addition be reported to the local post offices.

54. Postmasters of head offices who are subordinate to the Superintendent, inspectors and Superintendents' head clerks must also report every transfer or assumption of charge to the Head of the Circle.

55. A copy of the charge report showing the date of making over charge should be sent to the postmaster or head record clerk, as the case may be, by whom the relieved officer's pay was last drawn, and in the case of an officer posted to a new appointment or to a vacant charge, a copy of the charge report showing the date of assumption of charge should be forwarded to the postmaster or the head record clerk by whom his pay will be drawn for the first time in his new appointment. All the copies of the charge report will be signed by both the relieved and relieving officers.

56. When the charge to be relinquished or taken over is not in a head office or head record office or sub-office or record office or sub-record office, a sufficient number of blank charge report forms will be sent with the orders of transfer or appointment to both the relieved and relieving officers.

Note.—When an overseer who is required to convey or escort cash is transferred or newly appointed, notice will be given by the Superintendent to the central office of the head and all the offices which are served by the overseer and if the overseer is a new man or is not known to any particular postmaster, or sub or branch postmaster, the notice will, when necessary, contain a sufficient description of the overseer to prevent the possibility of impersonation.

ROTATION OF CHARGES.

57. Ordinarily a Superintendent of post offices or Railway Mail Service should not remain in charge of the same Division for more than four years at a time, and an Assistant Postmaster-General (or Personal Assistant) should not occupy that post for more than five years at one stretch.

58. Every Superintendent of post offices should hold charge of a Railway Mail Service Division for at least four years, and every Railway Mail Service Superintendent should hold charge of a Postal Division for not less than four years.

Note.—The provisions of this rule do not apply to Superintendents who are above 45 years of age.

59. An Inspector of post offices or Railway Mail Service should not ordinarily remain in charge of the same Sub-division or at the same post for more than four years at a time.

60. The following posts should not ordinarily be occupied by the same officials continuously at a time for more than the period shown against each:—

- | | |
|--|------------|
| (1) Assistant Superintendent of Post Offices and Railway Mail Service (Where owing to there being a solitary appointment rotation is not possible, the incumbent of the post should continue till he retires or gets promotion). | |
| (1-A) Head clerks of Superintendents | } 4 years. |
| (2) Investigating and sorting inspectors in Circle offices | |
| (3) Head clerks of sections in Circle offices | |
| (4) Clerks in General Post Offices or first class head post offices dealing with staff cases | |
| (5) Time-scale clerks in offices of the Superintendents of post offices and Railway Mail Service except sorting clerks in offices of Superintendents R. M. S. | } 3 years. |
| (6) Clerks working in the correspondence and Account branches of head post offices | |
| (7) Non-gazetted head postmasters | |
| (8) Non-gazetted sub-postmasters | |
| (8-A) Departmental Branch Postmasters | |
| (9) Town Inspectors | } 3 years. |
| (9-A) Clerks in post offices having one clerk besides the sub-postmaster | |
| (10) Telephone operators including head operators in small exchange. | |
| (11) Other post office clerks who handle cash or valuables | 1 year. |
| (12) Clerks in charge of savings bank and sub-accounts departments. | 6 months. |
| (13) Sorting clerks in offices of Superintendents R. M. S. | 5 years. |
| (14) Village postman having two or more village postmen | 6 years. |
| (15) Time-scale Accountants in Head Post Offices where there is more than one Head Post Office in a Division on the same scale of pay | 4 years. |

61. An officer should not ordinarily be brought back to the same Division, Sub-Division or post until the lapse of an interval equivalent to the maximum period for which the post may be held as fixed in the above rules.

62. Heads of Circles will report on the 1st of November each year to the Director General the cases, if any, in which the orders contained in rules 57 to 61 above could not be given effect to as well as the reasons for which this could not be done.

TELEGRAPH TRAFFIC.

POWERS.

63. Transfers at Government expense of any members of the Traffic Branch from one Circle to another require the prior sanction of the Director-General. Transfers without relief or exchanges between the officers of the Telegraph Traffic Service, Class II, of one Circle and those of another, at the expense of the applicants, may be ordered by the Head of the Circle concerned but the formal sanction of the Director-General should be obtained in each case. Exchange of stations between the non-gazetted officers of the Traffic Branch of one Circle and those of another, involving no expense to Government, may be ordered by the heads of the Circles concerned and in such cases the formal sanction of the Director-General is not necessary but a report should be submitted for information. Temporary transfers of telegraphists from one Circle to another for a period not exceeding three months require the prior sanction of the Director-General and can only be sanctioned in cases in which there is no leave due to the official.

TELEGRAPH MASTERS AND TELEGRAPHISTS.

64. In order to avoid expense to Government and hardship to the signaling staff, transfers should be reduced to the minimum compatible with the necessity :—

- (1) of providing telegraph masters with charges of offices,
- (2) of periodically relieving men at unhealthy or exceptional stations,
- (3) of selecting suitable men for special duties,
- (4) of meeting the general requirements of discipline and efficiency.

Transfers, when necessitated by these considerations, are to be made in accordance with the following rules. The rules do not apply to persons appointed to the telegraph signalling establishment after the 1st April, 1935 and to cases of temporary transfers. The rules are designed to ensure that transfers of members of the signaling staff are ordered equitably and to eliminate favouritism and suitable action will be taken if any attempt is made to evade them. Heads of Circles are empowered to exempt any telegraphist or telegraph master from transfer, or to order a transfer out of turn, in special cases when they are satisfied that such an exception from the rules is necessary having regard to the administrative needs of the Department. This special power should be used sparingly and the specific reason should be recorded in each case. No appeal will lie against an order of transfer issued by competent authority under these rules.

65. *Transfers within the Circle.*—“Heads of offices will maintain two separate rosters, one for Local and General Service Telegraphists including those officiating in the Telegraph Masters' grade in leave or other short vacancies and in vacancies filled locally, and another

for Local and General Service Telegraph Masters including Local and General Service Telegraphists officiating in the Telegraph Masters' grade under the orders of the Director-General. The names on these rosters will be arranged according to the length of stay of each official and the date on which each joined the office will be shown against him". When transfers are required to be made, volunteers will first be called for from among the officials named in the relative roster and selections will be made from among them according to the length of time they have been in the office. If a sufficient number of volunteers is not forthcoming, the deficiency will be made up by selecting those men who have been longest in the office. Heads of offices are not permitted to depart from this procedure. If in the case of any telegraphist or telegraph master exemption from transfer is required on administrative or public grounds, the head of the office will refer the case to the Head of the Circle for orders, stating definitely what exactly are the administrative or public grounds on which he recommends any particular exemption.

NOTE 1.—A copy of each roster will be hung up in the signal room of the telegraph office for the information of the staff.

NOTE 2.—Local Service telegraphists should on no account be transferred, even temporarily for a few days, beyond the local limits within which they have agreed to serve without their consent and without the previous sanction of the Director-General.

66. *Transfers out of the Circle.*—Heads of offices will submit to the Head of the Circle concerned quarterly on the 1st of January, April, July and October one copy of each of the two rosters referred to in the above rule. These copies will also indicate the particulars of the special duty, if any, performed by General Service telegraphists and telegraph masters which may have to be taken into consideration when making transfers. From these rosters Heads of Circles will compile two Circle rosters, showing against the name of each official the date on which he joined the Circle. When transfers are required to be made, volunteers will first be called for from amongst officials named in the relative roster and selections will be made from them according to their length of stay in the Circle. If a sufficient number of volunteers is not forthcoming, the deficiency will be made up by selecting those who have been longest in the Circle. The selection in either case will be made by the Head of the Circle or by an officer authorised by him, not below the rank of a Deputy Postmaster-General.

NOTE 1.—One copy of each of the two Circle rosters should be supplied to each telegraph office for the information of the staff. Representations regarding the position of any official in the roster should be made to the Head of the Circle through the proper channel within three months of the date of publication of the roster; otherwise, they are liable to be treated as time-barred.

NOTE 2.—An official who, after selection for transfer to another office, proceeds on leave will, unless otherwise ordered by the Head of the Circle from which he proceeds on leave, join the new office on the expiry of the leave.

NOTE 3.—"A Local or General Service Telegraphist officiating as a Telegraph Master under the orders of the Director-General will be liable for transfer as a Telegraph Master while one who is officiating as a Telegraph Master in a leave or short vacancy or in a vacancy filled locally, will be liable for transfer as a Telegraphist against his turn for transfer".

NOTE 4.—If an official transferred from office A to B reports to office B and then goes sick, he still remains on the cadre of office B and Heads of Circles must guard against any attempt at retransfer to office A on his return to duty. If, however, a vacancy in office B, local arrangements should be made by employing a postal signalman as a temporary measure until the telegraphist on the sick list returns to duty.

67. The position in the transfer roster will be determined in accordance with the following principles:—

- (1) The method of calculating the length of stay in an office or circle will be, subject to proviso (2) below, by taking the date on which the official joins the office or Circle. When two or more telegraphists join an office on the same day on transfer from another office, the telegraphist who stayed longer at his previous station should be given the higher position in the transfer roster.
- (2) Officials employed in different offices exchanging by mutual consent will take each other's place in the transfer roster. Mutual exchange of places in the roster between officials employed in the same office is prohibited. If, after selections for transfer have been made from volunteers and from the transfer roster, another official comes forward to accept transfer, he will be treated as an additional volunteer and a corresponding reduction will be made in the number of officials selected from the transfer roster strictly according to length of stay in an office.
- (3) A General Service telegraphist or telegraph master who has been transferred from the Local Service will take his place in the Circle roster according to the date of his admission to the General Service but his place in the office roster will remain unchanged.

A General Service telegraphist or telegraph master who has been transferred from the Station Service will take his place both in the office and Circle rosters according to the date of his admission to the General Service.

When more than one member of the Station Service are transferred to the General Service on the same date, their position in the transfer roster should be fixed in order of their seniority in the Department.

- (4) Promotion to the grade of telegraph master will not affect an official's place in the transfer roster.

68. When a telegraphist is employed in any Branch of the Department other than the Traffic Branch, or in any other Department for a period exceeding four months his name should cease to be on the transfer roster regardless of whether he is employed in the same station or not.

68-A. *Cancelled.*

68-B. *Cancelled.*

69. Telegraphists and telegraph masters under orders for transfer are on no account to be struck off duty until their advances have been arranged for and paid to them.

70. When a telegraph master or telegraphist is temporarily detached to camp offices opened in connection with the tours of His Excellency the Governor-General or other High Officials, the Circle order should clearly distinguish between—

- (1) A transfer of a man from one headquarter to another.
- (2) A temporary detachment on special duty to a camp office, by the addition of the words in the Remarks column of the order "Headquarters remain at....."

71. Applications for transfers from one Circle to another from officers of the Telegraph Traffic Service, Class II, telegraph masters and telegraphists may be disposed of by Heads of Circles. In dealing with the applications the following procedure should be observed :—

- (a) If a telegraphist can be spared without relief and is willing to be transferred to another Circle at his own expense, the Head of the Circle after consulting the Head of the Circle concerned and obtaining the latter's consent may order the transfer. A report of the fact should, however, be made to the Director-General for his formal sanction.
- (b) If a man cannot be spared without relief, is unable to arrange an exchange or to travel at his own expense, or cannot be accommodated in the office he asks for, the Head of the Circle should note his name for the transfer when a suitable opportunity occurs and inform the applicant accordingly.
- (c) Only in very exceptional cases when there are good grounds, which should be stated, for a transfer at the expense of the State, and provided the Head of the Circle can spare the man without relief and has ascertained that the man can be accommodated in the office he asks for, the application should be forwarded to the Director-General for his decision.

NOTE.—A man's name will remain in the Circle waiting list so long as he is in the Circle. When he is transferred (except when the transfer be temporary) his name should be struck off the waiting list and he should, if necessary, renew his application and have his name registered in the new Circle to which he is transferred.

TRANSFERS OF CHARGE.

72. The relief of the head of an office and the transfer of the charge of departmental telegraph offices will be conducted according to the general rules laid down at the beginning of this Chapter and the following rules.

73. The relieved officer must give the relieving officer the benefit of his local knowledge, and point out any orders which may have been issued specially for the guidance of the officer in charge of the office. He must also give him his opinion as to the character of the different employees attached to the office. He will also make

over a memorandum of orders remaining to be complied with, objections outstanding, deductions to be made, etc., sending a copy to the Head of the Circle. The relieved officer should also trace out with the relieving officer the office connections and explain the technical arrangements of the office generally.

74. Officers in charge may not put forward, as an excuse for the non-submission or late submission of periodical office returns, and for the non-performance or irregular performance of office routine work, that they were not instructed on these points by their predecessors in charge. Such excuses are entirely invalid, and show that the persons making them have a very imperfect notion of their duties and a very unsatisfactory knowledge of the rules. It is the first imperative duty of every officer *before taking charge of an office* to acquaint himself thoroughly with the routine work of the office in all its details, and he should, immediately after assuming charge, carefully read the letters and telegrams on the office file, so as to avoid unnecessary enquiries. Heads of Circles should satisfy themselves that this has been done, as much time is unnecessarily expended in calling for overdue returns, explanations, etc.

75. The relieving officer will then report to the Head of the Circle that he has taken charge. The relieved officer will forward one copy of the receipts (Form A. C. G-61) obtained from the relieving officer to the Head of the Circle and one copy to the Accountant-General, concerned, retaining another in his own possession and will then immediately proceed to his destination.

76. Deleted.

77. Deleted.

TELEGRAPH ENGINEERING

POWERS.

78. The powers of the Head of a Circle to sanction transfers and postings of a member of the Engineering Branch are laid down in the Schedule of administrative powers in the *Posts and Telegraphs Manual*, Volume III.

79. Deleted.

CHARGE OF DIVISIONS

80. On the occasion of the transfer of the executive charge of a Division from one Divisional Engineer to another the records, cash, stores and works in hand must be made over according to the general rules and under the following rules.

81. The relieved officer will make over to the relieving officer a list of the Maintenance Tools of classes I, II and III in charge of each subordinate, and will take a receipt for the articles of classes III and

IV which are in his own personal charge. The receipt and list will be sent to the Head of the Circle, duplicate of the list being retained by the relieving and duplicate of the receipt by the relieved officer.

82. The relieved officer will draw the special attention of the relieving officer to any local or supplementary trolley rules there may be and will mention that he has done so in his memorandum on transfer of charge.

83. The relieving officer will then proceed with the relieved officer to inspect the records, cash, stores and works under the Sub-divisional officer, if any, at the headquarter station. He will examine the accounts, count the cash, inspect the stores and count, weigh and measure certain selected articles in order to test the accuracy of the returns, and shall minutely examine the work in progress as to its quality, and as to its correctness according to the sanctioned plans and estimates.

84. The relieved officer will give the relieving officer a list and memorandum showing all the works in hand, orders remaining to be complied with, objections outstanding, deductions to be made, muster rolls made over and such matters as most require his attention, with full explanation of any peculiarity of circumstances or apprehended difficulties. Keys and padlocks made over should also be included in the list, a copy of which together with a copy of the memorandum must be sent to the Head of the Circle who will see that nothing necessary has been omitted.

85. The relieving officer will then report to the Head of the Circle that he has taken charge, and shall describe the state of the lines and offices, records, stores and works in hand, if any, mentioning what outstations he has yet to inspect and when he proposes to visit each. He may take this opportunity of bringing to notice anything irregular or objectionable, in the conduct of business in the Division, that may have come under his notice.

86. The relieved officer will usually proceed to his destination after complying with the foregoing rules, but if there be time, the relieved officer should accompany the relieving officer in his inspection of the records, cash, stores, and works under Sub-divisional offices at outstations in the manner prescribed in rule 83 above and of the lines and offices in the Division.

87. In the case of the charge of a Division becoming vacant by the death or sudden departure of the officer who held charge, the succeeding officer shall proceed as herein prescribed for a relief, forwarding to the Head of the Circle the receipts which would otherwise be given to the relieved officer. The Head of the Circle will thus have an extra copy of such receipts to be given to the representative of the last incumbent, if necessary.

88. The officer to be relieved must prepare, for the information

of the relieving officer, a "Memorandum of transfer of charge". This memorandum should include :—

- I. A list of projected lines and offices.
- II. A list of works in hand.
- III. The amount available under Maintenance, Cash and Stores.
- IV. Full notes on the Annual Report.
- V. A list of line inspections to be made within the next six months.
- VI. All orders remaining uncomplid with and any matter with reference to the Division which would be likely to prove of use to the relieving officer.

89. The copy of the *Manual for the Guidance of Officers of the Public Works Department in their relations with contractors*, which is kept in the custody of the Divisional Engineers, should be made over by them personally to the relieving officer and the fact should be specially mentioned in the "Memorandum of Transfer of Charge" submitted to the Head of the Circle.

CHARGE OF SUB-DIVISIONS, SECTIONS OR WORKS.

90. Transfers of Sub-divisional officers and subordinates will be conducted on the same principles as those of Divisional Engineers, the same documents being made out, but forwarded to the officer in charge of the Division.

NOTE.—No line inspector, sub-inspector or line man is to leave one Division for another, unless his bills for expenditure against that Division have been paid in full up to date of transfer.

CHAPTER III

LEAVE.

LEAVE APPLICATIONS.

91. Application for leave from officers, whether in superior or Class IV, service, must be prepared in form App.-37 or App.-38, as the case may be.

NOTE.—An application for leave from extra-departmental sub-postmaster must be prepared in form App.-35. It should be preserved for three years after the cessation of the extra-departmental sub-postmaster ceases with the Department.

92. Application for leave must be submitted in time to enable the necessary arrangements to be made for the performance of the absentee's duties during his absence. Should the application not be submitted in proper time and in the prescribed form, the leave applied for may be refused or postponed.

LEAVE APPLICATIONS FROM NON-GAZETTED OFFICERS.

93. Applications for leave from non-gazetted officers for whom service books or service rolls are maintained will be prepared in form App.-38 prescribed for such officers and submitted to the officer in charge of the office where the applicant's leave account is maintained and his service book or service roll is kept. This officer will examine the leave account and the service book or service roll and will, if the leave applied for is admissible, sign the certificate on the reverse of the form of leave application. The application will then be sent on, without delay, to the officer who is the applicant's immediate superior. In the case of those members of the establishment to whom a Sub-divisional officer is empowered to grant leave, the form Est.-36 (a) only should be filled in by the Sub-divisional officer and forwarded to the Divisional Engineer; in the case of other non-gazetted officials the form App.-38 should be used by an applicant for leave and forwarded in original by the Sub-divisional officer to the Divisional Engineer.

94. Applications for leave from Class IV servants for whom neither a leave account nor a service book or a service roll is kept, will be submitted direct to the applicant's immediate superior.

95. The applicant's immediate superior will, if he is the officer authorised to deal with the application, pass orders on it in accordance with rule 87; otherwise he will forward the application and service book (if any) to the proper officer with his recommendations and proposals for filling up the vacancy.

96. Applications for leave from officers employed in first class head offices will be forwarded by the postmaster to the Head of the Circle, unless the postmaster is himself authorised to deal with the

application, in which case he will pass orders on it in accordance with rule 97. In forwarding applications to the Head of the Circle, the postmaster will submit his recommendations and proposals for filling up the vacancy. Applications for leave from inspectors of post offices or Railway Mail Service will be submitted to the Superintendent who will forward each application to the Head of the Circle with his recommendations and proposals for filling up the vacancy. The Head of the Circle will then dispose of the application.

ORDERS ON LEAVE APPLICATIONS FROM NON-GAZETTED OFFICERS.

97. The officer who is authorised to deal with the leave application will satisfy himself as to the title to the leave applied for by reference to the certificate of admissibility of leave recorded on the reverse of the leave application. If the officer grants the leave, an order will be issued, specifying the arrangements ordered in consequence of the vacancy. A copy of the order will be furnished to the head of the applicant's office and to the head of the office from which the official's pay is drawn, and to each of the officials concerned; and in the case of leave applications submitted to the Head of the Circle through a supervising officer, a copy of the order passed should also be furnished to the supervising officer.

NOTE.—When a postman or village postman or Class IV servant, who is required to furnish security under rule 191 of the *Posts and Telegraphs Manual*, Volume II, is absent on leave or deputation, his substitute must be one who is an approved candidate and has given the prescribed security. If, however, no such substitute can be obtained, and the absentee cannot furnish a substitute to work on his (absentee's) responsibility, the postmaster or sub or branch postmaster, as the case may be, may appoint a trustworthy substitute on his own personal responsibility. When a person who has not furnished security is so appointed, the postmaster or sub or branch postmaster concerned should immediately inform the Accounts officer and the appointing authority concerned of the interim arrangement made on his own responsibility and the appointing authority should, without loss of time, take steps to replace the substitute by an approved candidate who has furnished security.

LEAVE APPLICATIONS FROM GAZETTED OFFICERS.

98. A leave application in form App-37 from a gazetted officer will be forwarded, in the first instance, to the Head of the Circle. In cases in which the Head of the Circle is competent to sanction the leave, he will dispose of the leave application after obtaining a certificate of admissibility to the leave applied for from the Audit office. In other cases, the Head of the Circle will send the application (through the Audit office) to the Director-General for orders. With the application the Head of the Circle will submit his nominations for the officiating appointments which are beyond his powers of sanction.

CASUAL LEAVE.

99. As indicated in Part V (3) of the administrative instructions, in connection with the Fundamental Rules reproduced in Appendix No. 3 to the Posts and Telegraphs Compilation of the

Fundamental and Supplementary Rules, Volume II, casual leave is not a recognised form of leave and is not subject to any rules made by the Government of Pakistan. Technically therefore, a Government servant on casual leave is not treated as absent from duty and his pay is not intermitted. For administrative reasons and, in order to ensure, as far as possible, uniformity of treatment in this respect, the following instructions have been laid down by the Director-General to regulate the grant of casual leave to the staff of the Posts and Telegraphs Department and must be strictly observed:—

- (a) Casual leave is limited to a maximum of 12 days in a year. The year, for this purpose, must, in all cases, be taken as the period of 12 months from 1st April to 31st March.
- (b) As a measure of exception, casual leave up to a maximum of 20 days in a year may be granted to the following classes of non-gazetted staff only, namely, (1) staff employed in post offices, in Dead Letter Offices and in Railway Mail Service offices and sections (including Inspectors of Post Offices and R.M.S. but excluding Investigating Inspectors, Sorting Inspectors and the staff employed in the offices of the Superintendents of Post Offices and R.M.S.); (2) staff employed in telegraph offices and (3) staff employed in Engineering Divisions (including the staff employed in telephone exchanges and wireless stations but excluding the line staff, viz. Line Inspectors, Line Sub-Inspectors, and Linemen, and staff employed in the offices of Divisional Engineers and Sub-Divisional Officers).

Note.—This concession of a higher maximum is granted in consideration of the fact that staff employed in such offices enjoy a lesser number of gazetted holidays and have compulsorily to perform some work on all Sundays and postal and telegraph holidays as a regular measure.

- (c) The number of days specified is a maximum only and no one can claim the maximum number of days of casual leave as a matter of right.
- (d) Casual leave is intended essentially for short periods of absence due to unexpected contingencies. Therefore, such leave should ordinarily be granted for short periods of 1, 2 or 3 days at a time but in any case not more than seven days casual leave at a time should be granted. For longer periods of absence regular leave should ordinarily be taken. The practice of pre-fixing or suffixing casual leave to gazetted holidays or Sundays should be discouraged.

Note.—In the case of officials in non-family and notoriously unhealthy places, casual leave may, at the discretion of the competent authority, be granted up to a limit of 10 days at a time in emergent cases.

- (e) Except in the cases specified in rule 100 below, the grant of casual leave is, in each case, subject to the clear condition that no extra expenditure shall be incurred in consequence of the absence of an official on casual leave. Casual leave can be granted only when this can be done without inconvenience to public administration and the work of the absentee can be distributed and performed by the remaining staff or can be held up without inconvenience pending his return to duty.
- (f) The authority competent to grant casual leave is the head of the office, and where the applicant himself is the head of the office, the authority immediately superior to him. The decision of this authority to grant or not to grant casual leave is final in all cases.
- (g) Casual leave up to a maximum of fifteen days in a year may be granted to the staff employed in the Administrative Offices of the Posts and Telegraphs Department. The maximum leave admissible at any one time will be seven days in the case of a non-gazetted official and ten days to a gazetted officer.

NOTE 1.—A branch postmaster or an extra departmental sub-postmaster is not the head of an office for the purpose of this instruction.

NOTE 2.—In the case of postmen, village postman, mail-guards and Class IV servants, the power to grant casual leave will be exercised by the heads of offices subject to the condition that if a substitute is required in place of an absentee, the authority competent to arrange for the substitute will be the authority competent to sanction the casual leave.

100. Expenditure may be incurred on account of the absence of officials on casual leave only in the following cases:—

- (a) *by payment of overtime allowance* ;
- (i) to telegraphists,
 - (ii) to telephone operators and carrier attendants in exchanges and carrier or repeater offices staffed by four operators or less. (Memo. No. Es. A. 10/41/17, dated 23-12-42).
- (b) *by employment of substitutes*;
- (i) in post offices, in the place of postmen and Class IV servants (other than runners and boy messengers).
 - (ii) in the Railway Mail Service, in the place of mail guards, van-peons porters and other Class IV servants.
 - (iii) in telegraph offices, in the place of Class IV staff (other than boy peons).

Note.—The rules regulating the employment of substitutes in casual leave vacancies are given in Appendix 6 of this volume.

(c) *by payment of travelling allowance to substitutes ;*

In the case of single handed or two-handed post offices, telegraph branches of combined post and Telegraph offices, departmental telegraph offices, Railway Mail Service record offices, mail offices, travelling sections telephone exchanges, carrier and repeater offices or such offices where although the sanctioned establishment exceeds two, it is not possible to make local arrangements to fill up a casual leave vacancy.

(d) *by payment of extra duty allowance to a sorter substitute ;*

In a case where a sorter in the R. M. S. proceeds on casual leave when no leave reserve sorter is available to perform the work of the absentee and the work of the absentee sorter cannot be held up or distributed among the staff on duty so that a substitute, i.e., a sorter at rest, has to be placed on extra duty to carry on the work of the absentee, on payment to the substitute of extra duty allowance.

101. *Deleted.*

102. Casual leave need not be reported nor recorded in absentee statements, in service books or service rolls. It should be noted in loose sheets in form Est.-50. The forms should be kept with the authority empowered to sanction casual leave, or with his head clerk, if any. Inspecting officers should scrutinise a proportion of these casual leave sheets. When an official is transferred, the officer maintaining his casual leave sheets will forward them enclosed in a service registered cover direct to the officer by whom they are to be maintained.

NOTE.—The cases in which the grant of casual leave involves revision of rules will be found in Part V (2) of the Administrative Instructions issued by the Governor-General and published as Appendix No. 3 to the *Posts and Telegraphs Compendium of the Fundamental and Supplementary Rules.*

CHAPTER IV.

PENSIONS AND GRATUITIES.

PENSION RULES.

103. The rules governing the grant of pensions and gratuities will be found in the *Civil Service Regulations*.

NOTE.—Employees of the Post Office employed in seceding States which have accepted or may hereafter accept a postal unity are treated as members of the Government establishment, and if in service which otherwise qualifies are entitled to pension or gratuity from the general revenues, irrespective of the question whether the States do or do not contribute to the cost of the postal service. (*Financial Department letter No. 11691-1-P., dated 28th February, 1903.*)

RETIREMENT

104. The rules regarding compulsory retirement and resignation of officers will be found in Fundamental Rule 56 of the *Posts and Telegraphs Compilation of the Fundamental and Supplementary Rules*.

INSTRUCTIONS FOR THE PROMPT DISPOSAL OF PENSION CASES.

105. Pension cases are often considerably delayed and the pension papers have to be returned so often for the correction of mistakes and the supply of omissions that many months generally elapse before an application for pension is ready for sanction. All officers must deal promptly with pension applications and submit all the information required complete at one time. They should bear in mind that delay in the payment of pensions may involve particular hardship, and everything should be done to prevent or shorten to the utmost such delays. Heads of Circles are required in cases of delay to submit a full explanation, to fix responsibility for delay and furnish the names of the officers who are held to be in fault. Very severe notice will be taken of any neglect or dilatoriness on the part of officers dealing with pension cases.

106. A Superintendent of Post Offices or S.M.S., a first class Postmaster, a Divisional Engineer, Telegraphs, a Telegraph Officer in independent charge of a departmental telegraph office, Officers-in-Charge of Telegraph Store Depots including the Controller of Telegraph Stores, and Superintendent of Telegraph Workshops should submit to the Head of the Circle or the Director-General Posts and Telegraphs, Karachi, as the case may be on the 1st of each month a return in form Est-52 of the applications for pension or gratuity which were pending in his Division or Office at the close of the preceding month. On receipt of such returns by the Circle Offices or the Director-General Posts and Telegraphs, Karachi the information which they contain should be embodied along with information relating to cases pending in their offices in a consolidated return in form Est-53 and this consolidated return should then be placed before the Head of the Circle or Director-General, Posts and Telegraphs, Karachi for review. Similar monthly returns should also be prepared for Offices of Accountant Officer, Telephone Revenue and

Accounts Officer, Telegraph Stores and Workshops and submitted to the Director-General for review.

NOTE.—In the returns the length of time a case has been pending should be reckoned from the date on which the applicant for pension or gratuity, in each case, ceased to be borne on the establishment.

107. When the preparation of a pension case presents difficulties which are likely to involve prolonged enquiries or when an official has been unexpectedly retired and it is clear that his pension cannot be sanctioned within a month, the officer concerned should at once ask the authority competent to sanction the pension to address the Audit office to arrange for an anticipatory pension under the provisions of Article 923 of the Civil Service Regulations. The settlement of such provisional payments should be made so as to admit of their disbursement not later than one month after the officer has ceased to hold his post, and with effect from the date on which he retired. The undernoted documents should invariably be sent to the Audit office along with the application for anticipatory pension:—

- (1) A declaration as prescribed in Article 925 of the Civil Service Regulations.
- (2) An attested copy of the first page of the application for pension.
- (3) The thumb and finger impression card.
- (4) Specimen signature of the applicant (in duplicate).
- (5) Last pay certificate.
- (6) The service book or the service roll, as the case may be.
- (7) A statement showing the details of the services of the applicant as recorded in the service book or the service roll, and the pay drawn by him during the last three years of his service.
- (8) Requisite medical certificate of incapacity for further service in case of invalid pension.

108. In order to facilitate the prompt disposal of pension cases the succeeding rules containing instructions for guidance should be carefully studied by all officers concerned.

109. Heads of offices will review at regular intervals all cases of ministerial servants serving under them, who will attain or have attained the age of 55 years with a view to determine whether they continue efficient or not and issue orders for retirement or retention in service in regard to officials whom they are competent to appoint. In respect of other officials, they should obtain orders about their retirement or retention from the authority competent to appoint them.

Similar action should be taken in respect of Government servants in Class IV service also, who have attained or will attain the age of 60 years by the end of the next financial year. If any official be regarded as inefficient for further service of any kind in the Department, the competent authority should issue orders for his retirement, verification of services and preparation of the pension papers.

110. All officers concerned must keep a constant watch over the pension work of their offices. They must personally scrutinise the return of pending pension and gratuity cases (of those of their subordinates whose pensions or gratuities they are competent to sanction) as well as of those whose pensions or gratuities their subordinate non-gazetted officers are competent to sanction prepared each month in their offices, and they should take immediate steps to accelerate the completion of cases which the return shows to be pending for three months or more. They should also, from time to time, test the completeness and accuracy of the return by reference to the cases themselves when these come up before them. They should take special precaution that these pensions or gratuities are sanctioned by them personally if they are empowered to do so or sent to the officers concerned for sanction if they are not competent authority as soon as they are complete in all respects, and that the papers on which their signature is necessary are also signed by them.

111. Under Section 266 (3) (e) of the Government of India Act 1935 as adapted in Pakistan every claim for the award of a pension by dependents of officials who die while still in employment must be submitted to the Pakistan Public Service Commission for advice. No such claim, which amounts to a claim for an Extraordinary family pension, should therefore be rejected by the Head of a Circle even if the claim is in his opinion, unjustified. He should proceed forthwith to make the enquiry prescribed in Article 740-A of the Civil Service Regulations and to collect the material on which to base a claim for such a pension. Where the Head of the Circle considers that a *prima facie* case exists for the grant of an Extraordinary family pension, he should not, however, wait for a claim to be actually made by the dependents but should immediately proceed to make the prescribed enquiries and obtain an application from the dependents *prima facie*, entitled to an Extraordinary Family Pension, so that the case may be promptly disposed of. The facts must be carefully investigated and clearly stated.

112. In dealing with applications for pension or gratuity the officers concerned must satisfy themselves that all the instructions in this Chapter are fully complied with, so far as the requirements of the case in question are concerned.

ENQUIRIES TO BE MADE IN MARCH AND SEPTEMBER TO ASCERTAIN WHO ARE
LIKELY TO RETIRE

113. The Superintendent or first class postmaster or the Divisional Engineer (Telegraphs) or an officer of the Telegraph Traffic Service, Class I, in charge of a departmental telegraph office must

make a point of knowing the names of his subordinates who are likely to retire within the period of six months from April to September and from October to March. For this purpose, enquiries are to be made once in six months, in March and September, and the names of all those persons who are likely to retire within the six months, October to March, and April to September, respectively, ascertained and noted in a special register. The entries in the special register should be verified by a gazetted officer in Circle offices and supervising officers or heads of offices in other offices.

114. Having thus ascertained the names of the persons who are to retire, the officer concerned must proceed to take action as hereinafter described.

PRELIMINARY INSTRUCTIONS.

115. In every case in which an officer, whether in superior or Class IV service, is to retire, he should be instructed to apply in writing to be admitted to pension or gratuity, and he should be warned that his pension, in the event of his being entitled to a pension, will commence from the date on which he ceased to be borne on the establishment or from the date of his application, whichever may be the later, unless the delay (should there be any) can be explained to the satisfaction of the authority sanctioning the pension.

NOTE 1.—It is permissible for officers taking leave preparatory to retirement to submit their personal application for pension on proceeding on leave, if they specifically declare that they propose to retire at the end of their leave.

(G. I., P. D. No. F. 129-C, S. R., dated 13th Aug., 1924.)

NOTE 2.—The personal application for pension should contain a certificate as follows:—

"I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein, nor shall I submit an application hereafter without quoting a reference to this application and the orders which may be passed thereon."

If the applicant has already received a gratuity or is in receipt of a pension, whether the gratuity or pension is granted in lieu of Civil pension or not, the certificate should contain the following particulars:—

- (a) nature and amount of pension or gratuity,
- (b) the period of service in respect of which it is paid, and
- (c) by whom it is paid.

(G. I., P. D. Nos. F. 210-C, S. R., 24, dated 18th Oct., 1926 and F. 347-C, S. R., 27, dated 6th Sep., 1927.)

NOTE 3.—The procedure mentioned in Note 1 above also applies in the case of Government servants on duty who are about to retire on superannuation pension, provided that the officers concerned, or in the case of non-gazetted officers, the heads of offices declare that they will retire with effect from the date on which they attain the age of superannuation.

116. The retiring officer's application will be submitted by him to the authority whose duty it will be to fill up his appointment if vacant, and, whenever practicable, this authority will himself record any statements, depositions, etc., which may have to be taken from the applicant or from his witnesses or contemporaries.

Explanation.—The following officers are competent to record statements, depositions, etc., for the purpose of this rule :—

- (1) Inspectors (including inspectors of post offices and Railway Mail Service town inspectors and investigating inspectors);
- (2) Head and sub-postmasters in selection grades;
- (3) Engineering supervisors (General, Telephone and Electrical);
- (4) Wireless supervisors;
- (5) Chief Superintendent, office of the Director-General of Posts and Telegraphs; and
- (6) Superintendent of offices of Heads of Circles;
- (7) All gazetted officers.

An officer recording statements, depositions, etc., under this rule should invariably attest the documents.

First step.

117. A preliminary statement must be taken down from the applicant in the beginning of April or October, as the case may be, containing information on the following points :—

- (a) The date, by the Christian era, on which the applicant was born.
- (b) List of appointments, substantive and officiating, held during the service for which pension is claimed, showing, when any appointment was only an officiating one, what substantive appointment was held at the same time. The dates of beginning and ending of each appointment, the pay drawn in each, and the names of the offices from which the pay was drawn, should be stated.
- (c) Dates of beginning and ending of each period of leave.
- (d) An explanation of each interruption in service.

118. Any documents which he may possess, bearing on his service, such as appointment orders, etc., should be obtained from him.

Second step.

119. The next step is to ask the Audit officer or the head of the office, as the case may be, to verify the services claimed, but this step must not be taken until within six months of the date of the officer's proposed retirement. As soon as the interval prior to the proposed retirement is not more than six months, the Audit officer or the head of the office, as the case may be, should be addressed. Whenever any officer is requested to verify any portion of the applicant's service, he should be supplied in form Est.-55 (verification memo.) with a statement of the service claimed together with a certificate, signed by a competent authority, to the effect that the applicant is likely to retire within six months. In preparing the verification memo. the entries relating to leave and other periods of absence

from duty should be written in red ink. If the applicant for pension has served under the jurisdiction of several head post offices or different Audit offices, the authorities concerned should be requested simultaneously to verify the respective portions of service.

NOTE 1.—If, in the case of an application submitted under Notes 1 and 3 to rule 115, the date of the proposed retirement is definitely known, the Audit officer or the Head of the office, as the case may be, may be asked to verify the service even though the interval prior to the proposed retirement is more than six months.

NOTE 2.—In cases in which the competent authority to fill up the appointment vacated by a retiring officer is the Head of a Circle, the statement of services of the retiring officer should be submitted to the Audit office for purposes of verification through the Head of the Circle.

NOTE 3.—"In cases in which the competent authority to fill up the appointment vacated by a retiring officer is a non-gazetted officer, the statement of services of the retiring officials should continue to be submitted to the Audit Officer or the Head of the Office as the case may be, by the Divisional Officers concerned."

120. In the case of a Class IV servant, the head of the office concerned should be called upon to verify the applicant's service, as far as possible, from office records. If the Class IV servant is one for whom a service roll (Form SY-262) is kept, the original service roll should be obtained.

121. In the case of an applicant in superior service (other than an official whose name is not shown in the establishment pay bill), the Audit officer concerned should be addressed for the verification of the applicant's entire service.

NOTE.—In the case of branch postmasters, clerks, etc., the Audit officer may be addressed for the verification of their services up to the 1st April, 1922.

122. The head of an office must, when called upon, furnish the verification memo. (Form Est-55), within ten days from the date of receipt of the communication from his superior officer. If not furnished within that period, the superior officer should report the fact to the Head of the Circle.

123. In making the entries in the verification memo. (Form Est-55) the head of the office must show distinctly what portion of the service has been verified from the records of his office and what portion from other offices. If the applicant is found to have also served in other establishment or any other Department, the Accountant-General or other officer concerned should be addressed for the verification of the applicant's service, and if no reply is received within twenty days from these officers, a reminder should be issued, and it should be repeated every ten days. If, after issuing three reminders, no reply has been received, the matter should be specially brought to the notice of the Head of the Circle.

124. When all the verification memos. have been received, it can be ascertained what portion of the service has been verified from

the records and what portion has not been so verified, and collateral evidence must be collected for the latter, but before steps are taken to obtain collateral evidence, the Audit officer concerned should be requested through the Head of the Circle to assist in the enquiry by consulting his audit registers. If the Audit officer is unable to supply the required information, steps should then be taken to obtain collateral evidence.

Third step.

125. The statement of the applicant is to be taken down only for the period which cannot be verified from records. This will be the formal statement that should go with the pension case in original, and it must therefore be recorded with great care, clearness and accuracy. The chief points to be observed in taking down this statement are as follows :—

- (a) When there is no appointment order or other document to prove the applicant's first entertainment, he should be asked to refer to local circumstances or mention some important public event which may have taken place at or about the time of his appointment, of the names of the superior officers by whom he was appointed or under whom he served.
- (b) As the date of first entertainment is very important, great care and pains must be taken to elicit that information and to fix the date with sufficient accuracy and beyond all doubt.
- (c) The names of the offices or lines in or on which he has worked and the length of service, on or in each line or office or appointment.
- (d) He should be required to give the names of witnesses who can testify to the service which cannot be verified from office records. The witnesses should be contemporary servants in superior service, or, failing these, contemporary servants in Class IV service, or, failing even these, respectable local residents outside the service or officials of recognised position.

Fourth step.

126. The statements of the witnesses must then be taken down in the same way as the applicant's. There is no objection to the witnesses deposing to the entire period of the applicant's service, but attention must be chiefly directed towards obtaining evidence only for the period which cannot be verified from record.

NOTE.—The continuity of an applicant's service cannot be established by the mere production of orders of transfer issued at various times unless they receive support from collateral evidence.

127. In recording the statements of the witnesses, the exact reasons which enable them to speak as to the occupation of another man during a certain part of his life, the places where they lived or where they were employed and how they were in a position to know what the applicant for pension or gratuity was doing, must be ascertained and distinctly noted. The age of the witnesses must also be noted in the statements as it will shew whether they are competent to testify to the circumstances related.

128. The requisite verification statement and the collateral evidence should all be obtained within the period of six months preceding the date on which the applicant is to retire.

Fifth step.

129. The next step will be the removal of the applicant from the service; but before he is removed it must be decided whether a medical certificate is necessary or not, and the following instructions are given for guidance:—

- (a) For pension on the superior scale, if the applicant has rendered not less than 30 years' qualifying service, no medical certificate is required.
- (b) For pension whether on the Class IV or superior scale, if the applicant's appointment is abolished and other suitable employment cannot be found for him, no medical certificate is required.
- (c) For pension on the superior scale, if the applicant retires voluntarily or by compulsion on or after attaining the age of 55 years, no medical certificate is required, unless the application is for invalid pension in which case a medical certificate is required.
- (d) For pension, whether on the Class IV or superior scale, if the applicant's retirement is due to bodily or mental infirmity:—
 - (i) if the applicant's age is under 55 years a single medical certificate is sufficient if the incapacity is due to some specific disease; otherwise two certificates are necessary; but see Exception below;
 - (ii) if the applicant's age is over 55 years but under 60 years, a single medical certificate is required; but see Exception below;
 - (iii) if the applicant's age is 60 years or more, no medical certificate is required; but it is necessary in this case for the head of the office to certify to the applicant's incapacity.

Exception.—In cases (i) and (ii), if the proposed pension exceeds Rs. 100 a month a certificate by a single medical officer is not sufficient, if it is possible without undue inconvenience to assemble an Invaliding Committee, or to cause the applicant to appear before the Director-General, Public Medical Service.

129. If a medical certificate is necessary, the applicant must undergo medical examination. For this purpose he should be sent to the Civil Surgeon with a letter, in which it should be stated what his age is as shown in official records; and whenever this age differs from what the Civil Surgeon considers to be the applicant's age from his appearance, the fact that the recorded age was communicated to the Civil Surgeon should be mentioned when submitting the pen on papers. If the applicant obtains a medical certificate of incapacity for further service, but not otherwise, he must be removed and his name shown in the list of pending pension cases for that month. If no medical certificate is found to be necessary, the applicant should be simply removed from the service, and his name should be shown in the list of pending pension cases for that month.

NOTE.—When a medical certificate of incapacity for further service is produced by an applicant, it should be seen that it bears the thumb and finger impressions of his left hand and also that it may have been duly attested by his medical officer.

131. An officer in superior service (whether or not he has also rendered Class IV service) who has attained 55 years of age may be required to retire, or he may retire of his own accord; in the former case, his removal from the service should not be carried out till orders to this effect are obtained from the competent authority (see rule 104); in the latter case, he should be simply removed from the service and his name shown in the current list of pending pension cases. This latter procedure should be also followed in the case of an officer in superior service, whatever his age may be, who retires voluntarily after completing 30 years' qualifying superior service.

132. The retirement of Class IV Government servant is regulated in accordance with the rules set out as Appendix 12-A to this Manual. In the case of officials who retire on invalid pension or invalid gratuity the procedure prescribed in rule 130 should be followed.

133. Before an applicant is removed from service a copy of his photograph in passport size (viz., 3 inches in height and 2 inches in width), two sets of thumb and finger impressions on the separately printed first page of the application for pension (Form Est-62) and two sets of specimen signature and thumb and finger impressions on the prescribed card Form Est-54 should be obtained from him. The impressions which should be those of the balls of the thumb and all the fingers of the left hand as well as the specimen signatures should be taken in the presence of the officer by whom the pension roll is prepared and signed; or if this is not practicable, in the presence of some officer not below the rank mentioned in the explanation below rule 116. No impressions are required on the form of application for pension itself (Form Est-61). The impressions as well as the specimen signatures taken on the cards should be attested by the officer in whose presence they are taken. The copy of the photograph should be certified, as being that of the applicant for pension, by the head of the office, or if this is not practicable, by any one of the officers mentioned in the explanation below rule 116.

Exception.—The Instructions in this rule so far as they relate to the thumb and finger impressions, do not apply to gazetted officers, European ladies, persons who hold Government titles, and persons who have been specially exempted by Government from the operation of the rule requiring thumb and finger impressions to be taken from retired Government servants. The production of a photograph will not be necessary in the case of the persons of the classes mentioned above and of purdah ladies.

NOTE 1.—The system of obtaining pensioners' photographs is applicable to gratuities also. It does not, however, apply to family pensions or gratuities granted under the Wound and Extraordinary Pension Rules.

NOTE 2.—The system of identification by means of photographs is in addition to that of recording the thumb and finger impressions which will remain a permanent and reliable record of a pensioner's identity.

NOTE 3.—Heads of circles have been authorised by Government to grant exemptions from the production of photographs in really hard cases in respect of pensioners who are entitled to pension not exceeding Rs. 20 per annum and/or gratuity not exceeding Rs. 500.

NOTE 4.—Pensioners will bear the cost of their photographs.

Sixth step.

134. As soon as the verification is completed in all respects and the applicant is removed from the service, the printed application for pension or gratuity, as the case may be, should be drawn up in form Est.-61 in case of all non-gazetted officers and also for gazetted officers other than those mentioned in Article 237 of the Civil Service Regulations. Specific remarks required on the 3rd page of the application should be given by the head of the office or other competent authority who will also affix his signature in the space provided for the purpose on pages 1 and 3 of the application form. The application should then be forwarded to the authority competent to sanction the pension with all the documents relied upon for the verification of the service claimed, the applicant's last pay certificate, service book or service roll, etc., together with the certified copy of the photograph, the two sets of thumb and fingers impressed form of the first page, and the specimen signature and thumb and finger impression cards mentioned in rule 133. The application must not be drawn up until the verification is completed and the applicant is removed from the service.

NOTE.—In the cases referred to in Note 1 to rule 119 the printed application may be drawn up before the applicant is removed from the service.

134-A. To avoid delay in the settlement of cases it is desirable that the competent authority should forward the pension papers to the audit officer with a forwarding letter as follows together with the documents listed below thereto :—

Specimen of forwarding Letter.

To

THE ACCOUNTANT-GENERAL, (P. & T. BRANCH).

Sir,

I have the honour to forward herewith the pension papers of Mr. lately a of this Office/Division as per list enclosed for favour of report on his title to pension. Pension claimed may be admitted.

List of Enclosures.

1. Application for pension in Form No. 25-C. S. R.
2. Invalid certificate (if the claim is for invalid pension).
3. Service Book duly completed.
4. (a) Statement of services.
(b) Verification memos. duly completed and signed.
5. Memo. of Average emoluments.
6. Last Pay Certificate.
7. Two thumb and finger impressed copies of the 1st page of the application for pension duly attested.
8. (a) Two specimen signatures duly attested in the case of gazetted officers.
(b) Two cards bearing the left hand thumb and finger impressions and specimen signatures and pass-port size photo, bearing the name and last declaration all duly attested in the case of non-gazetted officers.
9. (a) Personal application for pension in form Est.-56 (which contains the declaration for non-receipt of pension or gratuity).
(b) Declaration from the pensioner regarding grant of anticipatory pension required under §22 (a) C.S.R. if some delay is anticipated in the settlement of final pension.
(c) Declaration of the competent authority to the effect that the special pay included in the average emoluments was of the nature of duty allowance as defined in Article 23-C of the C.S.R. (here state the reasons therefore) and also (where necessary) that the Government servant would have drawn it had he remained on duty during the periods of leave (to be mentioned).
(d) Declaration from the competent appointing authority (where necessary) (i) that the Government servant would have held substantively the appointment of _____ and drawn the special pay of Rs. _____ p.m. if he had not been appointed to officiate in the higher post (ii) the nature of the permanent vacancy, in cases in which officiating pay in a higher scale is counted towards average emoluments.
10. Sanction of the competent authority allowing the benefit of Article 393(b) C. S. R. in cases where an officer has been reduced from the superior to the Class IV Grade for misconduct.

135. When an officer retires on being suddenly incapacitated for service, his case should be taken up at once and his service should be verified as rapidly as possible. The foregoing instructions should, as far as possible be followed in verifying his service, and the certificate sent to the Audit officer under rule 119 should state that the officer has actually retired from the service.

Note.—It has been ruled by Government that "an officer holding substantively a superior appointment who is appointed to act in an Class IV appointment, creates the period during which he so acts as superior service" (*Financial Department No. 2454, dated 15th August, 1953*).

136. An explanation of any suspension or degradation should be given, and the papers on the subject should be submitted if they can be procured. The reason for reduction of pay (if any) should also be explained. When the service has been proved, it has still to be remembered that the character of the service has to be carefully considered. Government does not undertake to grant full pension according to the service of the applicant, except on the understanding that such service has been good service. There is too great a tendency to treat the grant of full pension as a matter of course even when an applicant has been suspended or degraded. Such recommendations must not be made unless the service can fairly be said to have been on the whole really good service, in the sense of honest and hard-working service, to the best of the ability of the person who claims the pension. And, above all, it must be understood that pensions are not to be used as a means of ridding the Department of unsatisfactory officials.

137. The application for pension or gratuity of a gazetted officer appointed by the Director-General or of a non-gazetted officer should be drawn up on the printed form mentioned in rule 134. An application for an extraordinary pension or an application for pension of an officer appointed by the Government of Pakistan should be drawn up on the printed form No. 22 or 28 of the Civil Service Regulations, or form Est.-61, as the case may be. Applications of gazetted and non-gazetted officers whose pension requires the sanction of the Government of Pakistan or the Director-General except application for extraordinary pensions should be submitted by the Head of the Circle direct to the Director-General who will forward them to the Audit Office concerned for report upon the claims, or with necessary recommendation for the grant of pension admissible under the rules, as the case may be. Applications for extra-ordinary pension should, however, be submitted by the Head of the Circle through the Audit Office to the Director-General.

All other applications for pension should after final preparation by the offices concerned, be referred to the authorities concerned competent to sanction pension, who will forward them to the Audit Office for the necessary report.

*Whenever a sanctioning authority forwards an application to the Audit office for report upon the claim, he should invariably record on the application, or the letter forwarding the application,

his provisional recommendation stating whether the pension claimed should be admitted or not, the recommendation, of course, being made after due consideration of the facts of each case. With every application for pension sent to the Audit office, whether by the sanctioning authority for a report or by a lower authority for onward transmission to the sanctioning authority, must be submitted the applicant's personal application for pension, all verification memos, and collateral evidence in support of the service claimed, his last pay certificate (in case of pension), his service book or service roll, as the case may be, which should be brought up to date and be duly attested, thumb and fingers impressed form of separately printed first page of the application for pension, the certified copy of the photograph and two sets of the specimen signature and thumb and finger impression card. With each application for the grant of extraordinary family pension the following documents duly signed and attested should be submitted :—

- (a) A statement showing the result of the enquiry made under Article 74B-A of the Civil Service Regulations.
- (b) An application for the grant of an extraordinary pension in the form prescribed in Article cited above.
- (c) A personal application for pension.
- (d) A medical report, if available, and a police report, when necessary.
- (e) A certificate from civil authorities regarding (i) the number and ages of the dependents left behind by the deceased, (ii) the pecuniary circumstances of the family showing, in detail, the liabilities and assets, and (iii) the applicant's relationship to the deceased official or to the persons on whose behalf the application is made.
- (f) In cases of death due to diseases contracted in the execution of duty, reliable evidence regarding the nature of the disease of which the official died and a report from the local district medical or sanitary authorities to the effect that the disease was prevalent in the locality in an epidemic form.
- (g) A verification memo. of the services of the official in form Est.-55.
- (h) The service roll or service book of the official.
- (i) The last pay certificate of the official.
- (j) The specimen signature and thumb and finger impression card of the applicant.
- (k) The character sheet of the official.

NOTE 1.—Care should be taken to give the applicant's name and last designation including the spelling of the same, in a uniform way in the several documents in which the information appears. This is specially necessary as regards the documents to be furnished to the officer by whom the pension (or gratuity) is to be paid, so that there may be no doubt as to the applicant's identity, the documents referred to are (1) the first page of the pension application, (2) the thumb and finger impressed copy of the same page, (3) the thumb and finger impression card, and in the case of an application for pension (4) the last pay certificate.

NOTE 2.—The details recorded against items 1, 2, 3, 4 and 14 of form Est-61, item 1 and 11 of form No. 26 and items 1, 4, 8 and 14 of form No. 22 should be entered in block capitals.

138. When documents in local languages are submitted, they must be accompanied by translations in English, which should be duly attested by the officer submitting the application.

139. Discrepancies relative to the applicant's age, service, etc., must be reconciled. The entries of date of birth in both service books and service rolls should invariably be accepted in preference to any contrary statement made at the time of retirement. The entries in service books and service rolls cannot be altered without the express permission of the Director-General. When only the year of birth is specified in the service book or service roll, the 1st July should be taken as the date of birth, and when the year and month are specified but not the precise date, the 16th of the month should be taken as the date of birth.

140. In filling up the "place of payment" against column 14 of the pension application, care must be taken to see that it is a head or a sub-post office.

141. Marks of identification must be very clear and complete. They must be of a distinctive and not of a general nature. If there are no distinctive marks, a full description of the applicant's person should be given.

142. In the application drawn up in the printed form of application for pension (or gratuity) specific information is required on the heads shown on the 3rd page of the form, and the information necessary in each particular case should be given with clearness and precision. It should be stated against the item "Remarks" in the pension application form whether the past service and conduct of the official were satisfactory or not and in the latter case it should be explained why past service is considered unsatisfactory.

NOTE.—When a last pay certificate is issued in connection with an application for pension, the form provided in connection with transfers on duty should be altered in accordance with the following form:—

Obverse.

Last-pay certificate of A.B. of the.....retiring on pension.

He has drawn pay as.....at the rate of Rs.....a month, and acting allowance as.....at the rate of Rs.....a month less the deductions shown below, up to the..... He made over charge of the office ofon the.....noon of the.....

.....of..... No recoveries (or The
recovery noted on the reverse) are to be made from the officer.

Deductions Rs. A. P.

Dated at

The.....19 .

Signature.

Reverse.

Nature of recovery.....

Amount.....

Seventh step.

143. In cases in which a claim to pension as recommended by the sanctioning authority is found to be in order in all respects, the Audit officer will arrange for the payment of pension forthwith, giving an intimation to this effect to the sanctioning authority when returning the pension papers with the certificate and report. On receipt of the intimation the sanctioning authority will inform the applicant that arrangements have been made for the payment of the pension.

In other cases of ordinary pensions which are submitted through the Audit office and in all cases of extraordinary family pensions, the sanctioning authority will issue, as soon as the Audit officer's certificate and report on claim is received, an order sanctioning the pension. The order should be communicated to the officer submitting the application, and a copy of the order should be sent to the Audit office concerned (in duplicate) for making arrangements for the payment of the pension. When the necessary arrangements have been made, the Audit officer will issue an intimation to that effect to the authority sanctioning the pension, who will issue the necessary intimation to the party.

The following documents should always accompany the copy of the order sent to the Audit Office :—

- (1) Thumb and finger-impressed copy of the first page of application for pension (or gratuity) in form Est.-61, or of the whole of the application in form No. 22 or 26 of the Civil Service Regulations.
- (2) Two sets of specimen signature and thumb and finger impression card.
- (3) Last pay certificate (except in the case of an application for gratuity in which the last pay certificate is not necessary).

- (4) Certified copy of the photograph (except in cases in which the pensioners have been exempted from the production of photographs).

Exception.—When a pension (or gratuity) is sanctioned before submission of the pension papers to the Audit office—*vide* Article 914-A (a) of the *Civil Service Regulations*, the service roll and pension papers should also be forwarded to the Audit office along with the copy of the order sanctioning the pension (or gratuity).

NOTE.—Amongst the cases referred to in the Note to rule 134, the pension may be sanctioned not more than one month before the date from which it is to take effect in the case of officers on leave preparatory to retirement and it should be sanctioned as soon as may be after the officer's retirement in the case of officers on duty (subject to superannuation pension).

143-A. Whenever it is proposed to grant any special concession, e.g., condonation of deficiencies in service, etc., in connection with pension, a report from the Audit officer should invariably be obtained in the first instance before the proposal is submitted to the authority competent to sanction it.

EXPLANATION TO BE AFFORDED OF SERVICE REJECTED.

144. When any portion of the pensionable service of an applicant is rejected so as to affect the amount of the pension, it is necessary to acquaint the officer having power to sanction the pension fully with the reasons for the rejection and briefly to describe the nature and scope of the efforts made to verify the service rejected.

SUMMARY OF EVIDENCE NECESSARY WHEN SERVICE HAS BEEN VERIFIED BY COLLATERAL EVIDENCE.

145. A summary of the evidence must accompany the papers for pension and gratuity in all cases in which a portion of the service has been verified by collateral evidence. A mere formal statement that the service has been established is not sufficient. The officer concerned must report the exact nature of the investigation made and the conclusion at which he has arrived.

REGISTER OF PENSION CASES.

146. A register of pension cases disposed of by a sanctioning authority should be maintained in form Est.-57. Each such pension case should be entered in the register as soon as it is closed, and the entry should be initialled at the time by the sanctioning authority. A responsible officer should secure the closed pension cases in question in his personal custody and when he is relieved, the relieving official should check the entries in the register and see that all the cases are on record when he takes charge of his appointment.

NOTE.—When the authority sanctioning the pension is subordinate to officers mentioned in rule 106, such a pension case should be entered in the register maintained in the divisional office, with suitable remarks. No register need be maintained by such subordinate authority.

GRATUITY TO RAILWAY MAIL SERVICE OFFICIALS INJURED IN RAILWAY ACCIDENTS.

147. Officials of the Railway Mail Service are eligible in the same way as State Railway servants under Article 747-A of the Civil Service Regulations for the grant of gratuities to those who may be injured, or to the representatives of those who may be killed, in railway accidents whilst in the execution of their duties.

PROCEDURE TO BE OBSERVED IN GRATUITY CASES ARISING FROM RAILWAY ACCIDENTS.

148. When a Superintendent receives an application for gratuity under rule 147 he should submit, without any loss of time, to the Head of the Circle a brief account of the accident, an application in form No. 25 (Pension) in the case of an official injured, and in form No. 22 in the case of an official killed, accompanied by a medical certificate from an officer not below the rank of a Civil Surgeon.

149. The Head of the Circle will submit the application, accompanied by the documents mentioned above, for the orders of the Director-General, through the Audit office.

NOTE.—This gratuity is payable over and above the leave salary equal to either average or half average pay that may be granted under Rule 270 of the *Supplementary Rules*.

COMPENSATION TO OFFICIALS UNDER THE WORKMEN'S COMPENSATION ACT.

150. The principal classes of employees in the Posts and Telegraphs Department who are included within the definition of "workman" in clause (n) of sub-section (1) of Section 2 of the Workmen's Compensation Act, 1923, read with Schedule II thereto are the following, provided that they are employed on monthly wages not exceeding three hundred rupees :—

<i>Class of employee.</i>	<i>Relevant clauses in Schedule II.</i>
Lorry driver	Clause (i)
Assistant foreman, examiner, yard foreman, and officials employed in manufacturing processes in the Telegraph Workshops, Lahore.	Clause (ii)
Packing foreman, packing supervisor, pecker, carpenter, label writer.	Clause (iii)
Lascar, sacchar, lascar driver	Clause (iii) or (vi)
Dispatch assist. (loader) boy lascar, crane driver with assistant, manjoe and dandse, marker, weighman.	Clause (vi)
Inspector and sub-inspector of Telephones, lascar wireless, mtr. fitter, mtr. lascar, electric mistry, electric cooly, oiler, cleaner.	Clause (ix).
Cable jointer, assistant cable jointer	Clause (ix) or (xvi)
Engine driver	Clause (ix) or (xix)
Engineering supervisor	Clause (ix) or (xii) or (x) or (xix)
Electrical supervisor	Clause (ix) or (xix).
Line inspector and sub-inspector of Telegraphs, trolleyman, phone inspector.	Clause (xii)

Town inspector (Postal), inspector of R. M. S., inspector of peons, orderly peons to the Inspector Railway Mail Service, head post- man, postman, village postman, letter box peon, mail peon, line overseer, runner, ghat porter, mail guard, R. M. S. Sorter, R. M. S. porter, van peon, mail overseer, boatman, telegraph messenger, taskwork messenger, telegraph peon, delivery peon, bicycle peon, extra departmental mail carrier, extra depart- mental messenger, jamadar (S. & B. Circle) gratuity agent (S. & B. Circle), copy on daily wages, line rider, bhatis, cable guard, motor driver,	Clause (xiii)
Officials employed as Treasurer clerks and per- forming outdoor duties in the Pakistan Posts and Telegraphs Department.	Clause (xiii) (a)
<i>Class of employee.</i>	<i>Relevant clauses in Schedule II</i>
Lineman	Clause (xiii) or (xv) or (xvi)
Carrier attendant, wire cooly, cooly	Clause (xv)
Inspector and sub-inspector of lines, line cooly	Clause (xv) or (xvi)
Mistry and assistant mistry	Clause (xv) or (xix)
Cable supervisor	Clause (xvi)
Engine driver, Electrical plant attendant, battery attendant, engine cooly, battery cooly, cooly oilor.	Clause (xix)

NOTE.—The above list of employees is merely intended for the guidance of depart-
mental officers and does not have any statutory force.

POWERS OF SANCTION.

151. The officers mentioned in the Schedule below are authorised to sanction expenditure on the grant of compensation payable under the *Workmen's Compensation Act, 1923* (VIII of 1923) and to the extent indicated therein.

<i>Authorities</i>	<i>Extent of delegation</i>
(i) Director-General	Full powers.
(ii) All Postmasters-General, Controller of Tele- graph Stores, Karachi, Superintendent, Telegraph Workshops, Lahore.	Power to sanction compensations for temporary disablement up to a per- iod of two years and to sanction commutation and other lump sum payments subject to a maximum of Rs. 1,000 in each case, and to the condition that the amount involved can be met from the budget provision made for the purpose or by reapprop- riation with the sanction of the competent authority.

NOTE.—On receipt of the above sanction the payment of the compensation will
be arranged for by the Audit Officer concerned.

SETTLEMENT OF CLAIMS DISPOSED OF UNDER THE WORKMEN'S COMPENSATION ACT 1923.

152. The authorities mentioned against item (ii) in rule 151 should submit each year to the Director-General a consolidated return in the prescribed form on or before the 1st June following the calendar year to which it relates.

PART II

Appointments and Promotions—Special Rules.

CHAPTER V

GAZETTED OFFICERS, CLASS II—POST OFFICE AND RAILWAY MAIL SERVICE.

153. Deleted.

RECRUITMENT TO POSTMASTER'S SERVICE, CLASS II.

154. Postmasters' Service, Class II, consists of (i) a selection grade on the time scale pay of Rs. 700-25-800 (revised pay Rs. 600) and (ii) Postmasters grade A, on the time-scale pay of Rs. 350-30-650 (revised scale Rs. 240-30-480-15-600). Appointments to these grades are made by selection from the best officers in the next lower grades, seniority being regarded only where all other considerations are practically equal.

RECRUITMENT OF SUPERINTENDENTS.

155. Vacancies in the cadre of Superintendents of post offices and Railway Mail Service are filled alternately by the confirmation of Probationary Superintendents and promotion of departmental officers selected in the manner described in rule 150-A.

156. (1) Recruitment of Probationary Superintendents is made by means of a competitive examination held by the Pakistan Public Service Commission—vide Rules in Appendix No. 7. Candidates so selected are appointed as Probationers for training for a period which will not ordinarily exceed two years. The course of training is as follows :—

He will first be attached to a head office for a period of four months under a postmaster who is likely to take a personal interest in his training. He should work in each department of the Post Office and also as accountant and prepare the establishment bill for one month. He should then work as an assistant postmaster, deputy postmaster and postmaster. When the postmaster has reported that the Probationary Superintendent has thoroughly mastered all the work of a head office, he should be attached to a sub-office and work as sub-postmaster for two weeks.

He will next be attached to the office of a Superintendent of post offices for three months for learning inspection and enquiry work by going about with the latter. During this period he should visit combined offices and make himself acquainted with the method of inspecting telegraph traffic work. When his training in these respects is complete, he should be attached to the office of a Superintendent, Railway Mail Service for three months. He should travel about with the latter and make himself acquainted with the work of a Railway Mail Service Division. When this training is complete, he should be again attached to the office of a Superintendent of post offices and employed as head clerk for at least a fortnight.

During each period of training, the Probationary Superintendent should read the books that relate to the work in which he is practically engaged.

Finally, he will be attached to the Circle office for a period of three months and be required to read the cases on which orders are passed by the Head of the Circle and his officers and to do any other work the Head of the Circle may give him.

On completion of the above training he will work for 3 months each as inspector of post offices and head postmaster respectively and then undergo telegraph training for 8 weeks as laid down in rule 180.

(ii) On the conclusion of the first year of their probation, the Probationary Superintendents will be required to pass the departmental examination described in rule 157. Ordinarily they will be allowed only one chance to appear for that examination. However, if anyone fails in the first attempt, he may, if considered necessary, be given a second chance within the period of probation of two years; if he passes in the second attempt, his initial failure will not affect his original position in the seniority list of Probationary Superintendents, which is included in the "List of officers of the Department of Posts and Telegraphs", positions therein being fixed according to the order of merit attained in the competitive examination.

(iii) A Probationary Superintendent who has completed all the prescribed training and passed the departmental examination but has not completed the period of probation of two years may be allowed to hold independent charge of a Division. This, however, will be treated as part of his training and will not entitle him to anything more than the normal pay as a Probationer.

(iv) On the conclusion of his period of probation, he will be confirmed as a Superintendent, or, if his work or conduct has been unsatisfactory, the Director-General may either discharge him from service or may extend his period of probation for such further period as the Director-General may think fit. If, however, it is found at any time in the course of probation that his work or conduct is unsatisfactory, or shows that he is unlikely to become efficient, he may be discharged forthwith.

156-A. Promotion of departmental officers to the cadre of Superintendents of post offices and Railway Mail Service is made by selection from among the inspectors of post offices and of the Railway Mail Service and head clerks to Superintendents of post offices, selection being made in the manner described below :—

Heads of Circles will examine the records of all inspectors of post offices and Railway Mail Service, including head clerks to Superintendents of post offices, who have not less than five years' service in the cadre of inspectors and head clerks and are below the age of 45 years and after interviewing any they consider suitable will submit their nominations with the records of the nominees to the Director-General, arranging the names in the order of preference. The age-limit of 45 years may be relaxed in exceptional circumstances by the Director-General.

After examining the list of these nominees the Director-General will select, after a personal interview, if necessary, a limited number of inspectors for each Circle as suitable for promotion to the cadre of Superintendents, according to the requirements of the Circle for leave and other temporary vacancies.

The names of the selected officers will be arranged by Circles in the order of seniority, to be determined according to the date of appointment in their respective cadres, but the officers selected on any one occasion will rank junior to those previously selected for the purpose of officiating arrangements within the Circle regardless of their seniority in their respective cadres. The names of all the selected officers will be entered in a list of "Departmental officials considered suitable for appointment as Superintendents of post offices."

This list will be maintained by the Director-General and supplied to Heads of Circles. Only those officials whose names appear in the list will be permitted to act in leave or deputation vacancies in the cadre of Superintendents of post offices and Railway Mail Service in their own Circle after the qualified Probationary Superintendents who may be attached to the Circle have been provided for.

On the occurrence of a permanent vacancy in the cadre of Superintendent of post offices and Railway Mail Service, which is due to be filled by the promotion of a departmental officer, the Heads of Circles will be asked to report as to the fitness of the senior selected officers, who have officiated as Superintendent of post offices or Railway Mail Service and from among them the Director-General will select the most suitable official for substantive appointment as Superintendent. The appointment will be made by pure selection.

NOTE.—The departmental subordinates, who passed the examination described in rule 157 prior to the introduction of the system of selection mentioned above, and have been included in the list of "Departmental officials eligible for appointment as Superintendent of post offices" will be considered for promotion to the cadre of Superintendents before the inspectors who may be selected under the revised method.

157. The syllabus for the departmental examination is as follows :—

(a) *With the aid of books.*

- | | | |
|-------------|----|---|
| First paper | .. | <p>Posts and Telegraphs Manual, Volumes II, III, VII and XI (Parts I—III).</p> <p>Indian Evidence Act.</p> <p>Indian Penal Code, Chapters I, II, V, IX, XII, XVII (up to Section 424 only) and XVIII (up to Section 477-A).</p> <p>Criminal Procedure Code, Chapters I, V, VI, VII, XIV, XXII, XXIV, XXV, XXXIX to XLJ.</p> |
|-------------|----|---|

(b) *Without the aid of books.*

- Second paper .. Rules in the Post and Telegraph Guide.
Civil Service Regulations (Chapters on Pension),
Fundamental and Supplementary Rules.
- Third paper .. Posts and Telegraphs Manual, Volumes V and
VI (except Chapters 10 and 11).
- Fourth paper .. Postal Accounts, i.e., Posts and Telegraphs
Manual, Volume VI (Chapters 10 and 11) and
Posts and Telegraphs Initial Account Code,
Volume I (Chapters 1—16).
- Fifth paper ... Posts and Telegraphs Manual, Volumes IV and
VIII.
- Sixth paper .. The Pakistan Post Office Act of 1898.
The Government Savings Bank Act of 1873.
The Post Office Cash Certificates Act, 1917.
The Pakistan Telegraph Act, of 1885.

Each paper is allotted 100 marks. Thirty-three per cent. in each subject and fifty-five per cent. in the aggregate are required for a pass.

TRAINING OF SUPERINTENDENTS.

158. Deleted.

159. The officials included in the list of "Departmental officials considered suitable for appointment as Superintendent of post offices" are required to prove that they are efficient in carrying out their duties, tactful and courteous in their dealings with the public and able to control and maintain discipline among the staff subordinate to them as well as industrious in learning the rules and accounts. The Head of a Circle will, therefore, review every year the work of such officers who have been appointed by him to officiate as Superintendents of post offices for short or long periods and will report to the Director-General whether in his opinion their work and conduct as Superintendents of post offices have been satisfactory. On receipt of these reports the Director-General will consider whether the name of any particular officer should be retained on or removed from the list. A departmental officer whose name is removed will not again be permitted to officiate as a Superintendent of post offices unless he has been selected afresh by the Director-General for such promotion.

TRAINING OF SUPERINTENDENTS OF POST OFFICES IN TELEGRAPHY.

160. Probationary Superintendents and Superintendents of post offices recruited from the cadre of inspectors of Railway Mail Service will undergo a course of six weeks' training in telegraph work according to the syllabus prescribed below :—

Syllabus.

(a) The Superintendent will be attached to the Traffic Branch of the office of the Head of the Circle for the first four weeks.

(b) *First week.*—He will make himself thoroughly acquainted with the Pakistan and Foreign Rules in the Telegraph portion of the *Post and Telegraph Guide* and such paragraphs of the *Posts and Telegraphs Manual*, Volume XI (*Traffic Instructions*) as will enable him to grasp the full significance of each of the questions contained in the "Inspection Report Form" for combined offices.

(c) *Second to Fourth weeks.*—He should be given every opportunity to see how telegraph complaint cases are dealt with. He should accompany one of the attached Traffic officers on tour and see how large and small combined offices are inspected in detail, and how the irregularities noticed are dealt with. He should during this period read Chapters I to III of the *Departmental Hand-book of Elementary Telegraphy*. When visiting combined offices with a Traffic officer he should trace the connections of the instruments and have them explained to him.

(d) *Fifth and Sixth weeks.*—The Superintendent should be attached to a departmental office (preferably one in charge of a Superintendent) so that he may see what is done with each kind of message A, B or C from the time it is booked till it is despatched by post to the Telegraph Check Office, Dacca. Each day he should book a few messages and send a few out for delivery, including one or more with a "Reply Prepaid" form. He should himself bundle two or three days' drafts for submission to the Check Office and make out a few real or hypothetical "non-delivery" reports and redirect a few real or hypothetical C messages (in the event of there being no real messages of these kinds during the week).

161. At the end of the above course the Superintendent will undergo an examination in the subjects stated below :—

Traffic subjects—

- (1) *Post and Telegraph Guide*—(Telegraph portion).
- (2) *Posts and Telegraphs Manual*, Volume VI.—Appendix E. (Rules for combined offices).
- (3) *Posts and Telegraphs Manual*, Volume IX.—Chapters I, V, and VII.
- (4) *Posts and Telegraphs Manual*, Volume X—Chapter I.
- (5) *Posts and Telegraphs Manual*, Volume XI—Parts I and II.
- (6) *Posts and Telegraphs Initial Account Code*,—Volume III (except Chapters V and X).
- (7) *Hand-book of Elementary Telegraphy*—Chapters I to III.

Note.—It is necessary that the officers in training should be thoroughly acquainted with such portions of the *Post and Telegraph Manual*, Volume XI (Parts I and II) and of the *Telegraph Guide* as will enable them to grasp the full significance of each of the questions contained in the "Inspection Report Form" for combined offices, but as it is not convenient to select the portions of these publications which concern combined offices only, the reading of both publications is prescribed and it is left to the examining officers to avoid questions which do not concern combined offices.

162. The question papers on Traffic subjects should be set by the Head of the Circle and a simple paper on technical matters covering just the limits of the course of training should be set by Divisional Engineer, Telegraphs. The marks will be awarded by the Head of the Circle and the Divisional Engineer, respectively, and the latter officer should communicate to the former the marks in the technical subject.

163. The qualifying minimum in each subject will be 50 per cent. of the marks obtainable, but any candidate who fails to obtain an aggregate of 60 per cent. of the total of the maximum marks will be disqualified. The examination will be with the help of books.

164. In the case of a candidate who qualified in the examination, a suitable entry will be made in his personal file and in the Gradation List against his name.

165. Superintendents may be placed on special duty on their own pay for a period not exceeding six weeks and be granted travelling allowances for the journeys to and from the place of their training. The sanction of the Director-General will be obtained in each case.

166. }
167. } (*Replaced by Appendix No. 23*)

CHAPTER VI.

GAZETTED OFFICERS—TELEGRAPH TRAFFIC.

CLASSIFICATION OF ESTABLISHMENT.

168. The gazetted staff in the traffic Branch of the Department consists of officers of the Telegraph Traffic Service, Class I and Grades I and II of Class II.

168/1. Reserve Staff.—There are six posts in Grade II of the Telegraph Traffic Service, Class II, which constitute the leave reserve for the gazetted staff. The leave reserve staff is controlled by the Director-General.

TELEGRAPH TRAFFIC SERVICE, CLASS I.

169. Recruitment.—Officers for the Telegraph Traffic Service, Class I, are recruited by promotion from the Telegraph Traffic Service, Class II, by selection from among the best officers, seniority being considered only where other qualifications are practically equal.

170. Canceled.

171. Canceled.

172. Canceled.

173. Promotions.—Temporary vacancies in the Telegraph Traffic Service, Class I, caused by the absence of officers on leave, etc., will be filled by officiating appointments to that cadre.

TELEGRAPH TRAFFIC SERVICE, CLASS II.

174. The designation of officers of the Telegraph Traffic Service, Class II, will be as indicated below:—

- (a) Superintendents.—Officers in independent charge of telegraph offices.
- (b) Assistant Superintendents.—Officers working in telegraph offices which are in charge of Chief Superintendents and Superintendents.
- (c) Personal Assistants, Traffic.—Officers employed in Circle offices.

174/1. Recruitment and qualifications.—(i) Officers for Grade II of the Telegraph Traffic Service, Class II, are recruited by promotion from the grade of telegraph masters. Promotion will be strictly by selection. Technical knowledge and experience will be an essential qualification and due weight will be given to other qualifications, such as ability to control staff, in addition to knowledge of rules and procedure in respect of telegraph traffic. A high standard of work and ability will be the guiding factor in the selection.

(ii) The selection will be made by a Departmental promotion committee. The order of priority of selected telegraph masters for the purpose of promotion to Grade II of the Telegraph Traffic Service, Class II, will be fixed by that Committee; and their decision will be final.

(iii) In making selection, the committee will consider the claims of all senior telegraph masters. Accordingly in the first week of

February and August of each year, the number of vacancies likely to occur in Grade II of the Telegraph Traffic Service, Class II, during the following half year, and the names of the senior telegraph masters to be reported on will be intimated to all Heads of Circles. The latter will submit reports on the suitability of the telegraph masters in their Circles for Grade II of the Telegraph Traffic Service, Class II, so as to reach the Director-General not later than the 1st April and the 1st October of every year. The reports should be complete and comprehensive and in conformity with the instructions of the Director-General in this regard.

175. Officers of Grade II of the Telegraph Traffic Service, Class II, recruited from the Local or Station Service of the signalling establishment will be regarded as serving under the same conditions in all respects as those recruited from the General Service and are liable, therefore, to transfer to any part of Pakistan. If an officer of Grade II of the Telegraph Traffic Service, Class II, recruited from the Station or Local Service, is for any reason, reduced to the grade of telegraph master, he should revert to the service from which he was recruited.

176. The selected telegraph masters will be appointed to Grade II of the Telegraph Traffic Service, Class II, on probation for one year as permanent vacancies occur in that grade. At the end of the probationary period, the Heads of the Circles concerned will submit reports to the Director-General regarding their fitness for confirmation. During the period of probation, the work of each officer of Grade II of the Telegraph Traffic Service, Class II, should be closely scrutinised and, if there is any doubt regarding his fitness for confirmation, the fact should be at once reported to the Director-General with such particulars as are necessary for forming a decision in the case. No telegraph master promoted on probation to Grade II of the Telegraph Traffic Service, Class II, should be recommended for confirmation unless he has shown by his actual work that he is an efficient and careful supervisor and is capable of doing the work of an officer of Grade II of the Telegraph Traffic Service, Class II.

177. Promotions.—Permanent vacancies in Grade II of the Telegraph Traffic Service, Class II, are filled by the promotion of selected telegraph masters in the order of priority fixed by the Board. No officiating arrangements are admissible in temporary vacancies in Grade II of the Telegraph Traffic Service, Class II, as leave reserve posts are included in the strength of that grade.

178. Promotion to Grade I of the Telegraph Traffic Service, Class II, will be by selection from Grade II of that cadre, seniority being taken into consideration only when all other considerations are practically equal.

179. Seniority in Grades I and II of the Telegraph Traffic Service, Class II, is determined by the date of promotion to the grade concerned.

180. A report of an impending vacancy in the Telegraph Traffic Service, Class II, due to retirement, leave, or any other cause, should be made at the earliest opportunity by the Head of the Circle to the Director-General.

CHAPTER VII.

GAZETTED OFFICERS—TELEGRAPH ENGINEERING AND WIRELESS.

CLASSIFICATION OF ESTABLISHMENT.

181. The gazetted staff in the Engineering and Wireless Branches of the Department consists of the following classes of officers:—

- (i) Officers of the Telegraph Engineering Service, Class I.
- (ii) Controller of Telegraph Stores.
- (iii) Superintendent and Assistant Superintendents of Telegraph Workshops.
- (iv) Officers of the Telegraph Engineering and Wireless Service, Class II, consisting of the following:—
 - (a) Assistant Engineers, Telegraphs.
Assistant Engineers, Telephones.
Assistant Electrical Engineers.
Assistant Engineers, Wireless.
 - (b) Deputy Assistant Engineers, Telegraphs, Grade A.
Deputy Assistant Engineers, Telephone, Grade A.
Deputy Assistant Electrical Engineers, Grade A.
Deputy Assistant Engineers, Wireless, Grade A.
 - (c) Deputy Assistant Engineers, Telegraphs, Grade B.
Deputy Assistant Engineers, Telephones, Grade B.
Deputy Assistant Electrical Engineers, Grade B.
Deputy Assistant Engineers, Wireless, Grade B.

181/1. Reserve Staff.—There are 7 leave reserve posts in the grade of Assistant Divisional Engineers for the entire cadre of the officers of the Telegraph Engineering Service, Class I. In addition there are 6 training reserve posts (Probationers) not included in the grade of Assistant Divisional Engineers. As for officers of the Engineering side of the Telegraph Engineering and Wireless Service, Class II, the leave reserve is provided in the grade of engineering supervisors. Regarding the Wireless Branch, 13 per cent. of the total number of posts of Assistant Engineers, Deputy Assistant Engineers, Grades A and B, and wireless supervisor is provided in the cadre of wireless operators.

TELEGRAPH ENGINEERING SERVICE, CLASS I.

182. Sources of recruitment.—Recruitment to the Telegraph Engineering Service, Class I, will be made in Pakistan in the following proportion:—

75 per cent. of the vacancies will be filled by direct recruitment in Pakistan by a competitive examination held by the Pakistan Public Service Commission.

NOTE 1.—Rules governing recruitment are given in Appendices Nos. 1 and 1-C to this Volume.

NOTE 2.—Recruitment is subject to any orders that may be in force as to provision for continual representation and subject to the condition that recruits of the required standard are available in Pakistan; if not, it will be open to the Government of Pakistan to recruit from sources outside Pakistan.

25 per cent. of the vacancies will be filled by the Government of Pakistan by the promotion of subordinates by selection from the grades of Assistant Engineer, Telegraphs Assistant Engineer, Telephones, Assistant Electrical Engineer and Assistant Engineer, Wireless (provided he has one year's general Telegraph Engineering experience and is considered fit in all other respects) on the recommendations of the Public Service Commission. Seniority will give no claim to any subordinate to such promotion.

183. Cancelled.

184. Cancelled.

185. An officer recruited direct to the Telegraph Engineering Service, Class I, will be appointed as a Probationer for training for two years. He will ordinarily be first attached for a period of thirteen and half months to the Telegraph Training Centre, Lyallpur for a course of instruction in signalling, technical telegraphy and telephony (including adjustments of instruments and apparatus), Wireless and carrier working, Cables, the nomenclature and care of telegraph stores, and the more important processes of the Telegraph workshops. He will then undergo training in an Engineering Division, the telephone branch and telegraph traffic. He will receive a pay of Rs. 250 a month for the first year. On satisfactory conclusion of the first year's training and after passing the prescribed departmental tests he will receive Rs. 275 for the second year. If he makes satisfactory progress during the second year's training and passes certain prescribed departmental tests he will be appointed as an Assistant Divisional Engineer, Telegraphs.

NOTE.—The Programme of training prescribed for a Probationer is laid down in Appendix No. 1-B to this volume.

186. Examination.—An officer appointed direct to the Telegraph Engineering Service, Class I will be required to pass within three years of appointment as Assistant Divisional Engineer, Telegraphs, an examination in the following subject :—

(a) Signalling examination consisting of a test of ability to send and receive in clear and legible handwriting a piece of 210 letters and 15 figures in five minutes free from errors and containing not more than four corrections.

NOTE.—The result of this examination should invariably be recorded on form App. 21.

(b) The probationer should pass the lower standard examination in Urdu, if he is not familiar with it already.

NOTE.—If an officer has not passed this compulsory language test within three years, his limit may be extended by the Director-General.

(c) Professional examination.—This examination will be such as to show that the officer has an intimate knowledge of the modes of

telegraph and telephone construction in use in Pakistan the materials used and the sources from which obtained ; the management of line staff ; the testing of lines ; the adjustment and care of all telegraph instruments and apparatus in use in Pakistan ; and that he is thoroughly acquainted with the account rules of the department and the forms of account in use. The examination will be conducted by the Head of the Circle in whose administration the candidate is serving ; but a candidate will not be permitted to appear in it until a special report by his Divisional Engineer on points of qualification which cannot be tested by examination such as physical energy, efficiency in practical work and capacity to manage subordinates has been submitted to and found satisfactory by, the Director-General.

The examination will be in two parts :—

- (i) Administrative subjects (including accounts) for which code books will be supplied for reference during the examination.
- (ii) Technical subjects for which no books except useful tables will be supplied.

The question papers will be set by the officer not below the rank of Director of Telegraphs selected by the Director-General who will also assess the answer papers. The head of the circle concerned will arrange to obtain the question papers direct from the officer selected for the purpose by the Director-General, and to send the answer papers to him for valuation. After valuation the officer selected for the purpose by the Director-General will send his report together with the answer papers to the Chief Engineer.

NOTE :—The minimum marks for qualifying at this examination will be 50 per cent. in each paper. In setting question papers care should be taken that they are not too long to be answered in the time allotted.

Until an officer has passed all these three tests he will not be considered eligible for his third and successive increments in the time scale of pay.

187. An officer in permanent charge of a Division will be styled a Divisional Engineer, Telegraphs.

188. When a long vacancy occurs in a Divisional charge and there is no Assistant Divisional Engineer, Telegraphs, qualified to hold that charge, the most suitable officer in the grade of Assistant Engineer, Telegraphs, Assistant Engineer, Telephones and Assistant Electrical Engineer will be selected to fill the vacancy.

When a short vacancy, that is, one not exceeding four months, occurs in a Divisional charge, the most suitable officer available locally will be appointed to hold it. If an Assistant Engineer, Telegraphs, or Assistant Engineer, Telephones or Assistant Electrical Engineer is not available, an officer in the grade of Deputy Assistant Engineer, Telegraphs, or Deputy Assistant Engineer, Telephones or Deputy Assistant Electrical Engineer will be appointed to fill the vacancy.

188-A. An Assistant Divisional Engineer recruited direct should not ordinarily be appointed to hold charge of a Division unless—

- (a) he has five years' service, and
- (b) he has passed all the tests prescribed in rule 186. This provision may be relaxed only by the Director-General in exceptional circumstances.

NOTE 1—The service referred to in condition (a) means service as an Assistant Divisional Engineer, Telegraphs.

189. All first appointments to the Administrative posts in the Telegraph Engineering Service, Class I, will be approved and notified by the Government of Pakistan.

NOTE 1—For the purpose of permanent promotion to administrative rank, questions of relative seniority, when they arise, will be determined in the usual manner with reference to actual dates of permanent appointment to the executive grade.

CONTROLLER OF TELEGRAPH STORES AND THE SUPERINTENDENT OF WORKSHOPS.

190. (a) Appointment to the post of Superintendent of Telegraph Workshops shall be made by selection of the most suitable officer from amongst the officers of the Telegraph Workshops, seniority being regarded only when all other qualifications are practically equal, subject to the condition that officers of the required standard are available; if not so available, appointment will be made of a selected officer of the Department from outside the Workshops or by direct recruitment.

(b) Appointment to the post of Assistant Superintendent of Telegraph Workshops shall be made by selection of the most suitable officer from amongst the Foremen, seniority being regarded only when all other qualifications are practically equal. If Foremen of the required standard are not available, appointment will be made either by the promotion of a selected officer of the Department outside the Telegraph Workshops or by direct recruitment.

EXAMINATION IN ORIENTAL LANGUAGES.

191. Divisional Engineers, Assistant Divisional Engineers, Assistant Engineers and Deputy Assistant Engineers of the Telegraph Engineering Branch and Divisional Engineers, Assistant Divisional Engineers and Assistant Engineers and Deputy Assistant Engineers of the Wireless Branch are eligible to appear for examination in any language by the Lower and Higher Standards, but not by the proficiency, high proficiency or degree of honour standard. The rewards admissible are shown in the *Manual of Appointments and Allowances of Officers of the Pakistan Posts and Telegraphs Department* but a reward will only be granted to an officer if he is actually serving in the Province named therein. Officers of the

grades mentioned above who are pure Asiatics are eligible for the rewards prescribed for passing in Oriental languages except in the language which is their mother tongue or is closely allied to it or is their school language or the language studied by them at the University or is well known to the educated classes of the district or province in which they were born or educated or is not so foreign to them as to render its acquisition a matter of difficulty.

192. Officers who are desirous of being examined should submit, in the first instance, through the proper channel to the Director-General, their application for permission to appear at any examination in an Oriental language or for an interpretation of the rules for examination in Oriental languages. No such applications or references should be addressed direct to the Secretary, Board of Examiners (Defence Department), or to the Government of Pakistan. The application for permission to appear at an examination will be sanctioned by the Director-General and then forwarded by him to the Secretary, Board of Examiners (Defence Department), who will arrange for the examination of the applicant. Other applications which involve questions relating to the interpretations of the rules or which require the sanction of the Government of Pakistan, should also be submitted through the proper channel to the Director-General who will forward them to the Board of Examiners with his remarks.

TELEGRAPH ENGINEERING AND WIRELESS SERVICE, CLASS II.

(A).—Engineering Branch.

193. There are three sections of the Engineering Branch, viz., General, Telephone and Electrical.

ASSISTANT ENGINEERS (TELEGRAPHS AND TELEPHONES) AND ASSISTANT ELECTRICAL ENGINEERS.

194. Promotion to the grade of Assistant Engineers, Telegraphs, will be made by the Director-General by selection of the best man available in the General Branch.

195. Promotion to the grade of Assistant Engineer, Telephones, will be made by the Director-General by selection of the best man available in the Telephone Branch.

196. Promotion to the grade of Assistant Electrical Engineers will be made by the Director-General by selection of the best man available in the Electrical Branch.

DEPUTY ASSISTANT ENGINEERS (TELEGRAPHS).

197. (a) Promotion from Grade B to Grade A of Deputy Assistant Engineers, Telegraphs, shall be made normally in order of seniority, but the Director-General may in his discretion pass over any senior officer whom he does not consider fit for such promotion.

(b) Deputy Assistant Engineers, Telegraphs, Grade B, are appointed by the Director-General by promotion normally in order of seniority from among selected engineering supervisors who have either passed the two-and-a-half years' course of training and the departmental test or who have qualified in nine months' course of training in the office of the Divisional Engineer Telegraphs, P. and T.

Training Centre, Lyallpur, but the Director-General may in his discretion pass over any senior officer whom he does not consider fit for such promotion. On appointment they must remain on probation for twelve months.

188. Whenever officiating arrangements are required to be made in the grade of Deputy Assistant Engineer, Telegraphs, Grade B, those engineering supervisors who have passed the Special Engineering Supervisor's examination should ordinarily be given preference to men who have not passed.

DEPUTY ASSISTANT ENGINEERS (TELEPHONES)

189. (a) Promotion from Grade B to Grade A of Deputy Assistant Engineers, Telephones, shall be made normally in order of seniority, but the Director-General may in his discretion pass over any senior officer whom he does not consider fit for such promotion.

(b) Recruitment.—Deputy Assistant Engineers (Telephones), Grade B, are appointed by the Director-General and are recruited in Pakistan by promotion of telephone supervisors normally in order of seniority, but the Director-General may in his discretion pass over any senior officer whom he does not consider fit for such promotion. On appointment they must remain on probation for twelve months. When recommending telephone supervisors for promotion to the rank of Deputy Assistant Engineer, Telephones, Grade B, Divisional Engineers should satisfy themselves and certify that the men are qualified in the following:—

I. Duties of an officer in charge of a Telephone system.

- (a) Preparation of a R. C. R. for small Construction work or preparation of a small first fitting estimate.
- (b) Preparation, etc., of bills for rent and toll fees.
- (c) Routine matters of a telephone system.
- (d) Simple drawing with squared papers.

II. Code Rules.

- Knowledge of rules relating to impress accounts, bills of line establishments, muster rolls, etc., store accounts ;
 Procedure regarding disposal of unserviceable stores ; procedure in connection with interruptions, a general acquaintance with the rules relating to Canal, Railway and combined offices so far as these concern the Engineering Branch.

DEPUTY ASSISTANT ELECTRICAL ENGINEERS.

200. (a) Promotion from Grade B to Grade A of Deputy Assistant Electrical Engineers shall be made normally in order of seniority, but the Director-General may in his discretion pass over any senior officer whom he does not consider fit for such promotion.

(b) Recruitment.—Deputy Assistant Electrical Engineers, Grade B, are appointed by the Director-General by promotion of electrical supervisors normally in order of seniority, but the Director-General may in his discretion pass over any senior officer whom he does not consider fit for such promotion. On appointment they must remain on probation for twelve months.

PROMOTIONS IN THE GRADE B OF DEPUTY ASSISTANT ENGINEERS,
TELEGRAPHS AND TELEPHONES, AND DEPUTY ASSISTANT
ELECTRICAL ENGINEERS.

201. Vacancies in the Grade B of Deputy Assistant Electrical Engineers and Deputy Assistant Engineers, Telegraphs and Telephones, on account of the grant of leave for periods of four months or less, will be filled by the Heads of Circles by selection from amongst qualified subordinates serving within their jurisdiction. For longer periods, inter-circle transfers will probably be involved and the promotions will be made by selection by the Director-General.

(B).—WIRELESS ESTABLISHMENT.

202. Cancelled.

203. Cancelled.

ASSISTANT ENGINEERS, WIRELESS.

204. Promotion to the grade of Assistant Engineer, Wireless, will be made by the Director-General by selection of the best man available in the Wireless Branch.

DEPUTY ASSISTANT ENGINEERS, WIRELESS.

205. (a) Promotion from Grade B to Grade A of Deputy Assistant Engineers, Wireless, shall be made normally in order of seniority, but the Director-General may in his discretion pass over any senior officer whom he does not consider fit for such promotion.

(b) Vacancies in the grade of Deputy Assistant Engineer, Wireless, Grade B, shall be filled by the Director-General by the promotion of wireless supervisors normally in order of seniority, but the Director-General may in his discretion pass over any senior officer whom he does not consider fit for such promotion. On appointment they must remain on probation for twelve months.

(c) Vacancies in the grade of Deputy Assistant Engineer, Wireless, Grade B, on account of the grant of leave for periods of four months or less will be filled by the Heads of Circles by selection from amongst qualified subordinates serving within their jurisdiction. For longer periods, inter-circle transfers will probably be involved and the promotions will be made by selection by the Director-General.

206. Cancelled.

207. Cancelled.

208. Cancelled.

209. Cancelled.

210. Cancelled.

211. Cancelled.

212. Cancelled.

213. Cancelled.

214. Cancelled.

215. Cancelled.

216. Cancelled.

217. Cancelled.

218. Cancelled.

219. Cancelled.

CHAPTER VIII

NON-GAZETTED OFFICERS POST OFFICE AND RAILWAY
MAIL SERVICE.

GENERAL.

220. Rules relating to volunteers for field service will be found in Appendix No. 23.

221. Deleted.

CLASSIFICATION OF SUB-OFFICES.

222. Sub-offices are classified as under :—

Class 1.—Sub-offices with not more than four clerks.

Class 2.—Sub-offices with not more than two clerks.

Class 3.—Single-handed sub-offices.

223. Ordinarily sub-offices in class I should be in charge of officials who have passed the second efficiency bar or are in the first grade according as the officials are in old or the new scales of pay. Those in class 2 should be in charge of officials who, in case they are in the old time-scale, have passed the first efficiency bar and, if on the revised time-scale, are either in the first grade or in the second grade with not less than six years' service. In special cases, however, this rule may be departed from in view of the local circumstances and monetary responsibilities of an office.

224. Sub-offices having five or more clerks are ordinarily in charge of officials in the selection grade.

225. Cancelled.

226. Cancelled.

226-A. Cancelled.

226-B. Cancelled.

DISTRIBUTION LIST.

227. In the Railway Mail Service, the Superintendent must prepare from the register of sanctioned establishments a distribution list in form Est.-43, a copy of which should be furnished to the head record clerk and extracts to each other record clerk in the Division as regards the establishments of, and attached to, his record office. Whenever any permanent change is made in the distribution of the establishments in the Division, a fresh list should be prepared and furnished to the head record clerk and extracts from the list should, when necessary, be furnished to the record clerks concerned.

228. Deleted.

RETURNS OF DEPARTMENTAL OFFICERS ON THE VARIOUS SCALES OF PAY.

228. As soon as possible after the expiry of the 31st March of each year, Heads of Circles will submit to the Director-General statements showing the numbers of (a) postmasters, head and sub-record clerks, inspectors, clerks, and sorters, etc., (b) overseers, postmen, mail guards, etc., (c) departmental and extra-departmental branch postmasters and (d) all Class IV establishments employed in their Circles on the various scales of pay on the 31st March of each year. Temporary, season and experimental establishments should be excluded from the statements. Separate statements should be submitted in respect of the clerical and Class IV establishments employed in the offices of Heads of Circles (including the Stock Depots) and the Dead Letter Offices.

229. Cancelled.

POSTAL METEOROLOGICAL OBSERVERS.

231. Transfers of officials to whom meteorological work is assigned should not take place more frequently than is absolutely necessary, and, to prevent these instructions from being overlooked, Superintendents should make a distinguishing mark in the registers of sanctioned establishments against the names of post offices where there are meteorological observatories worked by postal officials, and in the graduation list a note should be made against the names of the postal officials who perform or are competent to perform, the duties of meteorological observers.

232. When a postal, meteorological observer has to be transferred, an official acquainted with meteorological work should, if available, be appointed in his place.

233. When a postal meteorological observer is transferred, he must remain at his office for at least two days after the arrival of his successor before leaving to take up his new appointment, so that he may thoroughly instruct his successor in the work of recording observations. The relieved officials should record in the charge report (Form A.C.G.-61) that he has thoroughly instructed the relieving officer in his meteorological duties while the latter should at the same time note that he has thoroughly learnt them.

234. In all cases, when a change or transfer of a postal observer is contemplated, timely notice should be sent by the Superintendent of post offices direct to the Director-General of Observatories.

235. Arrangement should be made at every meteorological station where two or more postal officials are employed that, besides the permanent observer, a second hand should be trained in meteorological duties so that in a case of emergency the observation work may not suffer.

ARRANGEMENT FOR THE PERFORMANCE OF DUTIES OF A PROPOSER FOR INSURANCE SENT FOR MEDICAL EXAMINATION.

236. When a postal servant is absent from duty for the purpose of being medically examined for insurance in the Post Office

Insurance Fund, temporary arrangements may, if necessary, be made for the performance of his duties during his absence provided that no extra cost on account of pay is imposed thereby of the State.

LETTERS OF RECOMMENDATION OBJECTIONABLE.

237. The practice of bringing letters by a departmental official for promotion, transfer, etc., from persons who are not in a position to judge the merits of the case, but who happen to be acquaintances or friends of the official's superior, or who are believed to have influenced, is highly objectionable, and such letters recommending an official for promotion or asking for any favour on his behalf, e.g., that he may be transferred, or that a transfer already ordered may be cancelled, or that the nature of his duties may be changed, etc., will not be attended to.

QUALIFICATIONS OF OFFICIALS.

238. The chief qualifications required of the following classes of officials are noted against each :—

(i) *Postmaster*.—The postmaster should be a man of business-habits and understand account-keeping. He should be thoroughly acquainted with the rules of the Post Office as laid down in the Volumes of the *Posts and Telegraphs Manual*, and also with the rules for the public as published in the *Post and Telegraph Guide*. He should be familiar with the object and use of all the forms prescribed for the Post Office. He should be able efficiently to supervise the work done by the clerks, and to maintain strict discipline in his office. He should be energetic and intelligent and able to act with judgment and promptitude in cases of robbery, fraud, etc. He should show tact and courtesy in his dealings with the public transacting business with the Post Office.

(ii) *Inspector of post offices*.—An inspector must be a man of active habits and physically able to stand the strain of constant travelling by night as well as by day. He must be thoroughly acquainted with the work of post offices and the positions of post offices and mail lines. He must also be able to conduct efficiently the investigations that are entrusted to him.

(iii) *Inspector, Railway Mail Service*.—An inspector must be a man of active habits and physically able to stand the strain of constant railway travelling by night as well as by day. He must be acquainted with sorting the positions of the mail offices, the beats of the sections, the nature and extent of the work done by each office and section, the different train services and the mail routes off the lines of railway in the Division. Above all, he must possess a thorough knowledge of the sorting arrangements and of the rules relating to the work of sorters. He must also be able to conduct efficiently the investigations that are entrusted to him.

(iv) *Head sorter*.—The head sorter should be a man of good character and intelligence, and able to decipher addresses easily.

He should be able to read the characters of the local Pakistani language in which articles for the offices served by his section are usually addressed. He should be thoroughly acquainted with the sorting list of the section and also with the rules in the *Posts and Telegraphs Manuals* relating to work in the Railway Mail Service. He should be practically familiar with the duties appertaining to all the departments of a set, so as to instruct the other sorters when necessary. He should be able to supervise the work done by the sorters and to maintain strict discipline in the van or office.

(v) *Overseer*.—As an overseer must constantly travel over his beat, he must be a man of strong constitution and active habits. He should ordinarily be a native of the district in which he is employed, so that his local knowledge will assist him in properly supervising and controlling the road establishment. He must be able to read and write English and the local language of the district.

(vi) *Mail agent*.—The mail agent should be a man of good character and intelligence. He must be thoroughly acquainted with the sorting list of the office, and also with the *Manual* rules for the conduct of work.

(vii) *Mail guard*.—The mail guard should be a man of good character, and able to read and write English. He must be thoroughly acquainted with the sorting list of the section and also with the *Manual* rules for the conduct of work.

(viii) *Postmen and Village postmen*.—Postmen and village postmen must be able to read names and addresses written in English and in a local language, to write simple English to read and write one of the local languages and to work simple sums in arithmetic.

Note.—This rule does not apply to officials recruited before the 16th April 1951.

(ix) *Deleted*.

(x) *Manager and clerks of a Dead Letter Office*.—The Manager and the clerks of a Dead Letter Office should be perfectly trustworthy and should possess a good knowledge of English. The clerks should be so selected that no difficulty will be experienced in reading the various characters of the local languages. They should be required to commit to memory that portion of the *Classified List of Pakistan Post Offices and Railway Mail Service Offices and Sections (with Appendices)*, which includes the names of the post offices in the Circle or Circles served by the Dead Letter Office in which they are employed.

RECRUITMENT OF CLERKS.

RECRUITMENT OF CLERKS IN CIRCLE OFFICES AND OTHER ADMINISTRATIVE OFFICES.

238.1. The rules for recruitment to the service of first and second division clerks in Circle offices and other administrative offices are given in Appendices Nos. 18 and 19.

✓ RECRUITMENT OF CLERKS IN DEAD LETTER OFFICES.

238-2. The rules for recruitment to the service of clerks in the Dead Letter Offices are given in Appendix No. 11.

RECRUITMENT OF POST OFFICE CLERKS.

239. The rules for recruitment to the service of Post Office clerks are given in Appendix No. 9.

240. Deleted.

241. Deleted.

242. Deleted.

243. Deleted.

244. Cancelled.

RECRUITMENT OF RAILWAY MAIL SERVICE CLERKS AND SORTERS.

245. The rules for recruitment to the service of Railway Mail Service clerks and sorters are given in Appendix No. 10.

246. Deleted.

247. Deleted.

248. Cancelled.

RESERVE STAFF.

249. The percentage of leave reserve in the Post Office is 17 and in the Railway Mail Service 30. A staff of clerks and sorters calculated on this basis is sanctioned for each Division and first class head office to form a leave reserve for the Division, and the number of clerks and sorters in this leave reserve is just sufficient to provide for all vacancies caused by the absence on leave of the following classes of officials, viz.

- (a) Head and sub-postmasters (including deputy and assistant postmasters in head and sub-offices).
- (b) Head and sub-record clerks in the Railway Mail Service.
- (c) Inspectors of post offices and Railway Mail Service (including sub-divisional and town inspectors).
- (d) Clerks in post offices (excluding season clerks).
- (e) Sorters in the Railway Mail Service.
- (f) Clerks in offices of Superintendents of post offices and Railway Mail Service.

NOTE.—In calculating the leave reserve justified by the prescribed standard, if fractions above half should be considered as equal to one, while half or less than half should be ignored.

250. A new entrant should invariably fill an appointment in the reserve staff and appointments to the operative staff should be made from the reserve staff in strict order of seniority.

NOTE 1.—This rule does not prevent a clerk not belonging to the reserve staff being transferred to fill vacancies caused by short or long leave.

NOTE 2.—A departure from strict seniority is permitted when it is necessary to administrative reasons for instance, to obviate transfer from a higher to a lower scale of pay in cases when the senior most officials are not willing to accept such transfers, to meet a shortage of signallers, etc. In each such case, a report should be made to the Head of the Circle.

251. A clerk or sorter in the reserve staff draws his own pay even when working for an extraneous agent or other officer on less pay than his own.

252. A clerk or sorter in the reserve staff, when not acting in a leave vacancy, will be attached to any convenient post office or record office where he will assist the regular staff in the different branches in the manner directed by the postmaster or record clerk.

EXAMINATION OF SECOND GRADE CLERKS BEFORE CONFIRMATION.

253. All candidates (departmental and outside) appointed as time scale clerks or sorters on probation in any branch of the department will be required to pass an examination in departmental rules and procedure within two years of their appointment. Their confirmation will depend on their passing the examination but they will not be confirmed, even though they may pass the examination, until they have completed the first year of probation. The period of training, if any, spent in telegraph training class should be excluded when calculating the period of two years service.

254. (i) The examination will be held twice a year, viz., once in the first fortnight of May, and a second time in the first fortnight of November. It will be held on a fixed date in the whole Circle, the written examination being held first followed by the practical examination.

(ii) The examination of post office clerks, Railway Mail Service clerks and sorters, telegraph engineering clerks and wireless clerks will be held at the Divisional headquarters, and the Divisional officer will conduct the examination. In the case of telegraph office clerks, each telegraph office in charge of an officer of the Telegraph Traffic Service, Class I or Class II, will form a centre and the candidates belonging to each such office will be examined in their own office and the head of the office will conduct the examination. The candidates belonging to smaller telegraph offices will come for the examination to the nearest telegraph office in charge or an officer of the Telegraph Traffic Service, Class I or Class II.

(iii) The examination will consist of two parts, viz., (i) written, with the aid of books, and (ii) practical, without the aid of books.

255. (i) The syllabus of the written examination for the different branches will be as follows :—

Branch.	Syllabus.
"(a) (1) Post Office (including Postal Divisional Offices)."	(i) Posts and Telegraphs Manual, Volume V whole except Chapter 3 ;
	(ii) Posts and Telegraphs Manual, Volume VI—whole except Chapter II ; and
	(iii) Post and Telegraph Guide.

Branch.	Syllabus.
✓ (2) Dead Letter Offices.	(i) Posts and Telegraphs Manual, Volume V—Chapters 1 and 2 ; (ii) Posts and Telegraphs Manual, Volume VI—Chapters 1 to 6 ; (iii) Posts and Telegraphs Manual, Volume VIII—Chapter 9 ; and (iv) Post and Telegraph Guide—Sections I to IV, VIII, IX and XIII.
(b) Railway Mail Service (including Foreign Post Karachi).	(i) Posts and Telegraphs Manual, Volume V—whole except Chapter 3 ; (ii) Posts and Telegraphs Manual, Volume VII—whole ; (iii) Post and Telegraph Guide—whole except Sections IV to VII, X to XII, XIV, XIV-A and XVII to XXIV ; and (iv) Foreign Post Manual, Volume I (for Foreign Mails Division only).
(c) Telegraph office	(i) Posts and Telegraphs Manual, Volume XI—Part I, Chapter II ; Part II, Chapters I, II, VI, VII, X, XIII, XVII and XX ; Part III—Appendices 1 to 3, 5, 6, 16, 19 and 21 ; and Part IV—whole except Chapters 3, 4, 15, 23 and 24 ; and (ii) Post and Telegraph Guide, Section X.
(d) Telegraph Engineering.	(i) Posts and Telegraphs Manual, Volume X—Chapters I, III, IV, VII and X ; (ii) Posts and Telegraphs Initial Account Code, Volume I—Chapters 1 to 3 ; and
(e) Wireless.	(iii) Posts and Telegraphs Initial Account Code, Volume II—Chapters I, II, IV and V.

(#) The question paper of the written examination for each branch will be set by the Head of the Circle and will be the same

for all candidates. There will be ten questions, each carrying 10 marks and a period of 3 hours will be given to answer the paper.

(iii) Questions for the practical examination will be set and marks awarded by each Divisional officer or an officer of the Telegraph Traffic Service, as the case may be, for his own centre. There will be ten questions, each carrying 10 marks. In the case of Post Office and Railway Mail Service candidates, some questions must be put to test the knowledge of the candidates in a local Pakistani language. An illustration of the nature of questions which may be put is given in the examples below :—

Branch.

Examples of questions.

- (a) (1) Post Office (including Postal Divisional Office).

Booking of the various kinds of postal articles ; closing, opening and sealing of mail and other bags or of article ; oral questions on matters in the Post and Telegraph Guide ; speaking, reading and writing of a local vernacular.

- ✓(2) Dead Letter Offices.

Booking of the various kinds of postal articles ; treatment of undeliverable articles ; tying and bundling of letters ; opening, closing and sealing of mail and other bags or articles oral questions on matters in the Post and Telegraph Guide relating to the work in the Dead Letter Offices ; reading and writing of the main languages of the province.

- (b) (1) Railway Mail Service.

Test sorting in A Class (vide rule 266 of Posts and Telegraphs Manual, Volume IV) ; opening, tying and sealing bags and tying and bundling letters ; preparing mail, registered and parcel lists and abstracts ; preparing daily report and telegrams in connection with irregularities noticed ; oral questions on names of all head offices in Pakistan and of sub and branch offices in the circle ; sorting list with which the examinee is concerned ; town delivery sorting work ; beats of important sections ; railway and steamer lines and the important places served by them ; positions of offices served by different routes ; particulars

Branch.	Examples of questions.
(b) (2) Foreign Post, Karachi.	<p>of the due mails received or despatched ; postage rates ; list of Pakistan post offices, etc. ; speaking, reading and writing of a local language.</p> <p>Test sorting in A Class (<i>vide</i> rule 266 of <i>Posts and Telegraphs Manual</i>, Volume IV), opening, tying and sealing bags, and tying and bundling letters ; preparing mail, registered and parcel lists and abstracts ; preparing daily reports and telegrams in connection with irregularities noticed ; particulars of the due mails received or despatched ; postage rates ; list of Pakistan post offices, etc. ; speaking, reading and writing of a local Pakistani language.</p>
(c) Telegraph office.	<p>Booking different kinds of telegrams ; rates for telegraph charges ; addressing skeletoning and despatching telegrams ; checking, sorting and preparing drafts ; preparing different kinds of service advices and decoding abbreviated addresses ; registering and indexing documents, etc.</p>
(d) Telegraph Engineering. (e) Wireless.	<p>Registering and indexing documents ; preparation and valuation of vouchers ; checking petty estimates and R.C. Rs. ; preparing primary abstracts from entries in cash book ; posting in cash book from vouchers ; preparing interruption reports ; preparing and checking simple leave accounts and travelling allowance bills, etc.</p>

256. The chief object of the confirmation examination is to ascertain (a) that the clerk or sorter has read intelligently and is fully acquainted with the rules and can find his way quickly about them ; (b) that he can do the practical work of the kind required of him, quickly, neatly and correctly ; (c) that he is acquainted in particular with those rules, the knowledge

of which is essential for the proper performance of his everyday duties; and (d) that in the case of a Post Office or Railway Mail Service candidate, the candidate has a working knowledge of a local Pakistani language.

257. 45 per cent. of the marks in each part of the examination will secure a pass. Marks will be deducted for bad handwriting and spelling and slovenly work.

258. The supervising officer (Divisional officer or officer of the Telegraph Traffic Service, as the case may be) will send the answer papers of the written examination to the Head of the Circle on the very day the examination is held. The Head of the Circle will get them examined by one or more Deputy Postmasters-General, Assistant Postmasters-General or officers of corresponding ranks. The supervising officer will also send to the Head of the Circle a statement showing the number of marks given by him in the practical examination to each candidate examined by him. The statement must be sent on the day the practical examination is finished. The result of the examination will be declared by the Head of the Circle.

259 (i) If a clerk fails to pass the examination within two years of his appointment, he will be, if he is a direct recruit, liable to be removed from service without notice or, if he had been recruited from among departmental candidates, liable to be reverted to his former post."

(ii) Failure to pass the examination at the first or any subsequent chance will not involve any penalty as far as seniority is concerned.

260. The clerks and sorters will be given by the heads of the offices concerned, opportunities as far as possible, to learn the work in which they will be examined, but the failure of a candidate to pass the examination will not be excused on the ground that opportunity for such training had not occurred.

261. Travelling allowances as admissible under the rules will be paid to the examinees.

262. "Heads of Circles will obtain from each appointing authority twice a year, namely, in August and February, a statement showing the names of all second grade clerks or sorters already appointed on probation or likely to be so appointed before the next examination, who desire and are eligible to appear at the next examination."

263. Approved candidates appointed to permanent season posts of clerks after the 1st February, 1939 should be on probation for one year and should be required to pass the confirmation examination, the period of their non-employment being excluded from the period of probation.

EXAMINATION OF SORTING CLERKS

264. The Superintendent or the inspector should examine once a year all the clerks employed in the sorting department of a post office, in order to test their knowledge of the sorting list. In an office where only one sorting clerk is employed, one of the other clerks

should be required to commit the sorting list to memory and make himself proficient in sorting, so as to be qualified to take the sorting clerk's place in any sudden emergency.

YEARLY EXAMINATION IN SORTING.

265. Except a head record clerk, every record clerk, sub-record clerk, sorter, reserve sorter and clerk including head clerk attached to the Divisional office in the Railway Mail Service will be examined to the Divisional office in the Railway Mail Service will be examined in sorting once a year. The examination will be conducted by the Superintendent or the Inspector, as may be convenient.

266. The first part of the examination consists of sorting by means of the sorting case and sorting cards which are supplied to every record office. These cards must not be printed but the names of the post-towns must be written on them in English in the hand-writing of different persons, the post-towns selected being mostly those served by the sections attached to the record office. One thousand sorting cards some representing fully pre-paid articles and bearing a cross or some other distinguishing mark on the reverse, and others representing unpaid articles—will be supplied to each sorter, and he will be required to sort them in an hour on the expiration of which the sorting case will be examined, and the number of errors in sorting, together with the number of cards left unsorted, noted against the name of the sorter concerned. The result will prove, in the case of each sorter, whether he can sort correctly and at the same time rapidly, and whether he can read English hand-writing with facility. The sorters and candidates examined will be classified as follows :—

Class A.—If the number of cards missorted and left unsorted together does not exceed 5.

Class B.—If the number of cards missorted and left unsorted together exceeds 5 but does not exceed 20.

Class C.—If the number of cards missorted and left unsorted together exceeds 20.

267. The second part of the examination consists of making the sorter answer, orally or in writing, at his option, two questions each from the *Classified List of Pakistan post offices and R. M. S. offices and sections (with Appendices)*, due mail list and due bag list, i.e., repeat or write from memory (a) the names of sub and branch offices in account with head offices, the head offices selected being mostly those for which the section or mail office makes up bags, (b) particulars of the due mails received and despatched (in the case of sections) at certain stations in the beat, or (in the case of mail offices) at certain times during working hours, and (c) particulars of the number and description of bags due to be received from, and despatched to, offices and sections with which mails are exchanged. The mistakes made by the sorter will be recorded and opportunity will also be taken to test his knowledge of the rules relating to the Railway Mail Service in the *Posts and Telegraphs Manual*, Volumes II, V and VII and in the *Sorting List*.

268. Any sorter who does not successfully pass these periodical examinations is liable to have his annual increment stopped and the services of reserve sorters who fail to pass the examination within

a reasonable time will be dispensed with. The result of the examination of candidates will be noted in a register kept by the Superintendent. From this information he will judge as to the advisability or otherwise of retaining the services of each candidate. As a rule candidates who at the end of six months from the date of their entertainment fail to be placed in class A will be discharged.

269. Deleted.

EFFICIENCY BARS.

270. In respect of the clerks and sorters appointed prior to 1st April, 1935 in whose scales of pay there are two efficiency bars, the following points should be taken into consideration in determining whether an official should be allowed to cross the bars. In regard to the first bar it should be considered whether he is fit for the work he has been doing and has general fitness for the duties required of him. In regard to the second bar it should be considered whether he has worked well and shown promise of being capable of filling a higher appointment.

Stoppage at an efficiency bar is a penalty under the statutory rules relating to penalties and appeals. If, therefore, an official is not considered fit to cross any of the bars, the prescribed formalities of framing a charge-sheet against him and of obtaining his defence should be observed by the competent authority and the case judged before the penalty is imposed on him.

271. The cases of all men held up at any of the bars should be annually reviewed so that if and when they improve in work and conduct and remedy the defects for which they were held up they would be allowed to cross it.

272. Deleted.

LOWEST SELECTION GRADE.

272-A. Promotion, whether acting or permanent to the lower selection grade in the general line in all branches of the Department is made normally in order of seniority, but the appointing authority may in his discretion, pass over any senior official whom he does not consider fit for such promotion. The general line includes Circle offices, Dead Letter Offices, Post Office, Railway Mail Service, Telegraph Traffic, Telegraph Engineering (including Stores and Workshops) and Wireless. It excludes inspectors of post offices (including investigating inspectors) and head clerks to Superintendents of post offices, and inspectors of Railway Mail Service, the rules for promotion to whose grades are given in rule 279/1 below.

HIGHER SELECTION GRADE.

272-B. Promotion to the higher selection grade is made from officials in the lower selection grade normally in order of seniority, but the appointing authority may, in his discretion, pass over any senior official whom he does not consider fit for such promotion. In the Post Office and Railway Mail Service branches, vacancies in the higher selection grade are filled by promotion alternately from the line of inspectors of post offices and Railway Mail Service and head clerks to Superintendents of post offices and inspectors of Railway Mail Service and from the general line.

EXAMINATION FOR THE APPOINTMENT OF ACCOUNTANTS OF POST OFFICES
AND RAILWAY MAIL SERVICE.

273. In order to obtain a competent class of accountants for post offices and Railway Mail Service an examination will be held from time to time under the conditions prescribed below :—

- (a) All Post Office and Railway Mail Service officials who have not less than three year's service will be eligible for the post of accountant and any official, so desiring, should apply to the Superintendent or first class postmaster, as the case may be, for permission to appear at an examination in the accounts work of the Post Office and Railway Mail Service. Superintendents and first class postmasters will then submit all the applications received by them with their recommendations to the Head of the Circle who will select the required number of candidates according to seniority. The decision of the Head of the Circle is final.
- (b) The number of candidates to be selected to appear at the examination will be ten times the number of vacancies minus the number of officials in the ordinary time-scales of pay who have passed the examination, but who have not been provided for as accountants and assistant accountants.
- (c) The examination will be held as required at centres to be fixed by Heads of Circles and will ordinarily be at the headquarters of Superintendents of Divisions.
- (d) Papers will be set and marked by an officer or officers of the Audit office deputed by the Accountant-General.
- (e) Each candidate will be allowed three chances to appear at the examination. A candidate who does not sit for the examination after being given permission to do so will be treated as having appeared and failed. The Head of the Circle may, however, exercise his discretion in this direction if failure to appear is due to sickness, supported by a proper medical certificate or is due to some other reason which is beyond the control of the candidate. The Head of the Circle is the final authority in this respect and no appeal will lie against his decision.
- (f) 40 per cent. marks in each paper and 60 per cent. in the aggregate will secure a pass. A candidate who obtains 60 per cent. in each of the papers I and II which form one subject but fails in either of the other two papers or in the aggregate, will be exempted from appearing in those two papers again at any subsequent examination. Similarly, a candidate who obtains 60 per cent. in each of the papers III and IV which form another subject, will not be required to appear for those two papers again.
- (g) Travelling allowance to and from the place of examination will be allowed only to successful candidates.

274. The Head of a Circle may debar an official who has passed the Accountants' examination, from further employment as accountant or assistant accountant in the following circumstances :—

- (a) If, on examination by an inspecting Audit officer, it is found that the passed official is incompetent;
- (b) If the Accountant-General, reports to the Head of the Circle an excessive number of objections in a month against the Accounts branch of a head office, and if the Head of the Circle on investigation is satisfied that the passed accountant concerned is incompetent;
- (c) if a Superintendent or a first class head postmaster recommends after investigation that the work of an accountant is unsatisfactory and if the Head of the Circle accepts that recommendation.

275. (a) The results of the examination will be tabulated in the Director-General's office, and the names of the successful candidates will be published in the Director-General's Circular, arranged Circle by Circle. The letters "A.C." will be entered against the names of the passed candidates in the Circle gradation list. The fact of passing the examination will also be recorded in the service book of each passed candidate by the Divisional Superintendent or first class postmaster concerned.

(b) Posts of accountants or assistant accountants on ordinary time-scales of pay in post offices and Railway Mail Service should be filled, as far as possible, by officials who have passed the Accountants' examination. An unpassed official has no claim to hold any such post in preference to a passed candidate.

NOTE.—In cases where a passed accountant is required in a particular office, and none is available in the Division concerned, the proper course is to offer the post to officials available in other Divisions in the Circle, holding accountant's certificates, in order of seniority, until a volunteer is secured. If there are no volunteers available, the next best passed official should be selected, subject always to the discretion of the Head of the Circle, and provided always that such a transfer can be made only to an equal or higher time-scale of pay and in no circumstances to a lower one.

276. Appointments to posts of accountants or assistant accountants in the ordinary time-scales of pay carrying a special pay will be made from those officials who have passed the Accountants' examination according to the date of their passing the examination. If two officials have passed the Accountants' examination on the same date, the official who is senior in the general gradation list will have a superior claim to such post.

276-A. (c) Officials on the ordinary clerical time-scales of pay, who have passed the Accountants' examination, will be eligible for appointment to posts of accountants or assistant accountants in the lower selection grade on Rs. 160—10—250, in preference to their seniors in the general gradation list, who have not passed the Accountants' examination even though such seniors may have passed the old lowest selection grade examination. Such appointments will normally be made in order of seniority, but the appointing authority may, in his discretion, pass over any senior official whom he does not consider fit for such promotion.

(b) Promotion to posts of accountants in the higher selection grade of Rs. 250—26—350 will be made from officials in the lower selection grade who have passed the Accountants' examination. Such promotions will normally be made in order of seniority, but the appointing authority may, in his discretion, pass over any senior official whom he does not consider fit for such promotion. This arrangement will not, however, interfere with the promotion to the higher selection grade of men holding on 24th January, 1930 posts in the lower selection grade and employed on work connected with accounts, if they are considered fit for such promotion.

277. The following is the syllabus of the examination :—

I. First paper (without books).

Time—3 hours.

Subject :—Leave, Pension, Pay and Allowances including Travelling Allowances.

The following books are recommended :—

- (1) Fundamental Rules except—
 - (a) Rule 82 (Vacation Department) and Rules 94 to 100 and 102 (exceptions and special concessions).
 - (b) Chapter XII (Foreign Service) ; and
 - (c) Chapter XIII (Service under Local Funds).
- (2) Posts and Telegraphs Manual, Volume IV (Establishments), Chapter on Pensions and Gratuities.
- (3) Supplementary Rules omitting Rules 165-168, Rule 170, Rules 263-265 (Vacation Department) and Divisions XVI and XVII.

II. Practical paper (with books).

Time—3 hours.

Course of study and books recommended are the same as under I, with the addition of Chapters XV-XIX and XXI of the Civil Service Regulations (except Rules for Additional Pensions).

III. Third paper (without books).

Time—3 hours.

- (1) Posts and Telegraphs Manual, Volume II, Chapter XII (Budget estimates and Control).
- (2) Posts and Telegraphs Manual, Volume IV (except Chapters VI, VII, IX to XI, XIII to XV and XVIII and Appendix No. 1).

For Post Office candidates only.

- (3) Posts and Telegraphs Manual, Volume VI, Chapters 10 and 11 (Sub-accounts and Accounts in sub-offices).

(4) Posts and Telegraphs Initial Account Code, Volume I, except Chapters 17 and 18 (Accounts in departmental telegraph offices and radio offices) and Telegraph section of Chapter 5 (Supply of Funds).

For Railway Mail Service candidates only.

(5) Posts and Telegraphs Initial Account Code, Volume I, excepting Chapters 3, 8, 15, 17 and 18 but including Appendices, excepting Nos. 5 to 9, 22 and 23.

IV. Fourth paper (with books).

Time—3 hours.

Books prescribed are same as under III.

278. Superintendents and first class postmasters must communicate to Heads of Circles, by the prescribed date, the names of all those candidates eligible for the examination, showing against each the name of the office to which he is attached.

279. On receipt of these particulars, Heads of Circles will decide the centres in which the examinations are to be held, and will forward a consolidated statement to reach the office of the Director-General showing the centres for examination so decided upon, and the total number of candidates who will appear at each centre.

RULES FOR RECRUITMENT TO THE CATEGORIES OF (1) INSPECTORS OF POST OFFICES AND HEAD CLERKS TO SUPERINTENDENTS OF POST OFFICES AND (2) INSPECTORS, RAILWAY MAIL SERVICE.

Part I.

279/1. 1 Recruitment to the cadres of (1) inspectors of post offices (including investigating inspectors) and head clerks to Superintendents of post offices and (2) inspectors, Railway Mail Service (including sorting inspectors and headquarters inspectors) is made by promotion from the undermentioned categories of clerical staff of the Post Office and Railway Mail Service branches, Circle offices and Dead Letter Offices :—

- (i) Those who have already passed the old examination for inspectors of post offices and head clerks to Superintendents of post offices, or for inspectors, Railway Mail Service (held before 1928) ;
- (ii) Those who were allowed to appear as a special case at the first lowest selection grade examination (held in 1928) having already been selected to appear at the old examination for inspectors of post offices and head clerks to Superintendents of post offices or for inspectors, Railway Mail Service, and who actually passed the first lowest selection grade examination ;
- (iii) Those who were allowed to appear as a special case at the second (and last) lowest selection grade examination (held in 1930) as junior candidates and who actually passed that examination ;

- (iv) Those who have passed the qualifying examination for appointment to the cadres of (1) inspectors of post offices and head clerks to Superintendents of post offices and (2) inspectors, Railway Mail Service, introduced by the Director-General's Special General Circular No. 22, dated the 5th December, 1933 ;
- (v) Those who pass the new competitive examination for appointment to the cadres of (1) inspectors of post offices and head clerks to Superintendents of post offices and (2) inspectors, Railway Mail Service, described in Part II of these rules.

2. (1) Officials of the 5 categories described in paragraph 1 above will be eligible for promotion either (i) to the cadre of inspectors of post offices and head clerks to Superintendents of post offices or (ii) to the cadre of inspectors, Railway Mail Service, according as—

- (a) they passed the old examination for inspectors of post offices, head clerks to Superintendents of post offices or for inspectors, Railway Mail Service (held before 1928), or
- (b) they passed the old lowest selection grade examination (held in 1929 and 1930) with Postal or Railway Mail Service subjects as their syllabus, or
- (c) they passed the qualifying examination for inspectors of post offices and head clerks to Superintendents of post offices, or for inspectors, Railway Mail Service (introduced by the Director-General's Special General Circular No. 22, dated the 5th December, 1933), or
- (d) they pass the new competitive examination for inspectors of post offices and head clerks to Superintendents of post offices or for inspectors, Railway Mail Service, described in Part II of these rules.

(2) For purposes of this promotion, two separate waiting lists of the eligible candidates will be maintained in each Circle, one for promotion to the cadre of inspectors of post offices and head clerks to Superintendents of post offices, and the other for promotion to the cadre of inspectors, Railway Mail Service. In each waiting list, the names of officials of the five categories described in paragraph 1 above will be arranged in the following order :—

- Officials of category (i) will rank senior to officials of all other categories ;
- Officials of category (ii) will rank senior to officials of categories (iii), (iv) and (v) ;
- Officials of category (iii) will rank senior to officials of categories (iv) and (v) ;
- Officials of category (iv) will rank senior to officials of category (v).

(3) In each waiting list the relative seniority of the officials of the same category will be determined as follows :—

Category (i)—In the order in which their names were arranged on the old waiting list at the time of the publication of

the results of the first lowest selection grade examination for purposes of their promotion to the old cadres (a) inspectors of post offices and head clerks to Superintendents of post offices or (b) inspectors, Railway Mail Service, as the case might be.

Category (ii)—In accordance with their relative position in the general gradation list as it stood on the 14th March, 1932, cases of officials of different promotion cadres being decided on their own merits by Heads of Circles.

Category (iii)—Same as in the case of category (ii).

Category (iv)—In order of the year of passing the examination and in the case of officials passing the examination in the same year, in order of merit in the examination.

Category (v)—Same as in the case of category (iv).

(4) The two separate waiting list will be published annually with the gradation list of the Circle.

Part II.

1. Recruitment to the cadres of (1) inspectors of post offices (including investigating inspectors) and head clerks to Superintendents of post offices, and (2) Inspectors, Railway Mail Service (including sorting inspectors and headquarters inspectors) will henceforth be made by means of a competitive examination which will be open to—

- (a) clerks in post offices including postal Divisional offices,
- (b) clerks and sorters in Railway Mail Service offices and sections, including Railway Mail Service Divisional offices,
- (c) clerks in Circle offices and Dead Letter Offices.

Candidates mentioned in (a) above, are eligible for the examination for appointment to the posts of inspectors of post offices (including investigating inspectors) and head clerks to Superintendents of post offices.

Candidates mentioned in (b) above are eligible for the examination for appointment to the posts of inspectors of Railway Mail Service (including sorting inspectors and headquarters inspectors).

Candidates mentioned in (c) above are eligible for both, but they must specify at the time of their application for which class they intend to offer. They cannot offer for both at the same time.

2. The examination will be held simultaneously in all the Circles on specified dates in the beginning of August. It is open to the Head of a Circle with the sanction of the Director-General not to hold the examination in any year if the number of qualified candidates on the waiting list is adequate for the vacancies likely to occur in the next 12 months in the cadres respectively of inspector of post offices and Railway Mail Service plus 20 per cent. of the permanent strength of these cadres. The examination will be held at selected centres in each Circle.

3. A candidate must fulfil the following conditions to be eligible

to sit for the examination :—

- (1) He must have had not less than 5 years continuous substantive service on the last date fixed for receipt of applications and should have a good record of work, conduct and character.
- (2) He must have completed 25 years of age, and not completed 35 years of age on the date fixed as the last date for receiving applications.

NOTE.—As a measure of exception, for the first examination only to be held under these rules in any Circle the maximum age limit will be extended to 40, i.e., candidates appearing for the examination must not have completed 40 years of age on the date fixed as the last date for receiving applications.

- (3) He must be reported by the head of his office as physically fit and generally of active habits.
- (4) He must be able to ride a bicycle.

NOTE.—If a candidate is unable to ride a bicycle at the time of his application he should be given two month's time to learn it after he has been selected. If he is not able to learn within two months, his name should be removed.

- (5) He must be able to read, write and speak with facility at least one of the main local Pakistani languages of the Circle to which he belongs.

4. A candidate who fulfils the above conditions shall submit his application in the prescribed form before the due date to the Head of the Circle through the head of the office. The Head of the Circle will decide whether the candidate fulfils the prescribed conditions and should be permitted to appear at the examination. His decision will be final. A candidate who is permitted to appear at the examination will receive from the Head of the Circle a written order which should be produced before the supervisor in charge at the time of the examination.

NOTE.—For the purpose of this rule, the head of the office shall be—

- (a) in the case of Postal Division ... Superintendent of post office.
- (b) in the case of a Railway Mail Service Division ... Superintendent, Railway Mail Service.
- (c) in the case of post office under the control of a first class postmaster ... First class postmaster.
- (d) in the case of a Circle of post and telegraph offices ... Deputy Postmaster-General.

5. A candidate may appear more than once at the examination, but not more than three times in all, provided he fulfils the condition laid down in paragraph 3 above.

NOTE.—A candidate, who is permitted to appear at the Inspector's examination but who either withdraws or is absent before the commencement of the examination or fails to appear at the examination, should be treated as having appeared and failed. The Head of the Circle may, however, exercise his discretion in this direction if failure to appear is due to illness, in proof of which there should be a proper medical certificate, or so other reasons beyond the control of the candidate. The Head of the Circle is the final authority in this respect and the appeal will be against his decision.

6. The subjects of the examination and the order in which it will be held are given below :—

First Day.

First paper (without the aid of books).

time from 10 a. m. to 1 p. m.

Full marks 100

For all candidates—

- | | |
|--|--|
| (i) Post and Telegraph Guide | Whole. |
| (ii) Posts and Telegraphs Manual, Volume V. | Whole. |
| (iii) Posts and Telegraphs Manual, Volume IV (Establishments). | Chapters I, II (except Traffic and Engineering portions), III to V, VIII, XII, XVI and XVII. |

(Interval from 1 p.m. to 2 p.m.)

Second paper (without the aid of books).

Time from 2 p.m. to 5 p.m.

Full marks 100

- (a) *For all candidates—*
Posts and Telegraphs Manual, (Whole, except Chapter I.)
Volume VIII.
- (b) *For candidates for appointment as inspector of post offices—*
- | | |
|---|--------|
| (i) Posts and Telegraphs Manual, Volume VI. | Whole. |
| (ii) Branch Office Rules. | |
- (c) *For candidates for appointment as inspector of Railway Mail Service—*
Posts and Telegraphs Manual, Whole.
Volume VII.

SECOND DAY.

First paper (with the aid of books).

Time from 10 a.m. to 1 p.m.

Full marks 100.

- (a) *For all candidates—*
- | | |
|---|--|
| (i) Posts and Telegraphs Initial Account Code, Volume I, Chapter 1, 2, 4 to 7 and 9 to 16 and Appendix 14. | |
| (ii) Fundamental Rules (Posts and Telegraphs Compilation)—whole except Rules 82, 94 to 100, 102 and 109 to 130. | |
| (iii) Supplementary Rules (Posts and Telegraphs Compilation) whole except Rules 166 to 174, 242 to 266, 274 to 283 and 307 to 310 and Appendices. | |
| (iv) Civil Service Regulations—Chapters on pensions. | |
- (b) *For candidates for appointment as inspector of post offices—*
Appendix 23 to the Posts and Telegraphs Initial Account Code, Volume I.
- (c) *For candidates for appointment as inspector of Railway Mail Service—*
Appendix 24 to the Posts and Telegraphs Initial Account Code, Volume I.

(Interval from 1 p.m. to 2 p.m.)

Second paper (with the aid of books).

Time from 2 p.m. to 5 p.m.

Full marks 100

For all candidates—

- (i) The Indian Post Office Act. (as adapted in Pakistan).
- (ii) The Indian Telegraph Act. (as adapted in Pakistan).
- (iii) The Government Savings Bank Act.
- (iv) The Post Office Cash Certificates Act.
- (v) The Indian Evidence Act (as adapted in Pakistan).
- (vi) The Indian Penal Code—Chapters I, II, V, IX, XII, XVII, to Section 424 and XVIII to Section 477-A (as adapted in Pakistan).
- (vii) The Code of Criminal Procedure, Chapters I, V, VI, VII, XIV, XXII, XXIV, XXV, XXXIX to XLI (as adapted in Pakistan).

Time Day,

Fifth paper.

Time from 10 a.m. to 1 p.m.

Full marks 100

Essay, General knowledge and intelligence test.

7. No candidate who has not secured at least 45 per cent. of the allotted marks in each subject will be considered to have qualified for selection.

8. From amongst the candidates who have qualified, the Head of the Circle will select those who stand highest in order of merit up to the number required and reject the rest.

9. Actual travelling expenses will be granted only to those candidates who are taken on the list of approved candidates.

10. Candidates selected for appointment will be brought on the list of approved candidates to be maintained by the Head of the Circle.

11. On the occurrence of a permanent vacancy, an approved candidate will, if his work has in the meantime been satisfactory, be appointed to the post of inspector of post offices or head clerk to Superintendent of post offices or inspector, Railway Mail Service, on probation for one year. At the end of this period the candidate will be confirmed if found suitable in every respect. If during the period of probation his work and conduct are not satisfactory, he will be liable to reversion to his substantive post.

APPLICATION FORM.

Examination for appointment to the posts of (1) inspectors of post offices and head clerks to Superintendents of post offices and (2) Inspectors, Railway Mail Service.

1. Full name.
2. Present appointment held.
3. Office.
4. Date of permanent appointment to Government service.
5. Date of entry in grade.

6. Date of birth as recorded in service book.
7. Name the local language of which you possess a good working knowledge.
8. Are you appearing at the examination for the first time? If not, state the years in which you appeared before.
9. Can you ride a bicycle?
10. Are you appearing for the examination for inspectors of post offices and head clerks to Superintendents of post offices or for inspectors, Railway Mail Service?

I..... hereby declare that the particulars furnished by me in this form are true.

Date..... Signature.

Recommendation of the head of the Office.

- (a) Has he a good record? (Send his confidential record).
- (b) Have you verified the correctness of the entries against items 7, 8 and 9?
- (c) Is he physically fit and likely to be able to carry out the ordinary outdoor duties of an inspector?
- (d) Is he appearing for the 1st, 2nd or 3rd time?

Date..... *Head of the Office.*

OPINIONS OF THE HEAD OF THE CIRCLE.

Head of the Circle.

SUPERVISORS.

279/2. An official in the ordinary clerical time-scale of pay in the Post Office and Railway Mail Service (station of mail and sorting offices and travelling sections of the Railway Mail Service) who is required to perform entirely supervisory duties, is designated "Supervisor". (For special pay of supervisors see paragraph 54 of the *Manual of Appointments and Allowances*). The posts of supervisors in any particular Division or first class head post office group should be filled by selection from such senior and efficient first grade clerks in that group as are considered likely to prove fit for promotion to the lower selection grade, irrespective of their scale of pay. If a clerk who has been selected for such appointment, refuses to accept the offer for any reason, the next senior and efficient first grade clerk in the relevant Divisional or first class head post office group should be selected. A clerk who is considered unfit for the lower selection grade should not ordinarily be appointed as a supervisor.

TOWN INSPECTORS.

279/3. Town inspectors are attached to General Post Offices and head post offices and perform the duties laid down in Chapter IV of the *Posts and Telegraphs Manual*, Volume VIII, but the Head of the Circle may assign a town office to a town inspector for inspection. (For special pay of town inspectors see paragraph 33 of the *Manual of Appointments and Allowances*).

Appointments to the posts of town inspectors are made by selection by Superintendents of post offices and first class postmasters from amongst the clerks under their control. A clerk must fulfil the following conditions to be eligible for selection for the post of a town inspector :—

- (i) if he is on the old upper division scale of pay, he must have passed the 2nd efficiency bar, and if he is on the new scales of pay, he must have put in at least 13 years' service ;
- (ii) he must not be over 40 years of age ;
- (iii) he must be able to talk fluently in English and the local language ;
- (iv) he must be able to write a good report in English as proved from a test to be held by the appointing authority (first class postmaster or Superintendent of post offices) ;
- (v) he must be fit to hold charge of an office as a sub-postmaster ;
- (vi) he must be able to ride a bicycle ; and
- (vii) he must be of active habits and smart in appearance.

The Superintendent of post offices or the first class postmaster shall exercise full discretion in the matter of selection when the above conditions are fulfilled. Other things being equal, seniority should prevail. No appeal shall lie against the decision of the appointing authority except on the ground that a person selected is ineligible as not fulfilling all the conditions as to eligibility for appointments, i.e., except on this question of fact and not on the exercise of the discretion by the first class postmaster or the Superintendent of post offices, so long as that exercise is within the conditions governing the appointment.

The official selected as a town inspector shall not ordinarily be allowed to hold such a post for more than three years continuously at one time. An official who has worked as a town inspector for 3 years should not ordinarily be appointed to hold such a post within the next 3 years.

In exceptional cases when suitable clerks fulfilling all the conditions are not available in a first class head office or a Divisional group, the Head of the Circle after fully satisfying himself of this fact may relax the conditions about the age-limit and about passing the second efficiency bar. The first condition that will be relaxed is that of age-limit, and the second condition that will be relaxed is that of passing the second efficiency bar. None of the other conditions will be relaxed.

APPOINTMENT TO THE POSTS OF BRANCH POSTMASTERS, OVERSEERS, OVERSEER POSTMEN, SORTING OR READER POSTMEN AND HEAD POSTMEN.

281. Appointment to the post of branch postmasters, overseers, overseer postmen, sorting or reader postmen and head postmen should be made by promotion of postmen and village postmen. Such appointments will normally be made in order of seniority but the appointing authority may, in his discretion, pass over any senior official whom he does not consider fit for such appointment. A single gradation list should be maintained for the holders of all these posts which should be made interchangeable.

POSTMEN AND VILLAGE POSTMEN.

282. Delivery work will ordinarily be performed by postmen and village postmen. In exceptional circumstances, this work may be entrusted to an Class IV servant, but the performance of delivery work will not constitute any claim for an Class IV servant to be considered in superior service.

283. Deleted.

RECRUITMENT OF POSTMEN, VILLAGE POSTMEN, AND MAIL GUARDS.

283/1. Rules for recruitment to post of postmen, village postmen and mail guards are given in Part III of Appendix No. 12.

RECRUITMENT OF CLASS IV SERVANTS.

283/2. Rules for recruitment to posts of class-IV servants are given in Part II of Appendix No. 12.

RECRUITMENT OF BOY PEONS

283/3. Rules for recruitment to posts of boy peons are given in Part I of Appendix No. 12.

EMPLOYMENT OF EXTRA-DEPARTMENTAL AGENTS.

284. Whenever possible, branch offices should be placed in charge of extra-departmental agents such as school masters, station masters, shop keepers, land-holders and pensioned servants of Government who have sources of income apart from their allowances for postal work. School masters, Station masters and others who are paid servants should not, however, be appointed as extra-departmental branch postmasters without the previous consent of their official superiors or employers, as the case may be. A police officer who is not a pensioner may not be employed as an extra-departmental agent without the previous sanction of the Director-General.

Note—When an extra-departmental Sub-Postmaster falls sick or has to remain temporarily absent from his work in the Sub-Office arrangements should be made to appoint another extra-departmental Sub-Postmaster to fill the officiating vacancy. If such an arrangement is not possible a reserve clerk should be deputed from the nearest station to perform the work of the extra-departmental Sub-Office.

SELECTION OF CANDIDATES FOR ADMISSION INTO THE TELEGRAPH TRAINING CLASS.

285. Deleted.

286. Deleted.

287. An approved candidate selected for telegraph training should not be made to suffer in seniority for appointment and pay on account of the training. If during his training a vacancy occurs to which he would have been appointed according to seniority had he not been sent to the training class, the vacancy should be filled only temporarily until he returns from the training and is available for appointment to the post. Where necessary the pay of the candidates may be fixed under fundamental rule 27 at the discretion of the competent authority.

288. Deleted.

MONTHLY PROGRESS REPORTS AND PERIOD OF TRAINING OF POST OFFICE EMPLOYEES.

289. A progress report of learners should be prepared monthly by instructors in the register (Form App. 23) which must be shown to the officer selected by the Head of the Circle to visit the training class monthly. It is considered that six months should ordinarily suffice for qualifying under standard given in rule 294. Whenever the progress of a learner is so unsatisfactory that his ability to qualify within the prescribed period becomes doubtful, his case should be reported to the Head of the Circle for decision.

289/1. In the case of candidates who qualify in the optional subject of telegraphy in the recruitment examination, it is considered that a maximum period of six months including the practical instruction in a departmental telegraph office, should ordinarily suffice for qualifying under the standard given in rule 294.

TRAINING OF LEARNERS IN HANDWRITING

290. The handwriting of learners must be constantly and systematically watched by the instructors whether when writing from dictation or from sound, and legibility must be insisted upon. Plain words are neither to be sent nor received until a speed of 15 words a minute (net) has been attained. After this rate has been attained, plain language may be practised but for not more than half the time allotted for signalling. All writing must be done on actual message forms in order to train the learner as to the size of the writing that must be used, and to the extent to which the loops of letters can project above and below the line without touching the loops of letters in the lines above and below.

TESTING IN CASE OF INTERRUPTION

291. The adjustment of instruments and the testing of an office in case of interruption should form part of the ordinary training of learners, and certificates should not be given to men who have not qualified in these respects and in a thorough knowledge of the preparation and maintenance of batteries.

PRACTICAL INSTRUCTION IN A DEPARTMENTAL TELEGRAPH OFFICE.

292. After passing out of the training class learners will be posted to a departmental telegraph office by the Head of the Circle for a period not exceeding three months and not less than one month to learn the practical details of their work. During this period they may be given training in the Duplex system of working where this can be done without installing additional apparatus and without interfering with the disposal of traffic. In other cases Duplex sets may be fitted up in training classes for this purpose. But training in this system of working should in no case extend the prescribed period of training. Probationers will not be required to attend on Sundays and Post Office holidays.

293. Ordinarily this latter course of instruction should be carried out in the station where the learner has been trained, but in special cases when this might cause inconvenience owing to the number of men requiring to be trained at the same time, or from other reasons, the Head of the Circle will arrange to transfer the learner to some suitable out-office.

STANDARD FOR SIGNALLING

294. All postal officials should qualify in:—

- (a) Ordinary language at 20 words a minute (the prescribed test being to receive and send in 4 minutes not less than the equivalent of 72 five-letter words and 3 three-figure groups).
- (b) Code words at 8 words a minute (the prescribed test being to receive and send in 4 minutes not less than 32 code words of ten letters each). The test pieces must, as near as possible, consist of words which resemble commercial code words.
- (c) Figures at the rates of 15 groups a minute (the prescribed test being to receive and send in 2 minutes not less than 32 groups of three figures each).

NOTE.—In the ordinary language receiving test not more than three corrections will be allowed. In all the receiving tests the result must be free from errors. In sending, for every bad space one-tenth of a word per minute and for every other error half a word per minute will be deducted from the gross rate to arrive at the net rate.

TRAINING AND EXAMINATION OF POST OFFICE EMPLOYEES IN TELEGRAPHY.

295. Before passing out as a clerk-signaller, a learner must have a sufficient knowledge of the rules for the acceptance, transmission and delivery of inland and foreign messages, the submission of message drafts and returns to the Telegraph Check Office and the booking and treatment of Bearing Press telegrams as laid down in the Posts and Telegraphs Manual, Volume XI and the Posts and Telegraphs Initial Account Code, Volume III. The knowledge of traffic rules should be tested by a written examination in which 60 per cent. of the full marks will be the qualifying minimum.

FINAL EXAMINATION.

296. The final examination of Post Office employees must be conducted by an officer not below the rank of an officer of the Telegraph Traffic Service, Class II, who will personally supervise the examination, set the papers and award marks. In certain cases, however, where the Head of the Circle's previous sanction has been obtained and where the opening of an office would be delayed, a provisional certificate may be given by a telegraph master, and the final examination can take place at the convenience of the superior officer.

CERTIFICATE.

297. When a Post Office employee qualifies in telegraphy, a certificate in form App. 27 should be forwarded to the Head of the Circle concerned, no copy of the certificate being given to the Post Office employee while he is in the service or when he leaves the service.

"The Head of a Circle will examine the certificates received to see if the candidate fulfils the conditions laid down in rule 294. If he is satisfied, he will countersign the certificate and forward it to the Superintendent or First Class Postmaster concerned, for record with the confidential records of the official, after recording therein the period the candidate was attached to a Departmental Telegraph Office for a course of practical training".

UNCERTIFICATED MEN NOT TO BE EMPLOYED IN TELEGRAPH WORK.

298. The employment of learners and others who do not hold certificates for sending and receiving telegram in combined offices, is absolutely forbidden.

PRACTICE IN SIGNALLING BY CLERK-SIGNALLERS.

299. A clerk-signaller who, although working in a combined office, does not perform signalling work, should be required to keep up his knowledge and practice of signalling by exchanging duties with the clerks engaged in signalling work for periods and at intervals to be fixed by the Head of the Circle. These temporary exchanges of duties, which may extend over a few weeks or a few days, or even only for parts of certain days, can be made without the pay and allowances of either official being affected.

CLERK-SIGNALLERS MAY BE RE-EXAMINED AT ANY TIME.

300. Clerk-signallers should be specially examined when there is good reason to believe that their efficiency has fallen below the prescribed standard. They should, for the first few years of their service, be employed as far as possible in busy combined offices so as to permit of their getting as much practice as possible in signalling and receiving.

PROCEDURE TO BE FOLLOWED WHEN A LEARNER FAILS TO QUALIFY IN TELEGRAPHY.

301. If it is proved that a learner is making unsatisfactory progress in the telegraph training class or is otherwise unfit to qualify

as a clerk-signaller, he should be removed from the training class. When, however, his behaviour in the training class has shown him to be unfit for Government service altogether, his services should ordinarily be dispensed with on this account under the orders of the Head of the Circle.

GRANT OF FACILITIES FOR TRAINING IN TELEGRAPHY TO PERMANENT POST OFFICE CLERKS WHO DO NOT HOLD THE CERTIFICATE FOR APPOINTMENT AS CLERK-SIGNALLERS.

301/1. The Head of a Circle may at his discretion permit a permanent Post Office clerk who had learnt telegraphy in private but does not hold the certificate for appointment as clerk-signaller, to take a short refresher course in the departmental telegraph training class for a period not exceeding three months and/or the course of practical training prescribed in rule 292 for a period not exceeding three months in a telegraph office with a view to qualify for appointment as a clerk-signaller under rule 297, subject to the following conditions:—

- (a) that the age of clerk on the date he applies for such permission does not exceed 27 years,
- (b) that he produces satisfactory evidence to show that he had learnt signalling in private before he reached the age of 25 years and that the signalling standard attained by him is fairly near the standard prescribed in rule 294,
- (c) that he takes the leave that is due and admissible to him in order to undergo this training, and
- (d) that his training does not cause any extra expenditure to the Department in the shape of travelling allowance, employment of substitutes, etc.

OPPORTUNITIES OF LEARNING TELEGRAPHY TO BE GIVEN TO SUPERVISING OFFICERS OF THE POST OFFICE.

302. As it is desirable that inspecting officers in the Post Office should have at least an elementary knowledge of departmental telegraph office routine, Head of the Circle will arrange for the training of such officers.

TRAINING OF INSPECTORS OF POST OFFICES AND HEAD CLERKS OF SUPERINTENDENTS OF POST OFFICES IN TELEGRAPHY.

303. Inspectors of post offices and head clerks of Superintendents of post offices who are not qualified in telegraphy will undergo a course of training similar to that prescribed in rules 160 to 165 for Superintendents of post offices.

304. Inspectors and head clerks selected for this training may be placed on special duty for a period not exceeding six weeks and be granted travelling allowances for the journeys to and from the place of their training. While on such special duty, they will be allowed to draw the pay which they were drawing before their period of training commenced or which they would otherwise have

drawn in the regular line, and officiating appointments in the lowest grade of inspectors and head clerks may be made in these vacancies.

305. For the purpose of training in telegraphy, inspectors and head clerks are classified as follows :—

- (a) Inspectors appointed before the 1st April 1917 ;
- (b) Inspectors appointed on or after the 1st April 1917 and before the 1st April 1920 ;
- (c) Inspectors appointed on or after the 1st April 1920.

Head clerks are classed as follows :—

- (d) Head clerks appointed before the 1st April 1918 ;
- (e) Head clerks appointed on or after the 1st April 1918 and before the 1st April 1921 ;
- (f) Head clerks appointed on or after the 1st April 1921.

As regards (a) and (d), the training is not compulsory.

As regards (b) and (e), the training is compulsory.

As regards (c) and (f), no official will be confirmed in the appointment of inspector or head clerk until he has duly qualified in the prescribed test.

306. The provisions of rules 160 (a)—(d), 161—163 apply also to inspectors and head clerks. On the expiry of the period of training inspectors and head clerks will be required to qualify in the same subjects and in the same manner as prescribed for Superintendents of post offices.

NOTE.—The candidates who qualify in the examination will have the letter T placed against their names in the Circle gradation list.

CHAPTER IX.

NON-GAZETTED OFFICERS—TELEGRAPH TRAFFIC.

CLASSIFICATION OF ESTABLISHMENT.

307. The non-gazetted superior establishment in the Traffic Branch of the Department consists of the following classes:—

- (i) Telegraph masters.
- (ii) Telegraphists.
- (iii) Office establishment.

307/1. Reserve staff.—A leave reserve on a percentage basis is sanctioned to provide for vacancies caused by the absence on leave of the following classes of officials:—

- (1) Telegraph masters.—17 per cent. of the total number of posts is provided in the cadre of telegraphists.
- (2) Telegraphists.—17 per cent. of the operative and non-operative telegraphists.
- (3) Clerks in departmental telegraph offices.—Reserve clerks calculated on a 17 per cent. basis are sanctioned for those stations where the total number of posts of any class justifies their employment on this account. In other stations where the employment of substitutes to replace absentees is absolutely necessary, such substitutes should be found, if practicable, from the corresponding local reserve staff of the Postal or Engineering Branch. When this is not possible, substitutes may be employed from other sources outside the Department.

NOTE:—For Calculation of the leave reserve see Note below rule 249.

TELEGRAPH MASTERS.

308. Classification.—The appointments are divided into the following classes of service, viz., General, Station and the new Circle Service, besides the old Local Service. The General Service is recruited by promotion of General Service telegraphists and by transfer of telegraph masters of the Station or old Local Service.

309. Appointment.—All permanent promotions to the grade of telegraph masters are made by the Director-General. Vacancies in the grade will ordinarily be filled by the promotion of senior telegraphists who are thoroughly qualified for such promotion, but the Director-General has full power to recognize exceptional merit by promoting a junior officer out of his turn.

310. Officiating promotions to fill temporary vacancies in the grade of telegraph master caused by absence on leave, or deputation, etc., are made by the Head of the Circle in which the vacancies occur.

311. The seniority in the grade of telegraph masters is determined, as a general rule, by the date of promotion to the grade.

312. A report should be made at the earliest possible opportunity by the Head of the Circle to the Director-General in the case of permanent vacancies in the grade of telegraph masters and by the

head of the office to the Head of the Circle concerned in the case of temporary vacancies in the grade.

TELEGRAPHISTS FOR PROMOTION TO THE GRADE OF TELEGRAPH MASTERS.

313. Seniority for promotion.—For purposes of promotion to the grade of telegraph masters, the seniority is determined as below :—

- (a) For a telegraphist who, on or before completion of fifteen years' service, passed the efficiency bar and the old telegraph masters' or baudot supervisors' examination, seniority is determined according to the date immediately following the date of completion of fifteen years' service as a telegraphist.
- (b) For a telegraphist who completed fifteen years' service and passed the efficiency bar before passing the old telegraph masters' or baudot supervisors' examination, seniority is determined according to the date on which he was declared to have passed either of the examinations.
- (c) For a telegraphist who has completed fifteen years' service and passed the old telegraph masters' or baudot supervisors' examination before passing the efficiency bar, seniority is determined according to the date on which the efficiency bar is passed.
- (d) For a telegraphist who has qualified in the competitive examination for promotion to the grade of telegraph masters referred to in rule 315, et seq., seniority is determined in accordance with rule 325 below. Telegraphists coming under this category will be junior to those coming under categories (a), (b) and (c) above.

Exception.—In the case of a General Service telegraphist of the old Average Grade, appointed prior to the 1st July 1908 who is normally due to pass the efficiency bar on the existing scale of pay at the end of sixteen years' service, he will in the first instance be superseded in position by his juniors who are due to pass, and actually cross, the bar earlier and have also fulfilled other conditions for the purpose of promotion to the grade of telegraph masters, but will subsequently be given his old relative position provided he passes the bar on the date immediately following the date of completion of sixteen years' service and has on the same date already passed the old telegraph masters' or baudot supervisors' examination.

NOTE 1.—In cases in which the date for fixing seniority under any of the clauses mentioned above is the same for more than one telegraphist, the old order of relative position in the grade of telegraphists is maintained.

NOTE 2.—Telegraphists appointed prior to the 1st July 1908, who joined the signalling establishment on a date other than the first of a month, are for the purpose of seniority, considered to have passed the efficiency bar on the actual date of anniversary of their appointment.

NOTE 3.—In the case of a telegraphist who is considered to have passed the old baudot supervisors' examination, the date of passing such examination is the date on which he is declared to have qualified in Subjects I, II and III of the old examination for promotion to the grade of telegraph masters.

QUALIFICATIONS FOR PROMOTION.

314. No telegraphist is eligible for promotion to the grade of telegraph masters (either permanent or officiating) unless his character and record of service are quite satisfactory and he has passed the old departmental examination for promotion to the grade of telegraph masters or the old examination for appointment as baudot

supervisors or the competitive examination for promotion to the grade of telegraph masters referred to in rule 315, et. seq. In cases, however, of vacancies of short duration caused by the absence of a telegraph master on leave, etc., a telegraphist who has not passed any of these examinations may be appointed to officials as a telegraph master at the discretion of the Head of the Circle.

Reports on the suitability of telegraphists for promotion to the grade of telegraph masters should be very carefully prepared and should be based, as far as possible, on personal observation of the work of the telegraphists affected. The Head of the Circle must take steps to form a definite opinion on the fitness for promotion of the more senior qualified telegraphists before the time comes for submission of reports and, in cases in which telegraphists who have passed one of the examinations are considered unfit for promotion, full reasons for the opinions expressed must be given. No telegraphist will be confirmed in the grade of telegraph masters unless he has shown by his actual work that he is an efficient and careful supervisor.

Promotions to the grade of telegraph masters will be made according to the relative position of qualified telegraphists on the consolidated Seniority List irrespective of the Service (General, Local or Station) to which they may belong, as the telegraphists on promotion are not required to change their respective service conditions. In the case, however, in which a senior Station Service telegraphist becomes eligible for promotion to the grade of telegraph masters in the ordinary course and there is no room for him or her as a telegraph master in the Station Service cadre of the place where he or she is already employed, he or she should be given the option of electing for some other station where a vacancy for a telegraph master of the Station Service exists; but if he or she is not agreeable to change his or her service limit, he or she should remain superseded until there occurs a suitable vacancy for a telegraph master in the Station Service cadre of that particular station where he or she is already employed as a telegraphist or until he or she chooses to change his or her service-limit and accepts promotion as a Station Service telegraph master in the vacant appointment of any other station.

EXAMINATION FOR PROMOTION TO THE GRADE OF TELEGRAPH MASTERS.

315. The examination for promotion to the grade of telegraph masters will be held as and when required and conducted under the orders of the Director-General. Ordinarily it will be held once a year.

316. The examination shall be open to all telegraphists with not less than 7 years' service in their grade provided they have a good record. No telegraphist will, however, be allowed to appear at the examination if he has previously appeared on four occasions.

NOTE.—A candidate, who is permitted to appear at the examination but who either withdraws his name before the commencement of the examination or fails to appear at the examination, should be treated as having appeared and failed, that is, as having availed himself of one of the four chances allowed to each candidate. The Head of the Circle may, however, exercise his discretion in this matter if failure to appear is due to illness, in proof of which the candidate has a proper medical certificate, or to other reasons beyond the control of the candidate. The Head of the Circle is the final authority in this respect and no appeal will lie against his decision.

317. The examination will consist of two parts. The first part will consist of a preliminary examination for the selection of candidates for the practical training, up to the number required. The second part will consist of examinations both during and at the end of the practical training.

318. The preliminary examination will be held simultaneously at the headquarters of Circles or other appointed places as may be fixed by the Head of the Circle, on such dates as the Director-General may notify.

319. The subject for the examination will be :—

I. *English Composition and General Knowledge.*—The maximum marks obtainable will be 100.

English composition :—

Candidates will be required to write an essay, a choice of three or four subjects being given. The maximum for this part of the paper will be 40 marks.

General knowledge :—

This part of the paper will contain questions to test the general knowledge of candidates in technical and non-technical subjects, carrying a maximum of 50 marks.

Ten marks are reserved for *Handwriting.*

II. *Posts and Telegraphs Manual, Volumes II, IV and IX and Posts and Telegraphs Initial Account Code, Volume I.*—

The examination in this subject will be from the following Chapters :—

Volume II—Chapters I, II, IV, VI and XI.

Volume IV—Chapters I to IV, VI, IX, XIII and XVIII.

Volume IX—Chapters I to III and V to VIII and Appendices Nos. 1 to 3.

Posts and Telegraphs Initial Account Code, Volume I.—General knowledge of whole except Sections XV and XVI.

The examination will be with the help of books and there will be ten questions carrying a maximum of 100 marks.

III. *Posts and Telegraphs Manual, Volume XI, and Posts and Telegraphs Initial Account Code, Volume III (except Chapters V and X).*—

The examination will be without the help of books and there will be ten questions carrying a maximum of 100 marks.

IV. *Technical knowledge.*—The examination will be without the help of books. There will be ten questions of a general nature in the following subjects carrying a maximum of 100 marks :—

A.—PRIMARY AND SECONDARY CELLS.

(i) Preparation and maintenance of Daniell and Leclanche Cells.

(ii) The reasons for the use of Secondary Cells; the method of setting up, the precautions necessary in regard to the working and the ordinary procedure for the maintenance of such Cells.

B.—ARRANGEMENT OF CELLS.

Method of joining up Primary Cells in series or parallel to furnish a given current.

C.—OHM'S LAW.

Knowledge of the application of Ohm's Law in calculating current, E. M. F. P. D. in parallel conductors, resistance of shunts and their multiplying power when applied to galvanometers.

D.—KNOWLEDGE OF MORSE ARRANGEMENTS.

- (i) Double Current Simplex and Duplex.
- (ii) Open and closed circuits.
- (iii) Polarised sounder working with condensers for omnibus circuits.
- (iv) Repeater working with polarised and non polarised sounder recording.
- (v) An elementary knowledge of the rules for calculating the joint capacity of condensers in series and in parallel. Function and uses of condensers in telegraph working.
- (vi) Function and use of Automatic Switch.
- (vii) An elementary knowledge of Morse Vibrator working.

E.—TESTING.

- (i) Measurement of resistances of instruments and line wires by the wheatstone Bridge.
- (ii) Testing lines for conduction and insulation and localisation of faults.
- (iii) Measurement of resistance of instruments, Earth and internal resistance and voltage of primary cells including Dry Cells by the G. P. O. Detector No. 11 or by the Wheatstone Bridge.

320. (a) The examinations in subjects I and II will be held on the first day and in subjects III and IV on the second day. Three hours will be allowed for each of the papers on subjects I and IV, and two hours for each of the other two papers.

(b) The question papers will be set under the orders of the Director-General and will be identical for all centres.

(c) The examination will be supervised by officers to be deputed by the Head of the Circle concerned, and the answer papers handed in by candidates will be sent immediately after the conclusion of the examination, by registered post, direct to the specific examiner in each subject (by name), together with a list of the roll numbers of the candidates examined. A list of the candidates examined showing the names (in full) exactly as published in the departmental seniority list, together with their roll numbers should at the same time be forwarded to the Director-General.

321. The number of telegraphists to be selected for practical training on the results of the preliminary examination will be fixed

by the Director-General and announced when applications for appearing at the examination are invited. Half this number will be selected in strict order of seniority of service and half in strict order of merit in the examination irrespective of seniority, the selection being made from candidates who secure not less than forty per cent. of the marks in each subject of the examination.

322. Deleted.

323. The telegraphists who are selected for practical training will be despatched to the training centre at Lyallpur and will be sent to Lahore C. T. O. for practical training. The total period of training for the selected telegraphists will extend a period of 7 months during which they will be trained in accordance with the scheme set out below. Examinations will be held at the end of the 4th month on Sections I to IX of the syllabus, at the end of the sixth month on Sections X to XIII of the syllabus and the final practical examination at the end of the full course of training of 7 months. In order to qualify, candidates must secure 50 per cent. of the marks in each examination.

Syllabus for practical training of candidates selected for promotion as telegraph masters.

I. General Principles of Multiplex telegraphy and their application to the Baudot System of working.

The Five Unit Code—its advantage over the Morse Code—The Baudot Code.

II. Key-Boards (Manual), Key-Board Perforators and Tape Transmitters—

- (a) *Manual Key-Board*.—General description, Function and Mechanical construction of the different parts of the Key-Board, adjustments of various parts, such as the Key Switch, Cadence Magnet with Plunger and Armature, Locking Bar, Key-Board Tappers with Vertical Springs, Back Plate Contacts, etc., electrical connections of the Key-Board.
- (b) *Key-Board Perforators and Tape Transmitters*.—(i) *Key-Board Perforators*.—General description of different types, Function and Mechanical construction of different parts, adjustments of various parts such as Key-levers, Punch, Punch Magnet and Armature, Selector Plates, Contact Block, etc., electrical connections.
- (ii) *Tape Transmitter*.—General description of working principle, Function and Mechanical construction of different parts, adjustment of the Ratchet and Tape feed mechanism, Needle Levers, Automatic Start-Stop device, Contact Levers, etc., electrical connections.

III. *Baudot Distributor*.—General principle of transmission by the Distributor method, Details of different rings and Segments of Distributor face plate and their use. Use of shortened segments for ring one. Orientation of Distributor arms. The brush arms. Description of the details of its construction. The Phonic drive for Distributor brush arms. The Correcting gear. Jockey roller and

various star-wheels, Electro Corrector, mechanical construction and adjustments of parts. Theory of the Phonic motor and the vibrating reed. Description and adjustment of their components, electrical connections.

IV. *Baudot Receiver*.—General description of the Baudot Receiver—Type in use in the Department. Difference between various types. Description of the details of the electric motor used for driving the Baudot Receiver. Use of shunt in the motor circuit. Local synchronism between the Receiver and the Distributor. The Moderator—its description and adjustments. Description and adjustment of the electro brake.

Detailed description of the function and adjustments of the different parts of the Receiver such as Armatures, Combiner levers, Appendix levers, Combiner wheels, Type wheels and Impression wheel. Inversion levers, inversion plates, Shuttle cam, Resetting cam, Tripping lever, Tripping rod, Pedal lever, Locking lever. Replacing lever and roller, Printing arm, Clutch and Clutch springs, Eccentric cam, etc.

General description of the Baudot Synchronous Motor—drive. Function and adjustments of the different parts. Distributor Commutator, Cams and Spring banks, Phase relationship with the Distributor brush arm. The relay system: general description and adjustments, etc., electrical connections.

V. *Baudot Relay*.—Requirements of an Ideal Relay and how they are met in the different types in use in the Department. General description of the Baudot Relay—details of its mechanical parts and their adjustments.

VI. *Repeating, Amplifying and Retransmitting Arrangements*.—Details of amplifying arrangements for received signals. Details of Single Relay Repeater—Morse and Duplex Repeater. Regenerative Repeater or Retransmitters. General explanation of working principles. Details of the mechanical construction of Retransmitter. Description and adjustments of various parts. Repeating Receiver—description of working principle. Details of the mechanical construction of the Repeating Receiver and the adjustments of its different parts.

VII. *General Lay-out plan and details of subsidiary and auxiliary apparatus*.—Lay out of instruments on the table for various systems of working connection case of test box—ebonite strips with marked terminals. Leak resistance coils and stands for the same. Baudot rheostats. Resistance boxes for reducing voltages. Morse attachments. Twenty-four terminal switch. Baudot Key-board connectors (old and new pattern), etc.

VIII. *Circuit Diagrams for various and simplex and duplex methods of Baudot working and their explanation* :—

1. Simplex Bi-Baudot between two terminal stations.
2. Simplex Bi-Baudot between two stations through one Retransmitter station correcting both terminals.
3. Simplex Bi-Baudot between two terminals through two Retransmitter stations. One Retransmitter station correcting outwards on both plates and the other corrected on one plate and correcting on the opposite plate.

4. Simplex Quad-Baudot between two stations.
5. Simplex Quad-Baudot between two terminals through one Retransmitter station correcting both terminals.
6. Simplex Quad-Baudot between two terminals through two Retransmitter stations. One Retransmitter station correcting outwards and the other Retransmitter station corrected on one plate, and correcting on the opposite plate.
7. Simplex Quad-Baudot between two stations through a Retransmitter station, allowing the terminals to utilise two arms between themselves and leaving two arms for the retransmitter station to work with each terminal.
8. Simplex Quad-Baudot between two terminals using two Relays at each terminal, one for reception in the line branch, and the other to work in the leak circuit to give the local record on sending arm.
9. Simplex Quad-bi-Working, through a retransmitter station, i.e., one terminal station fitted up for Quad Working and the other terminal for Bi-working, the retransmitter office using a distributor with two face plates, one for Quad and the other for Bi-working, permitting the terminals to work between themselves as above, while the retransmitter station works with the Quad-terminal on the spare arms.
10. Duplex Bi-Baudot between two terminals.
11. Duplex Bi-Baudot between two terminals through a retransmitter stations, with extension to a Simplex Bi-Baudot station, allowing the two terminals to be in communication on two arms (one sending and one receiving) and the Duplex terminal to work up and down with the retransmitter station.

IX. Multiplex system other than the Baudot system—

- (a) **Teleprinter Creed Model.**—General description of the apparatus principle of working—details of mechanical construction. Adjustments of different parts. The Motor drive and Governor—Electrical connection. Circuit arrangements for local and line working.
- (b) **Electrical Model Teleprinter (and Remote Control).**—General description of the apparatus—principle of working. Adjustments of different parts. The transmitter cam and spring assembly; receiver cam and spring assembly; translator and printer. The remote control, relays, thermo-automatic cut out. Motor drive and Governor—electrical connections.

X. Carrier Working.—The fundamental principles of carrier working—modulation and demodulation of Thermionic valves—their functions as Oscillators, amplifiers, etc., high pass, low pass, and band pass filters; circuit diagram for carrier working—terminal stations and repeater stations. Method of putting a circuit on carrier and establishing communications between two distant stations. Practical acquaintance with common faults which interfere with successful carrier working.

XI. Line Testing.—Principle of the Wheatstone Bridge. The different methods of testing faults on lines.

XII. Duplex Morse Repeaters.—Adjustments of Duplex Morse Repeater—Circuit diagram.

XIII. Miscellaneous electric testing, etc.—Method of putting a circuit on Baudot and establishing communication between two distant stations. Measurements of currents between terminals or between terminals and retransmitter station using a G.P.O. Director or Milliammeter. Measuring of leakage of lines by using the above instruments. Practical acquaintance with all common electrical and mechanical faults interfering with successful Baudot working.

Description of a G.P.O. Detector explaining its use as a Milliammeter or Voltmeter.

The use of the Detector in tracing circuit faults. Brief description of Ohm's Law in its simplest forms. Calculation of joint resistances of derived circuits.

324. A candidate who fails to qualify within the prescribed period of seven months may be given additional training for a period not exceeding 3 months at the end of which he will be given a final opportunity for qualifying by passing the test. Such facilities for this further training as are available, not entailing additional expenditure to Government, will be given to him and he will be granted such period of leave as he may desire and have at his credit.

325. On the completion of the practical training, mentioned in rules 323 and 324, the names of the telegraphists who pass the prescribed tests during and at the end of the practical training will be placed on the list of candidates considered as qualified for promotion to the cadre of telegraph master. All the telegraphists selected at one examination will be ranked, in this list, in the order of their seniority in the grade of telegraphists.

326. The mere fact that a telegraphist's name has been placed on the list of candidates considered as qualified for promotion to the cadre of telegraph master does not confer upon him a right to be automatically promoted as telegraph master. Such promotion will depend on his general character, record and fitness for supervisory and controlling duties as well as on his freedom from serious financial embarrassment.

327. The posts of testing telegraphists, repeater supervisors, baudot supervisor-operators, training class instructors and such other allowanced posts as may be notified by Director-General from time to time will ordinarily be filled by telegraphists who have qualified by passing the telegraph master's examination including the practical training and are on the list of candidates qualified for promotion to the cadre of telegraph masters. This will not, however, affect either the eligibility or the seniority of those already qualified for appointment to these posts.

327-A.—Order of preference for filling appointments of Baudot Supervisors, Baudot Supervisor-Operators and other allowanced posts.

All appointments to the posts of telegraphists carrying special pay should be made in the following order of preference:—

(A)—To posts other than the posts of Baudot Supervisors and Baudot Supervisor-Operators.

N.B.—The order of preference is subject to the provisions of rules 336 and 337.

(1) Telegraphists, who have passed either the old Telegraph Masters' examination or the Baudot Supervisors' examination and completed 15 years' service and passed the efficiency bar, seniority counting from the date on which all the conditions are fulfilled.

(2) Telegraphists who have passed only one of the examinations referred to in (1) above, seniority counting from the date of passing the examination.

(3) Telegraphists who have qualified by passing the new Telegraph Masters' examination including the practical training, seniority being determined according to their position in the waiting list for promotion to the grade of Telegraph Masters.

(4) Telegraphists who have completed 15 years' service and passed only the efficiency bar and who have been certified to be competent to carry out the duties of a testing telegraph master (rule 50 of the P. & T. Manual, Vol. X) seniority counting from the date on which all the conditions are fulfilled.

(5) Telegraphists who have completed 15 years' service and passed only the efficiency bar, seniority counting from the date on which both the conditions are fulfilled.

(B)—*To Posts of Baudot Supervisors and Baudot Supervisor-Operators.*

(1) Telegraphists who have passed both the old Baudot Supervisors' examination and the Higher Baudot Technique.

(2) Telegraphists who have passed the old Telegraph Masters' examination plus the Higher Baudot Technique.

or

Telegraphists who have passed the first three common subjects of the old Baudot Supervisors' and the old Telegraph Masters' examination plus the Higher Baudot Technique.

or

Telegraphists who have passed only the Higher Baudot Technique.

(3) Telegraphists who have passed only the old Baudot Supervisors' examination.

(4) Telegraphists who have passed the new Telegraph Masters' examination referred to in rule 315.

Note.—In the case of two men having the same qualifications in each of the above categories, the order of preference between them will be determined as follows below:—

(i) in each of categories (1) and (2), according to the date of passing the Higher Baudot Technique course; if this date is the same then according to the date of passing the Baudot Supervisors' examinations or the Telegraph Masters' examination; as the case may be; if both these dates are the same then according to the date of appointment as telegraphists;

(ii) in category (3), according to the date of passing the examination or where that date is the same, according to the date of appointment as telegraphist;

(iii) in category (4), according to the position in the waiting list for promotion to the grade of Telegraph Masters.

TELEGRAPHISTS.

328. The telegraphists of the Pakistan Posts and Telegraphs Department are of four classes according to the extent of this lia-

bility for transfer, viz., General Service, Local Service, Station Service and Circle Service.

329. General Service telegraphists are required to serve anywhere within the limits of Pakistan territories. No further recruitment is made to this Service.

330. Local Service telegraphists are required to serve anywhere within certain prescribed limits. No further recruitment is made to this Service. (This Service is almost extinct, as recruitment has ceased since 1929.)

331. Station Service telegraphists are immune from transfer outside the station to which their service is attached, but they must undertake liability for field service or transfer in time of war or national emergency. No further recruitment is made to this Service. Women telegraphists will not be required to work before 8 A.M. or after 9 P.M. In their case resignation on marriage is compulsory.

332. Circle Service telegraphists are required to serve anywhere within a Circle, but in special circumstances they may be called upon any time to proceed temporarily to any place in Pakistan on service. They are also liable for field service in time of war or national emergency within the limits of Pakistan territories. Recruitment is now made only to this Service (see rule 359).

333. Deleted.

334. Deleted.

335. Deleted.

TESTING TELEGRAPHISTS.

336. The selection of telegraphists for testing work will ordinarily be made from telegraphists who have passed the examination for promotion to the grade of telegraph masters. If, however, a telegraphist with this qualification is not available, a man who has not appeared for this examination but has had practical training in testing work and is known to be capable may be selected, but he must be required to present himself for the examination at the first possible opportunity. Telegraphists who have failed in the technical knowledge paper of the examination for promotion to the grade of telegraph masters should on no account be employed on testing work.

INSTRUCTORS OF TRAINING CLASSES.

337. The instructor of a training class should be a specially selected telegraphist, with a good record, of a high character and thoroughly reliable. He must have passed either the efficiency bar and the old examination for promotion to the grade of telegraph masters or the old examination for appointment as baudot supervisor or he must have passed the new examination for promotion to the grade of telegraph masters referred to in rules 315 to 323 of this Volume. He should be highly proficient in signalling (Morse and Baudot) and in typewriting and conversant with every detail of the course of instruction.

338. Deleted.

INCREMENTS OF TELEGRAPHISTS.

339. The following rules regulate the grant of increments to telegraphists and also the passing of the efficiency bar.

340. During the first five years of their service, and thereafter as stated below, all telegraphists, will be required to pass the signalling tests annually according to the standard prescribed in rule 381-II of this Volume, except that, in respect of the telegraphists who had not been trained in Baudot signalling and sending on the Key-board perforators for Baudot in the training class, the standard will be as prescribed in rule 381-II (a) only, *ibid* :—

General and Local Service telegraphists.	In the 10th year of service and again before passing the efficiency bar.
Station Service telegraphists.	Before passing the efficiency bar and again in the 15th year of service. The 15th year of service means the year at the end of which the 15th increment falls due.
Circle Service telegraphists.	In the 10th and 15th years of service.

The results of examination should be recorded on form App. 21.

"A telegraphist will not be granted an increment, if it accrues, in the year in which a signalling test is prescribed until he passes the test."

Subsequent increments may be granted to them if their work and conduct are found to be satisfactory on a review of their confidential records referred to in rule 74 of the *Post and Telegraphs Manual, Volume II*. The authorities competent to sanction and withhold increments of telegraphists are, in telegraph offices under the administrative control of officers of the Telegraph Traffic Service, Class I, the head of the office, and in other telegraph offices, the Director of Telegraphs or Deputy Postmasters-General, as the case may be.

Note 1.—Telegraphists of the Old Local Service who were previously not required to receive an open circuit with a typewriter, or Station Service telegraphists who were originally old Local Service telegraphists of the same description, may be exempted from the test in typewriting for increments as well as for passing efficiency bar, but in the case of those transferred to the General Service the qualification in typewriting, as laid down in rule 381-II (a) of this Volume, must be insisted on before they are allowed to pass the efficiency bar.

Note 2.—Telegraphists not already qualified to receive an open typewriter, if necessary, be deputed for the purpose for two hours a day during the period of their duty to the local Remington school, if there is one or to a departmental training class for a maximum period of two months. The results of examination should be recorded on form App. 21. A certificate from the Remington Typewriter Company's instructor may be accepted as proof of passing the typing test by the "Sight" or "Touch" method, but the test in typing from "So and" must be certified to by an officer of the staff mentioned in rule 346 of this Volume.

Note 3.—In cases in which the first, second, or other subsequent increments of a telegraphist are overdue and yet withheld owing to his failure in the prescribed signalling tests, he should, as soon as he fully qualifies in the required tests, be given all his withheld increments with effect from the date on which he qualifies, but not with any retrospective effect.

Note 4.—The above tests will not apply to telegraphists temporarily employed in the Engineering and Wireless Branches, but will apply to any such men who fit to be confirmed in those Branches and cover to the Traffic Branch.

Note 5.—Qualified head of supervisors, may be exempted from the Manual test for increment and efficiency bar examinations under this rule but should be required to pass in Baudot signalling. Telegraphists who have been continuously and entirely employed on Baudot for five years or more may also be exempted from the Morse signalling test referred to but should be required to pass in Baudot signalling, subject to the condition

that if they are posted to stations where there is no Baudot they will be required when necessary to pass the Morse signalling test.

341. Words are not to be separated by a vertical bar. Erasures, i. e., corrected faults, are not to be counted as faults, provided the telegraphist gives the proper signal for "erase", and has not exceeded the number of corrections allowed in each piece. If a fault is made and then corrected by merely signalling the correct letter or word without the signal for "erase", the fault should be classed as a mistake.

342. The examinee should not be allowed to correct errors or bad writing in the pieces received by him after the sender has finished signalling the passage, but the paper should be at once handed to the examining officer.

343. Cancelled.

344. Increments are not to be withheld for failure to pass these tests if the telegraphists concerned were stationed at offices where facilities for practice did not exist.

345. In special cases the Head of the Circle may order an increment being given without passing these tests, it being understood that, except under very exceptional circumstances, no man shall be exempted two years in succession.

346. Great strictness should be observed in the yearly and periodical examinations for increment including the examination for passing the efficiency bar. The examination should be conducted with the object of ascertaining common faults, which should be pointed out to the telegraphists who should be given every opportunity of practising their signals, especially the signals in which they are found to be deficient. The examining officer may be any gazetted officer of the Telegraph Traffic or Telegraph Engineering Branch who may be attached to the office or posted nearest the station or visiting it or, in the absence of Telegraph officer, a Divisional Superintendent of post offices. He should, when submitting the examination reports to the Head of the Circle in form App. 21, mention the principal faults noticed in signalling of those who have not passed, as well as of those who have passed, and indicate what instructions he has given to the telegraphists to help them to overcome these faults.

347. Telegraphists who have failed to pass the prescribed tests should be given every opportunity possible of passing in subsequent trials, and the Head of the Circle should so provide for these subsequent trials that increments may not be withheld for any avoidable period. When from good reason it has been impossible to examine a man known to be ordinarily efficient during the twelve months preceding the date on which his next increment is due, it should be given without examination, but all such special cases should be noted in Circle orders.

348. Examining officers are not to be content with merely reporting that a telegraphist has or has not passed the test, but their reports should be submitted to the Head of the Circle in form App. 21 and to this form the original signalling papers must be attached.

349. The examining officer should mark every mistake on the signalling papers. To qualify, a telegraphist must pass all the tests in signalling mentioned in rule 381-II at one examination.

350. If a telegraphist fails to pass the signalling test or is not considered to have earned the increments, the head of the office will report the fact to the authority competent to withhold the increment.

351. The head of the Circle has the discretionary power to order, at any time, the special examination of a telegraphist, whatever his length of service, to test his capacity in signalling, and it will be the duty of the telegraph master or the head of the office to report to the Head of the Circle any man who through slackness falls into a bad or slovenly style of signalling in order that the question of the stoppage of increment may be considered.

Note.—Telegraphists of old Local Service who were previously not required to write on open circuit, and typewriter, or Station Service telegraphists who were originally old Local Service telegraphists of the same description, may be exempted from the test in typewriting for increments as well as for passing the efficiency bar, but in the case of those transferred to the General Service the qualification in typewriting, as laid down in rule 381-II (c) of this Volume, must be insisted on before they are allowed to pass the efficiency bar.

352. A telegraphist who fails in the signalling test under either rule 340 or 451 is not eligible for further increment until he qualifies. When he passes, any increment which has been withheld is to be granted with effect from the day on which he qualifies. The date on which future increments fall due is not affected by the temporary withholding of increments under this section, unless specially ordered by the competent authority.

Note.—In cases in which the first, second or other subsequent increment of a telegraphist are overdue and are withheld owing to his failure in the prescribed signalling test, he should, as soon as he fully qualifies in the required test, be given all his withheld increments with effect from the date on which he qualifies, but not with any retrospective effects.

EFFICIENCY BAR OF TELEGRAPHISTS.

353. There is an efficiency bar in the scales of pay of the General service, the Local Service and the Station Service, viz., Rs. 200 in the General Service, Rs. 150 in the Local Service, Rs. 115 in the Station Service at Karachi, Rs. 110 in the Station Service at Lahore, Peshawar, Rawalpindi and Rs. 105 in the Station Service at places other than those mentioned above. A station Service telegraphist who, after passing the efficiency bar in his scale, is transferred to the General Service, will not be required to pass the efficiency bar again in the General Service scale. There is no efficiency bar in the scale of pay of the Circle Service.

354. General, Local or Station Service telegraphists nearing the stage of pay, when their claims to pass the bar must be considered, should be drafted, if possible, into the larger offices (where their work can be brought under closer observation than in the smaller offices and where their fitness to receive further promotion can be tested) six months before the time arrives for consideration of their claims to pass the bar.

355. At the prescribed stage of pay, the records of each telegraphist should be reviewed, and before he can be considered as fit to pass the efficiency bar, he must be examined in Morse signalling according to the test laid down in rule 381-II (a) of this Volume, and it must be certified that—

- (a) he is an operator of recognised skill and ability ;
- (b) his character and record are thoroughly satisfactory ; and

- (c) he can adjust and work the ordinary apparatus in use at the office at which he is placed and has at least shown some interest in, and knowledge of, technical matters, e.g., has an elementary knowledge of Simplex, Duplex, open circuit, close circuit and condenser working, can give test and cross lines and knows how to increase or decrease voltages.

Note 1.—No telegraphist who fails to pass the Morse signalling test laid down in rule 381-II (a) of this Volume, will ordinarily be allowed to pass the bar even if he is qualified in all other respects. A telegraphist who has been continuously and entirely employed on Baudot for five years or more, may however, be exempted from the Morse signalling test referred to here, should he, according to pass in Baudot signalling, subject to the condition that if he is posted to a station where there is no Baudot, he will be required when necessary to pass the Morse signalling test. *See also Note 1 to rule 340 of this Volume.*

Note 2.—These conditions do not interfere in any way with the power of a Head of a Circle to order at any time, under rule 351 of this Volume, the examination in signalling of a telegraphist who has a given designation as an operator and to punish those men who are responsible for mistakes on pie-money circuits.

Note 3.—Qualified Baudot supervisors, may be exempted from the Morse test for increment and efficiency bar examinations under this rule, but should be required to pass in Baudot signalling.

356. The cases for passing the efficiency bar are examined once a quarter. In the case of an office under the administrative control of an officer of the Telegraph Traffic Service, Class I, the recommendations regarding the telegraphists who become eligible during a particular quarter, should be submitted to him in form App. 24 by the next lower authority, not later than the middle of that quarter. The former after a careful scrutiny, should pass his orders thereon by the end of that quarter. In the case of other offices, the head of the office should similarly send recommendations regarding telegraphists under him who are due to cross the bar, in form App. 24 to the authority who is competent to impose the penalty of stoppage at the efficiency bar. That authority should after a careful scrutiny pass his orders on the case, by the end of that quarter. These orders will take effect, in the cases of successful candidates, from the date from which their increments next above the efficiency bar fall due.

357. The form of certificate (App. 24) must be strictly adhered to and must not be modified. If a telegraphist whose case in under review is not considered qualified, the lower portion of the certificate should be filled in, specifying the reason for which he is considered unqualified.

358. The case of a candidate who fails to pass the bar in any one quarter for having been disqualified under any of the three clauses (a), (b) or (c) will be reviewed annually. Passing the efficiency bar by a candidate who has previously failed will not entitle him to draw his increment with retrospective effect.

Note.—A telegraphist who for sufficient reasons is unable to appear for the signalling tests in the proper quarter may, at the discretion of the authority competent to withhold increments, be allowed to appear in the following quarter and if he succeeds in passing the tests, his increment may be granted from the date due.

RECRUITMENT OF TELEGRAPHISTS.

359. The rules for recruitment to the service of telegraphists are given in Appendix No. 14.

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- 367. Deleted.

TRAINING OF CANDIDATES.

368. In the telegraph training class candidates selected for appointment as telegraphists will receive instruction in the following subjects :—

- I. Handwriting, including printing in BLOCK capitals.
- II. Signalling—
Morse sending and receiving.
- III. Typewriting from the sounder.—Probationers should be taught to use all the fingers of both hands when typing. The fingering and exercises given in the Remington Company's book of Instructions should be adopted.
- IV. Technical subjects—
 - (a) General—
 - (i) The fundamental principles of Electricity and Magnetism in their application to telegraphy.
 - (ii) Definitions in Electricity and Magnetism.
 - (iii) Units of current, resistance, E. M. F. capacity, etc.
 - (iv) Permanent and Electro-magnets.
 - (b) Batteries—Description, preparation and upkeep of Minotto, Leclanche (including Carsac), Bichromate and Dry Cells.
 - (c) Telegraph Instruments—Working knowledge of instruments ordinarily in use in small departmental offices.
 - (d) Telegraph systems—Open circuit with and without relays. Closed circuit, including intermediate offices and call-bells. D. C. Simplex and Duplex working (terminal and repeater).
 - (e) Testing—Ability to give tests to a controlling officer; to locate a fault in apparatus (including batteries) with a battery detector; and to decide which side of an office a line fault exists. Crossing and looping of wires. Use of wheatstone bridge in testing lines and instruments.
- V. Traffic rules—
 - (a) Booking of private and press messages (Inland and Foreign).
 - (b) Delivery of messages.
 - (c) Custody of message drafts and arrangement of the same for the Telegraph Check Office.

369. The instruments, batteries and all fittings are to be put up in the training class in such a way that they may serve as a standard to the candidates of the manner in which every office should be fitted.

370. The Morse alphabet is to be taught verbally by the instructor. He should start with the single symbol letters "e" and "t" and should show how they are built up by the combination of dots and

dashes. He should have a loud sounding sounder and should educate the eye and ear simultaneously, mentioning the letter, pointing out the Morse symbol on the black-board and sounding it on the sounder at the same time. Practice should be given in open and closed circuit working.

371. After the Morse alphabet has been thoroughly mastered, practice should be afforded in sending and receiving sentences consisting of short words such as are to be found in a child's reading book. As soon as the candidate has acquired sufficient facility with these, groups of letters (not forming words) and groups of figures should be signalled to avoid the practice of guessing.

372. After the candidate can receive with moderate facility, all writing and transcription must be done on actual message forms in order to train the hand and eye to the size of writing that must be used, and to what extent the loops of letters can project above and below the line without touching the loops of letters in the adjacent lines. The Morse Ink Writer should be used freely throughout the course of training.

373. The utmost attention must be paid to the writing being clear and legible. Exercises in writing should be given to be carried out at home and brought to the instructor daily for examination and the correction of faults. No time should be spent in writing exercises during class hours.

374. Accuracy must be insisted upon from the very commencement of instruction, and it must be impressed on every candidate that he must never, on any account, sacrifice accuracy to speed. No mistakes will be allowed in the periodical tests. That is, the speed must be decreased until the piece is sent or received, free of errors. This means that if a mistake is not at once corrected in the orthodox way, a fresh start on a fresh piece must be made. The utmost importance is placed on candidates being trained to regard absolute accuracy as essential, and, especially at first, efforts should not be made to increase the speed.

375. The rules regarding the use of BLOCK capitals are to be strictly enforced.

376. It must be remembered that candidates have to acquire the muscular endurance necessary for prolonged work. While at first five or ten minutes' continuous sending and receiving will tire a candidate, and is quite sufficient, the periods must be gradually and continuously increased until a candidate can, without undue fatigue, send or receive for an hour or more at a stretch.

377. The hours of attendance will be fixed by the Head of the Circle and will be so arranged that every candidate will work for six hours daily, exclusive of intervals for meals, except on Saturdays when only four Hours' attendance will be required. Candidates will not be required to attend on Sundays and Post Office holidays.

378. Candidates should be examined after the completion of three months in a training class and thereafter quarterly, and the instructor should report promptly to the Head of the Circle any candidate whose progress is unsatisfactory and whose retention in

the class is not desirable. The Head of the Circle on receipt of such a report will enquire into the case, and, if he considers it undesirable to retain the candidate in the training class, will remove him from it.

379. A progress report on all candidates should ordinarily be prepared quarterly in the register, Form App. 22, one copy being sent to the Head of the Circle and another retained in the class. In the case of any candidate, however, whose progress is below normal, a monthly report should be made until such time as a final decision is reached either to remove him from the class or to retain him for further training. The Head of the Circle should detail any gazetted officer of the Telegraph Traffic Branch to visit the training classes at headquarters once a month and at outstations every time the officer is visiting the station but at least once in three months.

380. Deleted.

FINAL EXAMINATION.

381. On the completion of training each candidate will be required to pass the following tests at one examination :—

I. Handwriting.—There will be no separate test in handwriting but a candidate's writing must be absolutely clear and legible in the final written tests in all subjects including Morse receiving in manuscript.

II. Signalling—

(a) Morse sending and receiving, open and closed circuit, plain language test :—

Ability to send a piece containing 500 letters in five minutes. Sending to be tested on an ink recorder. For every bad space one-tenth of a word per minute and for every other error half a word per minute should be deducted from the gross rate of sending to arrive at the net rate. A deduction of more than two and a half words will disqualify a candidate. Receiving on open circuit to be done with a typewriter and on the closed circuit in manuscript. The result must be free from errors and not more than three corrections will be allowed.

Morse sending (on an ink recorder), figure test :—

Ability to send correctly forty groups of three figures each in two minutes. Deductions for bad spacing and errors will be the same as prescribed above for Morse sending plain language test.

Morse receiving, open circuit, code word test :—

Ability to receive correctly forty 10-letter words in four minutes. The pieces for Code test must, as near as possible, resemble commercial code words.

Morse receiving, open circuit, figure test :—

Ability to receive correctly forty 3-figure groups in two minutes.

(b) Baudot signalling—

Ability to send in five minutes a piece containing 750 Baudot characters with no uncorrected errors and not more than three corrections, i.e., ability to send correctly one hundred and fifty five-letter words in five minutes, counting each space between words as a letter, is the minimum qualifying speed. It will contain 10 per cent. of figures and signs interspersed throughout the piece.

(c) Sending on the Key-board perforators for Baudot :—

For telegraphists recruited prior to 1st April 1934 and trained in the system in the training class :—

Ability to send in 15 minutes 20 messages comprising 17 plain and 3 C. D. E. code language, each to consist of 20 and 16 words respectively with not more than one detectable uncorrected error in the whole text.

For telegraphists recruited after 1st April 1934 :—

Ability to send in 30 minutes 30 messages comprising 27 plain and 3 C. D. E. code language, each to consist of 20 and 16 words, respectively, with not more than one detectable uncorrected error in the whole text.

Ability to transcribe a perforated Baudot tape at 10 words a minute, or 50 words in five minutes.

III. Typewriting—

The test in typewriting is ability to receive on the typewriter as laid down in rule 381-II (a).

IV. Technical subjects—

A written paper containing 12 questions (of which not more than 10 may be attempted) on the five subjects included under "Technical" in the syllabus of instruction (Rule 368) and one practical test in each of the subjects (b), (c), (d) and (e). 100 marks will be allotted for the written paper and 25 marks for each of the practical tests, and at least 60 marks must be obtained in each.

V. Traffic rules—

A written paper containing 12 questions (of which not more than 10 may be attempted) on those portions of the *Posts and Telegraphs Manual*, Volume XI, and the *Post and Telegraph Guide*, which deal with the three subjects included under "Traffic rules" in the syllabus of instruction (Rule 368). 100 marks will be allotted for this paper and at least 60 marks must be obtained.

382. The final examination of candidates will be carried out at the training classes in which they are trained. The examination will be conducted by officers of the Telegraph Traffic Service/Telegraph

Engineering Service nominated by the Head of the Circle concerned. The written papers in Traffic rules/Engineering subjects will be set and marked by the examining officer and the marked Technical papers will be handed over to the Traffic examiner.

383. At the conclusion of an examination the Traffic officer who conducted the Traffic portion of it, will submit direct to the Head of the Circle a separate report in form App. 21 for each candidate examined, together with the marked Traffic and Technical papers, signalling tapes and receiving papers.

384. The number of marks obtainable for each question in the written papers must be noted on each of the written papers by the officer who sets and examines the papers and also the number of marks actually awarded to the candidate in each question.

385. Instructors of training classes are not to be entrusted with the duty of either setting the final examination papers or of awarding the marks.

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388. Deleted.

NON-DEPARTMENTAL TELEGRAPHISTS.

389. Candidates for temporary employment as non-departmental telegraphists must be able to send and receive in clear and legible handwriting a piece of 450 letters and 30 figures in five minutes, that is, at a rate of 90 words a minute, free from errors and with not more than four corrections. The result of the examination should be recorded on form App. 21. Women qualified in signalling, whether married or single, are eligible for temporary employment in departmental telegraph offices as non-departmental telegraphists. Their hours of duty are the same as for men except that they may not be required to work before 8 A.M. or after 9 P.M.

390. Deleted.

POSTAL CLERKS PAID IN TELEGRAPHY FOR TEMPORARY EMPLOYMENT IN TELEGRAPH OFFICES.

391. The Director-General and the Heads of Circles may sanction the employment of postal clerks knowing telegraphy in departmental telegraph offices in order to meet Emergent demands for additional staff in such offices, subject to the following conditions :—

- (i) By Heads of Circles : for periods not exceeding three months in each case provided (a) that such employment of postal signallers is necessary to make up shortages in the sanctioned staff of telegraphists in these offices, including cases in which it is required to replace telegraphists granted leave on medical certificate in excess of the sanctioned leave reserve and (b) that a quarterly statement of all such temporary employments of postal clerks in telegraph offices is submitted to the Director-General of Posts and Telegraphs, for any action he considers necessary.

- (ii) By the Director-General of Posts and Telegraphs : for any period in excess of three months in each case subject to the restriction in proviso (i) (a) above.

392. When an emergency arises or telegraphists are granted leave on medical certificates in excess of the sanctioned leave reserve and the working conditions of the office make it necessary to increase temporarily the active operative staff of a telegraph office, the Head of the Circle may, in anticipation of the sanction of the Director-General, arrange for the temporary transfer of the services of postal clerks passed in telegraphy from contiguous post offices subject to the condition that the extra cost involved can be met from the funds at his disposal and that all such temporary appointments are reported to the Director-General for confirmation within one week of the date on which they are sanctioned.

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CLERKS.

414. The rules for recruitment to the service of telegraph office clerks are given in Appendix No. 13.

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420. Efficiency bar.—In the case of those scales of pay in which there is an efficiency bar, the following procedure will be observed. At the prescribed stage of pay the records of each clerk should be carefully scrutinised and before he can be considered fit to pass the bar it must be certified, in writing that his character and record are very satisfactory and that he has a thorough knowledge of his work and is considered fit in every way to pass the bar. The

passing of the bar must not be allowed to become a mere matter of form and the Audit officer will not authorise any official to draw pay at a rate above the stage at which the efficiency bar is fixed until he has received a certificate to the above effect from the authority empowered to withhold increments.

421. The cases of clerks who are disqualified from passing the bar will be reviewed annually but passing of the efficiency bar by a clerk who has previously failed will not entitle him to draw his increment with retrospective effect, vide also Government of India order below Fundamental Rule 25 in the *Posts and Telegraphs Compilation of the Fundamental and Supplementary Rules*.

INSPECTORS OF PEONS, CONSERVANCY INSPECTORS, TIME-KEEPERS AND COMPOSITORS.

421-A. The posts of inspectors of peons, conservancy inspectors and time-keepers and compositors are superior and pensionable. The scales of pay vary according to the locality of employment and the nature of the work.

421-B. In recruiting outside candidates to the cadres of inspectors of peons, conservancy inspectors, time-keepers and compositors, the rules in force at the time for communal representation and for the local recruitment of candidates should be strictly followed.

421-C. The following are the rules for recruitment of each of these classes of staff :—

- (1) *Inspectors of peons.*—Recruitment to this cadre is made from among suitable retired employees of the Department or other candidates who are competent cyclists and have thorough knowledge of the locality where they are to be employed. They should also have a good knowledge of English and of one or two of the local languages. The head of the office will lay down his own test with a view to ensure the selection of the right type of candidates. The test should be conducted by a board consisting of 2 or 3 officers.
- (2) *Conservancy Inspectors.*—Recruitment is made from among suitable retired employees of the Department or other candidates who possess a knowledge of the general principle of sanitation. They should also have a good knowledge of English and one or two of the local languages. The head of the office will lay down his own test with a view to ensure the selection of the right type of candidates. The test should be conducted by a board consisting of 2 or 3 officers.
- (3) *Time-keepers.*—Recruitment is made from among suitable retired employees of the Department or from such outside candidates as have passed at least the matriculation examination of a recognized University or an equivalent examination and have passed a departmental test to be prescribed by the Head of the Circle and conducted by

the appointing authority. A candidate who has already passed the examination for recruitment of 2nd grade clerks, shall not be required to pass this test.

- (4) *Compositors*.—Compositors are recruited from among men with a good knowledge of composing work in English and in one or two of the local languages. Before appointment, the candidates should be tested by an examination, with regard to accuracy and speed in composing.

TRAINING IN THE WORKSHOP OR UNDER DIVISIONAL ENGINEER,
TELEGRAPHIC TRAINING CENTRE, LYALLPUR.

422. Members of the Department, other than line staff telephone inspectors and mistries sent for training in the workshop at Lahore or under the Divisional Engineer, Telegraph Training Centre, Lyallpur should be transferred to the office of the latter to which they will remain attached during the period of their training.

PRIVATE DEBTS.

423. Claims of private debts of any kind against any member of the Department must be settled between the creditor and his debtor without the intervention of any departmental superior unless the salary is attached by a Civil Court.

TRAINING IN TELEGRAPHY OF NON-DEPARTMENTAL LEARNERS.

424. (i) The Posts and Telegraphs Department may undertake the training in telegraphy of the following classes of non-departmental learners, viz. :—

- (a) learners sent by Canal Administrations,
- (b) learners sent by seceding State Administrations,
- (c) British soldiers applying for a course of vocational training in telegraphy.

(ii) A fee will be charged from each learner at the rate of Rs. 18 a month for the course. The course shall ordinarily be for a period of not less than six months and not more than nine months. In special cases the Director-General may sanction an extension of the course up to twelve months or a reduced course of not less than three months. The fee for the course will in each case have to be paid in advance by or on behalf of the intending learner to the officer in charge of the telegraph office where there training is to be arranged or to the Head of the Circle concerned. If, for any reason, a learner leaves the class before the termination of the full course of training, no refund will ordinarily be allowed.

(iii) In the case of the learners of a Canal Administration the training should be arranged by that Administration with the Head of the Circle concerned. Further rules relating to this training are given in paragraph 8 of Appendix No. 4 to the Posts and Telegraphs Manual, Volume IX. In other cases the previous sanction of the Director-General will be required.

425. I. *Examination of Canal and Railway signallers.*—A fee of Rs. 5 per head has to be paid by the Canal and Railway Administrations concerned for the examination in telegraphy of candidates of those Administrations conducted by officers of the Pakistan Posts and Telegraphs Department.

Proficiency certificates will be issued to the Administrations concerned in respect of candidates who pass the examination. When a proficiency certificate is lost through unavoidable circumstances, a duplicate copy thereof will be supplied when asked for on payment of a fee of Rs. 2. In all other cases the following charges will be levied for duplicate copies :—

	Rs.
On the first occasion	4 0 0
On the second occasion	8 0 0
On the third occasion	16 0 0

NOTE.—The prescribed fee referred to above does not include any charge on account of the travelling allowance of the examining officer and his peon, which should be borne by the administrations concerned as a separate item.

II. *Testing in telegraphy of military recruits sent by the Defence Department.*—A fee of Rs. 5 per head has to be paid by the Defence Department for the examination in telegraphy of military recruits sent by that Department.

CHAPTER X.

NON-GAZETTED OFFICERS—TELEGRAPH ENGINEERING.

CLASSIFICATION OF ESTABLISHMENT.

426. The Non-gazetted superior staff in the Engineering Branch (including the Electrical Branch) of the Department consists of the following classes of officers :—

- (I) { Foremen, assistant foremen, estimators, examiners,
instrument testers, cable supervisors, draftsmen.
- (II) { Engineering supervisors—general.
Engineering supervisors—telephones.
Electrical Supervisors.
- (III) { Repeater Station Assistants.
Telephone inspectors.
Telephone operators.
- (IV) { Line inspectors.
Sub-inspectors.
Linemen.
- (V) Mistries, assistant mistries, electric mistries, cable jointers, assistant cable mistries, engine drivers, assistant engine drivers, motor drivers, motor men, wiremen.
- (VI) Clerks, cashiers and storekeepers.

426-A. Reserve staff.—A leave reserve on a percentage basis is sanctioned to provide for vacancies caused by the absence on leave of the following classes of officials :—

- (1) Line inspectors, sub-inspectors and linemen.—12½ per cent. (provisionally) of the total number employed on maintenance duties is provided in the cadre of linemen.
- (2) Clerical staff.—Reserve clerks calculated on a 10 per cent. basis are sanctioned for each office or group of offices in the Circle to which a common time-scale of pay applies when the total strength of the clerical staff employed therein justified the employment of such reserve. In other offices when substitutes are required to replace absentees, they should be found, if practicable, from the corresponding local reserve staff of the Postal or Traffic Branch and when this is not possible substitutes may be employed from other sources outside the Department.

NOTE.—For calculation of the leave reserve see Note below rule 249.

WORKSHOPS SUPERVISORY ESTABLISHMENT.

427. Recruitment to the posts of assistant foremen, estimators, examiners and instrument testers is made by a competitive examination and of which are embodied in Appendix 8 to this book.

428. (a) Promotion from the grade of Foremen 2nd class to the grade of Foremen 1st class shall be made normally in order of seniority, but the Director-General may, in his discretion, pass over any senior officer whom he does not consider fit for such promotion.

(b) Promotion from the grade of Assistant Foremen, Examiners, Estimators and Instrument Testers to the grade of Foremen and class (in the case of officials on the old scales of pay)/Foremen (in the case of officials on the revised scales of pay), shall be made normally in order of seniority, but the Director-General may, in his discretion, pass over any senior official whom he does not consider fit for such promotion.

RECRUITMENT AND TRAINING OF CANDIDATES FOR THE CADRE OF
ENGINEERING SUPERVISORS.

429. The recruitment of candidates for the grade of engineering supervisors will be effected by means of a competitive examination from the following sources in accordance with the rules embodied in Appendix 15 to this book :—

(i) By recruitment of departmental candidates.

(ii) By direct recruitment of outside candidates.

NOTE.—A departmental candidate means—

(i) a telegraphist of the Posts and Telegraphs Department, or

(ii) a telephone inspector, a telephone operator or a mistry who has passed the Matriculation examination.

N.B.—Only such mistries as are holding the posts originally designated "telephone mechanics" or "bandist and signal room mechanics" are eligible.

An "Outside candidate" means a candidate other than a "Departmental candidate". Members of the staff of the Department other than those mentioned above are "outside candidates".

"REPEATER STATION ASSISTANT"

430. The rules for recruitment to the service of Repeater Station Assistants are given in Appendix No. 28.

431. The syllabus for the training of Repeater Station Assistants are given in Appendix No. 28-A.

432. Deleted.

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TELEPHONE INSPECTORS.

454. *Appointments.*—Appointments in the grade of Telephone Inspectors are made by the local Divisional Engineer against actual vacancies in the division by selection from Telephone Operators, Telephone Mistries and trained Linemen who have a minimum service of five years in their respective grades. Other qualifications being equal, the promotion is regulated according to seniority. The officials selected should have sufficient educational qualifications to read blue prints and diagrams, draw diagrams of simple circuits, read and write English moderately well. They should also be of such an age that after their training in the office of the Divisional Engineer P. and T. Training Centre, Lyallpur, they will have still several years of service in which to utilize their experience and training and be of value to the Department.

455. *Efficiency bar.*—Telephone inspectors in whose scale of pay there is an efficiency bar, must possess the following qualifications in order that they may be permitted to pass the bar.

Telephone Inspectors must be—

- (1) conversant with the testing and adjustment of all apparatus in the exchange and subscribers' offices ;
- (2) able to carry out routine tests of subscribers' lines from the exchange and of all equipment and apparatus in the Exchange ;
- (3) thoroughly familiar with the line net-work of the system and be able to assist intelligently in the location and tracing of faults ;
- (4) able to fit up neatly and correctly small exchanges and subscribers' offices ;
- (5) conversant with all standing orders regarding the fitting up of exchanges, subscribers' offices, cable terminals, and the testing of subscribers' lines and exchange apparatus ;
- (6) of good conduct and regular in attendance.

In all cases the necessary declaration that the official in question is fit to pass the efficiency bar should be signed by the Divisional Engineer. The actual examination of the men may be conducted by any officer not below the rank of Deputy Assistant Engineer whom the Divisional Engineer may select.

456. *Training.*—Before confirmation in the grade, all officials selected for appointment as telephone inspectors will be required to undergo a course of training at the Departmental Training Centre for a total period of 3 months. A written examination will be held at the end of the training and the minimum qualifying standard for this will be 40% marks in each subject. The syllabus of the examination is given in Appendix No. 28.

RECRUITMENT OF TELEPHONE OPERATORS.

457. The rules for recruitment to the service of telephone operators are given in Appendix No. 16.

458. *Efficiency bar.*—Telephone operators in whose scale of pay there is an efficiency bar, must possess the following qualifications in order that they may be permitted to pass the bar.

Telephone Operators must—

- (1) be able to operate a fully loaded position during the busy part of the day smartly and correctly, and be capable of acting as supervising operator, attending to complaints, enquiries, etc.;

Note.—In judging operative ability, the following points will be taken into account:—

- (a) Speed of answering a call.
 - (b) Infrequency with which subscribers are asked to repeat the number wanted.
 - (c) Speed of setting up the call (or giving line engaged).
 - (d) Speed of disconnection on giving the clearing signal.
 - (e) Speed of answering a "recall" (rushing signal).
- (2) have a good conduct record, especially as regards complaints by the public, and regularity in attendance;
 - (3) be able to carry out the routine testing of subscribers' lines with the testing set fitted on the board, or special test position, and also routine tests on cord circuits (subscribers' cord circuits, cord ended incoming junction circuits, and trunk cord circuits) with the cord circuit test set fitted on the positions or on the test set;
 - (4) in exchanges controlling trunk lines, be able to handle trunk calls and be thoroughly familiar with the methods of recording and timing them. In exchanges having junction positions, operators must be able to operate these correctly;
 - (5) have a good knowledge of English and be thoroughly conversant with the rules laid down in "Instructions for operators".

In all cases the necessary declaration that the official in question is fit to pass the efficiency bar should be signed by the Divisional Engineer. The actual examination of the men may be conducted by any officer not below the rank of Deputy Assistant Engineer whom the Divisional Engineer may select.

459. Deleted.

LINE INSPECTORS.

460. *Recruitment.*—(a) Vacancies in the grade of line inspectors within the scale sanctioned for a Circle are filled by Heads of Circles from the grade of sub-inspectors in the Circle, strictly by selection from men who have put in 5 years service and are specially good in construction work. Their record of character, conduct and work as sub-inspectors must be excellent. Their power of control

should be such that they may be expected to keep, at a high pitch, the efficiency of all line-staff under them.

(b) Line inspectors should be able to read and write sufficient English to enable them to maintain in that language muster rolls accounts and their diaries and correctly to prepare diagrams and lists of stores required for constructions.

(c) At the time of making recommendations to the Head of a Circle for the promotion of sub-inspectors to the grade of line inspectors the Divisional Engineer who makes the recommendation, should submit with it a certificate that the sub-inspector has all the qualifications detailed above and this certificate should be permanently recorded in the line inspectors' character sheet for ready reference.

(d) Line inspectors will be on probation for one year before their confirmation.

461. If the Head of a Circle has any difficulty in finding men qualified to fill the posts of line inspectors, endeavours should be made to obtain suitable men from other Circles.

462. Line inspectors are borne on a Circle cadre.

Sub-inspectors.

463. (a) A candidate for promotion to the grade of sub-inspector must show evidence of possessing the following qualifications in addition to those required ordinarily of a lineman:—

(b) He must be able to maintain in local language or English a muster roll and to enter in English figures the amounts earned, and the totals, etc. He must also be able to maintain in local language or English an accurate diary of work done daily.

(c) He must be thoroughly competent in the following duties:—

- (i) Levelling wires.
- (ii) Correctly marking out a line and erecting posts straight, and generally carrying out construction work in a neat and workman-like manner.
- (iii) Correctly measuring up a line, preparing a line book and spacing transposition posts and crossing wires at quad transaction points from diagrams supplied.
- (iv) Handling labour and obtaining a fair outturn of work for money spent, and being generally trustworthy and hard-working.
- (v) In districts where masts and under-water cables exist; erecting masts and spans and organizing parts for cable repairs under supervision of the Sub-divisional officer.
- (vi) Conducting underground cable operations.

464. Recruitment.—Vacancies in the grade of sub-inspectors within the scale sanctioned for the Division, should be filled by

Divisional Engineers from the grade of linemen in the Division on the following principles :—

- (a) Two-thirds of the number of vacancies will be filled in order of seniority from linemen whose record is good in all respects, specially in the matter of keeping down the number of interruptions in their sections, and shows that they will be able to perform the duties of sub-inspectors in a competent manner.
- (b) One-third of the number of vacancies will be filled by strict selection without regard to seniority, which will be taken into consideration only when other qualifications are equal. A lineman must, however, have a minimum of ten years' substantive service in the linemen's grade before he can be selected.

When less than 3 vacancies are to be filled at a time they should be so filled by seniority and selection as to preserve the percentages over a cycle.

- (c) Records of work and qualifications.—Sub-divisional officers must regularly record in the C. and D. Rolls their opinion of the suitabilities for promotion of senior linemen especially as regards their ability to keep down the number of interruptions.
- (d) In order to prevent linemen from being passed over for want of information of their capabilities, Sub-divisional officers should arrange that all senior linemen whose record is good are given an opportunity to prove their fitness for promotion and for this purpose will depute them to construction parties and place them in charge of small parties carrying out the levelling of wires, marking out of lines, erecting of posts, etc. Careful observations should be made in the C. and D. Rolls of the performance of linemen in charge of parties. During inspections, Divisional Engineers will see that this order is being observed.
- (e) Principles regulating special selection.—Special selection to the grade of sub-inspectors will be made from linemen possessing, in a high degree, the qualifications required of a sub-inspector.
- (f) In order to ensure that special selection should be given to the best men and that the claims of any lineman are not overlooked, Sub-divisional officers must review the work of all linemen under them, of 10 years' service and over, and record their recommendations in a register to be maintained for the purpose. They must submit their recommendations to the Divisional Engineers in January every year, arranging the men in order of merit and fully reporting on the work, conduct and capabilities of each with special reference to the qualifications required of a

sub-inspector. The Divisional Engineers must maintain a consolidated register for the Division and, when vacancies occur, must see that the best qualified men in the Division are selected. Heads of Circles or Directors of Telegraphs during their inspections or visits should see that these divisional registers are properly maintained and should personally check a few cases of special selection. All promotions by selection must be reported to the Heads of Circles by Divisional Engineers with brief grounds for the special selection in each case.

- (g) *Confirmation.*—All sub-inspectors will be on probation for one year after promotion and during this period should be employed on construction work and entrusted with all the duties of a sub-inspector. If there are no suitable large works in a Sub-division on which a sub-inspector on probation can be employed, the Sub-divisional Officer should promptly inform the Divisional Engineer who will endeavour to arrange to depute the man to suitable work in other Sub-divisions. Before confirming a probationary sub-inspector the Divisional Engineer must satisfy himself that the promoted man is thoroughly efficient in every respect. A certificate to this effect must be recorded and attached to the character sheet of the sub-inspector for ready reference.

NOTE.—The principles laid down in clauses (e) and (f) of the above rule should be followed in filling permanent vacancies, or vacancies likely to be made permanent, or vacancies likely to continue for over 4 months. In the case of other vacancies, officiating promotion should be made on the basis of seniority subject to the rejection of the unit and with due regard to the provisions of rule 20 of the Rules.

465. *Efficiency bar for sub-inspectors.*—There is an efficiency bar at the sixth stage of pay and no sub-inspector will be allowed to pass this bar without the orders of the Divisional Engineer, who will not sanction the passage unless—

- (1) The sub-inspector's record as a sub-inspector is satisfactory.
- (2) The sub-inspector is a thoroughly capable construction man able practically to carry out an important construction work in an efficient manner and perform efficiently all the duties of a sub-inspector including control of the line-staff under his orders.
- (3) The sub-inspector has a working knowledge of simple construction rules.

NOTE 1.—A sub-inspector who has shown himself wanting in initiative or resource when placed in an emergency should not be allowed to pass the bar.

NOTE 2.—When a sub-inspector is allowed to pass the efficiency bar, his orders must be signed by the Divisional Engineer that the sub-inspector fulfills all the qualifying conditions laid down for the same.

LINEMEN.

466. (a) Linemen are on scales of pay varying according to localities. They belong to the superior pensionable establishment.

(b) In recruiting linemen from other than departmental sources the rules in force at the time for the redress of communal inequalities and for the local recruitment of candidates should be strictly followed.

(c) Candidates will be selected on the basis of existing vacancies or those expected to occur within six months. Selected candidates will be required to undergo a course of training in a special class, during which period they will be designated as "Linemen-Learners".

(d) All candidates must be able to read and write their local Pakistani language sufficiently well to be able to maintain a simple account of their expenditure on behalf of the Department and they should also be able at least to enter the amounts of such expenditure in English figures. All candidates will be required to pass a severe physical test and medical examination of a high order before they can be appointed as linemen-learners and put under special training. Medical officers should certify each candidate as able to stand continued exposure in all climates and as capable of walking for 10 hours a day when required to do so for two or three days at a stretch. Candidates must be active and good workmen and able to climb up posts without a ladder.

467. Recruitment of linemen-learners should be made from the following sources :—

(1) Head Coolies.—(a) Head coolies of the Engineering Sub-Division who have been employed at the daily rates admissible to them in construction parties, have had considerable experience of telegraph line work for a period of not less than 6 months and whose age does not exceed 25 years, will be selected for training in the linemen-learners' class.

(b) Sub-divisional Officers will, for the purpose of making the selections, maintain a register in which should be shown the specific works on which head coolies have been employed and the history of each head cooly, his qualifications, the recommendations of his immediate superiors such as Sub-Inspectors and Engineering Supervisors, and observations of the man made after personal interview and examination by the Sub-Divisional Officer. These entries should be regularly made and the register should be inspected by Divisional Engineers during their annual inspections of sub-divisional offices.

(c) When admitted to the linemen-learners' class such head coolies will be given an allowance of Rs. 15 per month for the duration of the class.

- (2) *Outside Candidates.*—(a) An outside candidate who has had considerable training in a recognised polytechnical school, and fulfils the conditions of age laid down for head coolies, has passed the requisite medical examination and is considered by the appointing authority to be suitable in all respects, may be trained in construction parties as a head cooly for a period of not less than six months at daily wages for actual work at the rates existing for head coolies, and if found satisfactory may be given a further training in the linemen-learners' class.

NOTE.—The polytechnical schools should be such as are recognised by Heads of Circles as having a suitable syllabus for training men in elementary electrical technology such as wiring, fitting and looking after batteries.

- (b) Sub-divisional Officers will maintain a register in which should be shown the specific works on which such outside candidates have been employed as head coolies, the history of each such candidate, his qualifications, the recommendations of his immediate superiors such as Sub-Inspectors and Engineering Supervisors and observations of the men made after personal interview and examination by the Sub-divisional Officer. These entries should be regularly made and the register should be inspected by Divisional Engineers during their annual inspections of sub-divisional offices. Should an outside candidates work, etc., be considered unsatisfactory at any time during this training, his services will be dispensed with.
- (c) When admitted to the linemen-learners' class outside candidates will be given an allowance of Rs. 15 a month for the duration of the class.
- (3) *Departmental Candidates.*—(a) A qualified boy-peon or an Class IV servant of the Department whose age does not exceed 25 years and who volunteers for appointment as linemen may, if the appointing officer considers him thoroughly suitable in all respects and if he passes the requisite medical test, be trained in departmental construction parties for not less than six months during which he will be paid at the rate of his substantive pay and, if found satisfactory, will thereafter be admitted to the linemen-learners' class.

NOTE.—The age limit of 25 years may be relaxed with the approval of the Head of the Circle in special cases, such as when the appointing authority is satisfied that the boy-peon or the Class IV servant concerned is habituated to outdoor life.

- (b) Sub-divisional Officers will maintain a register in which should be shown the specific works on which such departmental candidates have been employed as head coolies, the history of each such candidate, his qualifications, the recommendations of his immediate superiors such as Sub-Inspectors and Engineering Supervisors, and observations of the man made after personal interview and exa-

mination by the Sub-divisional Officer. These entries should be regularly made and the register should be inspected by Divisional Engineers during their annual inspections of sub-divisional offices. Should a departmental candidate's work, etc., be considered unsatisfactory at any time during this training, he will be reverted to his substantive post.

- (c) On admission to the linemen-learners' class departmental candidates will continue to be paid at the rate of their substantive pay.
- (4) Vacancies both officiating and permanent in the grade of linemen will be filled by qualified learners in an order of merit based on the results of the test which will be held at the end of the linemen-learners' course and in the following proportions :—
- (a) 5% of the vacancies occurring in each year will be filled by qualified departmental candidates.
- (b) The remaining vacancies will be filled by qualified outside candidates including head coolies (subject always to the rules in force at the time for the redress of communal inequalities and for local recruitment).

Provided that in respect to 15% of the vacancies available for other than departmental candidates occurring in any one year, preference will be given to the sons of deceased, retired and serving officials of the Pakistan Posts and Telegraphs Department.

468. *Special training for linemen-learners.*—(1) With a view to the training of candidates a class should be established at the headquarters of each Engineering Division. This class should be in charge of a Line Inspector or a selected senior Sub-Inspector, and practical instruction will be given.

(2) When there are not sufficient candidates to justify the opening of a training class in each Division the Head of the Circle should arrange for the training to be centralised in one or more Divisions.

(3) Learners will be allowed a single III class fare for their journeys to and from the linemen-learners' class.

(4) (a) The linemen-learners' course of training should be for two months and all the candidates should undergo the full course, after which a competitive test will be held by the Deputy Divisional Engineer or the Headquarters Sub-divisional Officer, who must record the results of the final test made by him of each of the candidates, and the mark allotted by him in each subject. The test will be oral and practical. The examining officer will also record whether the intelligence and education of the candidate are such as will probably render him specially suitable for the telephone Branch.

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(b) Learners who have obtained at least 50% of the maximum marks will be considered as having qualified for appointment as Linemen. Their appointment as Linemen will be on one year's probation.

(c) The examining officer will send a record of the results with his personal observations on each qualified learner to the Sub-Divisional Officer, Telegraphs concerned.

(d) Before a learner is appointed as Linemen permanently on probation, the Sub-divisional Officer, Telegraphs must place on record a certificate to the effect that he has satisfied himself personally that the candidate is thoroughly acquainted with all the duties required of a linemen, and that speaking from his own knowledge of the candidate, he considers him physically suited for the post. It should be specially stated by the Sub-Divisional Officer that the candidate has been examined by him and thoroughly understands the rules laid down in paragraphs 536 to 567 of the Construction Code. This certificate is in addition to the medical certificate required by rule 468(d) above, and it should be examined by Divisional Engineers during their inspections.

(5) The syllabus for the special linemen-learners' course of training will be as follows :—

- (i) Fitting and erecting posts.
- (ii) Marking out and fitting stays.
- (iii) Binding and pointing light and heavy copper and iron wires.
- (iv) Terminating light and heavy copper and iron wires.
- (v) Fitting and unfitting brackets, ties and struts.
- (vi) Fitting transposition points, including Thornily brackets.
- (vii) Making out simple Eng.-14 and index diagrams.
- (viii) Making out simple stores lists either in English or in the candidate's local language.
- (ix) Fitting up new Combined offices.
- (x) Rectifying minor faults and giving tests in Combined offices.
- (xi) Fitting up and maintenance of primary batteries.
- (xii) Making out bills of expenditure, either in English or in the candidate's local language.

469. A waiting list of qualified learners will be kept in each sub-division, the number of candidates selected for training depending on the actual number of vacancies anticipated. These learners while waiting will be employed and paid for as head coolies, if possible, the departmental candidates other than head coolies being paid at their own rates of pay during such employment.

470. *Training in Telephony.*—Sub-divisional Officers, Telegraphs, will submit to the Divisional Engineers the names of the linemen of two years' service and over who have shown aptitude for telephony and are recommended for a course of training telephony and whose intelligence is such that they will be able to follow the course of instruction.

471. Instruction in telephony will be given to approved and specially selected linemen; men so trained will be examined at the end of three months' training by the Divisional Engineer Telegraphs P.&T. Training Centre, Lyallpur or by an officer nominated by him and only those who secure 50 per cent. of the marks allotted will be appointed as telephone linemen in vacancies that may exist. The test will be oral and practical.

Syllabus for the training of linemen in telephony.

1. Elementary principles of Telephony.
2. Parts of Telephone Instruments :—
 - (a) Transmitter.—Delville and Solid Back.
 - (b) Receivers.—Different type of polarised and non-polarised receivers in use in the Department.
 - (c) Induction Coils.—Principle of, their construction and use.
 - (d) Magnetó Generators.—Principle of, their construction and use.
 - (e) Different types of Bells used in Telephony.—Their constructions and principle of working.
3. Different types and makes of Telephone sets in use :—

Desk sets and wall sets ; Portable telephone sets ; Phonopores ; Phantophones ; D-III F.S. Telephone sets, etc.
4. Telephone, Exchange Switchboard—Principle of working :—
 - (a) Magneto Switchboard.—Subscriber's Telephone circuit—Standard and Workshop type cord circuit, Subscriber's line circuit, Operator's listening in and ringing circuit—circuit for extension telephones with extension switch.
 - (b) C.B. and Semi C.B.S. non-multiple switchboard, Subscriber's Telephone circuit, Cord circuit (ordinary and secret service), Subscriber's line circuit, operator's listening in and ringing circuit, circuit for extension telephones.
5. Different Parts of a non-multiple telephone Exchange Switchboard—Different types of plugs, jacks, cords, switches and lamps, etc., their construction and use—Departmental Telephone Testing Set.

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6. Fitting of Subscriber's offices—Method of fixing Rawal plugs, Batten fitting—L.S. wiring—Fitting up of Pothead insulators and wiring of junction boxes at terminals.

7. Simple routine testing of Subscriber's offices and circuits with Departmental Testing Set.

8. Petty repairs to Subscriber's Telephone Sets.

9. General acquaintance with various protective devices and their use, Fuses, Heat Coils and Lightning Arrestors. How and where they should be fitted up ?

10. A working knowledge of the primary and small type secondary cells used for telephone purposes—Method of measuring the voltage and resistance of primary cells with the Departmental Testing Set. Use of the F.S. Galvanometer.

11. The elementary principles of R.A.X. working and brief non-technical notes in local language.

12. The routine test of subscriber's line in the R.A.X. system.

13. The minor repairs and adjustments of the dial.

14. The different types and makes of the Automatic Telephone Sets.

15. The extension switch for the Automatic Extension Telephone.

16. The plug and socket connections in Magneto, C.B. and Automatic Systems.

17. 21 pairs Switchboard Cables, colour scheme, fanning, pinning and soldering.

MISTRIES AND CABLE JOINTERS.

472. Fifty per cent of the vacancies in the grade of mistries and Cable Jointers will be filled by direct recruitment : (a) a departmental candidate selected for promotion must have completed at least 3 years' service in the grade, should have a working knowledge of English and should possess experience or aptitude in the branch of work for which he is selected, (b) Direct recruit for appointment as mistries or Cable Jointers must possess the following qualifications :—

(i) Age : Between 18 and 25 years.

(ii) Education : A certificate in Electrical and Mechanical proficiency (Lower Course) of a recognised Technical institution, one of the subjects for examination being Elementary Electricity and Magnetism.

(iii) Physical Fitness : Keen eyesight and hearing ; and

(iv) Experience : Practical experience as mistries in a workshop will be considered an additional qualification.

- (v) *Training* : The candidates selected for appointment will be given a course of training at the P.&T. Training Centre for a period of 3 months during which they will draw an allowance of Rs. 25 p.m.

Rule 473. Syllabus.

The Course of training at the departmental Training Centre will cover the following subjects :—

- (a) *Telegraphs Mistries.*
 Baudot.
 Teleprinter.
 Engines and other charging plant.
 Secondary batteries.
 Wiring of lights, fans and power plant.
 Jointing and terminating switchboard cables.
- (b) *Telephone Mistries.*
 Manual systems.
 Automatic systems.
 Repeater and Carrier systems.
 Jointing and terminating switchboard cables.
 Engines and other power plant.
 Secondary batteries and charging Board.
- (c) *Cable Jointers.*
 Jointing of dry-core, aerial and under-ground cables.
 Jointing of under-water cables.
 Jointing and terminating of external cables at the M.D.F.
 methods of Fault-Tracing Pressure Testing.

CLERKS.

474. *Recruitment.*—The rules for recruitment to the service of telegraph engineering office clerks are given in Appendix No. 17.

475. *Promotion.*—The general rules regarding promotion of clerks to the selection grades are given in rules 272-A and 272-B. Telegraph engineering office clerks must, before being permanently promoted to the selection grade, satisfy the head of their office that they are competent to deal with accounts, estimating or establishment cases. Before their turn for promotion to the selection grade comes, they should be given reasonable opportunities of learning how to deal with these cases. In the case of officiating and temporary promotions the above qualifications need not be insisted upon.

476. *Deleted.*

477. All clerks in the Circle, Divisional and Sub-Divisional Offices will be borne on one cadre,—all these offices within the Circle being treated as a single office for purposes of promotion. Transfer of clerks should be avoided in cases of officiating promotions in leave vacancies for not more than four months ; in such cases the officiating promotion should go to the seniormost clerk in the lower grade on the spot who is able to carry on the duties of the vacant post.

CASHIERS AND STOREKEEPERS.

478. Appointments of cashiers and storekeepers will be made by selecting such persons as are considered qualified on their furnishing adequate security.

TRAINING IN THE WORKSHOPS OR UNDER THE DIVISIONAL ENGINEER
TELEGRAPHS P.&T. TRAINING CENTRE, LYALLPUR.

479. Members of the Department, other than linestaff, telephone inspectors, telephone operators and mistries sent to Lahore for training in the Workshops or under the Divisional Engineer Telegraphs P. and T. Training Centre, Lyallpur, should be transferred to the office of the later to which they will remain attached during the period of their training.

480. Linestaff, telephone inspectors, telephone operators and mistries sent to Lyallpur for similar training will not be transferred, but will be treated as on duty under Rule 9(6) (b) of the Fundamental Rules and officiating promotions may be made during their absence by Heads of Circles. Officiating promotions may also be made similarly in place of engineering supervisors sent to Lyallpur for training, up to the sanctioned strength in each Circle.

Note.—When men are sent to Lyallpur for training and are treated as on duty under Rule 9 (6) (b) of the Fundamental Rules, they will continue to be paid by the offices to which they were last attached. Last-pay certificates, service books, pay bills, travelling bills, etc., must not be sent to the Director-General's office or to the Divisional Engineer Telegraphs P. & T. Training Centre Lyallpur, and all correspondence in connection therewith should be sent direct to the person concerned. The dates on which such men report themselves at Lyallpur and the dates on which they are struck off duty will be intimated by the Director-General's office to the Heads of Circles concerned; no intimation need be sent to the Director-General's office of the dates on which such men have been struck off duty or resume duty at their original stations.

WIREMEN.

480-A. The rules of recruitment to the cadre of Wiremen are given in Appendix No. 25.

TELEPRINTER MECHANICS.

480-B. Selected mistries from Telephone Exchanges and Telegraph offices will be given a special course of practical training in Teleprinter maintenance for a period of four months. The syllabus of this course is given in Appendix No. 29.

CHAPTER XI.

NON-GAZETTED OFFICERS—WIRELESS.

CLASSIFICATION OF ESTABLISHMENT.

481. The non-gazetted superior staff in the Wireless Branch of the Department consists of the following classes of officers :—

- (1) Wireless supervisors.
- (2) Wireless operators.
- (3) Clerks, accountants and draughtsmen.
- (4) Mistries, engine drivers, assistant engine drivers.

481/1. *Reserve Staff*.—A leave reserve of 13 per cent. of the entire sanctioned strength of Assistant Engineers, Deputy Assistant Engineers, wireless supervisors and wireless operators is provided in the cadre of wireless operators.

NOTE :—For Calculation of the leave reserve See Note below rule 249—

WIRELESS SUPERVISORS.

482. Wireless supervisors are appointed by promotion from the grade of wireless operators in order of seniority from among the officials who have duly qualified by passing the wireless supervisors' examination.

WIRELESS OPERATORS.

483. The rules for recruitment to the service of Wireless Operators are given in Appendix No. 26.

WIRELESS TELEGRAPHISTS.

484. The rules for recruitment to the service of Wireless Telegraphists are given in Appendix 27.

485. (a) Transfers of wireless operators from one wireless station to another within the Circle will be made under the orders of the Head of the Circle and those from one Circle to another under the orders of the Director-General. In each case efforts should be made by the Head of the Circle to select an operator by calling for volunteers. If no volunteer is available, he should, in the case of a transfer within the Circle, select an operator with the longest stay at the station from which the transfer is to be made and, in the case of a transfer out of the Circle, select an operator with the longest stay in the Circle. The following factors should, however, be taken into account when making selections :—

- (i) Availability of residential accommodation, married or single.
- (ii) Suitability of the operator both as regards ability and experience for the station to which he is required to be transferred.

(b) The Director-General will order transfer in modification of the above rule when required in the interests of the service.

(c) Mutual exchanges of wireless operators between stations within or out of the Circle, involving no expense to Government, may be ordered by the Heads of Circles concerned but in such cases the prior sanction of the Director-General should be obtained.

486. Applications from wireless operators for transfer from one Circle to another should be dealt with in accordance with the following procedure :—

- (i) If an operator can be spared without relief and is willing to be transferred to another Circle at his own expense, the Head of the Circle, after obtaining agreement from the Head of the other Circle concerned and the prior approval of the Director-General, may order the transfer.
- (ii) If an operator cannot be spared without relief, or is unable to arrange an exchange, or to travel at his own expense, or cannot be accommodated in the office he asks for, the Head of the Circle should note his name for the transfer when a suitable opportunity occurs and inform the applicant accordingly.
- (iii) Only in very exceptional cases when there are good ground, which should be stated, for a transfer at Government expense, and provided the Head of the Circle can spare the operator without relief and has ascertained that he can be accommodated in the office he asks for, the application should be forwarded to the Director-General for his decision.

Note.—An operator's name will remain in the Circle waiting list so long as he is in the Circle. When he is transferred (except when the transfer is temporary) his name should be struck off the waiting list and he should, if necessary, renew his application and have his name registered in the new Circle to which he is transferred.

INCREMENTS.

487. The following rules regulate the grant of increments to Wireless Operators.

488. During the first 5 years of their service, Wireless Operators will be tested annually in the following tests :—

Test 1.—To receive by Buzzer a mixed piece in plain language of English and French, letter code and figure cypher at 18 words per minute for 10 minutes.

Test 2.—To transmit a similar piece as test 1.

Test 3.—To receive a similar piece as test 1 on open or closed circuit.

NOTE 1.—The mixed piece will contain an equal number of words in English and French, letter code and figure cypher, which will be grouped separately.

2.—The total number of errors in each receiving test must not exceed 1 per cent.

3.—In transmission for every bad space or malformation one tenth of a word per minute will be deducted from the gross rate of sending to arrive at the net rate. The result must be free from errors and not more than three repetitions will be allowed.

488. A Wireless Operator who fails in the tests laid down in rule 488 will not be permitted to draw his next increment until he succeeds in passing. The same tests will be applied in the 10th and 15th years of service and before passing the efficiency bar and for failure to pass those tests, increments will similarly be stopped.

490. The Divisional Engineers, Telegraphs, and cofers of equivalent rank under whom the official is employed have discretionary powers to order the examination of an Operator in the tests laid down in rule 488 at any time and to withhold his next increment should the fail to qualify.

491. Wireless Operators who have qualified in the examination for promotion to the grade of Wireless Supervisors, and those who qualify in the new 'Higher Proficiency Examination' will be exempt from the tests laid down in rule 488.

492. In other years increments will be granted to Wireless Operators if their work and conduct are found to be satisfactory on a review of their confidential records referred to in rule 74 of the Post's and Telegraphs Manual, Volume II. The authorities competent to sanction and withhold increments of Wireless Operators are the Divisional Engineers, Telegraphs and Officers of equivalent rank under whom the official is employed.

493. Cancelled.

494. Cancelled.

495. Cancelled.

496. Cancelled.

497. Cancelled.

498. Cancelled.

MISTRIES AND ENGINE DRIVERS.

499. These are recruited locally by the Divisional Engineer, Telegraphs, provided they are obtainable and are sufficiently qualified to take charge of the running of engines at wireless stations. Engine-room staff (engine drivers, assistant engine drivers, and cooly-aiders) may be required to carry out urgent mast work as part of their duty. Such staff should, therefore, be recruited from men who undertake the duty of climbing masts and are declared medically fit for the purpose.

Assistant engine drivers are employed at certain stations. On the Pilot Vessels "Andrew" and "Lady Fraser" motor men are employed instead of engine drivers.

500. Cancelled.

501. Cancelled.

CHAPTER XII.

CLASS IV SERVANTS POST OFFICE AND RAILWAY MAIL SERVICE.

502. The class IV service of the Post Office and Railway Mail Service generally consist of the following classes :—

- (1) Jemadars, hall jemadars, duffries, record suppliers, form suppliers, form pickers, reprinter operators, attenders, head peons, compositors, binders, markers and makadams.
- (2) Mail peons, letter-box peons, packers, porters, van peons, etc.
- (3) Task-work messenger.
- (4) Runners.
- (5) Boy peons.

502-A. The rules regarding the recruitment of class IV establishment in the Post Office and Railway Mail Service, other than runners, are contained in Appendix No. 12 to this Volume.

502-B. Post of task-work messengers may be filled by the appointment of class IV servants of the categories mentioned in item (2) of rule 502 provided that they are considered by the appointing authority to be suitable for the posts and they give a declaration in writing accepting the appointment of task-work messengers. On appointment as task-work messengers, the officials will, in addition to task-work earnings, get subsistence allowance on the sanctioned scale commencing with the minimum. The class IV establishment referred to will have preference over qualified boy peons in the matter of appointment as task-work messengers.

502-C. The posts mentioned in item (1) of rule 502 will be filled by the promotion of class IV establishment of the categories mentioned in items (2) and (3) of that rule. Such posts should normally be filled in order of seniority, but the appointing authority may, in his discretion, pass over any senior official whom he does not consider fit for such promotion. Seniority shall be determined according to the date of permanent appointment as class IV establishment. When a task-work messenger is promoted to any of these posts, a declaration in writing accepting the appointment should be obtained from him.

APPOINTMENT OF CLASS IV ESTABLISHMENT.

503. The efficiency of a mail line depends in a great measure on the selection of the runners. No man should be employed as a runner, whether permanently or to fill a temporary vacancy, until the officer selecting him has satisfied himself by personal enquiries from the headman of the candidate's native village, and if necessary

from the Police, that he bears a good character. Preference should be given to men who belong to villages in the vicinity of the stage where they are to be employed. None but strong, active men, who are able to carry the mails at the prescribed speed should be appointed runners.

504. The authorities competent to appoint class IV establishment in the Post Office and Railway Mail Service are specified in Schedule No. I-A. to the *Posts and Telegraphs Manual*, Volume III.

505. *Cancelled.*

506. *Cancelled.*

CHAPTER XIII

CLASS IV ESTABLISHMENT—TELEGRAPH TRAFFIC.

507. The class IV establishment in the Traffic Branch of the Department consist of the following classes :—

- (1) Duffries (other than those who are specially classed as "superior") jemadars, head peons, compositors, re-printers and operators ;
- (2) Messengers, chowkidars, durwans, office peons, farashas, etc. ;
- (3) Task-work messengers ;
- (4) Boy peons.

508. The rules regarding recruitment of boy peons and other class IV establishment of the Telegraph Traffic Branch are contained in Appendix No. 12 to this Volume.

508-A. Posts of task-work messengers may be filled by the appointment of class IV establishment of the categories mentioned in item (2) of rule 507 above, provided that they are considered by the appointing authority to be suitable for the posts and further that they give a declaration in writing accepting the appointment of task-work messengers. On appointment as task-work messengers, the officials will get subsistence allowance on the sanctioned Scale, beginning with the minimum, in addition to task-work earnings. They will have preference over qualified boy peons in the matter of appointment as task-work messengers.

508-B. Posts mentioned in item (1) of rule 507 above will be filled by the promotion of class IV establishment of the categories mentioned in items (2) and (3) of that rule. "Such posts should normally be filled in order of seniority, but the appointing authority may, in his discretion, pass over any senior official whom he does not consider fit for such promotion. Seniority shall be determined according to the date of permanent appointment as class IV servant". When a task-work messenger is promoted to any of these posts a declaration in writing should be obtained from him accepting the appointment.

509. The authorities competent to appoint class IV establishment in the Telegraph Traffic Branch are specified in Schedule No. I-A to the Posts and Telegraphs Manual, Volume III.

DELIVERY PEONS.

510. No peon must be employed in the delivery of messages who is unable to read and write the local language. -Vide rule 309 of the Posts and Telegraphs Manual, Volume XI.

511. A Head of a Circle may introduce, without reference to the Director-General, task-work delivery in all large offices dealing with an average monthly delivery of more than 2,500 messages, and may fix the staff of task-work message delivery peons required in each office and the rate of task-work delivery per message as he considers fit having regard to the volume of traffic to be handled, the area to be served, the facilities for getting about and the necessity for speedy distribution of telegrams. He will fix such a standard as will ensure a monthly income to a task-work messenger from task-work fees of not less than the minimum subsistence allowance sanctioned for the station. Permanent season posts of task-work delivery peons may be sanctioned only when it is anticipated that a particular temporary post would continue for more than six months each year for five consecutive years.

NOTE 1.—The Head of a Circle will sanction for a telegraph office where the task-work system is introduced, a fixed number of permanent task-work peons based on the number of telegrams delivered from that office during the six greatest months of the year and authorise the employment by the head of the telegraph office of temporary task-work peons during the busier periods on the standard of so many telegrams to be delivered per peon per mes-sage according to the task-work system of the office concerned. The probable number of peons will be computed weekly and additional men engaged as otherwise as needed to suit the flow of traffic. The head of the office will obtain subsequent sanction from the Head of his Circle to the employment of temporary peons and supply a copy of the sanction to Audit.

512. The delivery staff of smaller offices will be placed on time-scales of pay according to the rates prescribed in the *Manual of Appointments and Allowances for Officers of the Posts and Telegraphs Department*.

513. The following rules are laid down for the regulation of task-work earnings of delivery peons in connection with undelivered messages:—

When a message with a full and sufficient address is sent out for delivery by a messenger and he fails to effect delivery, it should be sent out again by a second messenger who alone should be paid task-work earnings if he succeeds in delivering it. If the first messenger is found guilty of negligence is not effecting delivery, such action as may be considered fit may be taken against him. When a message with an insufficient address or one in which the address is suspected to have suffered mutilation, is sent out for delivery and the first messenger fails to deliver it, it should be sent out by a second messenger and if he too fails, both should be paid task-work earnings. If the second messenger succeeds, it is left to the discretion of the head of the office to determine whether the first messenger should be paid for his attempt or not.

514. Memos. pertaining to telegrams, viz., non-delivery report, reply to Paid Service Advice, Corrections to follow, Notification of Delivery, interruption of telegraph communication, etc., should be delivered by the task-work system, provided it is more economical than the employment of separate peons by any other system. Memos. not relating to messages should not be delivered under the task-work system.

515. The practice of employing task-work messengers on duties other than delivery of messages or documents relating to messages and of paying them certain allowances in lieu of the task-work earnings which they lose by being so employed is called the "Khatni" system. In all departmental telegraph offices in which the average monthly number of messages received for delivery is not less than 2,500 and delivery of messages is done under the task-work system, the Khatni system will be resorted to in cases of the kind noted below :—

- (a) When task-work messengers are utilised for delivery of documents not directly relating to messages, they will, in addition to their subsistence allowance, be paid Khatni allowance at the task-work delivery rates sanctioned for the office to which they belong ;
- (b) In cases where it is difficult to obtain substitutes, task-work messengers may be employed to work in place of indoor peons, delivery peons on fixed pay, or by-hand peons absent on leave or for other reasons. Task-work messengers may also be employed for bringing cash or stamps from post office or treasuries, as the case may be, for fetching messages from local offices, etc., or may be engaged on petty works, such as cleaning of lamps, bicycles, instruments, etc. In all such cases they will, in addition to their subsistence allowance, be paid Khatni allowance for the period they work, at an hourly rate of $1\frac{1}{4}$ times of their hourly subsistence allowance rates.

Note.—The following is the method of calculation for determining the hourly rates of $1\frac{1}{4}$ times the hourly subsistence allowance rates referred to in clause (b) above :—

Delivery peons are required to perform 50 hours' duty in a week, and therefore the total number of hours of duty to be performed by them during a month

is $\frac{50 \times 52}{12}$ or 216 hours. Assuming X to be the monthly subsistence allowance

for the particular locality, the hourly rate of subsistence allowance will be $\frac{X}{216}$.

One and one-quarter times the hourly rate of subsistence allowance for the purpose of the above rule will therefore be $\frac{5X}{4 \times 216}$.

CHAPTER XIV.

CLASS IV ESTABLISHMENT—TELEGRAPH ENGINEERING.

516. Class IV Establishment in the Telegraph Engineering Branch of the Department consist of the following classes :—

- (1) Duffries (other than those who are specially classed as "superior"), jemadars, Record supplier.
- (2) Packers, chowkidars, durwans, peons, farashes, manjhis, tindals, lascars, cable guards, batterymen, line coolies, engine coolies, etc.

517. The rules regarding recruitment of class IV establishment of the Telegraph Engineering Branch are contained in Appendix No. 12 to this Volume.

517-A. Posts mentioned in item (1) of rule 516 above will be filled by the promotion of class IV establishment of the categories mentioned in item (2) of that rule. Such promotion will normally be made in order to seniority but the appointing authority may, in his discretion, pass over any senior official whom he does not consider fit for such promotion.

518. The authorities competent to appoint class IV establishment in the Telegraph Engineering Branch are specified in Schedule No. I-A to the *Posts and Telegraphs Manual*, Volume III.

519. Deleted.

520. Deleted.

CHAPTER XV.**CLASS IV ESTABLISHMENT—WIRELESS.**

521. The class IV establishment in the Wireless Branch of the Department consist of the following classes :—

- (1) Serangs.
- (2) Duffries (other than those who are specially classed as "superior").
- (3) Peons, tindals, lascars, coolies, oilers, cooly oilers, etc.

522. The rules regarding recruitment of class IV establishment in the Wireless Branch are contained in Appendix No. 12 to this Volume.

522-A. The authorities competent to appoint class IV establishment in the Wireless Branch are specified in Schedule No. I-A to the *Posts and Telegraphs Manual*, Volume III.

PART III.

Revision of Establishments.

CHAPTER XVI

REVISION OF ESTABLISHMENT—GENERAL RULES.

POWERS.

523. The powers of the Officers of the Department in respect of creation, revision or abolition of establishments are defined in the *Schedule of Financial Powers of Officers of the Posts and Telegraphs Department*.

SUBMISSION OF PROPOSALS FOR FIXED ESTABLISHMENTS TO THE
DIRECTOR GENERAL.

524. Proposals made by Superintendents of Post Offices and Railway Mail Service, first class head postmasters, Divisional Engineers, Telegraphs, or Superintendents in charge of departmental telegraph offices and verified by the Audit office will be submitted by Heads of Circles to the Director-General direct (and not through the Audit office). In such cases, the papers containing the verification certificate furnished by the Audit office will be forwarded to the sanctioning authority by the Head of the Circle who will add the following sentence in his forwarding letter :—

"The figures shown as representing the present cost of the establishment portion of establishment affected by this proposal has been verified by the Audit office in its verification certificate No. , dated the (enclosed)."

In all other cases, Heads of Circles will submit proposals to the Director-General through the Audit office. This procedure will apply also in the case of other officers directly subordinate to the Director-General, e.g., the Divisional Engineer Telegraphs P. & T. Training Centre, Lyallpur, the Superintendent, Telegraph Workshops, etc.

NOTE.—Every proposal must be submitted to the Director-General at least six weeks in advance of the date from which sanction is desired, and in the case of Post Office and Railway Mail Service, where necessary, it must be supported by a statistical memorandum and a copy of the value return.

CHAPTER XVII.

REVISION OF ESTABLISHMENT—POST OFFICE AND
RAILWAY MAIL SERVICE.

General Rules.

PERSONAL RESPONSIBILITY FOR INCREASES IN ESTABLISHMENT CHARGES.

525. Before sanctioning proposals for the creation or revision of fixed establishments or for the employment of experimental and temporary establishments, the authority empowered to sanction or revise the establishment must personally scrutinise them and satisfy himself that they are fully justified with reference to the standards and rules on the subject.

PREPARATION OF PROPOSALS REGARDING FIXED ESTABLISHMENTS.

526. Every letter containing a proposal for the creation, revision or abolition of fixed establishments should explain fully the grounds on which it is based and, in addition, state the financial effect clearly, that is to say, the letter should show the present cost of the establishment or portion of establishment affected, details of the number and pay of the appointments which it is proposed to add or modify, and the cost after revision of the establishment or portion of establishment concerned, the particulars being exhibited in tabular form. (For further instructions, see *Posts and Telegraphs Initial Account Code*, Volume I.) For this purpose the establishment charges should be taken to be divided into four portions, as shown below :—

- (a) In the case of a head office or a very large sub-office—
- (1) clerical establishment ;
 - (2) delivery establishment ;
 - (3) class IV establishment ;
 - (4) other items (e.g., contingent allowance of the office, house-rent, etc.)
- (b) In the case of a Railway Mail Service division :—
- (1) sorters establishment ;
 - (2) mail guards establishment ;
 - (3) class IV establishment ;
 - (4) other items (e.g., contingent allowance, allowance to attendants at rest house, etc.).

Exception.—When it is proposed to revise or abolish an existing house rent charge, or to incur a new one, details should be given only in respect of the items of house-rent that are affected by the proposal.

527. When it is proposed to transfer an appointment or other establishment charge from one office or division to another, two proposals should be submitted, (a) one for the abolition of the appointment or charge under its old office or division, and (b) another for the creation of the appointment or charge under its new office or division.

528. Cancelled.

529. In the case of an office, line, appointment or other establishment charge which is proposed for only a portion of each year or the cost of which is higher during a portion of a year than during the rest of the year, one-twelfth of its total annual cost should be taken as its monthly cost.

SUBMISSION OF PROPOSALS REGARDING FIXED ESTABLISHMENTS TO THE
HEAD OF THE CIRCLE.

530. Every proposal made by a Superintendent or first class head postmaster must be submitted to the Head of the Circle through the Audit office which is responsible for the audit of the establishment concerned at least two months in advance of the date from which sanction is desired, and where necessary, it must be supported by a statistical statement in form Est. 2, Est. 3 or Est. 3 (a) as the case may be.

531. A value return in form Est. 5 or Est. 6 (a), as the case may be, should be submitted with every proposal :—

- (1) in connection with experimental post offices,
- (2) for increasing the establishment charge of a branch office (departmental and extra-departmental),
- (3) for converting a branch office into a sub-office,
- (4) for closing an office on the ground of its being unremunerative,
- (5) for increasing the cost of those mail lines which benefit branch offices only.

532. When a proposal involves a revision of the signalling charges of a combined office, it should be accompanied by an abstract statement of the telegraph statistics and revenue of the office for the preceding six months.

PROPOSALS FOR TEMPORARY ESTABLISHMENTS.

533. Proposals for the employment of temporary establishments (including those required for telegraph work in combined offices) should be submitted by Superintendents and first class head postmasters to the Head of the Circle direct, that is, not through the Audit office. The grounds on which the proposal is based should be clearly and fully stated and the date from and the period for which the establishment is likely to be required should be specified. Proposals should be submitted as far in advance as possible of the date from which sanction is desired.

NOTE.—When it is found that a sanctioned temporary establishment stands in need of revision, a fresh proposal should be submitted to the Head of the Circle stating the revised temporary establishment for which sanction is actually needed.

SANCTION TO PROPOSALS REGARDING FIXED AND TEMPORARY
ESTABLISHMENTS.

534. If a proposal submitted to the competent authority is approved of by him and does not require the sanction of a higher authority, he will issue an order of sanction to the officer who submitted the proposal, sending simultaneously copies of it to the Audit office and to the head-postmaster or Superintendent, Railway Mail Service, concerned (unless the proposals was submitted by that officer). The order of sanction will specify the date from which the proposal should be carried into effect and, in the case of a temporary establishment, the period for which it may be employed.

535. Under no circumstances should effect be given to a revision of fixed establishment from a date earlier than the one specified in the order of sanction and it will hardly ever be necessary to carry it out from a later date. In exceptional cases, where the latter course is unavoidable, a report must be submitted immediately to the competent authority stating the date from which the sanction will be carried out and this date will, at the same time, be intimated to the other officers to whom copies of sanction were sent. If the sanction involves an increase in expenditure, the competent authority will inform the Audit office of the revised date of effect without delay, and if a decrease is involved, he will issue a revised sanction. Similarly, if it is found that the period for which a temporary establishment has been sanctioned requires alteration, a report must be submitted to the competent authority without delay, stating the period for which sanction is actually needed, and on receipt of this report a revised order will be issued by him.

536. If a proposal which requires the Director-General's orders is approved of by him, the Head of the Circle will receive an order of sanction, in which the date from which the alteration in the fixed establishment should be carried out or the period for which the temporary establishment may be employed, as the case may be, will be specified. The necessary extract from this order will be communicated by the Head of the Circle to the officer by whom the proposal was submitted, and a copy of it will be sent to the head postmaster or the Superintendent, Railway Mail Service, concerned (unless the proposal was submitted by him). If, for any reason, the sanction to the revision of a fixed establishment cannot be carried out from the date specified by the Director-General or the period of employment of temporary establishment specified in his sanction requires alteration, a report must be submitted at once to the Director-General stating the date from which the sanction will be carried out or the period for which sanction is actually needed. In the former case, the revised date or effect will be communicated also to the Audit office.

A sanction involving an increase in expenditure which has not been carried out within a year of the date specified in it, requires renewal by the sanctioning authority.

REGISTER OF SANCTIONED ESTABLISHMENTS.

537. The Superintendent must keep up a register of sanctioned establishments for his Division, in the form A.C.G. 19(a) used for the same purpose in head offices. He must be careful to see that this register is kept corrected up-to-date.

PERIODICAL REVIEW OF THE WORK OF OFFICES AND SECTIONS.

538. It is necessary, in the best interests alike of the Department and of the officials concerned that the work of head offices and the larger sub-offices and of mail offices and sections shall periodically be brought under review in relation to the strength of their establishments, so as to ensure that the staff shall be commensurate with the amount of work in each case.

539. For this purpose, the Head of the Circle will arrange to receive, at fixed intervals, statistics of the work of each head office and of each of the larger sub-offices in their Circles (a) during the whole of the month when its work is heaviest and (b) during the whole of the month when its work is lightest. The interval should ordinarily be :—

- | | |
|--|--------------------|
| (a) All department of the Lahore and Karachi head offices and their town sub-offices on a higher scale than the junior selection grade | Every two years. |
| (b) All head offices in the gazetted grade and non-gazetted senior selection grade | Every three years. |
| (c) All head offices and other sub-offices in the junior selection grade | Every four years. |
| (d) All other sub-offices in class I as defined in rule 222 .. | Every five years. |

540. Cancelled.

541. On receipt of the statistical returns the Head of the Circle will, after satisfying himself that the figures are reliable, consider the question of retaining the staff of the office or section concerned.

Special statistics must be taken between the periodical reviews if an abnormal rise or fall in traffic makes such a course advisable.

542. Deleted.

543. Deleted.

POST OFFICE—SPECIAL RULES.

ROAD ESTABLISHMENTS.

544. The road establishment of each mail line, i.e., the number of runners employed to carry the mails, will depend on the length of the line and the weight of mails ordinarily to be conveyed. Wherever practicable, the same runner will be required to carry mails in both directions over his stage.

545. Before submitting to the Head of the Circle any proposal to increase the permanent strength of the road establishment of a mail line (except in cases where the length of the line is increased),

the Superintendent must first satisfy himself that it is impossible by any arrangement to make the existing road establishment equal to the work required. He must carefully consider whether this cannot be done by revising the mail arrangements, diverting a portion of the mails to another line sending the letter and parcel mails in the same bag, reducing the sizes of the bags, reducing the number of bags by establishing sorting sub-offices, or any other practicable device.

546. In all cases in which runners are employed solely for the benefit of a single office, they must be sanctioned as part of the establishment of that office.

METHOD OF CALCULATING THE POSTAL INCOME AND COST OF A POST OFFICE.

547. The postal income and the postal cost of an office, whether permanent or experimental, are made up of the items shown below under the respective heads :—

Income.

- (a) $\frac{3}{8}$ ths of the value of all postage stamps (including service postage stamps) borne by all classes of articles posted for despatch and received for delivery by the office.
- (b) $\frac{3}{4}$ ths of the postage collected on unpaid and insufficiently paid articles delivered by the office.
- (c) $\frac{1}{8}$ th of the postage due on unpaid and insufficiently paid articles posted at the office.
- (d) $\frac{3}{8}$ ths per cent. of the total value of money orders than service money orders issued and paid by the office. (If the office is a sub-office, the money order transactions of the branch offices in account with it should be excluded.)

NOTE.—All articles on which postage is not prepaid by means of Pakistan postage stamps should be excluded from the calculation of the income of a Post office.

Cost.

- (a) The establishment charges of the office.
- (b) A fixed addition to the establishment charges according to the following scale :—
 - Ra. 1-8 in the case of an extra-departmental branch office not doing all classes of business.
 - Ra. 2-0 in the case of an extra-departmental branch office doing all classes of business.
 - Ra. 2-8 in the case of a departmental branch office.
 - Ra. 5-0 in the case of a sub-office.

- (c) The line establishment charges, if any, that are maintained solely for the benefit of the office and could be abolished if the office were closed.
- (d) Assessed rent of the office if it is held in a P. W. D. or departmental building.

548. In cases in which it is impossible to work out with any degree of accuracy the cost of the line establishment that may be said to be maintained solely for the benefit of the office and item (c) under the head "Cost" has, therefore, to be excluded from calculation, items (a), (b) and (c) under the head "Income" should be altered by substituting $1/3$, $2/3$, and $1/3$ for $3/8$, $3/4$ and $1/8$, respectively.

N.B.—For the purpose of calculating the cost of the establishment of an office, the average cost of the time-scale appointment or appointments in it should be taken into account. Consequently no additional appointment with a time-scale of pay can be sanctioned for an office unless the average cost of the appointment is covered by the surplus income of the office.

SPECIAL INSTRUCTIONS REGARDING FIXED ESTABLISHMENTS.

549. In regard to the revision of establishment of post offices and Railway Mail Service, the time-tests prescribed should be carefully observed.

550. The clerical staff to be provided for a combined office will be that which is sufficient for its total work after making the allowance for its telegraph working hours. The following standards will be taken as a general guide as to the number of messages that a clerk is capable of dealing with :—

- (a) In small offices in which the telegraph traffic is not continuous and the clerk has to perform all the operations connected with the booking and despatch of messages—40 to 50 messages a day.
- (b) In offices with continuous telegraph traffic and more than two men for signalling work—60 messages a day.
- (c) In important offices in which the clerk employed for signalling work have little or no clerical work to do—80 message a day.

551. In providing messengers for a combined office, the following will be regarded as rough standards under ordinary conditions :—

- (a) When messages have to be delivered on foot—one adult messenger for every 20 messages and one boy-messenger for every 12 messages a day.
- (b) When a bicycle is used—one messenger for every 25 messages a day.

NOTE.—Boy peons may not be kept on duty for more than six hours a day.

551-A. In the case of small combined offices in which the employment of a whole-time messenger is not justified by the volume of traffic, extra-departmental messengers may be employed instead of employing casual labour in the form of hired coolies, provided that the cost of employing an extra-departmental agent is less than the estimated cost of employing hired coolies for the delivery of the messages received.

552. In calculating the number of postmen and letter-box peons that are required for an office having regard to all the circumstances of the locality, it must be remembered that ordinarily such an official may properly be required to walk at least 10 miles a day with a total attendance of at least 8 hours.

552-A. For the purpose of calculating the income of a permanent postman or village postman, the procedure laid down in rule 569 below for experimental postmen and village postmen should be adopted.

553. Arrangements must be made to ensure the correctness of figures in value returns and statistical statements and to see that they have not been manipulated in any way.

SPECIAL INSTRUCTIONS REGARDING EXPERIMENTAL ESTABLISHMENTS.

554. (a) No experimental post office, postman or village postman may be sanctioned for a longer period than six months at a time and no extensions of experimental periods may be sanctioned unless there is a reasonable hope that the office or appointment will prove self supporting at the end of two years, that is to say, the first extension may not be sanctioned unless during the period of the original experiment, there was a development of new income of an appreciable amount with reference to cost, the second extension may not be sanctioned unless the income during the first extension was appreciably in excess of that during the period of the original experiment and the third extension may not be sanctioned unless the income during the second extension was appreciably in excess of that during the period of the first extension.

NOTE.—The cost of an appointment of postman or village postman is the pay of the appointment.

(b) Deleted.

(c) Except in the case of experimental offices opened in large towns, no experimental office may be made permanent unless its total income covers its total cost plus 25 per cent. of the cost. In special cases, however, the Head of the Circle may sanction the permanency of an office when the condition of 25 per cent. is not satisfied, provided that the total income covers the total cost. The same rule applies to the making permanent of experimental postmen or village postmen.

NOTE.—If an experimental office in a village proves to be unremunerative even after 24 months and the continuation of the experimental period is not justified, the office may be closed and another experimental office covering the same total area may be opened in a neighbouring village if any improvement in income is anticipated by this step.

(d) In the case of an experimental office opened in a large town, the condition as to new income is not ordinarily applicable. Before sanctioning the permanency of such an office, the Head of the Circle must satisfy himself that an office is really required permanently in the locality in which it has been opened. The Head of the Circle must also in each such case examine the position of existing offices near the proposed office with a view to ascertain whether some reduction in their cost is not practicable.

(e) Deleted.

(f) Arrangements must be made to ensure the correctness of figures in value returns and to see that they have not been manipulated in any way.

PROPOSAL FOR OPENING OF EXPERIMENTAL POST OFFICES.

554. If the Superintendent has reason to believe that a post office is required in any particular locality and that the new income to be created by the opening of the office will soon be sufficient to render it eligible for permanency (see rule 554), he will have value returns kept, in form Est. 5, for one month in respect of all classes of articles received for, and where possible, despatched from, locality to be served by the proposed office as well as of money-orders received for payment in that locality. The value returns will be kept by the parent office of the proposed office. Frequently it will not be possible to make a useful return of articles despatched, as before the opening of a post office many of the articles may have been posted in a neighbouring office or in the letter-box of a market-town or have been given into the hands of a village postman.

555. If the revenue shown by these value returns, in form Est. 5, confirms the Superintendent's expectations, he will submit a proposal to the Head of the Circle for sanction to the opening of the office experimentally. The letter to the Head of the Circle, which will not be submitted through the Audit office, will show the establishment of the proposed office and will be accompanied by copies of the value returns referred to above, a statistical statement, in form Est. 4, and a sketch map showing the relative positions of the proposed office and the post office or offices in its immediate neighbourhood, together with the distances between them, as well as the position and length of any existing or proposed mail line.

SANCTION TO OPENING OF EXPERIMENTAL POST OFFICES.

557. If the Superintendent's proposal is approved, the Head of the Circle will issue an order to the Superintendent sanctioning the opening of the proposed post office for a period of six months and send copies of the order simultaneously to the head office concerned and to the Audit office. The order of sanction will invariably specify the date from which it will be carried into effect and under no circumstances must the office be opened from an earlier date. If, for any special reason, the office cannot be opened by the date fixed, a report showing the date from which the sanction will be carried out must be submitted at once by the Superintendent to the Head of

the Circle. This latter date will, at the same time, be intimated by the Superintendent to the head office, and the Head of the Circle will inform the Audit office of the revised date without delay.

STATUS OF EXPERIMENTAL POST OFFICES.

558. Experimental post offices will be given the status of extra-departmental branch offices and placed in communication only with the account office. The only exception to this rule is that of an experimental office opened in a large town. Such an office will ordinarily be given this status of a sub-office, but even when it is a branch office it may be placed in communication also with the Railway Mail Service or with an office which is not its account office.

559. It will frequently be found that the residents of a locality without a post office require either greater facilities for sending money-orders, posting parcels and registered and insured articles, and conducting savings bank transactions, or an improved delivery. In the former case, it will generally be possible to meet the wants of the residents by opening an office without a separate delivery agent, while in the latter case, the employment of an additional postman or village postman will generally be the appropriate remedy. Either of these measures is generally more economical than opening at once a new office with a full delivery staff and is frequently to be preferred.

Note.—Experimental offices will be supplied with only a date-stamp and a seal. On an office being made permanent, the experimental stamp and seal will be returned to the Stock Depot.

VALUE RETURNS OF EXPERIMENTAL POST OFFICES.

560. For each of the first four of the six months for which an experimental post office is sanctioned, value returns, in form Est. 3, must be kept separately by it, as also by its account office. The monthly value returns will be signed in the case of the experimental post office by its postmaster, and in the case of the account office by the head or sub-postmaster. The value return of the experimental office will be sent on the first of the succeeding month to the account office which will forward it without delay to the Superintendent with its own value return.

561. If the experimental office has been placed in communication with an office which is not its account office, that office as well as the account office must keep value returns under this rule in respect of articles exchanged with the experimental office.

Note.—Value return of experimental offices placed in Communication with the Railway Mail Service need not be kept by the record or sub-record office of the R.M.S.

SUPERINTENDENT'S REPORT ON EXPERIMENT.

562. The Superintendent will calculate the income of the experimental office from the value returns sent to him. The figures in the value returns kept separately by the experimental office and its account office should be compared, and if they agree, the returns may be accepted as correct. If they do not agree, the Superintendent must make enquiries about the difference and satisfy himself as to the figures that may be accepted as correct. If the experimental office is in communication with an office other than its account office, the corresponding figures in the value returns kept by the account office and by the other office will be added together in making this comparison.

563. The Superintendent will prepare value returns in form Est. 6 (c), showing the monthly income of the office, as calculated by him, during the experimental period and prior to the experimental period. The consolidated value return will be sent to the Head of the Circle not later than the 15th of the fifth month of the experimental period with a letter in which the Superintendent will state whether, having regard to the conditions laid down in rule 554, he recommends that the office should be made permanent, either at its original or at a reduced cost, or that the experiment should be extended, or that the office should be closed. The letter will not be submitted through the Audit office.

NOTE 1—A comparison of the details of the value returns kept during the experimental period with those of the value returns kept for one month prior to the opening of the office will show whether the income of the experimental office is due merely to a transfer of traffic from the parent office or wholly or partly to the development of new traffic.

NOTE 2—If it was not possible to keep a correct return of articles despatched before the experiment, the value of postage stamps borne by, or the amount of postage due on, such articles will be taken to be the same as that on similar articles received for delivery. If, however, in such a case, the delivery jurisdiction of the experimental office is very much smaller than the area from which it receives despatches, e.g., in the case of an office without a separate delivery agent, there can be no real contrast between the return kept before and during the experimental period, and the new income must therefore be estimated on a careful consideration of the details of the returns instead of being taken to be the difference between the incomes shown by them.

SANCTION TO PERMANENCY OR CLOSURE OR EXTENSION OF EXPERIMENTAL PERIOD.

564. If, having regard to the conditions prescribed in rule 555, the Head of the Circle decides that the office should be made permanent, or that its experimental period should be extended, he will issue the appropriate order of sanction to the Superintendent, sending copies of it at the same time to the head office concerned and to the Audit office. If the Head of the Circle decides that the office should be closed on the expiry of the period for which it was sanctioned, no further orders will be necessary, but if the experimental period is to be curtailed, a specific sanction to its closure will be issued and communicated to the head office concerned and to the Audit office.

565. When an extension of the experimental period of an office has been sanctioned by the Head of the Circle, the subsequent procedure will be the same as that following the sanction of that authority to its original opening and a similar procedure will be followed in connection with each subsequent extension of its experimental period.

PERIODICAL CHECKS OF INCOME AFTER PERMANENCY.

566. The Inspector must visit the office twice during the first year of its permanency, allowing an interval of six months between the visits, with the object of testing by actual observation the value of the work performed. On the occasion of each of the visits, he must prepare a statistical statement in the form of the ordinary

value return, with the addition of the following information for the preceding six months :—

- (a) number of money orders issued ;
- (b) number of money orders paid ;
- (c) number of registered articles posted ;
- (d) number of registered articles received for delivery ;
- (e) number of parcel mail articles posted ;
- (f) number of parcel mail articles received for delivery ;
- (g) number of savings bank deposits ;
- (h) number of savings bank withdrawals.

567. It must be remembered that this is an important check, and that any falling-off in new income must be made the subject of careful inquiry. Experience has shown that the income of a newly established office has, during the visit of an inspector, been fictitiously increased by the posting of postcards and letters to fictitious addresses by interested persons, and therefore, the visit during which the check prescribed by this rule is carried out must not be for a shorter period than three days, so that with ordinary care and vigilance the inspector may not be imposed upon. The statistical statement will be sent by the inspector to the Superintendent with any remarks which he may have to make.

NOTE 1.—Should the Superintendent be in the vicinity of the office at about the time when this check is due, he must ordinarily undertake it himself.

NOTE 2.—The period of halt in the case of branch offices which do not exchange mails with the R.M.S. may be curtailed from 3 to 2 days. In the case of branch offices which are not in direct communication with the R.M.S., an Inspector may carry out the check at the account office, if it happens to be nearer and more easily accessible.

568. A value return of the new office must also be kept for one month in each of the two half-years by the account office and by any other office with which the new office is in direct communication. These returns will be forwarded to the Superintendent for disposal. In those cases in which the income is so low that it is advisable to close an office, the Superintendent will refer the matter to the Head of the Circle.

OPENING OF POST OFFICES ON RECEIPT OF NON-RETURNABLE CONTRIBUTIONS.

568-A. (i) If any of the existing post offices is working at a loss exceeding Rs. 245 per annum and there is no prospect of its paying its way in the near future, the Provincial Government, Durbar or Party, who desire its retention, should be called upon to furnish a non-returnable contribution, payable strictly in advance, sufficient to meet the full estimated loss on its working for one year.

(ii) Where a new post office or mail line is required solely to serve the interests of a small section of the public, e.g., a factory or mill, or for the sole interests of a Provincial Government, or Durbar, e.g., to meet the requirements of the police, political or military authorities, and is unlikely to prove remunerative in the near future,

it may be opened provided a non-returnable contribution to cover the whole of the estimated loss on the working of the office for one year is paid in advance.

NOTE.—In the case of succeeding States non-returnable contributions should be demanded only if there are no agreements to the contrary.

(iii) For the second and subsequent years of the post office the non-returnable contribution should be equal to the amount of the loss on the working of the office for the preceding year, based on value returns for four alternate months from among the first nine months of the preceding year. This non-returnable contribution should be realised within the remaining three months.

(iv) When at any stage in the existence of a post office originally opened, or being retained, on a non-returnable contribution, such contribution ceases, the office should be considered as an ordinary experimental office. Further retention of the office should be governed exactly by the same conditions as those prescribed for the extension of the periods for keeping open experimental post offices.

(v) A post office opened on a non-returnable contribution may be retained without observing any time-limit so long as the equivalent of the loss is received as a non-returnable contribution.

EXPERIMENTAL POSTMEN AND VILLAGE POSTMEN.

569. If the Superintendent has reason to believe that a postman or village postman is required in a rural locality and that the new income to be created by the employment of the postman or village postman will soon be sufficient to render the appointment self-supporting (see rule 564) he will have value returns kept for one month of all classes of articles received for delivery and money orders received for payment within the area to be served by the proposed postman or village postman, and in estimating the income of the area, twice the value of postage stamps or postage due on articles received for delivery within it will be taken into account, that is to say, the postage paid or due on articles posted from the area will be regarded respectively as being equal to that on articles received for delivery within it.

570. If the income shown by these value returns confirms the Superintendent's expectations, he will submit a proposal to the Head of the Circle for the employment of the postman or village postman experimentally. The letter to the Head of the Circle, which will not be submitted through the Audit office, will be accompanied by copies of the value returns referred to above. If the Superintendent's proposal is approved of, the procedure described in rule 557 will be followed *mutatis mutandis*.

571. For each of the first four of the six months for which the appointment is sanctioned, a value return for the jurisdiction of the postman or village postman must be kept in the manner described in rule 569 by the head, sub or branch postmaster of the office to which the postman or village postman is attached. The postage realised on unpaid articles delivered will be taken from the village postman's register. The value return for each month will be signed by the postmaster concerned and despatched in original to the Superintendent on the first of the succeeding month.

572. As to the rest of the procedure, the instructions laid down in rules 562 to 565 will be followed *mutatis mutandis*.

572-A. In cases where the employment of full-time postmen is not justfied, extra-departmental delivery agents may be employed on the following conditions:—

- (1) They should not be called upon to furnish any security.
- (2) They should be authorised to deliver only fully paid articles and intimations regarding other articles.
- (3) They should possess some independent means of subsistence or should have spare time to earn sufficient income in addition to the allowance they obtain from the Department to give them a total sum which is a living wage approximating to the standard prescribed for departmental employees of similar status.
- (4) They should not be employed as village postmen, that is, they should invariably return to the office the same day and render an account of the articles given to them for delivery, in sufficient time to allow of the fulfilment of the requirements of condition (3).
- (5) They should not be given an allowance exceeding Rs. 10 per mensem.

572-B. (1) Every delivery post office should have, as far as possible, at least one delivery agent, whether departmental or extra-departmental, attached to it. This post should be considered as an integral and indispensable part of the office establishment and need not be required to satisfy the condition of self-support by itself.

(2) In offices where an extra-departmental delivery agent is the only member of the delivery staff, his post may, if it does not satisfy the conditions prescribed in rule 572-A, be replaced by that of a departmental postman or village postman, even if the latter post is not self-supporting, provided the office as a whole is working within the permissible limit of loss.

(3) Additional posts of postmen or village postmen may, even if they are not self-supporting, be created if justified by the amount of work, provided the office as a whole continues to be remunerative even after this addition to its establishment.

PROPOSALS FOR MONSOON ARRANGEMENTS.

573. On the 1st April of each year, the Superintendent must submit to the Head of the Circle a report showing the alterations that are necessary in respect of the arrangements sanctioned for the preceding year in order to render them appropriate for the ensuing monsoon. The necessity for each alteration must be fully explained and the various increases and decreases in expenditure must be detailed. The charges in respect of which no alteration is proposed need not be mentioned.

ECONOMY IN MONSOON ARRANGEMENTS.

574. Each item of the proposed monsoon charges must be carefully considered with reference to the nature of the district in which it is to be incurred and the importance of the post offices or villages to be served.

575. In district where every family has one or more boats, it will be the duty of each postman and village postman to provide himself at his own cost with a small dugout or boat whenever he requires one for delivery purposes. In other district the special arrangements that are necessary for the deliveries in the rains must be made with the strictest regard for economy. The whole charge on account of any postman or village postman, including the charge for his boat, must not be excessive with reference to the value of the postage on the articles to be delivered; and a village which cannot be visited without a boat need not, unless it is very important, be served as frequently as in the dry season.

576. Monsoon charges for bamboo-bridges and private ferries must not be incurred except on important mail line and they must never be incurred merely to serve a village or group of villages temporarily cut off from a post office. Ordinarily the villagers, if requested to do so, will themselves arrange for the passage of the village postman or fetch their letters themselves from the post office.

577. When runner lines have to be replaced by boat lines in the rains, there will ordinarily be no increase in expenditure unless the post offices to be served are important ones. For unimportant offices and villages it will generally be sufficient to give in the rains a service which costs the same as that during the dry season even though it may be somewhat slower. Except on very important lines, the same men will be employed as runners and as boatmen.

SANCTION TO MONSOON ARRANGEMENTS.

578. If a proposal submitted to the Head of the Circle is approved and does not require the sanction of the Director-General, he will issue an order of sanction to the Superintendent, sending copies of it simultaneously to the head postmaster concerned and to the Audit office. The order of sanction, which will be numbered in a separate series, will specify the period for which the establishment may be employed.

579. If a proposal which requires the Director-General's orders is approved, the Head of the Circle will receive an order of sanction, in which the period during which the establishment may be employed will be specified. A copy of this order will be communicated by the latter to the Superintendent and to the head postmaster concerned.

CARRYING OUT OF MONSOON ARRANGEMENTS.

580. The Superintendent must take steps in time to carry out the monsoon arrangements sanctioned for his Division and instruct

the overseers regarding the arrangements to be made in their respective beats and see that his instructions are understood and followed. Superintendents and inspectors must also take measures to see that monsoon charges are paid correctly and punctually and must never omit to make local inquiries, when travelling, as to their due payment.

531. If, owing to any unusual cause, any establishment is required in addition to those originally proposed and sanctioned, the Superintendent may, if delay would otherwise result, employ the extra establishment in anticipation of sanction; but he must at once submit a report to the Head of the Circle explaining fully why the establishment is needed and stating the period for which it is likely to be required. On receipt of this report, the Head of the Circle will sanction the extra establishment himself if he is competent to do so; otherwise he will authorise the disbursement of its cost out of the cash balance of the office concerned as a contingent charge and obtain the sanction of the Director-General to the total sum actually disbursed as soon as this is known.

532. The overseer must notify to the Superintendent the dates on which the monsoon establishments are employed and dispensed with, and this information will be communicated by the Superintendent to the head office concerned. Monsoon establishments must not be employed longer than they are actually required—not necessarily for the entire period for which they are sanctioned. If, however, owing to protracted rains, unusually prolonged floods, &c., the monsoon arrangements have to be continued even beyond the sanctioned period, a report must be submitted at once to the Head of the Circle explaining the position and asking for sanction to the disbursement of the additional sums required as contingent charges. When the monsoon is over, a supplementary statement must be submitted to the Head of the Circle who will sanction, or obtain the Director-General's sanction to, the additional charges, as the case may require.

RAILWAY MAIL SERVICE—SPECIAL RULES.

Press Sorting Office.

533. Before a proposal is made to open a new Press Sorting office, the following points should be considered :—

- (1) Whether the proposed office is a real necessity from the Post Office point of view.
- (2) Whether the work cannot be done at the nearest post office or Railway Mail Service office without the employment of any extra staff.
- (3) Whether the paper cannot be allowed to be posted at as late an hour as possible without extending the hours of business of the post office or of the Railway Mail Service office to which the work would be transferred.

584. When an application for the opening of a Press Sorting Office is received and the Head of the Circle concerned decides that its opening is necessary from the Post Office point of view, the office should be opened provided that the Press concerned places at the disposal of the Department the necessary suitable accommodation for the office free of rent and gives an undertaking in writing to that effect. The Press concerned may at the discretion of the Head of the Circle also be called upon to bear the charges for the conveyance of mails between the Press office newly opened and the post office, Railway Mail Service office, section or railway station as the case may be, and to deposit the amount in advance every month to meet the charges if the Press Sorting office cannot conveniently be served by an existing line or by a line which may be subsequently opened.

585. If the Head of the Circle decides that the opening of the office is not necessary from the Post Office point of view and that its opening is in the interests of the Press, then such office should be opened on the following conditions :—

- (1) The Press should place at the disposal of the Department free of rent such accommodation as is necessary for the office to be opened.
- (2) That the Press should bear the charges for the conveyance of mails between the Press office and the post office, Railway Mail Service office, section, or railway station as the case may be.
- (3) That it should bear the charges on account of additional staff that may be employed in the Press office as a result of its opening.
- (4) That the Press gives in writing an undertaking to pay the charges above-mentioned and deposits every month in advance, the cost determined by the Head of the Circle.

NOTE 1.—The cost of the staff should be calculated on the average pay of each official employed in the office plus 25 per cent. for leave and pensionary charges.

NOTE 2.—If the staff of the office is merely to be transferred from some other office where the work is reduced as a result of the opening of the new office, no charges should be made for staff.

586. No Press Sorting office should be opened as an experimental office nor should such an office be opened until the paper in question is well-established and there are reasonable grounds to believe that its circulations will be maintained at the existing figure which is high enough to justify the establishment of a Press Sorting office on its premises.

EMPLOYMENT OF SUBSIDIARY SORTERS.

587. When determining the establishment required for a sorting section, the number of sorters needed in each set to deal with the work throughout the trip—not at the stage where it is heaviest—must be taken into consideration. In the majority of sections, the work varies at different stages of the trip, being light at certain points and heavy at others, and to meet cases of this kind, subsidiary sorters will be employed to assist the set where the work is heavy.

588. The beats of subsidiary sorters will usually lie at either end of the beat of a section, where work, as a rule, is heavy but the conditions of work in a section may necessitate the employment of subsidiary sorters at other points than at the two ends. In submitting proposals full particulars must, therefore, be given as to the stations between which subsidiary sorters are to travel and the mails with which they will have to deal.

CHAPTER XVIII.

REVISION OF ESTABLISHMENT—TELEGRAPHS.

PERMANENT ESTABLISHMENT.

589. Before submitting a proposal for addition to the staff in an office, the officer concerned must satisfy himself that the addition proposed is fully justified with reference to the standards and rules on the subject and that the increase of work shown is not due to any manipulation, ignorance of rules or laxity on the part of the officials. The proposal must be so comprehensive as not to require frequent applications at short intervals for increase in the numerical strength or pay of the establishment. Proposals that have once been negatived, should not be re-opened unless new grounds can be shown. (For further instructions, see *Posts and Telegraphs Initial Account Code, Volume I*).

TEMPORARY ESTABLISHMENT.

590. No applications for sanctions for temporary establishment should be made for periods extending beyond the end of February in any official year, so that no temporary sanctions may extend beyond a current budget. If the temporary establishment be required for any period after the end of February, of any year, a separate application should be made. All applications for renewals of sanction for temporary establishment should be submitted one month before expiry of the existing sanction. Proposals for the employment of temporary establishments should in no case be submitted in the form of proposition statements. A letter fully explaining the grounds and containing full particulars of the establishment proposed to be employed is all that is necessary.

SUPERVISING STAFF.

591. The following orders of the Government of Pakistan should always be borne in mind in framing proposals for the revision of the supervising staff in telegraph offices:—

- (i) Telegraph offices in which the proper staff of operatives, non-operatives and clerks is five or less (excluding the telegraphist in charge) to be placed in charge of a telegraphist.
- (ii) The standard for computation of telegraph master is one telegraph master for every ten telegraphists and clerks who may be under the direct supervision of the telegraph master and fractions of over one-half is to be counted as one. Thus an office having sixteen telegraphists and clerks will be entitled to have two telegraph masters and an office having six telegraphists and clerks will have one telegraph master who will be in charge of the office.
- (iii) In small offices the telegraphists or telegraph master in charge will do all testing necessary, and there will be no necessity for a special testing telegraphist.

- (iv) The method of sanctioning Superintendents (*viz.*, 1 for every 12 telegraph masters or 4 lakhs of messages in an office per year) should be allowed for offices with 36 operative and non-operative telegraphists and clerks.

NOTE.—The standard for sanctioning a gazetted officer in a telegraph office is a rough guide. It may be departed from whenever necessary. Additional gazetted posts as Assistants to the officers in charge should be fixed by the Director-General according to the merits of each case on receipt of reports from the Heads of Circles.

TELEGRAPHISTS.

592. The scale of telegraphists varies with the fluctuations of traffic and is fixed annually for traffic duty by the Government of Pakistan. The following procedure should be observed in the matter of computation of telegraphists :—

- (i) October to September should be taken as the conventional year for the purpose of revision of signalling establishment of departmental telegraph offices.
- (ii) For the purpose of revision of signalling establishment of departmental telegraph offices for the period from October to September traffic statistics for a complete financial year, e.g., from April to March should be taken into account. The working strength of operatives required for each office should be determined on the actual number of signalling operations performed on the various circuits and at the following standards :—

For Murray Baudot and Teleprinter	74,000 operations per telegraphist per year.
For Manual Baudot	29,000 operations per telegraphist per year.
For Morse Main	48,000 operations per telegraphist per year.
For Morse Omnibus	35,000 operations per telegraphist per year.

The standard is not to be followed as a rigid mathematical formula and the Director-General can increase or decrease the staff justified according to the formula for any office by 5 per cent.

- (iii) The total number of non-operative telegraphists in the Traffic Branch of the Department should be fixed annually in accordance with actual requirements.
- (iv) The number of telegraphists to be fixed as a leave reserve should be 17 per cent. of the total number of the operative and non-operative telegraphists and telegraph masters of each office. There is a separate leave reserve in the cadre of Telegraph Traffic officers, Class II, for the gazetted officers.

NOTE.—The Expression "non-operative telegraphists" referred to above includes baudot and repeater supervisors, testing telegraphists, telegraphists in charge of offices, instructors of training classes, etc. The baudot supervisor-operators are, however, to be treated as operative telegraphists.

593. Cancelled.

PROCEDURE FOR SUBMISSION OF PROPOSALS TO THE DIRECTOR-GENERAL FOR REVISION OF SIGNALLING, CLERICAL AND OTHER NON-GAZETTED STAFF.

594. (a) In the matter of revision of clerical staff of departmental telegraph offices the Heads of the Circles can sanction the revision of strength of such of the men to which the Thompson formula as modified by the Telegraph Establishment Enquiry Committee of 1932-33 applies. As regards the rest of the clerical strength of telegraph offices as also of other non-gazetted staff in such offices, a letter fully explaining the grounds and containing full particulars of the establishment proposed to be revised together with the necessary proposition statements should be submitted in each case through the Audit office.

(b) The following procedure should be observed by Heads of Circles in submitting proposals to the Director-General for the revision of the signalling staff in departmental telegraph offices :—

Each proposal for the revision of the signalling staff of a departmental telegraph office, should be accompanied by the three following statements :—

- (1) Showing traffic statistics of 12 months of the preceding financial year of sent, transit (multiplied by two) and received messages, including press (at the rate of three messages per page) and service messages (estimated from the latest actual number of service messages, i.e., number of Post and Telegraph service messages dealt with during the 12 months referred to above, together with a rough count of service messages attached to a week's message drafts multiplied by 52).
- (2) Tablet check return, in form TI-176, showing the hourly traffic and duty chart of staff. Offices which do not ordinarily submit Tablet Check Returns should prepare Tablet Checks for three days showing the hourly traffic as a special measure for this purpose.

(3) Details of present and proposed staff in the form appended below :—

Name of office.	Number of signalling operations performed on different circuits during the period from April to March.				Total traffic for the year ending 31st March. (Total of columns 2 to 5).	Number of telegraphists justified.				Total number of operators (Total of columns 7 to 10).
	Murray Baudot & Teleprinter.	Manual Baudot.	Morse Main.	Morse Omnibus.		Murray Baudot & Teleprinter at 74,000.	Manual Baudot at 59,000.	Morse Main at 48,000.	Morse Omnibus at 35,000.	
1	2	3	4	5	6	7	8	9	10	11
Total										

Increase or decrease up to 5 per cent on figures in column 11, as may be justified on special grounds.	No. of signal room clerks under the supervision of telegraph masters.	Total of columns 11 to 13.	Non-operators.	Permissible number of telegraph masters.	Leave reserve telegraphists justified.	Remarks.
12	13	14	15	16	17	18

APPENDICES.

APPENDIX No. 1.

(Referred to in Note 1 below rule 182).

RULES GOVERNING RECRUITMENT TO THE TELEGRAPH ENGINEERING SERVICE,

CLASS I.

RULES.

PART I.

Methods of Recruitment.

1. These Rules may be called the Telegraph Engineering Service, Class I, Recruitment Rules.

2. For the purposes of these Rules :—

- (a) "Government" means the Governor-General.
- (b) "The Commission" means the Pakistan Public Service Commission.
- (c) "The Service" means the Telegraph Engineering Service Class I.
- (d) "Scheduled Castes" means any of the Castes mentioned in the Government of India (Scheduled Castes) order, 1936.

3. The Service shall be recruited by the following methods :—

- (i) By competitive examination held in Pakistan in accordance with part II of these Rules.
- (ii) By promotion in accordance with part III of these Rules.

4. Subject to the provisions of rule 3, Government shall determine the method or methods to be employed for the purpose of filling any particular vacancies, or such vacancies as may require to be filled during any particular period, and the number of candidates to be recruited by each method.

5. Appointments to the vacancies in the Service which are filled otherwise than by promotion shall be made in accordance with paras. 3 and 4 of the Recruitment policy for Central Superior Services (*vide* Appendix V to the Rules).

PART II.

Recruitment by competitive examination.

6. A competitive examination for admission to the Service shall be held in Pakistan at such times and places as Government may prescribe by notice issued through the Commission. Every such notice will, when possible, announce the number of vacancies to be filled on the result of the examination.

7. If the examination held under this part of these Rules is a combined examination for the purpose of making appointment to more than one service the following provisions shall apply :—

- (i) Any person may apply to be admitted as a candidate for appointment in all or any of those Services for which he is eligible. If he wishes to compete for appointment in more than one Services he shall state on his application form which Services he wishes to compete for and the order of his preference between them, and in such case only one application form will be necessary and one payment of the fees referred to in rule 16 (and Appendix IV) will be sufficient.

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(W) Government shall assign successful candidates to each Service or Department on a consideration of all circumstances including any personal preference expressed by the candidate.

8. The maximum number of candidates to be admitted to any examination may in the discretion of Government be limited to such number, not being less than 200 as Government may decide. If a limit is imposed and the number of candidates exceeds that limit, the Commission shall select from the applicants those who shall be admitted to the examination and in doing so shall have regard to the suitability of the applicants and to the adequate representation of the Scheduled Castes and East and West Pakistan.

9. (i) A candidate must apply to be admitted to the examination before such date, in such manner, and in such form as the Commission may prescribe.

(ii) *If a candidate is in permanent or temporary Government Service he shall apply to the Commission for admission to the examination through the Head of his Department who shall forward his application to the Commission, unless he refuses his consent to the application.

(iii) A candidate who is not in Government Service shall submit his application direct to the Secretary, Pakistan Public Service Commission.

(iv) No candidate may make more than one application in respect of any one occasion on which an examination is held.

10. A candidate for the service must be a male and a permanent resident of the territories now forming part of Pakistan ; or

(a) who was formerly domiciled in those parts of the partitioned Provinces of the Punjab or Bengal or the District of Sylhet which now form part of the Indian Dominion, but is now permanent resident of Pakistan ; or

(b) who has acquired Pakistan domicile in the terms of the Indian Succession Act, 1925 ; or

(c) who is a Ruler or a subject of an Indian or Pakistan State or who is a native of a Tribal area or territory adjacent to Pakistan, in whose favour a declaration has been made under Section 262 of the Government of India Act, 1935 (as adapted for Pakistan) ; or

(d) who is a British subject or non-Pakistan domicile, in whose case a certificate of eligibility has been issued by the Government of Pakistan.

NOTE.—The procedure for acquiring Pakistan domicile and for obtaining a Certificate of Eligibility is detailed in the "Instructions" which have been published separately and a copy of which will be supplied to each candidate, with the application forms, by the Commission.

11. (i) A candidate must have attained the age of 20 and must not have attained the age of 26 years on the date prescribed for this purpose in the notice issued by the Commission under rule 6.

These age-limits apply whether or not a candidate is already in Government service.

(ii) The maximum age-limit will be relaxed as follows :—

*The submission of applications by persons in Government Service is further governed by the Government Servants' Applications for posts (Central Services/Railway Services) Rules (published with the Government of India) Home Department/Railway Department (Railway Board) Notification, No. F 189/43/Ests/No. E. 34 R. R. L., dated the 8th December, 1943/22nd January, 1935 as amended from time to time) and the corresponding rules made by Provincial Governments.

A candidate who is a subject of a State that has acceded to Pakistan or a native of Tribal Area or Territory adjacent to Pakistan, should apply to the Political Officer for the issue of necessary declaration.

- (a) by three years in the case of Scheduled Castes and candidates belonging to the Tribal Areas of the North-West Frontier and Baluchistan, the Frontier States (Amb, Swat, Dir and Chitral) and Baluch States (Kalat, Las Bela, Kharan and Makran) and Tribal Areas adjoining the Dera Ghazi Khan District of the West Punjab;
- (b) by two years in the case of candidates belonging to the excluded areas of East Pakistan;
- (c) by four years in the case of Ex-Servicemen. But Ex-Servicemen will only be able to claim relaxation of the upper age-limit in respect of the actual years of war Service performed by them up to a maximum of four and supporting evidence of their claim to relaxation should be submitted with their applications.

NOTE 1.—The term "Scheduled Castes" means any of the Castes mentioned in the Government of India (Scheduled Castes) Order 1936, as in force in Pakistan. Candidates will be required to submit a certificate from the District Magistrate in support to their claim.

NOTE 2.—Only those candidates, who are permanent residents of the Areas mentioned at (a) and (b) above and whose families have been living in those areas, will be eligible for the concession and in each case a certificate from the Political Agent or the Deputy Commissioner will be required to be produced. Members or Tribes belonging to the Tribal Areas who have been settled in the Settled Districts will not be eligible for this concession.

12. A candidate must satisfy the Commission that his character is such as to make him suitable for appointment to the Service and that he is in all respect suitable for appointment to the Service.

13. A candidate must have :—

- (i) passed sections A and B of the Associate Membership Examination of the Institution of Engineers (India) or possess any other educational qualifications recognized by that Institution as exempting from passing these sections, vide Appendix I; or
- (ii) obtained an Engineering Degree of one of the Universities mentioned in Appendix II under the conditions prescribed in that Appendix; or
- (iii) passed the Associateship Examination of the City and Guilds Institute (Imperial College of Science and Technology, South Kensington) in Civil Engineering; or
- (iv) obtained a diploma of Farady House, London; or
- (v) passed the Associate Examination of the Bengal Engineering College in Mechanical engineering; or
- (vi) obtained the B. Sc. degree in Engineering of Aligarh Muslim University; or
- (vii) obtained a degree in Engineering of the West Punjab University or of the Sind University; or
- (viii) obtained the All-India Diploma in Electrical Engineering of the Delhi Polytechnic.

Provided that in exceptional cases the Commission may on the recommendation of the Central Government or a Provincial Government treat as a qualified candidate, a candidate, who, though he has not all or any of the qualifications prescribed in this rule, has passed examinations conducted by other institutions of a standard which in the opinion of the Commission justifies his admission to the examination.

14. No candidate shall be admitted to the examination unless he holds a certificate of admission from the Commission.

The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

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15. No recommendations except those invited in the form of applications shall be taken into consideration. Any attempt on the part of a candidate to obtain support for his candidature by other means may disqualify him for admission.

16. Candidates must pay such examination fees as Government may prescribe (see Appendix IV). No claim for a refund of any of these fees will ordinarily be entertained nor can they be held in reserve for any other examination or selection.

17. Examinations under these Rules shall be conducted by the Commission in the manner prescribed in the regulations which form Appendix III to these Rules.

18. (i) After every examination the Commission shall make a list of candidates in order of their merit as disclosed by the aggregate marks finally awarded to each candidate and in that order so many candidates up to the number of vacancies announced under Rule 6 above, as are found by the Commission to be qualified by the examination and are considered by Government or the appointing authority as the case may be to be suitable in all other respects, shall be appointed.

(ii) For the purpose of rule 5 of these rules, appointments to vacancies to be filled by members of a particular community or communities shall be made by Government or the appointing authority, as the case may be, in the order of merit of the candidates belonging to the particular community or communities, provided they have qualified in the examination and are in all respects suitable for employment in these services.

19. A candidate must be in good mental and bodily health, and free from any physical defect likely to interfere with the discharge of his duties as an officer of the Service. A candidate who (after such a physical examination as Government or the appointing authority, as the case may be, may prescribe) is found not to satisfy these requirements will not be appointed. Only candidates who are likely to be considered for appointment will be physically examined.*

20. (a) Appointments shall be made on probation for a period of two years.

(b) If, in the opinion of Government the work or conduct of an officer on probation is unsatisfactory, or shows that he is unlikely to become efficient, Government may discharge him forthwith.

(c) On the conclusion of his period of probation, Government may confirm the officer in his appointment, or, if his work or conduct has in the opinion of Government been unsatisfactory, Government may either discharge him from the Service or may extend his period of probation for such further period as Government may think fit.

(d) If no action is taken by Government under sub-rule (b) or (c) of this rule, the period after the prescribed period of probation shall be treated as an engagement from month to month, terminable, on either side on the expiration of one calendar month's notice in writing.

(e) If the power to make appointments in the Service is delegated by Government to any officer, that officer may exercise any of the powers of Government under this rule.

(f) Particulars as to pay and general conditions of service prescribed for probationers in the Telegraph Engineering Service, Class I, will be found in Appendix VI.

PART III.

Recruitment by Promotion.

21. Recruitment by promotion shall be made by selection from among the Assistant Engineers of the Telegraphs Engineering and Wireless Service (Class II) after consultation with the Commission and the officer selected will be appointed by Government. No officer shall have any claim to such promotion as of right.

22. If the power to make appointments in the Service is delegated by Government to any officer, that officer may exercise any of the powers of Government under this part of these Rules.

*In order to prevent disappointment, candidates are advised to have themselves examined by a Government Medical Officer of the standing of a Civil Surgeon, before applying for admission to the examination. Particulars of the nature of the physical test to which candidates will be submitted before appointment and of the standards required can be had from the Commission.

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APPENDIX I.

List of examinations recognised by the Institution of Engineers (India) as exempting from sections "A" and "B" of the Associate Membership Examination.

[Vide RULE 13 (i)]

Calcutta	B.E. Examination in "Civil" or "Mechanical" or "Electrical" Engineering. M.Sc. in Applied Physics as exempting from Section A Only.
Bombay	B.E. Examination.
Madras	B. E. Examination.
Benares Hindu University			..	B.Sc. Examination in Engineering. B.Sc. (Mining).
Patna	B.C.E.
Rangoon	B.Sc. in Engineering.
Mysore	B.E. in Civil, Mechanical or Electrical Engineering.
Punjab	B.Sc. in Engineering.
Osmania University (Hyderabad)			..	B.E.
Travancore	B.Sc. in Engineering.
Thomason Civil Engineering College, Roorkee.				Diploma in Civil Engineering (formerly Assistant Engineer's Certificate).
Indian Institute of Science, Bangalore				Certificate in Electrical Technology or Electrical Communication Engineering.
Maclagan Engineering College	..			A Class Diploma in the First Division (65% or more marks) and in the Honours Division (80% or more marks) in (i) Mechanical Engineering and (ii) Electrical Engineering from 1935.
College of Engineering and Technology, Jadavpur, Bengal.				(1) Engineering Degree. (2) Special Degree Examination. (3) The Diplomas in Mechanical, Electrical and Chemical Engineering from 1941 onwards provided the candidate has passed the Intermediate Examination in Science of a recognized University with physics Chemistry and Mathematics.
School of Military Engineering	..			Kirkee Engineer Officers' Supplementary Engineering Course.
Delhi Polytechnic	Diploma in Electrical and Mechanical Engineering of the All India Council of Technical Education.
Institution of Civil Engineers	..			Sections A and B of the Associate Membership Examination.
Institution of Mechanical Engineers				Sections A and B of the Associate Membership Examination.
Institution of Electrical Engineers	..			Associate Membership Examination.
Institution of Structural Engineers	..			Associate Membership Examination exempting from Section A only.
Institution of Sanitary Engineers	..			Associate Membership Examination with the following subjects, viz., Sanitary Engineering, Hydraulics and Hydraulic Machinery and Geodesy, as exempting from Section B only.

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Oxford University	B.A. with Honours in Engineering Science, Final Honours School.
Cambridge University	B.A. (Honours) Mechanical Science Tripos.
St. Andrews University	B.Sc. in Engineering.
Glasgow University	B.Sc. in Engineering.
Edinburgh University	B.Sc. in Engineering.
Dublin University	B.A.I. (Ordinary, or with honours in Engineering).
McGill University (Montreal)	B.Sc. in "Civil" "Mechanical" or "Electrical" or "Metallurgical" or "Mining" Engineering, (Honours or ordinary Degree).
Durban University	B.Sc. in "Civil" "Mechanical" or "Electrical" Engineering or in "Naval Architecture". (Honours or ordinary Degree).
London University	B.Sc. (Internal or External Degree) in Engineering not including the B.Sc. in Engineering (Metallurgy) (Honours or ordinary Degree). B.Sc. (Internal) in Engineering (Mining) (obtained in or after 1926). B.Sc. (External) in Engineering (Mining) (Honours Degree obtained in or after 1935).
Victoria University (Manchester)			B.Sc. Tech. (Ordinary Course, Divisions I and II) in Electrical Engineering. B.Sc. Tech. (Higher Course, Honours Div., or Ordinary Course, Div. I) in Municipal Engineering. B.Sc. Tech. (Ordinary Degree, Div. I) in Mechanical Engineering. B.Sc. Tech. (Ordinary Degree obtained in or after 1930) in Municipal Engineering. B.Sc. in Engineering (Honours Degree or Ordinary Degree from 1925 onwards). B.Sc. Tech. in "Mechanical" or "Electrical" Engineering (Honours Div. in the Final Examination).
Birmingham University	B.Sc. in "Civil" or "Mechanical" or "Electrical" Engineering (Honours or Ordinary Degree).
Liverpool University	B. Eng. in "Civil" or "Mechanical" or "Marine" or "Electrical" Engineering of "Naval Architecture" (Honours or Ordinary Degree).
Leeds University	B.Sc. in "Civil" or "Mechanical" or "Electrical" Engineering. (Honours or Ordinary Degree).
Sheffield University	B. Eng. in "Civil" or "Mechanical" or "Electrical" Engineering (Honours Degree or Ordinary Degree with a first Class in the Final Examination. This will not be required in the cases of degrees obtained in or after June 1930).
Bristol University	B.Sc. in "Civil" or "Mechanical" or "Electrical" Engineering (Honours or Ordinary Degree).
Wales University	B.Sc. in "Civil" or "Mechanical" or "Electrical" Engineering.
National University of Ireland	B.E.
Queens (Belfast) University	B.Sc. in Engineering.

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Sydney University	B.E. in "Civil" or "Mechanical" and "Electrical" Engineering.
Melbourne University	B.C.E., B. Mech. E. or B.E.E.
New Zealand University	B.E. in "Civil" or "Mechanical" or "Electrical" Engineering.
Adelaide University	B.E. in Civil, Mechanical or Electrical Engineering.
Queensland University	B.E. in Civil or in Mechanical and Electrical Engineering.
Western Australia University	B.E.
South Africa University.	B.Sc. in Engineering (Until 1921).
Cape Town University	B.Sc. in Engineering.
Witwaterstand University	B.Sc. in Civil or Mechanical and Electrical Engineering.

Diplomas in Engineering.

University College, London.

King's College, London.

City and Guilds, London Final Grade Certificate Examination. Faraday House, London, Diploma in Electrical Engineering, provided the Diploma is obtained by actually passing the examination.

City and Guilds (Engineering) College, Kensington. (A.C.G.I.).

City and Guilds of London Institute, Technical College, Finsbury; Diploma or Higher Certificate (Three years' course if taken by Matriculated students or students who have passed the Institution Studentship Examination or its recognized equivalent).

Royal Technical College, Glasgow, Final Diploma Examination in Mechanical or Electrical Engineering provided an approved Matriculation Examination has been passed before beginning the course.

Manchester Certificate in Technology, Mechanical or Electrical Engineering.

Heriot-Watt College, Edinburgh; Associateship in Electrical Engineering.

Naval Officers

Examination which qualifies as Lieutenant (E).

Royal Naval College, Greenwich.—Professional Certificate for Constructors.

American Degrees and Diplomas in Engineering

Diplomas or degrees of only those American Engineering Institutions the curricula of which have been accredited by the Engineer's Council for Professional Development, New York and provided they have actually been taken after a full 4 years' course of studies in such institutions and after at least 4 years' experience in practical engineering.

APPENDIX II.

List of University degrees which are recognised for Admission to the Examination.

[*Vide* RULE 13 (ii)].

Cambridge.—Ordinary degree B.A. in Engineering, provided the graduate has passed in the principal subjects, Engineering I, Engineering II and Engineering III.

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Glasgow.—B.Sc. in Naval Architecture (Honours or Ordinary degree).

Durham.—B.Sc. in Marine Engineering.

Aberdeen.—B.Sc. in Engineering (Honours or Ordinary Degree).

NOTE.—The above degrees will be accepted only if taken after three years' study and the passing of the regular examinations in the several Universities. The conditions as to the three years' study will not, however, apply to those candidates who have taken a degree which exempts them from a part of the University course, and have taken one of the above degrees in less than three years in accordance with the regulations of the University concerned.

APPENDIX III.

Standard and Syllabus of the Examination

[*vide* RULE (17)].

The subjects of the examination will be :—

(a) *Compulsory.*

	Marks.
(1) English (including Essay and Precis writing)	100
(2) General Knowledge	100
(3) Applied Mathematics	200
(4) Electrical Engineering	200
(5) <i>Viva Voce</i>	300

(b) *Optional*

Any two of the following subjects :—

(1) Electrical Communication Engineering	100
(2) Applied Mechanics (including strength of Materials and Theory of Structures)	100
(3) Physics (including Electricity and Magnetism)	100
(4) Construction—	
(i) Building Materials.	}
(ii) Design of structures.	
(iii) General principles governing the design of Railway, Roads, Harbours, and other works.	
(5) Surveying	100
(6) Prime Movers	100
(7) Hydraulics and Hydraulic Machines	100
(8) Sanitary Engineering and Water-Supply	100

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2. The standard and syllabus of the examination will be such as the Pakistan Public Service Commission shall prescribe and the Commission shall, if they think it desirable, determine what shall be the qualifying marks in all or any of the subjects to the examination. If, owing to the large number of candidates appearing, the Commission consider it impracticable to examine all candidates in *Viva Voce*, the Commission may, in their discretion, after the written marks have been compiled, summon for examination in *Viva Voce* only those candidates who have obtained in the written test the qualifying marks which may be prescribed by the Commission. No candidate will be considered to have qualified at the examination unless he obtains at least 35 per cent. of the total marks for the *Viva Voce* test.

3. From the marks assigned to candidates in each subject such deduction will be made as the Commission may consider necessary in order to secure that no credit is allowed for merely superficial knowledge.

4. If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

5. Credit will be given for good English including orderly, effective and exact expression combined with due economy of words in all subjects of the examination and not only in subjects which are specially devoted to English.

6. Special attention will be paid in the *Viva Voce* test to assessing the candidate's capacity for leadership, initiative and intellectual curiosity, tact and other social qualities, mental and physical energy, powers of practical application and integrity of character.

APPENDIX IV.

[*Viva Rule* (16)]

FEES

Candidates must pay the following fees :—

A. To the Pakistan Public Service Commission :—

A consolidated application and examination fee of Rs. 50 (Rs. 12-8-0 in the case of candidates belonging to the Scheduled Castes or the Tribal and Excluded Areas of East and West Pakistan) with the application.

(The procedure for the payment of this fee is given in the *Instructions to candidates*, which has been printed separately and a copy of which will be supplied to each candidate by the Commission.)

B. To the Medical Board :—

Rs. 16 before examination by a Medical Board in the case of successful candidates.

Candidates are required to pay their medical fees in cash to the Medical Boards concerned at the time of their medical examination. No claim for a refund of these fees will ordinarily be entertained, nor can they be held in reserve for any other examination or selection. A refund of Rs. 45 (Rs. 11-4-0 in the case of candidates belonging to the Scheduled Castes or the Tribal and Excluded Areas of East and West Pakistan) will, however, be allowed to a candidate who has paid the consolidated fee of Rs. 50 (Rs. 12-8-0 in the case of candidates belonging to the Scheduled Castes or the Tribal and Excluded Areas of East and West Pakistan) but who is not admitted to the examination by the Commission.

APPENDIX V

Recruitment Policy for Central Superior Services

In order to secure the widest possible field of recruitment on the basis of open competition, at least 85% of the vacancies in the Central Superior Services of the Government of Pakistan will be open to all individuals who, in the terms of the Indian Succession

APPENDIX No. 1

cession Act, 1925*, may have acquired Pakistan domicile at the time of making application for appointment, subject to a reservation for the Scheduled Castes, this recruitment will be irrespective of creed or caste and is designed to attract the best talent in the Dominion without distinction.

2. Vacancies in Central Superior Services up to 15% will be reserved for candidates who may not have acquired Pakistan domicile as defined below* subject to the production of a certificate of eligibility. The procedure for obtaining such a certificate will be communicated on application to the Cabinet Secretariat, Government of Pakistan, Karachi.

3. The 85% of vacancies will be distributed as follows between the different units and Provinces of Pakistan :—

(1) East Bengal	42%
(2) West Punjab and Bahawalpur State	24%
(3) Sind, N. W. F. P., Baluchistan and Tribal Areas	17%
(4) Karachi	2%

4. Reservation for the Scheduled Castes is made at the rate of 6 per cent. of the recruitment made under para. 1 above. This reservation will count as part of the Provincial allotment and will be reckoned against the quota of the Province of origin of the Scheduled Caste Candidates concerned.

5. All officers of the Central Superior Service will be required to know Urdu. Those who have not studied Urdu at School or who have otherwise no acquaintance with the language shall be required to pass a written test in Urdu within 3 years of their appointment.

6. If any vacancies reserved in the terms of paras. 1—4 above, cannot be filled by reason of the failure of candidates to pass the qualifying standard, such vacancies will be filled on pure merit from among candidates who pass that standard.

APPENDIX VI

General conditions of service prescribed for probationers in the Telegraph Engineering Service, Class I.

1. *Probationers.*—Selected candidates will be appointed as probationers for training in the department for two years. They will receive pay of Rs. 250 a month for the first year. On satisfactory conclusion of the first year's training and after passing the prescribed departmental tests they will receive Rs. 275 for the second year. Those who make satisfactory progress during the second year's training and pass certain prescribed departmental tests will be appointed as Assistant Divisional Engineers on a scale of Rs. 350—25—450/2—500. These conditions of service are subject to revision on implementation of the recommendations of the Pakistan Pay Commission. Candidates will not be entitled to any compensation if they are adversely affected by any changes in the conditions of service which may be introduced later on.

2. *Provident Fund.*—Officers entering the Telegraph Engineering Service, Class I, will be eligible to join the General Provident Fund and will be governed by the rules regulating that fund.

*Clause 11 of the Indian Succession Act, 1925, provides :—

Any person may acquire a domicile in (Pakistan) by making and depositing in some office in (Pakistan) appointed in this behalf by the Provincial Government a declaration in writing under his hand of his desire to acquire such domicile; provided that he has been resident in (Pakistan) for one year immediately preceding the time of his making such declaration.

APPENDIX NO. 1-A

(Referred to in rule 10-A.)

REGULATIONS FOR THE DETERMINATION OF THE DOMICILE OF CANDIDATES
FOR THE POSTS TO BE FILLED BY PERSONS OF PAKISTAN DOMICILE.

1. A person can have only one domicile.
2. The domicile of origin of every person of legitimate birth is in the country in which at the time of his birth his father was domiciled, or, if he is a posthumous child, in the country in which his father was domiciled at the time of the father's death.
3. The domicile of origin of an illegitimate child is in the country in which at the time of his birth his mother was domiciled.
4. The domicile of origin prevails until a new domicile has been acquired and a new domicile continues until the former domicile has been resumed or another has been acquired and a new domicile continues until the former domicile has been resumed or another has been acquired.
5. (1) A person acquires a new domicile by taking up his fixed habitation in a country which is not that of his domicile origin.

* * * * *

Explanation 1.—A person is not to be considered as having taken up his fixed habitation in a country merely by reason of his residing there in Pakistan Government Civil or Military service or in the exercise of any profession or calling.

Explanation 2.—A person does not acquire a new domicile in any country merely by reason of residing as part of the family or as a servant of any ambassador, consul, or other representative of the Government of another country.

6. The domicile of a minor follows the domicile of the parent from whom he derives his domicile of origin :

Provided that the domicile of a minor does not change with that of his parent if the minor is married or holds any office or employment in the service of Pakistan Government or has set up with the consent of the parent in any distinct business.

7. After marriage a woman acquires the domicile of her husband if she had not the same domicile before and her domicile during the marriage follows the domicile of her husband :

Provided that if the husband and wife are separated by the order of a competent court or if the husband is undergoing a sentence of transportation, the wife becomes capable of acquiring an independent domicile.

8. Save as otherwise provided above a person cannot during minority acquire a new domicile.

9. An insane person cannot acquire a new domicile in any other way than by his domicile following the domicile of another person.

* * * * *

11. If any question arises as to the domicile of any officer at the time of his appointment, the decision thereon of the Governor-General in the case of persons appointed by him, or of the Local Government in the case of persons appointed by them shall be final.

APPENDIX NO. 1-B.

(Referred to in rule 185.)

TRAINING OF OFFICERS APPOINTED AS PROBATIONERS IN THE TELEGRAPH
ENGINEERING SERVICE, CLASS I.

An officer appointed as probationer in the Telegraph Engineering Service, Class I will undergo training in the Department for 23 months. The programme of the training is laid down below :—

1. Telegraph Training Centre, Lyallpur. The course will extend over a period of 13½ months.

FIRST PERIOD—1 month.

Morse Signalling.
Telegraphy Morse Simplex, Duplex, Quadruplex, etc.
Simplex Morse Apparatus.
Different methods of Morse Working.
Closed circuit, Simplex and Duplex.
Closed circuit simplex.
Differential Duplex.
C. B. Simplex and Duplex.
High Speed machine telegraphy.
Concentrator working.
Repeaters.
Line and Cable testing.

SECOND PERIOD—2 months.

Morse Signalling—*contd.*
Telegraphy-Baudot, Teleprinter, etc.
Bi-Baudot.
Quad-Baudot (Principle only).
Duplex Bi-Baudot. (Principle only).
Retransmitters (Bi and Quad)
Retransmitters (Bi-Quad).
Baudot key-board Perforators and tape Transmitters.
Baudot Receiving Re-Perforators.
Teleprinter-Creed as well as siemen and Halske Types (in detail).
Teleprinter Re-perforator and transmitter.

THIRD PERIOD—1½ months.

Morse signalling—*contd.*
Telephony.
General Principles of Magneto, Semi C.B.S. and C.B. Systems.
Details of equipment of exchange and sub office apparatus.
Including P.B.X. apparatus.
Methods of fitting up exchange switch-boards and substation apparatus.
Methods of terminating underground cables in Telephone exchanges.
Use of protective devices in exchanges and sub-office.
All other miscellaneous information and details in connection with the installation and maintenance of telephone systems.

FOURTH PERIOD—2 months.

Telephony.—*contd.*
Different systems of automatic exchange in use in the Department.
Private automatic branch exchanges.
Subscribers apparatus and their maintenance.
Party line working with selective ringing.

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Railway Control working.

More lectures on the principles of Radio Telegraphy and Telephony including study of thermionic valve and its applications as an oscillator, detector, amplifier and modulator.

FIFTH PERIOD—2 months.**Telegraph and Telephone transmission problems.**

Principle of transposition of telephone wires and prevention of inductive interference from other circuits and from neighbouring circuits.

Impedance of telephone circuit and its measurements Telephone repeaters of different kinds.

Design of balancing net works.

Cross talk meters and their use.

SIXTH PERIOD—3 months.

The study of the working and maintenance of VFT equipment.

Properties of circuits for carrier and H.F. currents.

Frequency response, equalisation, frequency separation.

Channel separation, channel displacement, etc.

Properties of circuits with distributed constants, open wires, cables, feeders, serials, etc.

Radiation and propagation of waves, field strength and aerial systems.

Directional transmission and reception.

Carrier systems in use in the Department.

Wireless apparatus in use in the Department.

Testing and inspection of apparatus and installation.

Distortion—its causes and remedies. Fault testing and maintenance work. During the course of practical work the probationers will visit for short periods (a) nearest Central Telegraph Office. Auto telephone and carrier installations at Lahore, workshop and store depot at Moghalpura.

An examination will be held at the end of this section of the course covering the foregoing syllabus.

SEVENTH PERIOD—1 month.

Details of different types of underground, underwater and aerial cables in use in the Department.

Methods of joining and laying of such cables.

Cable terminal boxes of different types.

Fitting up of cable terminals and the arrangements of leading in wires at terminal posts and in cable houses.

Protective devices used with underground, underwater and aerial cables.

All other details in connection with laying and maintenance of underground, underwater and aerial cables.

EIGHTH PERIOD—1 month

The probationers will attend the Telegraph Workshops for practical training and the office of the Controller of Telegraph Stores to learn the nomenclature of stores and also the procedure for the receipt and issue of stores.

The training in the workshops should be not only theoretical but as practical as possible. Probationers should be required to carry out adjustments and finings of various instruments and fitting of various instruments in use, while undergoing training in the workshop.

Visit the overseas West and West wireless installations in Karachi including the terminals in the trunk exchange to study the working and maintenance of the equipment.

The probationers will be attached to the officer in charge of the wireless Region and will actually hold charge as Wireless Supervisor for one week in the last week of this period.

II. Divisional training.—The course will extend over a period of 24 weeks which will be divided as follows :—

Duties of engineering supervisor	4 weeks.
(He should actually take over a section.)	

APPENDIX NO. 1-B

Construction (to be placed in personal charge of Construction Parties).

The utilization of this period of 12 weeks should be left flexible so that the probationer can be attached to any major line construction or equipment installation work in hand during this period. In case there are no major works during this period the probationer should be attached for a period of 4 weeks each to D. A. E. in charge of large Auto exchange D. A. E. in charge Wireless station, and under C. M. E. 12 weeks

Divisional Office—

Accounts branch	2 weeks
Construction Branch	2 weeks
Telephone Branch	1 week
Establishment Branch	1 week
Sub Divisional Officers' Office	2 weeks

They should actually work in each branch.

24 weeks.

III.—*Telephone Branch*.—The period of this training is fixed at 5 weeks during which he will be employed or perform duties in the manner shown below :—

To act as telephone operator	1½ weeks
Mechanics duties <i>i.e.</i> repairing instrument, etc.	1½ weeks
Duties of engineering supervisor, Phones, testing of lines, routine test of boards, routine tests of repeaters, rectification of faults in switch boards, etc. and general charge of system	2½ weeks
Total	<u>5 weeks</u>

IV. *Telegraph Traffic*.—The period of training will extend over 10 weeks during which he will remain attached to a large signal office, for employment or performance of duties in the manner indicated below :—

Public counter booking	1 week
Delivery	1 week
Telegraphist	1 week
Dist work	1 week
Draft Section	1 week
Telegraph Master	2 weeks
Testing	2 weeks
Assistant Superintendent	1 week
Total	<u>10 weeks</u>

This training will be given under the Superintendent in-charge of the Lahore Central Telegraph Office.

At the end of each course in the office of the Divisional Engineer Telegraph Training Centre, Layallpur, the latter should promptly report to the Director-General whether the candidates were making proper progress and proving satisfactory in every way. The reports should comment in some detail on the conduct and special qualities of the probationer. Similar reports should be made by the Superintendent of the Telegraphs-Workshops and the Controller of Telegraph Stores. After the termination of each course in the Engineering and Traffic branches similar reports will be submitted by the Divisional Engineer and Superintendent of the Telegraph Office concerned.

APPENDIX NO. 1-C

APPENDIX NO 1-C

(Referred to in Note 1 below rule 182.)

REGULATIONS FOR THE PHYSICAL EXAMINATION OF CANDIDATES FOR APPOINTMENT TO THE TELEGRAPH ENGINEERING SERVICE, CLASS I.

1. To be passed as fit for appointment a candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties of his appointment.

2. In the matter of the correlation of age, height and chest-girth of candidates of Pakistan (including Anglo-Indian) race, it is left to the Medical Board to use whatever correlation figures are considered most suitable as a guide in the examination of the candidates.

NOTE.—The following table of correlation of age, height and chest-girth is to be used as a guide in the examination of candidates of European race :—

Physical Equivalents.

Age last birthday	Height without shoes			Girth when fully expanded.	Chest range of expansion not less than—
				Inches.	Inches.
16.	60 and under	62 inches	32½	2
	62	65	33½	2
	65	68	33½	2
	68	72	34	2
	72 and upwards		34½	2
17.	62 and under	65 inches	33½	2
	65	68	34	2
	68	72	34½	2
	72 and upwards		35	2
	18.	62 and under	65 inches	34
65		68	34½	2
68		72	35	2
72 and upwards			35½	2
19.		62½ and under	65 inches	34½
	65	68	34½	2
	68	70	35	2
	70	72	35½	2
	72 and upwards		36	2
20.	62½ and under	65 inches	34½	2
	65	68	34½	2
	68	70	35	2
	70	72	35½	2
	72 and upwards		36	2
21 and upwards	62½ and under	65 inches	34½	2
	65	68	35	2
	68	70	35½	2
	70	72	36	2
	72 and upwards		36½	2

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3. The candidate's height will be measured as follows :—

He will remove his shoes and be placed against the standard with his feet together, and the weight thrown on the heels and not on the toes or outer sides of the feet. He will stand erect without rigidity, and with the heels, calves, buttocks and shoulders touching the standard; the chin will be depressed to bring the vertex of the head level under the horizontal bar, and the height will be recorded in inches and parts of an inch to quarters. No fixed limit of height is enforced.

4. The candidate's chest will be measured as follows :—

He will be made to stand erect with his feet together, and to raise his arms over his head. The tape will be so adjusted round the chest that its upper edge touches the inferior angles of the shoulder blades behind, and its lower edge the upper part of the nipples in front. The arms will then be lowered to hang loosely by the side, and care will be taken that the shoulders are not thrown upwards or backwards so as to displace the tape. The candidate will then be directed to take a deep inspiration several times, and the maximum expansion of the chest will be carefully noted. The minimum and maximum will then be recorded in inches, 33-35, 34-36½, etc. In recording the measurements, fractions of less than ½ inch should not be noted.

5. The candidate will also be weighed and his weight recorded in pounds. Fractions of a pound should not be noted.

6. The candidate's eye-sight will be tested in accordance with the following rules. The results of each test will be recorded :—

(i) *General*.—The candidate's eyes will be submitted to a general examination directed to the detection of any disease or abnormality. The candidate will be rejected if he suffers from any morbid conditions of the eyes, eyelids or contiguous structures, of such a sort as to render, or to be likely at a future date to render, him unfit for service.

N.B.—No candidate will be accepted for appointment whose standard of vision does not come up to the requirements specified below without the use of the contact glasses. (A contact glass or lens is defined as a glass shell, the concavity of which is in contact with the globe of the eye, a layer of liquid being interposed between the lens and the cornea. The meaning of the word "glasses" wherever used in these Regulations is to be interpreted as not covering contact glasses.)

(ii) *Visual acuity*.—The candidate will be examined, with the apparatus and according to the methods prescribed by the Railway Board's Standing Advisory Committee of Medical Officers, to determine his acuity of vision, and the examination will include two tests, one for distant and the other for near vision. Each eye will be examined separately. No candidate will be accepted whose Visual Acuity falls below the following standards :—

	The one eye.		The other eye	
Distant vision—				
without glasses	6/24
corrected with glasses	6/6
Near vision—				
with or without glasses	0.8

(iii) *Colour Perception*.—Inability to distinguish the principal colours will be regarded as a cause for rejection.

(iv) *Field of vision*.—Each eye must have a full field of vision as tested by hand movements.

7. The urine (passed in the presence of the examiner) should be examined and the result recorded.

8. The following additional points should be observed :—

- (a) that the candidate's hearing in each ear is good and that there is no sign of disease of the ear ;
- (b) that his speech is without impediment ;
- (c) that his teeth are in good order and that he is provided with denture where necessary for effective mastication (well filled teeth will be considered sound) ;
- (d) that his chest is well formed, and his chest expansion sufficient ; and that his heart and lungs are sound ; and that his blood pressure is within normal limits ;
- (e) that there is no evidence of any abdominal disease ;
- (f) that he is not ruptured ;
- (g) that he does not suffer from a severe degree of hydrocele, varicocele, varicose veins or piles ;
- (h) that his limbs hands and feet are well formed and developed, and that there is free and perfect motion of all his joints ;
- (i) that he does not suffer from any inveterate skin disease ;
- (j) that there is no congenital malformation or defect ;
- (k) that he does not bear traces of acute or chronic disease pointing to an impaired constitution ; and
- (l) that he bears marks of efficient vaccination.

When any defect is found, it must be noted and the medical examiners should state their opinion as to whether or not it is likely to interfere with the efficient performance of the duties which will be required of the candidate. If the condition is remediable by operation it should be so stated.

NOTE.—Candidates are warned that there is no right of appeal from a Medical Board, special or standing, appointed to determine their fitness for the above Services. If, however, Government are satisfied on the evidence produced to them of the possibility of an error of judgement in the decision of the first Board, it is open to Government to allow an appeal to a second Board.

APPENDIX NO. 2

REGULATIONS FOR THE MEDICAL EXAMINATION OF CANDIDATES WHO ARE SELECTED IN PAKISTAN FOR APPOINTMENTS TO THE POSTAL SUPERINTENDENTS SERVICE, CLASS II.

1. To be passed as fit for an appointment under Government of Pakistan a candidate must be in good mental and bodily health, and free from any physical defect likely to interfere with the efficient performance of the duties of his appointment.

2. The following table of correlation of age, height and chest-girth is to be used as a guide in the examination of candidates of *European race*. It is not applicable to candidates of Pakistan or mixed race :—

Physical Equivalent.

Age last birthday.	Height without shoes.				Girth when fully expanded.	Chest range of expansion not less than—	
						Inches.	Inches.
16	60 and under	62 inches	32-1/2	2
	62	" 65 "	33-1/2	2
	65	" 68 "	33-1/2	2
	68	" 72 "	34	2
	72 and upwards		34-1/2	2
17	62 and under	65 inches	33-1/2	2
	65	" 68 "	34	2
	68	" 72 "	34-1/2	2
	72 and upwards		35	2
18	62 and under	65 inches	34	2
	65	" 68 "	34-1/2	2
	68	" 72 "	35	2
	72 and upwards		35-1/2	2
19	62 and under	65 inches	34-1/2	2
	65	" 68 "	34-1/2	2
	68	" 70 "	35	2
	70	" 72 "	35-1/2	2
	72 and upwards		36	2
20	62½ and under	65 inches	34-1/2	2
	65	" 68 "	34-1/2	2
	68	" 70 "	35	2
	70	" 72 "	35-1/2	2
	72 and upwards		36	2
21 and upwards	62½ and under	65 inches	34-1/2	2
	65	" 68 "	35	2
	68	" 70 "	35-1/2	2
	70	" 72 "	36	2
	72 and upwards		36-1/2	2

3. The candidate's height will be measure as follows :—

He will remove his shoes and be placed against the standard with his feet together, and the weight thrown on the heels and not on the toes or outer sides of the feet. He will stand erect without rigidity, and with the heels, calves, buttocks and shoulders touching the standard ; the chin will be

depressed to bring the vertex of the head level under the horizontal bar and the height will be recorded in inches and parts of an inch to quarters.

4. The candidate's chest will be measured as follows :—

He will be made to stand erect with his feet together, and to raise his arms over his head. The tape will be so adjusted round the chest that its upper edge touches the inferior angles of the shoulder blades behind, and its lower edge the upper part of the nipples in front. The arms will then be lowered to hang loosely by the side, and care will be taken that the shoulders are not thrown upwards or backwards so as to displace the tape. The candidate will then be directed to take a deep inspiration several times ; and the maximum expansion of the chest will be carefully noted. The minimum and maximum will then be recorded in inches, 33-35, 34-36-1/2, etc. In recording the measurements, fractions of less than 1/2 inch should not be noted.

5. The candidate will also be weighed, and his weight recorded in pounds. Fractions of a pound should not be noted.

6. (a) The examination for determining the acuteness of vision includes two tests, one for distant, the other for near, vision. Snellen's test types will be used for the test for distant vision, without glasses at a distance of 20 feet, and for the test for near vision without glasses, at any distance selected by the candidate. The standards of the minimum acuteness of vision which will be use of guidance in the examination of a candidate are as follows :—

STANDARD I.

Right eye.				Left eye.
Distant vision—V=6/6 V=6/6.
Near vision—Reads 0, 6 Reads 0, 6

STANDARD II.

Better eye				Worse eye
Distant vision—V=6/6	V, without glasses—not below 6/60, and after correction with glasses—not below 6/24.
Near vision—Reads 0, 6	Reads 1.

STANDARD III.

Better eye.				Worse eye.
Distant vision—V, without glasses—not below 6/24 and after correction with glasses—not below 6/6.	V, without glasses—not below 6/24* and after correction with glasses—not below 6/12.
Near vision—Reads 0, 3	Reads 1.

(b) Each eye must have a full field of vision as tested by hand movements.

(c) Squint or any morbid condition of the eyes or of the lids of either eye liable to the risk of aggravation or recurrence, will cause the rejection of the candidate.

(d) Each eye will be examined separately and the lids must be kept wide open during the test.

(e) Inability to distinguish the principal colours will not be regarded as a cause for rejection but the fact will be noted in the proceedings and the candidate will be informed.

(f) The degree of acuteness of vision of all candidates for appointments will be entered in the proceedings in the following manner :—

*Temporarily lowered to 6/60.

V. R.—.....; with glasses—.....; Reads.....
 V. L.—.....; with glasses—.....; Reads.....

(g) In cases of serious abnormality the opinion of an ophthalmic specialist should be obtained.

NOTE.—No candidate will be accepted for appointment if his vision does not come up to the requirements specified above without the use of contact glasses.—(A contact glass or lens is defined as a glass shell, the convexity of which is in contact with the globe of the eye, a layer of liquid being interposed between the lens and the cornea. The meaning of the word "glasses" wherever used above is to be interpreted as not covering contact glasses.)

7. The urine (passed in presence of the Examiner) should be examined and the result recorded.

8. The following additional points should be observed :—

- (a) that the candidate's hearing in each ear is good and that there is no sign of disease of the ear ;
- (b) that his speech is without impediment ;
- (c) that his teeth are in good order and that he is provided with dentures where necessary for effecting mastication (well filled teeth will be considered as sound) ;
- (d) that his chest is well formed and his chest expansion sufficient, and that his heart and lungs are sound ;
- (e) that there is no evidence of any abdominal disease ;
- (f) that he is not ruptured ;
- (g) that he does not suffer from hydrocele, a severe degree of varicocele, varicose veins or piles ;
- (h) that his limbs, hands and feet are well formed and developed and that there is free and perfect motion of all his joints ;
- (i) that he does not suffer from any inveterate skin disease ;
- (j) that there is no congenital malformation or defect ;
- (k) that he does not bear traces of acute or chronic disease pointing to an impaired constitution ;
- (l) that he bears marks of efficient vaccination.

When any defect is found it must be noted in the certificate and the medical examiner should state his opinion whether or not it is likely to interfere with the efficient performance of the duties which will be required of the candidate. If the condition is remediable by operation it should be so stated.

NOTE.—Candidates are warned that there is no right of appeal from a Medical Board, special or standing, appointed to determine their fitness for the above Service. If, however, Government are satisfied, on the evidence produced to them, of the possibility of an error of judgment in the decision of the first Board, it is open to Government to allow an appeal to a second board.

APPENDIX NO. 3.

(Referred to in rule 5 (c) of Appendix No. 14.)

LIST OF EXAMINATIONS RECOGNISED BY VARIOUS PROVINCIAL GOVERNMENTS AS EQUIVALENT TO THE MATRICULATION EXAMINATION FOR PURPOSES OF ADMISSION TO PUBLIC SERVICES IN THEIR PROVINCES.

1. Secondary School Leaving Certificate Examination of Madras.
2. Madras European High School Examination.
3. Bangalore European High School Examination.
4. The Departmental School Final Examination of Bombay. (This examination is not held now).
5. Bombay Government Commercial Diploma Examination. (Prior to 1932 it was called "Bombay Government Commercial and Clerical Certificate Examination").
6. Dufferin Final Passing out Certificate Examination of the Indian Mercantile Marine Training Ship, "Dufferin" School of Bombay also known as "Dufferin" Final passing out examination.
7. High School Examination of the Board of Intermediate and Secondary Education, Dacca.
8. High Madrasah Examination of the Board of Intermediate and Secondary Education, Dacca.
9. Higher grade Schools' Final Examination for European Schools in Bengal.
10. High School Examination of the Board of High School and Intermediate Education, United Provinces.
11. School-Leaving Certificate Examination of the United Provinces. (This examination is not held now.)
12. "Admission" Examination of the Benares Hindu University.
13. High School Examination of Aligarh Muslim University.
14. Diploma Examination of the Royal Indian Military College, Dehra Dun, so long as the syllabus and the standard of the Examination continue to be the same as those for the Diploma Examination of the Chiefs' Colleges.
15. Government High School Examination for European Schools in the Punjab.
16. Government Training Class Diploma and Chelmsford Training Class Examination of Ghora Gali School.
17. High School Certificate Examination of the Board of High School Education, Central Provinces.
18. Assam Madrasah Final Examination with English. (This Examination is considered as equivalent to the Matriculation Examination of Calcutta University for the purpose of appointments to posts in which a high standard of English is less important than a good general education.)
19. High School Examination of the Board of Secondary Education, Delhi.
20. School-Leaving Certificate Examination of the Board of Secondary Education, Delhi.
21. High School Examination of the Board of High School and Intermediate Education, Rajputana (including Ajmer-Merwara), Central India and Gwalior.

22. High School-Leaving Certificate Examination of Hyderabad (Deccan).
23. Secondary School-Leaving Certificate Examination of Mysore.
24. The Senior London Chamber of Commerce Certificate Examination in the following subjects :—
- (i) English.
 - (ii) Commercial Arithmetic.
 - (iii) Commercial Geography.
 - (iv) Book-keeping and Accountancy and in two of the following subjects, (viz., Shorthand, Type-writing, Secretarial Practice, Modern Office Appliances and System, Banking and Currency.)
25. Cambridge School Certificate Examination (formerly called the Cambridge Senior Local Examination).
26. High School Examination Rangoon University.
27. Indian Army Special Certificate of Education.
28. School-Leaving Certificate (Agriculture) Examination of Bombay.
29. Royal Indian Air Force Education Test for the reclassification of Landing Aircraftsmen.
30. Higher Education Test of the Royal Indian Navy.

NOTE 1.—In addition to the above, all Provincial Governments recognise the Indian Army Special Certificate of Education as equivalent to their respective Matriculation examinations for purposes of admission to their public services. In the case of the Government of Bengal, United Provinces and Assam this recognition is qualified by the proviso that the candidate is a native of, or domiciled in, the Province in which he seeks employment. In the case of the Government of Madras (except in the civil and military station of Bangalore) this recognition is given with the reservation that each case is considered on its merits.

NOTE 2.—The Cambridge Junior Local Examination, the Oxford School Certificate Examination and the Matriculation Examination, London, may be treated as an alternative to the Matriculation Examination of an Indian University for the purpose of admission to services in the Posts and Telegraphs Department.

Qualification of recognition of the examination.

Madras Government do not take the Matriculation examination of any of the Universities as the standard for purposes of the admission to public services. But the minimum general educational qualification required by the Government for the purpose is that a candidate must—

- (a) either have obtained a completed Secondary School-Leaving Certificate issued under the authority of the Government of Madras (No. 1 in the list), and
- (b) if such a certificate was obtained in pursuance of the revised Secondary School-Leaving Certificate Scheme introduced by G. O. No. 1936—Law Education, dated 3rd August, 1929, the certificate must show that the candidate has obtained at the Public examination not less than the percentage of marks specified below in the subjects under Group "A" and not less than 35 per cent. in one of the subjects in Group "C" :—

Group "A"							Per cent.
English	40
A Language	40
Elementary Mathematics	35
Elementary Science	30
Outlines of History of England and India and Geography	30

APPENDIX NO. 3

Provided that a candidate belonging to any community other than the Brahman or the Non-Brahman (Hindu) shall, if he has obtained not less than 35 per cent. in English and in the language in group "A" and not less than the percentage of marks specified above in the other subjects under that group and 35 per cent. in one of the subjects under Group "C", be eligible for appointment to any Subordinate Service until the 31st December 1936; and

- (2) If such certificate was obtained in pursuance of the Secondary School-Leaving Certificate Scheme which was in operation before the revised scheme referred to in sub-clause (1) the certificate must show that the candidate has obtained at the Public Examination not less than 35 per cent. of the marks in each of the subjects in Group "A" and in each of the two subjects in Group "C".

NOTE.—(i) The certificate of pupils who have been exempted from Vernacular Composition and Translation in Group "A" will not be considered incomplete because they contain no entry under that subject.

(ii) A pass in a Government Technical Examination will be regarded as equivalent to obtain 35 per cent marks in the corresponding subject in the Secondary School-Leaving Certificate Public Examination; for this purpose, where in the latter examination, the technical subject comprises two subjects in the Government Technical examination, passes in at least the lower grade are required in both the subjects in the Government Technical Examination; or

- (b) Have passed the European High School Examination held under the authority of the Government of Madras with either Tamil, Telugu, Malayalam, Kannara, Hindustani or Oriya as his compulsory language (No. 2 in the list).

2. In respect of item 6, the Public Service Commission, Madras, will continue, as heretofore, to consider on merits the application of any candidate, who has passed the examination, and who applies to the Commission for selection for any appointment in response to its notification advertising the vacancies.

A pass in no other examination is recognised as equivalent to the prescribed qualification; each such case is considered on its merits as it arises.

Bombay Government recognises Nos. 4, 5, 6 (provided the candidate has passed the examination with 40 per cent. of marks in English and 35 per cent. of marks in other subject), 24 and 25.

Bengal Government recognises Nos. 6, 7, 8, 9 and 25 (provided the candidate passes the examination in—

- (1) English Composition and literature,
- (2) Mathematics (Arithmetic, Geometry and Algebra),
- (3) A Classical Language and
- (4) Any one of the following subjects, viz.,

(History, Geography, Trigonometry with Analytical Geometry or Calculus Applied Mathematics, Chemistry, Physics, Experimental Science, Hygiene, religious knowledge).

United Provinces Government recognises No. 6 (to persons who have their domicile in those provinces), 10, 11, 12, 13, 14, and 25 (provided a student has passed in five of such subjects as are recognized for the High School Examination of the Board of High School and Intermediate Education, United Provinces).

The Punjab Government recognizes Nos. 1, 2, 6, 7, 10, 11, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, and 25.

The Punjab Government have also recognized the following examinations:—

- (i) Second Class Teachers' Examination, Manual School Department.

-
- (ii) Oxford School Certificate Examination (Provided the subject taken up by the Candidate satisfied the requirements of the Matriculation Examination of the Punjab University).
 - (iii) Matriculation Examination, Hong-Kong.
 - (iv) Matriculation Examination, Sydney.
 - (v) Anglo-vernacular High School Examination of Burma (provided Mathematics is included.)
 - (vi) European School Final Examination (qualifying for entering a College in Burma) of Rangoon.
 - (vii) Training Institute Examination of United Provinces for Women Teachers.
 - (viii) School Certificate of the General School Examination, London.
 - (ix) Matriculation Examination, London.
- Bihar and Orissa "No general orders have been issued".
- Central Provinces Government recognises Nos. 6, 17 and 25.
- Assam Government recognises Nos. 6 and 18.
- North-west Frontier Province Government recognises all the examination recognised by the Punjab University as equivalent to its Matriculation Examination.
- Delhi administration recognises Nos. 6, 19, 20 and 21.
- Baluchistan Administration recognises Nos. 6 and 25.
- Coorg administration recognises Nos. 1, 3, 6, to certificates awarded or after (1935) and 23.
- Bangalore Administration recognises Nos. 1, 3, 6, 23 and the examinations recognised by the Government of Madras.
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APPENDIX No. 4

APPENDIX NO. 4

SCHEDULE OF POSTS, PROMOTION TO WHICH INVOLVES ASSUMPTION OF GREATER RESPONSIBILITY EXCEPT WHERE OTHERWISE INDICATED.

For purposes of Fundamental Rules 22 and 30, appointment to any of the posts shown against each item in the right-hand column of the table below involves the assumption of duties or responsibilities of greater importance than those attaching to the posts shown against the corresponding item in the left-hand column. These orders have effect from the 18th March, 1930.

Posts from which promoted or transferred.	Scale.	Posts promotion to which involves assumption of greater responsibility.	Scale.
<i>Gazetted</i>			
1. Postmaster-General, Deputy Director-General, Telegraphs, Directors of Telegraphs and Deputy Chief Engineer (on old scale of pay).	2,000—100—2,500*	Chief Engineer	2,750—125—3,000
2. Directors of Telegraphs, and Deputy Chief Engineer (on old scale of pay).	2,000 1,600	Deputy Director-General, Postmasters General and Deputy Director-General Telegraphs.	2,000—100—2,500
3. Deputy Postmaster-General.	1,300 1,000—50—1,500	Postmasters-General and Deputy Director-General, Postal Services.	2,000, 1,600 ; Ditto.
4. Divisional Engineers, Telegraphs, Assistant Chief Engineer, Telegraphs, Assistant Chief Engineer, Wireless, Chief Electrician, Wireless and Senior Electrical Engineer.	750/850/950 625/2—675—725/2 50—1,025/2 50— 1,275/2—1,325/2— 1,375.	Directors of Telegraphs, and Deputy Chief Engineer (on old scale of pay).	1,750—100—2,150 1,300
	750/850/950		

*Applicable only to the posts of Postmasters-General and Deputy Director-General. Telegraphs.

SCHEDULE OF POSTS, PROMOTION TO WHICH INVOLVES ASSUMPTION OF GREATER RESPONSIBILITY—*contd.*

Posts from which promoted or transferred.	Scale.	Posts promotion to which involves assumption of greater responsibility	Scale.
<i>Gazetted</i>			
5. Assistant Divisional Engineers, Telegraphs, and Junior Electrical Engineer.	375—50—525/2—575 —625/2—50—975 <hr/> 350—25—450/2—500	Divisional Engineers, Telegraphs, Assistant Chief Engineer, Telegraphs, Assistant Chief Engineer, Wireless, Superintendent of Telegraph Workshops, Controller of Telegraph Stores, Wireless and Senior Electrical Engineer	625/2—675—725/2 —50—1,025/2—50 —1,275/2—1,325/2 —1,375 <hr/> 750/850/950
6. Assistant Superintendent of Telegraph Workshops.	Ditto	Superintendent of Telegraph Workshops.	Ditto,
7. Superintendents of post offices and R.M.S. Assistant Postmasters-General and Assistant Deputy Directors-General.	300—20—630—25—750 <hr/> 240—20—450—15—600	Deputy Postmasters-General,	1,000—50—1,500 <hr/> 750/850/950
8. Postmasters, Grade A	350—30—650 <hr/> 240—20—450—15—600	Postmasters, Lahore and Karachi,	700—25—800 <hr/> 600
9. Telegraph Traffic Service, Class II	350—20—550—30—700 <hr/> 240—20—450—15—600	Telegraph Traffic Service, Class I	1,000—50—1,500 <hr/> 750/850/950
10. Assistant Engineers, and Deputy Assistant Engineers.	350—20—450 500—20—600 350—20—550—30—700 <hr/> 240—20—450—15—600	Assistant Superintendents Telegraph Workshops,	375/975 <hr/> 350/500

SCHEDULE OF POSTS, PROMOTION TO WHICH INVOLVES ASSUMPTION OF GREATER RESPONSIBILITY.— <i>Contd.</i>		
Posts from which promoted or transferred.	Scale.	Scale.
<i>Non-gazetted.</i>		Posts promotion to which involves assumption of greater responsibility. <i>Gazetted.</i>
11. Engineering Supervisors	80-5-100-10-250 -20-350 120-5-140-10-290- 20-350 80-5-120-10-240 P. S. 125-10-225-E. B.-10-275-E. B.-25/2-300	Deputy Assistant Engineer, Grade B 350/450 Ditto 240/600
Electrical Supervisors Ditto	Deputy Assistant Electrical Engineer, Grade B Ditto
12. Telegraph masters 275-10-325 200-10-250 180-10-230 130-10-250 P. S. 160-10-250-E. B.-15-280 125/350	Telegraph Traffic, Service Class II 350/700 Deputy Assistant Engineer, Wireless, Grade B .. 350/450 240/600
13. Wireless Supervisor 80/240 P. S. 125-10-250-E. B.-10-275-E. B.-25/2-300 Postmasters, Grade A, Deputy Postmasters, Sub-postmasters, Assistant Postmasters and selection grade clerks. P. S. 200-15-350 160-10-250	Assistant Postmasters and Sub-Postmasters in Gazetted grade. 240/600 Superintendents of Post Offices and R. M. S. ... 300/750 240/600
14. Postmasters, Grade B, Deputy Postmasters, Sub-postmasters, Assistant Postmasters and selection grade clerks. 130-6-190 P. S. 230-15-350-E. B.-15-500 300-20-700 220-15-340	Assistant Superintendent of Telegraph Workshops. 375/975 350/500
15. Inspectors of Post Offices and R. M. S. 130-6-190 P. S. 230-15-350-E. B.-15-500 300-20-700 220-15-340	Superintendents of Post Offices and R. M. S. ... 300/750 240/600
16. Foremen 130-6-190 P. S. 230-15-350-E. B.-15-500 300-20-700 220-15-340	Assistant Superintendent of Telegraph Workshops. 375/975 350/500

SCHEDULE OF POSTS, PROMOTION TO WHICH INVOLVES ASSUMPTION OF GREATER RESPONSIBILITY.—*Contd.*

Posts from which promoted or transferred.	Scale.	Posts Promotion to which involves assumption of greater responsibility.	Scale.
<i>Non-gazetted.</i>			
1. All posts included in the junior selection grade.	160—10—250 130—6—190 160—6—190 160—10—250 130—6—190 P. S. 135—300	All posts included in the higher selection grade	250—20—350 200—10—250
Inspector post offices, Inspector R.M.S. and Head Clerk, Superintendent post offices.		Ditto	
2. Junior Accountants in Posts and Telegraphs Accountants' Cadre.		Ditto	
		Senior Accountants in Posts and Telegraphs Accountants' Cadre.	... P.S. 200—15—350 ...
3. Posts included in the 1st grade and 1st division	...	Posts included in the junior selection grade Inspector, post offices, Inspector, R. M. S. and Head clerk, Superintendent, Post offices.	...
4. Postmen, village postmen and mail guards.	...	Departmental branch postmasters, overseers, overseer postmen, sorting and reader postmen and head postmen.	...
5. Departmental officials of all classes below the clerical class.	...	Clerks including sorters
6. Second division clerks in Circle offices and offices of Divisional Engineer of Telegraph P. and T. Training Centre, Lyalpur, Controller of Telegraph Stores, Superintendent of Telegraph Workshops, Accounts officer, Telephone Revenue and Workshop Lahore, Accounts officer, Telephone Revenue and Stores, Account officer, Telephone Revenue, Dacca.	...	First division clerks or senior grade clerks

SCHEDULE OF POSTS, PROMOTION TO WHICH INVOLVES ASSUMPTION OF GREATER RESPONSIBILITY—*concl'd.*

Posts from which promoted or transferred.	Scale	Posts promotion to which involves assumption of greater responsibility.	Scale
<i>Non-Gazetted</i>			
6-A Clerks on the following scale—			
Rs. 100—4—120			
Rs. 95—4—115			
Rs. 90—4—110			
Rs. 45—45—3—90—E.B.—5—120			
Rs. 40—40—3—85—E.B.—5—115			
Rs. 35—35—3—80—E.B.—5—110			
Rs. 60—4—110			
Rs. 50—5—100			
Rs. 50—4—90			
Rs. 45—4—85			
Rs. 40—5—90			
Rs. 40—4—80			
Rs. 35—4—75			
Rs. 50—3—110			
Rs. 40—3—100			
Rs. 60—4—100—E.B.—120			

<i>Non-Gazetted.</i>	...	<i>Non-Gazetted.</i>
7. Sub-inspectors, Telegraph Engineering	...	Line inspectors, telephone operators
8. Linemen.	...	Mistries, assistant mistries, sub-Inspectors Telephone, Inspectors Telephones, Cable Jointers.
9. Telegraphists		Telegraph masters.
10. Telephone inspectors, telephone operators, mistries, telegraphists.		Engineering supervisors.
11. Wireless operators.		Wireless supervisors.
12. Assistant foremen, instrument testers, examiners, and estimators.		Foremen.
13. Mistries.		Telephone inspectors.
14. Class IV servants.		Postmen and village postmen, mail guards, linemen, line riders, departmental stamp vendors, shroffs, bill sircars.
15. Peons.		Duftries and allied classes.
16. Packers and book-binders.		Departmental stamp vendors.
17. Distributors, pressmen.		Compositors.
18. Lascars and Class IV servants.		Assistant mistries.
19. Assistant mistries.		Mistries.
20. Van-peons, porters, etc.		Jemadars.
21. Boy peons, boy messengers, boy farashes.		Runners, packers, messengers, etc.
22. Peons and messengers (including task work Messengers).		Munshies.
23. Postmen.		Carefakers.

FOOTNOTE.—The orders have effect from 1st December, 1947.

APPENDIX No. 5.

The following list indicates which wireless Stations may be considered as (a) Gazetted and (b) non-gazetted charges :—

- | | |
|---|-----|
| (1) Dacca | (a) |
| (2) Drosh | (b) |
| (3) Gilgit | (b) |
| (4) Karachi Transmitting Station, Napier Barracks | (a) |
| (5) Karachi receiving Station at Malir | (a) |
| (6) Karachi Airport | (b) |
| (7) Ormara | (b) |
| (8) Pasni | (b) |
| (9) Peshawar | (b) |
| (10) Panjgar | (b) |
| (11) Tulbat | (b) |
-

APPENDIX No. 6.

(Referred to in Note below rule 100).

CASUAL LEAVE

I.—Rules for the employment of paid substitutes in casual leave vacancies of postmen, village postmen and postal menials.

1. The employment of paid substitutes in casual vacancies will ordinarily be restricted to offices at which the number of postmen, village postmen and menials together does not exceed 4.

2. Heads of postal circles may at their discretion relax the condition in rule 1 in individual cases in which, owing to the absence of an abnormally large number of Postmen and postal menials, it is found impossible to distribute the work of those granted casual leave among the staff present for duty.

3. Paid substitutes may only be employed in the place of absentees granted casual leave on account of illness or urgent private affairs. The head of the office should make such enquiries as may be necessary to satisfy himself regarding the necessity for the absence.

4. The amount to be paid to a substitute employed under these rules must not exceed the minimum pay of the time-scale in force at the office concerned for the class to which the absentee belongs. Payment must be made direct to the substitute, whose receipt should be obtained.

5. All claims for payments to substitutes under these rules should be submitted for approval before payment, to the Divisional Superintendent or First Class Postmaster concerned, accompanied by the leave applications and any other documents necessary to establish the validity of the claims. The head of the office must certify on the claims that the employment of the substitutes was absolutely essential to carry on the work of those granted casual leave in accordance with rule 3. Claims falling under rule 2 will be passed on to the Head of the Circle for sanction.

6. When granting casual leave to a postman or menial in circumstances necessitating the employment of a substitute the head of the office will warn the applicant for leave of his liability for the pay of the substitute in the event of the claim being subsequently found to be admissible.

7. The employment of a paid substitute under these rules in respect of any particular postman or postal menial will be limited ordinarily to 10 days in any one financial year. Divisional Superintendents and First Class Postmasters may however, raise the limit to 20 days at their discretion.

8. A substitutes to be employed under these rules will ordinarily be produced by the leave applicant for acceptance by the head of the office, but in special cases, when the leave applicant who provides his own substitute and the head of the office may select a substitute. In either case, both the leave applicant who provides his own substitute and the head of the office will be held personally responsible for the good behaviour of the substitute and liable for any losses that may arise from his employment.

II.—Rules for the employment of paid substitutes in casual leave vacancies of mailguard, van peons, porters and other menials in the R.M.S.

(The rules are those as those in the case of postmen, village postmen and postal menials given in Section I above except that in this case.

(i) the head of the office is the Inspector, R.M.S. Record or sub-record clerk in the Selection Grade as the case may be, in charge of the office or section and

(ii) the powers of Divisional Superintendents and/or First Class Postmasters under rules 5 and 7 will be exercised by the Superintendent of R.M.S.

III.—*Rules for the employment of paid substitutes in casual leave vacancies of Class IV staff in telegraph offices. The rules are the same as those in the case of postmen, village postmen and postal menials given in Section I above, except that in this case.*

(1) Claims for payment to substitutes should be examined personally by the officers in charge of the telegraph offices and need not be submitted to any higher officer for approval before payment and

(2) the powers of Divisional Superintendents and First Class Postmasters under rule 7 will be exercised by the head of the office himself.

APPENDIX NO. 7.

(Referred to in rule 156.)

RULES FOR RECRUITMENT TO THE POSTAL SUPERINTENDENTS (CLASS II) SERVICE.

Part I.

Methods of Recruitment.

1. These Rules may be called the Postal Superintendents (Class II) Service Recruitment Rules.

2. For the purposes of these Rules—

- (a) "Government" means the Governor-General ;
 (b) "The Commission" means the Pakistan Public Service Commission;
 (c) "The Service" means the Postal Superintendents (Class II) Service.

3. The Service shall be recruited by the following methods :—

- (i) By competitive examination held in Pakistan in accordance with Part II of these Rules.
 (ii) By promotion.

4. Subject to the provisions of rule 3, Government shall determine the method or methods to be employed for the purpose of filling any particular vacancies, or such vacancies as may require to be filled during any particular period, and the number of candidates to be recruited by each method.

5. Vacancies in the service which are filled otherwise than promotion shall be distributed as under :—

(a) (1) East Bengal	42%
(2) West Punjab and Bahawalpur State	24%
(3) Sind, N.W.F.P., Baluchistan and Tribal Areas	17%
(4) Karachi	2%
(5) 15% for candidates who may not have acquired Pakistan domicile as defined below* subject to the production of a certificate of eligibility.**	

(b) Reservation for the Scheduled castes is made at the rate of 6 per cent. of the recruitment made under items (a) above. This reservation will count as part of the provincial allotment and will be reckoned against the quota of the province of origin of the Scheduled caste candidates concerned.

(c) If any vacancies reserved in the terms of paras. (a) and (b) above cannot be filled by reason of the failure of candidates to pass the qualifying standard, such vacancies will be filled on pure merit from among candidates who pass that standard.

(d) All officers of the Central Superior Service will be required to know Urdu. Those who have not studied at School or who have otherwise no acquaintance with the language shall be required to pass a written test in Urdu within 3 years of their appointment.

*Clause II of Indian Succession Act 1925 as adapted in Pakistan provides. Any person may acquire a domicile in (Pakistan) by making and depositing in some office in (Pakistan) appointed in this behalf by the Provincial Government a declaration in writing under his hand of his desire to acquire such domicile, provided that he has been resident in (Pakistan) for one year immediately pending the time of his making such declaration.

**The procedure for obtaining such a certificate will be communicated to candidates on application to the Cabinet Secretariat of Pakistan Karachi.

Part II.

Recruitment by competitive examination.

6. A competitive examination for admission to the Service shall be held in Pakistan at such times and places as Government may prescribe by notice issued through the Commission. Every such notice will, when possible, announce the number of vacancies to be filled on the result of the examination.

7. If the examination held under this part of these Rules is a combined examination for the purpose of making appointments to more than one Service or Department, the following provisions shall apply :—

(i) Any person may apply to be admitted as a candidate for appointment in all or any of these Services or Departments for which he is eligible. If he wishes to compete for appointment in more than one Service or Department, he shall state on his application form which Services or Departments he wishes to compete for and the order of his preference between them, and in such case only one application form will be necessary and one payment of the fees referred to in rule 16 (and Appendix III) will be sufficient.

(ii) Government shall assign successful candidates to each Service or Department on a consideration of all circumstances including any personal preference expressed by the candidate.

8. The candidates to be admitted to the examination shall be limited to such number, being not less than 200 and not more than 300 as the Commission may fix. If the number of candidates exceeds that limit, the Commission shall select from the applicants those who shall be admitted to the examination and in doing so shall have regard to the suitability of the applicants and to the adequate representation of the various communities and provinces of Pakistan.

9. (i) A candidate must apply to be admitted to the examination before such date, in such manner, and in such form as the Commission may prescribe.

* (ii) If a candidate is in the permanent or temporary service of Government he shall apply to the Commission for admission to the examination through the Head of his Department or office, who shall forward his application to the Commission with his recommendation, unless he refuses his consent to the application.

(iii) If a candidate is not in Government Service he shall apply to the Commission direct.

(iv) No candidate may make more than one application in respect of any one examination.

10. A candidate must be either—

(a) British subject domiciled in Pakistan, whose father (if alive) is a British subject or a subject of a State which has acceded to Pakistan, or (if dead) was at the time of his death either a British subject or a subject of a State which has acceded to Pakistan or a person in the permanent service of the Crown or a person who had retired from that Service ; or

(b) A British subject of Indian domicile in whose favour a certificate of eligibility has been issued by the Government of Pakistan, or

*The submission of applications by person in Government service is further governed by the Government Servants' Applications for Posts (Central Services)/ (Railway Services) Rules (published with the Government of India Home Department/Railway Department (Railway Board) Notification No. F. 510/31-Ests./No. E. 34-R. R. 1., dated the 7th June, 1934/22nd January, 1935 as amended from time to time), and the corresponding rules made by Provincial Governments.

- (e) Any ruler or a subject of a state which has acceded to Pakistan or a native of a Tribal Area or territory adjacent to Pakistan.

Provided that in the case of a British subject the requirements of this rule (other than that concerning domicile) may be waived by Government if satisfied that their observance would occasion exceptional hardship and that the candidate is so closely connected by ancestry or upbringing with His Majesty's dominions as to justify special treatment.

Provided also that a ruler or a subject of a State which has acceded to Pakistan cannot be appointed unless he has obtained a declaration under Section 262 of the Government of India Act, 1933, whether or not he has already obtained a declaration under Section 96-A of the Government of India Act, 1919.

11. A candidate must have attained the age of 21 and must not have attained the age of 26 on the first day of December of the year in which the examination begins. Maximum age limit will be relaxed by three years in the case of Schedule Castes and candidates from tribal areas and 4 years in the case of War Service Candidates.

Provided that a Government servant who is over the age of 26 (30 years in the case of a candidate belonging to a Schedule Caste or Tribal area), and under the age of 27 at that date may be admitted to the examination if he—

- (a) holds substantively a permanent appointment in a Department or office whose superior staff generally constitutes the service for which he is a candidate, and
- (b) is recommended by the Head of his Department.

12. A candidate must furnish to the P. P. S. C. such evidence as may be required to show that he is of good character and *prima facie* suitable for admission to the examination. No candidate who is in the employment of the Central or of a Provincial Government will be admitted to the examination, unless the Head of his Department reports that his character and attainments are satisfactory. Success in the examination confers no right to an appointment unless Government or the appointing authority, as the case may be, are satisfied, after such further enquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the public service.

13. A candidate must be a graduate of one of the Universities enumerated in Appendix I to these rules or must hold the Senior Diploma of the Mayo College, Ajmer.

Provided that in exceptional cases the Commission may on the recommendation of the Central Government or a Provincial Government treat as a qualified candidate, a candidate who, though he has not all or any of the qualifications prescribed in this rule, has passed examinations conducted by other institutions of a standard which in the opinion of the Commission justifies his admission to the examination.

14. No candidate shall be admitted to the examination unless he holds a certificate of admission from the Commission.

The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

15. No recommendations except those invited in the form of application shall be taken into consideration. Any attempt on the part of a candidate to obtain support for his candidature by other means may disqualify him for admission.

16. Candidates must pay such examination fees as Government may prescribe (see Appendix III). No claim for a refund of any of these fees will be entertained, nor can they be held in reserve for subsequent examinations or selections.

17. Examinations under these Rules shall be conducted by the Commission in the manner prescribed in the regulations which form Appendix II to these Rules.

*For the purpose of this proviso, a person holding an appointment in the service of an acceding State is not a "Government Servant".

18. (f) After every examination the Commission shall make a list of the candidates in order of their merit as disclosed by the aggregate marks finally awarded to each candidate, and in that order so many candidates up to the number of vacancies announced under rule 6 above, as are found by the Commission to be qualified by the examination and are considered by Government or the appointing authority, as the case may be, to be suitable in all other respects, shall be appointed.

(ii) For the purposes of rule 5 of these Rules, selections for appointment to vacancies to be filled by members of a particular community or communities shall be made by Government or the appointing authority, as the case may be, after consulting the Commission, from candidates of that community or communities who have qualified at the examination.

19. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties as an officer of the Service. A candidate who (after such medical examination as Government or the appointing authority, as the case may be, may prescribe) is found not to satisfy those requirements will not be appointed. Only candidates who are likely to be appointed will be medically examined.*

20. (a) Appointments shall be made on probation for a period which will not ordinarily exceed two years.

(b) If, in the opinion of Government the work or conduct of an officer on probation is unsatisfactory or shows that he is unlikely to become efficient, Government may discharge him forthwith.

(c) On the conclusion of his period of probation, Government may confirm the officer in his appointment, or, if his work or conduct has in the opinion of Government been unsatisfactory, Government may either discharge him from the Service or may extend his period of probation for such further period as Government may think fit.

(d) If no action is taken by Government under sub-rule (b) or (c) of this rule, the period after the prescribed period of probation shall be treated as an engagement from month to month, terminable, on either side on the expiration of one calendar month's notice in writing.

(e) If the power to make appointments in the Service is delegated by Government to any officer, that officer may exercise any of the powers of Government under this rule.

(f) Particulars as to pay and general conditions of service prescribed for Probationers in the Postal Superintendents' Service will be found in Appendix IV.

Part III.

Recruitment by promotion.

21. Recruitment by promotion shall be made by selection from among the inspectors of post offices and of the Railway Mail Service and head clerks to Superintendents of post offices and the officer selected will be appointed by Government. No officer shall have any claim to such promotion as of right.

22. If the power to make appointments in the Service is delegated by Government to any officer, that officer may exercise any of the powers of Government under this part of these Rules.

*In order to prevent disappointment candidates are advised to have themselves examined by a medical practitioner, preferably a Civil Surgeon, before applying for admission to the examination. Particulars of the nature of the medical test to which candidates will be submitted before appointment and of the standards required can be had from the Commission. Candidates will have no right of appeal against the decision of the Medical Board.

APPENDIX I.

LIST OF UNIVERSITIES APPROVED PAKISTAN AND INDIA.

(Vide Rule 13.)

Universities.—Any University incorporated by an Act of the Central or a Provincial legislature in Pakistan and India, University of Travancore and also Jamia Millia Islamia, Delhi.

The Mysore University.

The Osmania University.

University in Burma.—The University of Rangoon.

English and Welsh Universities.—The Universities of Birmingham, Bristol, Cambridge, Durham, Leeds, Liverpool, London, Manchester, Oxford, Reading, Sheffield and Wales.

Scottish Universities.—The Universities of Aberdeen, Edinburgh, Glasgow and St. Andrews.

Irish Universities.—The University of Dublin (Trinity College) and the Queen's University, Belfast.

APPENDIX II.

SUBJECT FOR THE EXAMINATION.

The examination will include the following subjects, each subject will carry the marks shown against it :—

	<i>Marks.</i>
(A) Compulsory—	
(1) English Essay	150
(2) English	150
(3) General Knowledge	150
	Every day Science .. 75
	Current Affairs .. 75
(B) <i>Optional</i> —	
(4) Pure Mathematics	200
(5) Applied Mathematics	200
(6) Statistics	100
(7) Advanced Accountancy and Auditing	200
(8) Physics	200
(9) Prime Movers	200
(10) Applied Mechanics	200
(11) Geology	200
(12) Geography	200
(13) Chemistry	200
(14) Botany	200
(15) Zoology	200
(16) Physiology	200
(17) Islamic Studies	100
(18) History of Pakistan and India	200
(19) British History	200
(20) Modern European History	100
(21) English Literature	100
(22) Urdu Language and Literature, Bengali Language and Literature	200
(23) One of the following Languages:—	
Arabic, Persian, Turkish, Sanskrit, French, German, Russian, Burmese, Chinese, Japanese	200

	<i>Marks.</i>
(24) Philosophy	200
(25) Psychology (including Experiment Psychology)	200
(26) Political Science	100
(27) General Economics	200
(28) Law	200
(29) Mercantile Law	200
(30) International Law	200
(31) International Relations	200
(32) Agriculture	200
(33) Military Science	200

(a) The marks for Arabic and Persian shall be reduced to 100 each if the language is offered together with "Islamic Studies".

(b) The marks for Persian, if offered with Urdu shall be reduced to 100.

(c) If Philosophy and Psychology (subjects Nos. 24 and 25) are offered together each subject will be assigned 150 marks instead of 200.

(d) Candidates, who offer *Military Science* as one of their Optional subjects, must have been members of the U.O.T.C. or must have received *Military Training*.

(e) There will be two papers in each Optional subject. The total marks for both of the papers in each subject will not exceed the maximum marks shown against them.

(f) Candidates must select from the above list Optional subjects, carrying 600 marks, and if he/she selects subjects the total of which exceeds 600 marks then he/she must indicate the subject which will carry less marks so that the total does not exceed 600.

2. While the Commission have discretion to fix a qualifying marks in any or all of the subjects of the examination, a candidate, in order to qualify, must secure at least 40% marks in each of the compulsory subjects.

3. The Commission will summon all candidates (or, at their discretion, only those candidates who qualify at the written examination) for a *Viva Voce* test at which a maximum of 300 marks will be awarded. A candidate who fails to secure at least 120 marks at the *Viva Voce* test will be considered to have failed in the examination and will not be eligible for appointment.

4. Subject to the provision of para. II of the Rules, only those candidates who obtain at least 50% of the marks in the written papers and also at least 50% of the marks in the *Viva Voce* test will be considered for appointment to the P. A. S. and the P. F. S. For all other services candidates must secure at least 40% of the aggregate marks.

5. From the marks assigned to candidates in each subject, such deductions will be made as the Commission may consider necessary in order to ensure that no credit is allowed for merely superficial knowledge. Candidates who obtain less than 13% of the marks in any subject will not be given any credit in that subject.

6. If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

7. Credit will be given for good English, including orderly, effective, and exact expression, combined with due economy of words in all subjects of the examination.

NOTE.—A detailed syllabus has been printed separately as annexure to this Appendix a copy of which will be supplied to each candidate by the Commission.

APPENDIX III.

Candidates must pay the following fees :—

A. To the Pakistan Public Service Commission—

1. A consolidated application and examination fee of Rs. 50 (Rs. 12-8-0 in the case of candidates belonging to the Scheduled Castes or the Tribal and excluded areas of East and West Pakistan) with the application. (The procedure for the payment of this fee is given in the "Instructions to Candidates", which has been printed separately and a copy of which will be supplied to each candidate by the Commission).

2. No claim for refund of this fees will be entertained, nor can this be held in reserve for any other examination or selection. A refund of Rs. 45 (Rs. 11/4/0 in the case of candidates belonging to the Scheduled Castes or the Tribal and excluded areas of East and West Pakistan), will, however be allowed to a candidate who has paid the consolidated fee of Rs. 50 (Rs. 12-8-0 in the case of candidates belonging to the Scheduled Castes or the Tribal and excluded areas of East and West Pakistan) but who is not admitted to the examination by the Commission.

B. To the Medical Board—

3. Rs. 16 before examination by a Medical Board in the case of successful candidates. Candidates are required to pay their medical fee in cash to the Medical Board concerned at the time of their medical examination.

APPENDIX IV.

[*Vide* Rule 20 (,).]

General conditions of service prescribed for Probationers in the Postal Superintendents Service.

Selected candidates will be appointed as Probationers for training in the Department for a period which will not ordinarily exceed two years. They will receive pay at the rate of Rs. 200 a month for the first year. On satisfactory conclusion of the first year's training they will receive Rs. 220 a month for the second year. Those who make satisfactory progress during the second year's training and pass the prescribed departmental test will be appointed to the cadre of Superintendents of post offices and R. M. S. on a scale of Rs. 240—20—480 15—600 in alternate permanent vacancies in that grade. These conditions of service are subject to revision according to the requirements of the service. Candidates will not be entitled to compensation if they are adversely affected by any changes in the conditions of service which may subsequently be introduced.

APPENDIX NO. 8.

(Referred to in rule 427).

RULES FOR THE RECRUITMENT OF ASSISTANT FOREMEN, ESTIMATORS, EXAMINERS AND INSTRUMENT TESTERS IN THE PAKISTAN POSTS AND TELEGRAPHS DEPARTMENT.

1. *Scope of Service.*—Candidates are recruited for the posts of assistant foremen, estimators, examiners, and instrument testers for service in the Telegraph Workshops, Lahore.

2. *Pay and Prospects.*—The posts of assistant foremen, estimators, examiners and instrument testers are superior and pensionable. The scale of pay of these appointments is Rs. 185—10—195—15—300 but is liable to modification at any time at the option of Government. Officials, who are considered qualified, are eligible for promotion to the grade of foremen, the scale of pay of which is Rs. 230—15—350—E.B.—15—500.

3. *Recruitment.*—Recruitment will be by a competitive examination in the following subjects :—

- (1) Practical tests on machine and bench ;
- (2) *Viva Voce* in general and technical knowledge.

4. *Conditions of admission to the examination :—*

- (a) The candidate must be not more than 28 years of age.
- (b) He must be a male and of Pakistan domicile, or, if not, of Pakistan domicile, then a person in whose case a certificate of eligibility has been issued by the Government of Pakistan, or a ruler or a subject of a state that has acceded to Pakistan or a native of Tribal area or territory adjacent to Pakistan in support of whom a declaration has been made under Section 262 of the Government of India Act, 1935 (as adapted for Pakistan).
- (c) He must satisfy the Superintendent of Telegraph Workshops that his character is such as to qualify him for employment in the Pakistan Posts and Telegraphs Department and for this purpose he should furnish two certificates of good character either from gazetted officers or from persons of standing.
- (d) He must possess a B.Sc., Engineering B. E. Degree (Electrical for the Instrument Branch, Mechanical for the Construction Branch appointments) of any recognized University or institution recognised by the Director-General of Posts and Telegraphs as equivalent. He must be thoroughly proficient in workshop practice and must possess certificates of practical training, covering a period of at least three years in some well organized electrical or mechanical engineering works. "The condition of B. Sc. (Eng.) or B. E. degree may however be relaxed in the cases of candidates having considerable practical experience in workshop."

"The condition of B. Sc. (Eng.) or B. E. degree may however be relaxed in the cases of candidates having considerable practical experience in workshop."

5. *Advertisement.*—A notification regarding the examination will appear in the principal newspapers at least two months before the date of the examination.

6. *Selection of candidates.*—(a) The examination of candidates will be conducted and their order of merit in the examination will be determined by a Board consisting of the Superintendent and two Assistant Superintendents of the Telegraph Workshops.

(b) The filling of vacancies will be subject to the strict observance of orders of Government in force at the time regarding reservation of vacancies for candidates including Scheduled caste domiciled in East and West Pakistan.

7. *Fees.*—Candidates must pay the following fees to the Superintendent of Telegraph Workshops :—

- (i) Rs. 5 with the application.
- (ii) Rs. 20 for admission to the examination.
- (iii) Rs. 16 before the medical examination.

No claim for a refund of these fees will be entertained.

8. *Appointment on probation.*—A candidate appointed to the post of assistant foremen, estimator, examiner or instrument tester, will be on probation for one year. At the end of this period he will be confirmed, if found suitable in every respect, subject to his passing any departmental test that may be prescribed under the rules in force at the time. If, during the period of probation, his work and conduct are not satisfactory or if he fails to pass the test, he will be liable to be removed from service without notice.

9. *Declaration to be signed.*—Before a candidate is appointed he must sign the following declarations :—

- (a) "I hereby declare that I have read the Government Servants' Conduct Rules and thoroughly understood them."
- (b) "I hereby declare that I have read Rule 103 of the Posts and Telegraphs Manual, Volume II, and agree to abide by its terms."

10. *Medical certificate.*—A selected candidate before appointment should be examined by a commissioned medical officer of Government or medical officer in charge of a civil station, who will be informed that a good constitution and active habits are essential qualifications for the post for which the person has been selected, that, if appointed, his future duties will render him liable to physical strain for continuous periods of work in the Workshops. The medical officer will be asked clearly to state whether he considers the person examined is capable of performing such duties.

APPENDIX NO. 9

(Referred to in rule 239.)

RULES FOR RECRUITMENT TO THE CLERICAL SERVICE IN POST OFFICES IN THE
PAKISTAN POSTS AND TELEGRAPHS DEPARTMENT.

1. *Scope of service.*—Officials for the clerical service in post offices are recruited for a particular unit consisting of a postal division Foreign Post Division or a first class head post office with its own town offices. They are ordinarily liable to transfer within the unit to which they have been appointed, but in the interests of service they may be transferred to any office outside the unit.

2. *Pay and prospects.*—The posts of officials of the clerical cadre in the post offices are superior and pensionable. The existing scales of pay of these appointments are given in the *Manual of Appointments and Allowances of officers of the Pakistan Posts and Telegraphs Department* but these are liable to modification at any time at the option of Government. Officials considered fit and qualified are promoted to the junior and senior selection grades and thereafter they have prospects of being promoted to still higher grades.

3. *Recruitment.*—Recruitment will be by a competitive examination which will be open to—

- (a) departmental officials of all classes below the clerical cadre in post offices, hereafter called departmental candidates, and
- (b) outside candidates.

4. *Conditions for departmental candidates.*—A departmental candidate should have put in not less than five years' substantive and unblemished service. He must submit his application in the prescribed form in due time to the Head of the Circle through his immediate superior. It will be at the discretion of the Head of the Circle, whose decision will be final, to permit the applicant to appear for the examination.

5. *Conditions for outside candidates.*—The following conditions will apply to outside candidates:—

- (a) The candidate must be domiciled in the revenue division or divisions, or the acceding States in which the recruiting unit is located.

Exception—

(i) This does not apply to sons, daughters and dependents of the Posts and Telegraphs employees who may be allowed to appear in the examination in the particular recruiting unit in which the employee is serving, or last served without the production of a domicile certificate.

(ii) Anglo-Pakistan candidates are eligible for appointment throughout Pakistan irrespective of the place of their domicile.

- (b) He must not be less than 19 years of age and not more than 21 years of age on the date of commencement of the examination referred to in rule 3.

Exception 1.—In regard to Muslims, Other Minority Communities and Scheduled Classes (Depressed classes the upper age-limit is 22 years).

Exception 2.—Departmental candidates referred to in rule 3 (a) above who are not over 30 years of age, are permitted to appear at the examination as outside candidates, if they fulfil all other conditions prescribed for outside candidates. They will not in that case be allowed to compete for the 50 per cent. of the vacancies reserved for departmental candidates.

- (c) He must have passed at least the Matriculation examination of a recognized University, or one of the equivalent examinations detailed in appendix 3.

- (d) He must apply in the prescribed form.
- (e) Unmarried females, or widows without encumbrances, can appear for the competitive examination on the same conditions as male candidates but if selected and appointed they must resign the service on marriage or remarriage. They will be eligible for appointments only in first class head offices and their town sub-offices, and not in postal divisions.

5-A. Candidates who are permitted to appear for the examination will receive from the Head of the Circle a written order which should be produced before the supervisor in charge at the time of the examination.

5-B. Candidates, both departmental and outsiders, must pay a fee of Rs. 5 which will be refunded if they are not allowed to sit at the examination.

6. *Advertisement.*—A notification regarding the examination will appear in the principal newspapers of the Circle in which the examination is to be held some time before the date of the examination.

7. *Syllabus.*—The syllabus for the examination is given in Appendix No. 20.

8. *Conditions for qualifying in the examination.*—A candidate who obtains not less than 25 per cent. of marks in each compulsory subject will be considered to have obtained qualifying marks. Candidates who have obtained qualifying marks and have offered themselves for the optional subject will thereafter be examined in telegraphy. If a candidate obtains less than 60 percent. of marks in the optional subject, the marks will be ignored, otherwise they will be added to his total for the purpose of determining the order of merit.

9. *Selection of candidates.*—Candidates will be selected for appointment as follows :—

- (1) If the number of departmental candidates who obtain qualifying marks does not exceed 20 per cent. of the vacancies, all such candidates will be selected.
- (2) If the number of departmental candidates who obtain qualifying marks exceed 20 per cent. of the vacancies, 20 per cent. of the vacancies will go to those candidates who stand highest in order of merit.
- (3) All vacancies left not filled by departmental candidates under clauses (1) and (2) will be filled by outside candidates in order of merit, subject to their obtaining qualifying marks :

Provided that in respect of 15 per cent. of the vacancies available for outside candidates, a preference will be given to candidates who, having obtained qualifying marks, are sons or daughters of employees of the Posts and Telegraphs Department.

- (4) All vacancies to be filled by outside candidates will be subject to the strict observance of communal orders in force at the time.

10. *List of approved candidates.*—Candidates selected for appointment, both departmental and outside, will be brought on the list of approved candidates and appointments will be made from this list as vacancies occur.

11. (a) Selected outside candidates before being appointed may be required to undergo three months' training in postal work without any remuneration. They may also, if found suitable, be required to undergo a course of training in telegraphy under the rules in the subject in force for the time being. They will be paid an allowance of Rs. 20 p.m. during training, including training in a departmental telegraph office. They will have to enter into a bond for Rs. 150 in the form given in Appendix 21 of Posts and Telegraphs Manual, Volume IV. The Head of the Circle may, however, at his discretion, extend the period of Postal training as a special case. He may also remove their names from the approved list if their work and conduct are found unsatisfactory at any stage during the period of training.

(b) Selected departmental candidates will not ordinarily be required to undergo any training in postal work. Where, however, such training is found necessary, the prior sanction of the Governor-General should be obtained to treat the period of training as on duty under F. R. 9 (6) (b) and the candidates should be allowed to draw the pay and increments of their substantive posts. The period of training of departmental candidates selected for telegraph training shall be treated as duty under F. R. 9 (6) (b) and they should be paid the pay and increments of their substantive posts. Departmental candidates who qualify under the rules as outside candidates and are selected for telegraph training will have their pay during the period of training restricted, under F. R.-20, to the allowance granted to outside candidates.

12. *Security*.—Outside candidates, before being appointed, will have to furnish a security of Rs. 200 if it is in the form of Post Office savings bank deposit or Government promissory notes or cash certificate, or any combination of them, and of Rs. 300 if it is in the form of a personal or fidelity bond.

13. On the occurrence of a vacancy the candidate will be appointed as a clerk on probation for one year. Within two years of his appointment, he will be required to pass a departmental test that may be prescribed under the rules in force at the time. One of the subjects for the test will be a local language and the candidate will have to be able to speak, write and read the local language. If he passes the test and is found suitable in every respect, the candidate will be confirmed at the end of the period of probation or on his passing the test, whichever is later. If during the period of probation his work and conduct is not satisfactory, or if he fails to pass the test, a clerk appointed as an outside candidate will be liable to be removed from service without notice and a clerk recruited from among departmental candidates will be liable to revert to the appointment which he held before he was appointed as a clerk.

14. *Declarations to be signed*.—Before a candidate is appointed as reserve clerk, he will have to sign the following two declarations :—

- (a) "I hereby declare that I have read the *Government Servants' Conduct Rules* and thoroughly understood them."
- (b) "I hereby declare that I have read rule 103 of the *Posts and Telegraphs Manual, Volume II*, and agree to abide by its terms."

If he qualifies in telegraphy, he will have to sign the following further declaration before being appointed to a signalling appointment :—

- (c) "I hereby declare that I have read the *Indian Telegraph Act, the Indian Official Secrets Act* as adapted in Pakistan and the *Government Servants' Conduct Rules* and clearly understand that I become liable to the provisions and penalties therein on being appointed as a _____ in the Posts and Telegraphs Department."

Provided that in the case of departmental candidates, only the first and if need be, the last of these three declarations will be required.

15. *Medical certificate*.—A selected candidate other than a departmental candidate before training will be required to produce a medical certificate of fitness from a Commissioned Medical Officer of Government or from a Medical Officer in charge of a civil station. In the case of a female candidate, a medical certificate signed by a qualified lady medical practitioner will be accepted.

APPENDIX NO. 10.

(Referred to in rule 245.)

RULES FOR RECRUITMENT TO THE SERVICE OF RAILWAY MAIL SERVICE SORTERS AND CLERKS IN THE PAKISTAN POSTS AND TELEGRAPHS DEPARTMENT.

1. *Scope of service.*—Officials for the service of sorters and clerks in the Railway Mail Service are recruited for a particular Railway Mail Service division. They are ordinarily liable to transfer within the division to which they have been appointed but in the interests of service they may be transferred at any time outside the division.

2. *Pay and prospects.*—The posts of Railway Mail Service sorters and clerks are superior and pensionable. The present scales of pay of these appointments are given in the *Manual of appointments and Allowances of officers of the Pakistan Posts and Telegraphs Department*, but these are liable to modification at any time at the option of Government. Officials considered fit and qualified are promoted to the junior and senior selection grades.

3. *Recruitment.*—Recruitment will be by a competitive examination which will be open to—

(a) departmental officials of all classes below the clerical cadre in the Railway Mail service, hereafter called departmental candidates and

(b) outside candidates.

4. *Conditions for departmental candidates.*—A departmental candidate should have put in not less than five years' substantive and unblemished service. He must submit his application in the prescribed form in due time to the Head of the Circle through his immediate superior. It will be at the discretion of the Head of the Circle, whose decision will be final, to permit the applicant to appear for the examination.

5. *Conditions for outside candidates.*—The following conditions will apply to outside candidates :—

(a) The candidate must be domiciled in the revenue division or divisions, or the acceding State, in which the headquarters of subordinate officers of the Railway Mail Service division in which he wishes to serve are located.

Exception.—(i) This does not apply to sons, daughters and dependents of Posts and Telegraphs employees who may be allowed to appear in the examination in the particular recruiting unit in which the employee is serving, or last served without the production of a domicile certificate.

Exception.—(ii) Anglo-Pakistani candidates are eligible for appointment throughout Pakistan irrespective of the place of their domicile.

(b) He must not be less than 19 years of age and not more than 21 years of age on the date of commencement of the examination referred to in rule 3.

Exception.—(i) In regard to Muslims, other Minority Communities and Scheduled classes (Depressed classes) the upper age limit is 22 years.

Exception.—(ii) Departmental candidates referred to in rule (3) (a) above who are not over 30 years of age, are permitted to appear at the examination as outside candidates, if they fulfil all other conditions prescribed for outside candidates. They will not in that case be allowed to compete for the 50 per cent. of the vacancies reserved for departmental candidates.

(c) He must have passed at least the Matriculation examination of a recognised University, or one of the equivalent examinations detailed in Appendix No. 3.

(d) He must apply in the prescribed form.

APPENDIX NO. 10

5-A. Candidates who are permitted to appear for the examination will receive from the Head of the Circle a written order which should be produced before the supervisor in charge at the time of the examination.

5-B. Candidates, both departmental and outsiders, must pay a fee of Rs. 5 which will be refunded if they are not permitted to sit at the examination.

6. *Advertisement.*—A notification regarding the examination will appear in the principal newspapers of the Circle in which the examination is not to be held some time before the date of the examination.

7. *Syllabus.*—The syllabus for the examination is given in Appendix No. 20.

8. *Conditions for qualifying in the examination.*—A candidate who obtains not less than 25 per cent. of marks in each compulsory subject, will be considered to have obtained qualifying marks.

9. *Selection of candidates.*—Candidates will be selected for appointment as follows:—

- (1) If the number of departmental candidates who obtain qualifying marks does not exceed 20 per cent. of the vacancies, all such candidates will be selected.
- (2) If the number of departmental candidates who obtain qualifying marks exceeds 20 per cent. of the vacancies, 20 per cent. of the vacancies will go to those candidates who stand highest in order of merit.
- (3) All vacancies left not filled by departmental candidates under clauses (1) and (2) will be filled by outside candidates in order of merit, subject to their obtaining qualifying marks:

Provided that in respect of 15 per cent. of the vacancies available for outside candidates, a preference will be given to candidates who, having obtained qualifying marks, are sons of employees of the Posts and Telegraphs Department.

- (4) All vacancies to be filled by outside candidates will be subject to the strict observance of communal orders in force at the time.

10. *List of approved candidates.*—Candidates selected for appointment, both departmental and outside, will be brought on the list of approved candidates and appointments will be made from this list as vacancies occur.

11. *Training.*—Selected candidates before being appointed may be required to undergo training in Railway Mail Service work for a period not exceeding three months. No allowance will be paid during such training. The Head of the Circle may, however, at his discretion extend the period of training as a special case. He may also remove their names from the approved list if their work and conduct are found unsatisfactory at any stage during the period of training.

12. *Security.*—Outside candidates, before being appointed, will also have to furnish a security of Rs. 200 if it is in the form of a Post Office savings bank deposit, or Government promissory notes or cash certificates or any combination of them, and of Rs. 300 if it is in the form of personal or fidelity bond.

13. On the occurrence of a vacancy the candidate will be appointed as a sorter or clerk on probation for one year. Within two years of his appointment, he will be required to pass a departmental test that may be prescribed under the rules in force at the time. One of the subjects for the test will be a local language and the candidate will have to be able to speak, write and read the local language. If he passes the test and is found suitable in every respect, the candidate will be confirmed at the end of the period of probation or on his passing the test, whichever is later. If during the period of probation his work and conduct is not satisfactory, or if he fails to pass the test, a clerk appointed as an outside candidate will be liable to be removed from service without notice and a clerk recruited from among departmental candidates will be liable to revert to the appointment which he held before he was appointed as a sorter or clerk.

APPENDIX NO. 10

14. *Declarations to be signed.*—Before a candidate is appointed as a sorter or clerk, he will have to sign the following two declarations :—

- (a) "I hereby declare that I have read the *Government Servants' Conduct Rules* and thoroughly understood them."
- (b) "I hereby declare that I have read rule 103, of the *Posts and Telegraphs Manual*, Volume II, and agree to abide by its terms."

Provided that in the case of departmental candidates, only the first of these declarations will be required.

15. *Medical Certificate.*—A selected candidate other than a departmental candidate before training will be required to produce a medical certificate of fitness from a Commissioned Medical Officer of Government, or from a Medical Officer in charge of a civil station.

APPENDIX NO. 11.

(Referred to in rule 238/2.)

RULES FOR RECRUITMENT TO THE SERVICE OF CLERKS IN DEAD LETTER OFFICES
IN THE PAKISTAN POSTS AND TELEGRAPHS DEPARTMENT.

1. *Scope of service.*—Dead Letter Office clerks are recruited for service in any of the following two offices :—

- (a) Lahore Dead Letter Office.
- (b) Dacca Dead Letter Office.

They are ordinarily not liable to transfer outside the office to which they have been appointed.

2. *Pay and prospects.*—The post of Dead Letter Office clerks are superior and pensionable. The present scales of pay of these appointments are given in the *Manual of Appointments and Allowances of officers of the Pakistan Posts and Telegraphs Department*, but these are liable to modification at any time at the option of Government.

3. *Recruitment.*—Recruitment will be by a competitive examination which will be open to—

- (a) departmental officials below the clerical cadre in Dead Letter Offices, hereafter called departmental candidates, and
- (b) outside candidates.

The examination will be held by the Head of the Circle in which the Dead Letter Office is situated.

4. *Conditions for departmental candidates.*—A departmental candidate should have put in not less than five years' substantive and unblemished service. He must submit his application in the prescribed form in due time to the Head of the Circle through his immediate superior. It will be at the discretion of the Head of the Circle, whose decision will be final, to permit the applicant to appear for the examination.

5. *Conditions for outside candidates.*—The following conditions will apply to outside candidates :—

- (a) The candidate must be domiciled in the Circle in which the Dead Letter Office which he wishes to join is located.

Exception.—(i) This does not apply to sons, daughters and dependents of Posts and Telegraphs employees who may be allowed to appear in the examination in the particular recruiting unit in which the employee is serving or last served, without the production of a domicile certificate.

Exception.—(ii) Anglo-Pakistan candidates are eligible for appointment throughout Pakistan irrespective of the place of their domicile.

- (b) He must not be less than 19 years of age and not more than 21 years of age on the date of commencement of the examination referred to in rule 3.

Exception.—(i) In regard to Muslims, other Minority Communities and Scheduled classes (Depressed classes) the upper age-limit is 22 years.

Exception.—(ii) Departmental candidates referred to in rule 3 (a) above who are not over 30 years of age, are permitted to appear at the examination as outside candidates, if they fulfil all other conditions prescribed for outside candidates. They will not in that case be allowed to compete for the 50 per cent. of the vacancies reserved for departmental candidates.

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- (c) He must have passed at least the Matriculation examination of a recognized University, or one of the equivalent examinations detailed in Appendix No. 3.
- (d) He must apply in the prescribed form.
- (e) Unmarried females or widows without encumbrances, can appear for the competitive examination on the same conditions as male candidates, but if selected and appointed, they must resign the service on marriage or re-marriage.

5-A. Candidates who are permitted to appear for the examination will receive from the Head of the Circle a written order which should be produced before the supervisor in charge at the time of the examination.

5-B. Candidates, both departmental and outsiders, must pay a fee of Rs. 5 which will be refunded if they are not permitted to sit at the examination.

6. *Advertisement.*—A notification regarding the examination will appear in the principal newspapers of the Circle in which the examination is to be held some time before the date of the examination.

7. *Syllabus.*—The syllabus for the examination is given in Appendix No. 20.

8. *Conditions for qualifying in the examination.*—A candidate who obtains not less than 25 per cent. marks in each compulsory subject, will be considered to have obtained qualifying marks.

9. *Selection of candidates.*—Candidates will be selected for appointment as follows :—

- (1) If the number of departmental candidates who obtain qualifying marks does not exceed 20 per cent. of the vacancies, all such candidates will be selected.
- (2) If the number of departmental candidates who obtain qualifying marks exceeds 20 per cent. of the vacancies, 20 per cent. of the vacancies will go to those candidates who stand highest in order of merit.
- (3) All vacancies left not filled by departmental candidates under clauses (1) and (2) will be filled by outside candidates in order of merit, subject to their obtaining qualifying marks :

Provided that in respect of 15 per cent. of the vacancies available for outside candidates, a preference will be given to candidates who, having obtained qualifying marks, are sons or daughters of employees of the Posts and Telegraphs Department.

- (4) All vacancies to be filled by outside candidates will be subject to the strict observance of communal orders in force at the time.

Note.—It will be open to the Head of the Circle to give special preference to candidates knowing a particular language and script if, in the interests of the service, a candidate with a knowledge of that particular language is required. Such preference will be notified at the time the advertisement relating to the examination is published.

10. *List of approved candidates.*—Candidates selected for appointment, both departmental and outside, will be brought on the list of approved candidates and appointments will be made from this list as vacancies occur.

11. *Training.*—Selected candidates before being appointed may be required to undergo training for one month. No allowance will be paid during such training. The Head of the Circle may, however, at his discretion extend the period of training as a special case. He may also remove their names from the approved list if their work and conduct are found unsatisfactory at any stage during the period of training.

12. *Security.*—Outside candidates before being appointed, will have to furnish a security of Rs. 200 if it is in the form of a Post Office savings bank deposit, or Government

promissory notes, or cash certificates, or any combination of them, and of Rs. 300 if it is in the form of personal or fidelity bond.

13. On the occurrence of a vacancy, the candidate will be appointed as a clerk on probation for one year. Within two years of his appointment he will be required to pass a departmental test that may be prescribed under the rules in force at the time. If he passes the test and is found suitable in every respect the candidate will be confirmed at the end of the period of probation or on his passing the test, whichever is later. If during the period of probation his work or conduct is not satisfactory, or if he fails to pass the test a clerk appointed as an outside candidate will be liable to be removed from service without notice and a clerk recruited from among departmental candidates will be liable to revert to the appointment which he held before he was appointed as a clerk.

14. *Declarations to be signed.*—Before a candidate is appointed he will have to sign the following two declarations:—

- (a) "I hereby declare that I have read the *Government Servant's Conduct Rules* and thoroughly understood them."
- (b) "I hereby declare that I have read rule 103 of the *Posts and Telegraphs Manual*, Volume II, and agree to abide by its terms."

He will also have to sign a bond of secrecy in the form prescribed by the Department.

Provided that in the case of departmental candidates, only the first of the two declarations will be required.

15. *Medical Certificate.*—A selected candidate other than a departmental candidate before Training will be required to produce a medical certificate of fitness from a Commissioned Medical Officer in charge of a civil station. In the case of a female candidate, a medical certificate signed by a qualified lady medical practitioner will be accepted.

APPENDIX No. 12

[Referred to in rules 283/1, 283/2, 283/3, 502-A, 508, 517 and 522.]

RULES FOR THE RECRUITMENT TO POSTS OF BOY PEONS, CLASS IV ESTABLISHMENT POSTMEN, VILLAGE POSTMEN AND MAIL GUARDS IN THE PAKISTAN POSTS AND TELEGRAPHS DEPARTMENT.

PART I.

Rules for the recruitments to posts of boy peons in all Branches of the Pakistan Posts and Telegraphs Department.

1. The selection of candidates for appointment to posts of boy peons in all Branches of the Pakistan Posts and Telegraphs Department will be made from juveniles—

- (i) whose age at the time of selection is not less than 14 completed years and not more than 16 years;
- (ii) who are able to read and write English numerals;
- (iii) who are able to read and write at least one of the local Pakistani languages commonly used in the station in which they are recruited; and
- (iv) who are whose parents or guardians reside at or near the place in which they are recruited.

NOTE 1.—The appointing officer must satisfy himself that each candidate for the post of boy peon fulfils all these conditions.

NOTE 2.—The fact that a boy has been allowed before selection to work temporarily as a boy peon will give him no claim whatsoever to continue in such a post or hold it again without fulfilling all the above-mentioned conditions.

2. The selection will be made by the appointing officer—

- (i) periodically, as found convenient, before the actual appointment is required to be made;
- (ii) at the station where the boy peon is required to serve.

The selection will be subject to the strict observance of the orders in force at the time regarding communal representation in the services and local recruitment of candidates, and to preference being given to the sons of deceased, retired or serving officials of the Department in respect to vacancies both reserved for members of minority communities and unreserved.

3. The number of candidates to be selected is left to the discretion of the appointing officers. The waiting list of selected candidates should, however, be within reasonable limits with reference to the number of expected vacancies during the official year.

4. A register of selected boy peon candidates will be maintained by each appointing officer. The register will contain the following particulars:—

- (i) The names with community of the selected candidates arranged in the order in which they will be offered appointments. This order will be determined by date of receipt of the candidates' applications, subject to the strict observance orders and to preference to the sons of deceased, retired or serving officials of the Department.
- (ii) The name, address and occupation of the candidate's father, near relative or guardian.
- (iii) The date of birth of each candidate.

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- (iv) Educational and other qualifications of the candidates.
- (v) The initials of the appointing officer.
- (vi) Aggregate periods of temporary employment as a boy peon during each official year (to be noted at the beginning of April).
- (vii) Remarks on work and conduct including regularity of attendance.
- (viii) Date of permanent appointment as a boy peon and particulars of the office or section to which appointed.

Note.—Items (v), (vii) and (viii) will be filled in from time to time by the appointing officer.

5. Boy peons will be employed on duties not involving monetary responsibility or the furnishing of security. They will ordinarily be employed at stations which they or their parents or guardians are resident. Boy peons may be employed in all posts in class IV service which it is not essential to fill by an adult.

6. Uniforms will be supplied free to the boy peons on the scale and at the places sanctioned from time to time.

7. (a) Up to the age of 18 years every boy peon will be required to appear at a test to be held by the appointing officer in the boy peon's ability to read and write a local vernacular language and to read and write English letters and numerals. The written tests will be by means of a short piece of dictation. Every boy peon will be allowed three chances to pass the test. If the boy peon secures 50 per cent. of the total marks in each subject and is found otherwise suitable in respect of his work and conduct including regularity of attendance, he will be given by the appointing officer a certificate as a "Qualified Boy Peon". The certificate will show the date of passing the test and the number of marks obtained.

(b) Candidates who have been selected for appointment as boy peons are also eligible to appear at the test on the same conditions as boy peons. They will however, be given certificates as "Qualified Boy Peons" only after they have secured permanent or quasi-permanent appointments as boy peons. Any chance or chances availed of by a candidate boy peon to pass the test will count towards the maximum of three chances admissible under clause (a) of this rule.

8. Until a qualified boy peon attains the age of 18 he will draw pay on the boy peon rates of pay. After the age of 18, unless he resigns before then, he will have the option either of resigning or of remaining on the boy peon scale of pay until he can be provided for in the class IV service. If a boy peon has not obtained a certificate as a qualified boy peon, his services will be dispensed with as soon as he has completed 18 years of age.

9. Qualified boy peons are eligible for promotion to posts of class IV servants as well as to posts of postmen, village postmen and mail guards in accordance with the rules laid down for recruitment to such posts.

10. Qualified boy peons may also apply to the proper authority, through the officers under whom they are serving, for training for the purpose of appointment as line-men, if they fulfil the conditions laid down for such recruitment.

11. The services of a boy peon, whether unqualified or qualified, may be dispensed with at any time if his work or conduct or both are consistently unsatisfactory.

PART II.

Rules for the recruitment to posts of class IV servant in all Branches of the Pakistan Posts and Telegraphs Department.

1. Appointment to posts of class IV servants, in all branches of the Posts and Telegraphs Department will be made preferentially from qualified boy peons. A qualified boy peon

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will be eligible for appointment to class IV servants post in anyone recruiting unit of any branch of the Department within the same divisional area, which he may elect. Qualified boy peons of the same unit shall have preference over those of the other units qualifying in the same year. As soon as a boy peon qualifies for such appointment, he will himself apply through the officer under whom he is serving, to the appointing officer of the recruiting unit elected by him for a post of class IV servant. The officer under whom he is serving will note in the register of selected boy peon candidates, the number, date and address of the letter forwarding the application, the date of passing the test and the number of marks obtained. The appointing officers concerned will register the applications of the qualified boy peons and inform the letter through the officers under whom they are serving, that their applications have been registered. If a qualified boy peon subsequently changes his mind and applies for promotion in some other recruiting unit within the same divisional area, the request may be granted with the concurrence of the appointing officers concerned and approval of the Divisional officer or officers concerned. In that case his name will be removed from the waiting list of the recruiting unit previously elected by him, and he will be treated as if he had not previously applied for class IV servant's post.

2. When the number of qualified boy peons on the waiting list of a recruiting unit is found by the appointing officer concerned to be not sufficient to fill all vacancies, permanent and temporary, expected to occur during the official year, he will recruit adult outside candidates whose age at the time of the recruitment is not less than 18 completed years and not more than 24 years and who are able to pass the test laid down for qualified boy peonships. No such candidate will be selected unless he has actually passed this test. The selection will also be subject to the strict observance of the orders in force at the time regarding communal representation in the services and local recruitment of candidates, and to preference being given to the sons of deceased, retired and serving officials of the Department in respect to vacancies both reserved for members of minority communities and unreserved.

Note.—Candidates for post of runners are not required to pass the test referred to in this rule.

3. The number of adult outside candidates to be selected is left to the discretion of the appointing officer subject to the restriction that the number selected in any one official year does not exceed the difference between the number of expected vacancies during the official year and the number of qualified boy peons on the waiting list.

4. An unqualified candidate, whether boy peon or outsider, who has been allowed to work temporarily as a class IV servant, will have no claim whatsoever to continue or work again in such a post without fulfilling all the conditions applicable to such appointments.

5. A Register of qualified candidates for posts of class IV servants (qualified boy peons and adult outside candidates) will be maintained by each appointing officer.

The register will contain the following particulars :—

- (i) The names with community of the qualified candidates (boy peons and outside candidates) awaiting appointment to the class IV service in the recruiting unit to which the register relates. The names will be arranged in the order in which they should be offered appointments to the class IV service. This order will be determined by the following principles:—
 - (a) Qualified boy peons and adult outside candidates registered in the recruiting unit concerned in a particular official year will rank senior to all qualified boy peons and adult outside candidates registered in that unit in a subsequent year;
 - (b) Qualified boy peons registered in the recruiting unit concerned in any one official year will rank senior to all qualified outside candidates registered in that unit in the same year;
 - (c) Qualified boy peons registered in the recruiting unit concerned in the same official year will have their names arranged in the order in which their applications for promotion in that unit were registered; and

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- (d) Qualified outside candidates registered in the recruiting unit concerned in the same official year will have their names arranged according to the dates of receipt of their applications subject to the strict observance of the communal orders and in preference to the sons of deceased, retired and serving officials of the department.
- (ii) Whether the candidate is a qualified boy peon or outsider.
- (iii) Date of registration of application in the case of qualified boy peons or date of receipt of application in the case of outside candidates.
- (iv) Date of birth.
- (v) Educational and other qualifications.
- (vi) The initials of the appointing officer.
- (vii) Aggregate periods of temporary employment as a class IV servant during each official year to be noted at the beginning of April.
- (viii) Remarks on work, conduct, attendance etc.
- (ix) Date of permanent appointment as a class IV servant and particulars of the office or section to which appointed.

NOTE.—Items (vii), (viii) and (ix) will be filled in from time to time by the appointing officer.

6. All appointments to the class IV service, of both qualified boy peons and outside-candidates, in substantive vacancies, will be on probation for one year. Any candidate, whether departmental or outside, who proves himself unsuitable during the period of probation will be reverted to his former post, or discharged from service, as the case may be.

7. Between the ages of 20 and 40 every qualified boy peon class IV servant will be allowed to appear, not more than three, at the test prescribed for making appointments to posts in the superior service of postmen, village postmen and mail guards. Whenever it is decided to hold this test the appointing officer concerned will notify the fact through the heads of offices concerned, to all eligible class IV servants and qualified boy peons employed in the same sub-divisional area. All those eligible class IV servants and qualified boy peons who volunteer for the test will be examined by the appointing officer and those who pass and are found fit in their work and conduct, will each be given by the appointing officer a certificate as a "Qualified Class IV Servant" which will qualify him for appointment to posts in the superior service of postmen, village postmen and mail guards in accordance with the rules laid down for recruitment to such posts. The certificate will show the date of passing the test and the number of marks obtained. A class IV servant or a qualified boy peon who does not appear at the test or who appears but is not found fit after the examination will be debarred from such promotion.

8. Class IV servants may also apply to the proper authority, through the officers under whom they are serving, for training for the purpose of appointment as lieutenants, if they fulfil the conditions laid down for such recruitment.

PART III

Rules for the recruitment to posts of postmen, village postmen and mail guards in the Political Posts and Telegraphs Department.

1. A test for appointment to the cadres of postmen, village postmen and mail guards will be held each year by the respective appointing officers. The test will consist of—

Subjects	Marks
(a) Reading names and addresses written in English and in a local language	50
(b) Writing a piece of simple English from dictation	50
(c) Reading and writing from dictation one of the local languages of the station	50
(d) Simple sums of addition and subtraction, multiplication and division with ability to add up Rs. As. Pils, the whole to be in English numerals	50

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2. A Class IV servant or a qualified boy peon who obtains 25 marks in each of the four subjects will be considered to have qualified in the tests.
3. A qualified class IV servant will be eligible for promotion to a post of postman, village postman or mail guard in any one recruiting unit within the same divisional area, which he may elect. As soon as class IV servant or a qualified boy peon qualifies for such promotion, he will himself apply through the officer under whom he is serving, to the appointing officer of the recruiting unit elected by him for a post of postman, village postman or mail guard, as the case may be. The officer under whom he is serving will note in the register of qualified candidates for posts of class IV servants the number, date and address of the letter forwarding the application, the date of passing the test and the number of marks obtained. The appointing officers concerned will register the applications of qualified class IV servants and inform the letter that their applications have been registered. If a qualified class IV servant subsequently changes his mind and applies for promotion in another recruiting unit within the same divisional area, the request may be granted with the concurrence of the appointing officers concerned and approval of the Divisional officer or officers concerned. In that case his name will be removed from the waiting list of the recruiting unit previously elected by him, and he will be treated as if he had not previously applied for promotion to a post of postman, village postman or mail guard.
4. Qualified class IV servants or boy peons who have served as class IV servants on the Postal side and whose applications are for the Post Office, will be given preference over other qualified class IV servants for officiating and permanent vacancies in the order of postmen and village postmen to the extent of two-thirds of the total number of vacancies.
5. Qualified class IV servants or boy peons who have served as class IV servants on the Railway Mail or vice versa and whose application is for the Railway Mail Service will be given preference over other qualified class IV servants for officiating and permanent vacancies in the order of mail guards.
6. If a qualified class IV servant is not eligible for promotion in the recruiting unit elected by him, he will be allowed to elect another recruiting unit within the same divisional area, in which he is eligible for promotion.
7. If an appointing officer is satisfied after holding a test that the number of qualified class IV servants obtained by it is insufficient to meet the requirements of the official year and that it would not be possible to fill all immediate vacancies, both permanent and temporary, by such candidates even if a fresh test is held by him during that year, it will be open to him to recruit outside candidates whose age at the time of the recruitment is between 20 and 26 years, and who are able to pass the test laid down for qualified class IV servants. No such candidate will be selected unless he has actually passed this test. The selection of outside candidates will also be subject to the strict observance of the orders in force at the time regarding communal representation in the services and local recruitment of candidates, and to preference being given to the sons of deceased, retired or serving officials of the Department in respect to vacancies both reserved for members of minority communities and unreserved. When an outside candidate selected under this rule, the appointing officer will intimate the fact to him.
8. The number of qualified outside candidates to be selected in any one official year shall not exceed the difference between the number of expected vacancies during the year and the number of qualified class IV servants on the waiting list.
9. An unqualified candidate, whether departmental or outside, who has been allowed to work temporarily as a postman, village postman or mail guard, will have no claim whatsoever to continue or work again in such a post without fulfilling all the conditions applicable to such appointments.
10. A register of qualified candidates (both departmental and outside) for Posts of Postmen, village postman or mail guards, as the case may be, will be maintained by each appointing officer. The register will contain the following particulars :—
 - (i) The names with community of the qualified class IV servants and outside candidates registered for appointment in the recruiting unit to which the register relates. The names will be arranged in the order in which they should be offered appointments as postmen, village postmen or mail guards, as the case may be. This order will be determined by the following principles :—

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- (a) Qualified class IV servants and outside candidates registered in the recruiting unit concerned in a particular official year will rank senior to all qualified class IV servants and outside candidates registered in that unit in a subsequent year ;
- (b) Qualified class IV servants registered in the recruiting unit concerned in any one official year will rank senior to all qualified outside candidates registered in that unit in the same year ;
- (c) Qualified class IV servants registered in the recruiting unit concerned in the same official year will have their names arranged according to their substantive grades and their length of service ; and
- (d) Qualified outside candidates registered in the recruiting unit concerned in the same official year will have their names arranged according to the number of marks obtained in the qualifying test, subject to the strict observance of the communal orders and to preference to the sons of deceased, retired and serving officials of the Department.

NOTE.—If during any official year more tests than one are held, outside candidates selected at the test of an earlier date should be shown above those selected at a test of a subsequent date, the names of outside candidates from each test being arranged according to the number of marks obtained in the qualifying test.

- (2) Whether the candidate is a qualified class IV servant or outsider.
- (3) Total number of marks obtained in the qualifying test by qualified outside candidates.
- (4) Date of birth.
- (5) Educational and other qualifications.
- (6) The initials of the appointing officer.
- (7) Aggregate Periods of temporary employment as a postman, village postman or mail guard, during each official year (to be noted at the beginning of April).
- (8) Remarks on work, conduct, attendance, etc.
- (9) Date of permanent appointment as a postman, village postman or mail guard, as the case may be, and particulars of the office or section to which appointed.

NOTE.—Items (7), (8) and (9) will be filled from time to time by the appointing officer.

11. All appointments to posts of postmen, village postmen and mail guards, of both qualified class IV servants and outside candidates, in substantive vacancies, will be on probation for one year. Any candidate, whether departmental or outside, who proves himself unsuitable during the period of probation will be reverted to his former post, or discharged from service, as the case may be.

APPENDIX No. 12-A.

APPENDIX No. 12-A.

(Government of India, Finance Department Notification No. F-6 (48)-R. II/35, dated the 19th March 1936, as amended by their Notifications No. F-6 108-R. II/36, dated the 18th November 1936, No. F-6 (39)-R. II/37, dated the 29th July 1937, No. F-6 (42)-R. II/37, dated the 11th August 1937, No. F. 6 (16)-R II/38, dated the 12th April 1938, No. F-6 (46)-R. II/39, dated the 24th August 1939 and No. F.6 (23)-R. II/40, dated the 8th May 1940).

In exercise of the powers conferred by rule 44 of the Civil Services Classification, (Control and Appeal) Rules, the Governor-General in Council is pleased to make the following rules to regulate the gratuities and pensions admissible to and the retirement of, members of the subordinate (class IV) services under his administrative control in supersession of all previous rules and orders on the subject which are inconsistent with the said rules :—

RULES.

1. (1) *Short title and Commencement.*—These rules may be called the Central Subordinate (class IV) Services (Gratuity, Pension and Retirement Rules, 1936).

(2) They shall come into force on the 1st April 1936.

2. *Application of Rules.*—These rules shall apply to all members of the subordinate class IV Services under the administrative control of the Governor-General.

3. *Saving of other rules, etc.*—Nothing in these rules shall be deemed to derogate from any rules or orders in force not inconsistent with these Rules.

4. *Classes of pensions and gratuities.*—Pensions and gratuities shall be of the following classes, namely :—

- (i) Compensation pension and compensation gratuity, granted on discharge from Government service on account of reduction of establishment ;
- (ii) Invalid pension and invalid gratuity, granted on retirement from Government service on account of permanent incapacity resulting from bodily or mental infirmity ;
- (iii) Superannuation pension and superannuation gratuity granted on attaining the age prescribed in Rule 9 ; and
- (iv) Retiring pension, granted on retirement from Government service after a qualifying service of 35 years.

5. Compensation gratuity, invalid gratuity or superannuation (Grant of gratuity) gratuity, of an amount not exceeding one-half month's pay for every completed year of qualifying service, may be granted if the qualifying service on discharge or retirement is less than 25 years.

Provided that when a Government servant elects under Article 398 (B) of the Civil Service Regulations to count the inferior portion of his service towards gratuity and that portion of his service is not less than 25 years, gratuity not exceeding 12 months pay may, notwithstanding the provisions of rules 6, be granted to that Government servant.

6. (1) In the case of Government servants other than those specified in Schedule II and III—

- (a) Compensation pension, invalid pension or superannuation pension, of the appropriate amount set out in Schedule I, may be granted if the qualifying service on discharge or retirement is not less than 20 years ;
- (b) Retiring pension, of the amount set out in Schedule I, may be granted if the qualifying service on retirement is not less than 30 years ;

(2) In the case of Government servants specified in Schedule II—

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- (e) Compensation pension, invalid pension or superannuation pension, of the appropriate amount set out in Schedule II, may be granted if the qualifying service on discharge or retirement is not less than 20 years ;
- (f) Retiring pension, of the amount set out in Schedule II, may be granted at the qualifying service on retirement is not less than 30 years.
- (3) In the case of Government servants specified in Schedule III—
- (e) Compensation pension, invalid pension or superannuation pension of the appropriate amount set out in Schedule I, may be granted if the qualifying service on discharge or retirement is not less than 20 years ;
- (f) Retiring pension, of the amount set out in Schedule III, may be granted if the qualifying service on retirement is not less than 30 years.

7. *Pay defined.*—For the purposes of these rules gratuity and pension shall be calculated on the basis of the monthly substantive pay which the Government servant concerned drew or would have drawn at the time of his discharge or retirement in the permanent post held by him substantively:

Provided that if the pay of a Government servant has been reduced during the last three years of his service otherwise than as a penalty, his gratuity or pension under these rules may, at the discretion of the authority which has power to sanction it, be calculated upon the average of his pay during the last three years of his service ;

Provided further that monthly pay of a telegraph messenger paid on the task-work system shall for the purposes of this rule, be deemed to be the average amount of subsistence allowance and task work earnings drawn by him during the last twelve months before discharge or retirement.

8. *Qualifying service defined.*—For the purpose of these rules, qualifying service shall not begin until the Government servant concerned has attained the age of 16 years.

8-A. Leave shall count as service qualifying for pension to the following extent :—

- (a) In the case of Government servants subject to the Revised Leave Rules:—
- (i) Earned leave at one-twentieth second of the period spent on duty, and
- (ii) Leave on medical certificate to the extent of three eightieths of the total service excluding the periods spent on extraordinary leave ;
- (b) In the case of Government servants subject to the leave rules in the Civil Service Regulations:—

Leave with and without allowances not exceeding the amount of leave earned under the rules in Chapters III and XIV of those Regulations ; and

- (c) In the case of Government servant subject to the leave rules in the Fundamental Rules :—

Leave with and without allowances not exceeding the amount of leave that they would have earned under the rules in Chapter XII and XIV of the Civil Service Regulations if they are subject to the leave rules in those Regulations.

9. *Age of retirement.*—A Government servant shall retire when he has attained the age of 60 years ;

Provided that a Government servant appointed before the 1st April, 1936, may continue in service until he has qualified for the maximum pension admissible under these rules, or until he has attained the age of 65 years, whichever event occurs first ;

Provided further that such continuation in service after attaining the age of 60 years shall be conditional upon the physical and mental fitness of the Government servant concerned.

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SCHEDULE 1.

[See RULE 6(1).]

Years of completed qualifying service.	Scale of pension.	Maximum limit of pension.
25	25/70ths of pay	} Rs. 8 a month.
26	26/70ths of pay	
27	27/70ths of pay	
28	28/70ths of pay	
29	29/70ths of pay	

Government servants	Scale of pension.	Maximum limit of pension.
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(iii) Sorters in the Imperial Library	} Half-pay ..	Rs. 20 a month.
(iv) Sorters and daftries in the Imperial Record Department.		

(2) (i) Record-suppliers employed in the Calcutta and Karachi Custom House, record attendors in the Madras Custom House and daftribands in Bombay Custom House, in the Income-tax Department, Bombay, and in the offices of the Collector of Salt Revenue, Bombay and the Chief Accounts Officer, Salt Department, Bombay.	} Half-pay	Rs. 10 a month.
(ii) Daftries and record suppliers employed in the Secretariats of the Honourable the Resident for Rajputana, the Honourable the Resident for the States of Western India the Honourable the Resident for the Punjab States, the Honourable the Resident at Hyderabad and the Honourable the Political Resident in the Persian Gulf.		

(3) Jemadars employed in the Secretariat and attached offices of the Government of India and in the office of the Auditor-General.

(i) With service as 1st class Jemadar

(a) less than 2 years

Rs. 10 a month, or the pension to which he would have been entitled on his whole service as jemadar if he had retired as a second class jemadar, whichever is greater.

(b) 2 Years, but less than 4 years Rs. 11 a month.

(c) 4 years or more Rs. 12 a month.

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Years of completed qualifying service.	Scale of pension.				Maximum limit of pension
30	30/70ths of pay
31	31/70ths of pay
32	32/70ths of pay
33	33/70ths of pay
34	34/70ths of pay
35 and above	.. 35/70ths of pay

} Rs. 8 a month.

This scale in the case of invalid and compensation pension after a service of not less than 30 years is subject to a minimum of half-pay not exceeding Rs. 6.

SCHEDULE II.

[See RULE 6(2).]

Government Servant.	Years of completed qualifying service.	Scale of pension.	Maximum limit of pension
			Rs. A. P.
1 (i) Record-sorters, record lifters and daftries employed in the Secretariat and attached offices of the Government of Pakistan and in the office of the Auditor General.	20	20/60th of pay	13 5 0
	21	21/60th of pay	14 0 0
(ii) Record suppliers of the Posts and Telegraphs Department who are employed at the following stations and are in receipt of the scale of pay noted against each :—	22	22/60th of pay	14 11 0
	23	23/60th of pay	15 5 0
	24	24/60th of pay	16 0 0
Station.	Scale of pay.		
Karachi ..	50—4—90	27 27/60th of pay	18 0 0
Lahore ..	45—4—85	28 28/60th of pay	18 11 0

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SCHEDULE III.

[See RULE 6(3).]

Government Servant.	Scale of pension.	Maximum limit of pension
1. (i) Record suppliers employed in the Karachi Custom Houses.	Half pay	.. Rs. 10 a month
2. Jemadars employed in the Secretariat and attached offices of the Government of Pakistan and in the office of the Auditor General :—		
(i) With service as 1st class Jemadar—		
(a) Less than 2 years	Rs. 10 a month or the pension to which he would have been entitled on his whole service as Jemadar if he had retired as a second class jemadar, whichever is greater.	
(b) 2 years, but less than 4 years	Rs. 11 a month.	
(c) 4 years or more	Rs. 12 a month.	
(ii) With service as 2nd class jemadar—		
(a) less than 1 year	Rs. 8 a month.	
(b) 1 year but less than 3 years	Rs. 9 a month.	
(c) 3 years but less than 5 years	Rs. 10 a month.	
(d) 5 years or more	Rs. 11 a month.	

APPENDIX NO. 13.

(Referred to in rule 414.)

RULES FOR RECRUITMENT TO THE SERVICE OF TELEGRAPH OFFICE CLERKS IN THE
PAKISTAN POSTS AND TELEGRAPHS DEPARTMENT.

1. *Scope of service.*—Officials for the service of telegraph office clerks are recruited for appointment in departmental telegraph offices in a Circle. They are ordinarily not liable to transfer outside the unit to which they have been appointed.

2. *Pay and prospects.*—The posts of telegraph office clerks are superior and pensionable. The present scales of pay of these appointments are given in the *Manual of Appointments and Allowances of officers of the Pakistan Posts and Telegraphs Department*, but these are liable to modification at any time at the option of the Government. Officials considered fit and qualified are promoted to posts in the Junior and Senior Selection Grades.

3. *Recruitment.*—Recruitment will be by a competitive examination which will be open to—

- (a) departmental officials below the cadre of telegraph office clerks and telegraphists working in departmental telegraph offices, hereafter called departmental candidates, and
- (b) outside candidates.

4. *Conditions for departmental candidates.*—A departmental candidate should have put in not less than five years substantive and unblemished service. He must submit his application in the prescribed form in due time to the Head of the Circle through his immediate superior. It will be at the discretion of the Head of the Circle, whose decision will be final, to permit the applicant to appear for the examination.

5. *Conditions for outside candidates.*—The following conditions will apply to outside candidates :—

- (a) The candidate must be domiciled in the Circle in which the examination is held.

Exception (i)—This does not apply to sons, daughters and dependents of the Posts and Telegraphs employees who may be allowed to appear in the examination in the particular recruiting unit in which the employee is serving or last served without the production of a domicile certificate.

Exception (ii)—Anglo-Pakistan candidates are eligible for appointment throughout Pakistan irrespective of the place of their domicile.

- (b) He must be not less than 19 years of age and not more than 21 years of age on the date of commencement of the examination referred to in rule 3.

Exception (i)—In regard to Muslims, other Minority Communities and Scheduled classes (Depressed classes) the upper age limit is 23 years.

Exception (ii)—Departmental candidates referred to in rule 3 (a) above who are not over 30 years of age, are permitted to appear at the examination as outside candidates, if they fulfil all other conditions prescribed for outside candidates. They will not in that case be allowed to compete for the 50 per cent. of the vacancies reserved for departmental candidates.

- (c) He must have passed at least the Matriculation examination of a recognised University, or one of the equivalent examinations detailed in Appendix No. 3.

- (d) He must apply in the prescribed form.

- (e) Unmarried females, or widows without encumbrances, can appear for the examination on the same conditions as male candidates, but if selected and appointed, they must resign the service on marriage or remarriage. They will be eligible for appointment only in first class departmental telegraph offices.

5-A. Candidates who are permitted to appear for the examination will receive from the Head of the Circle a written order which should be produced before the supervisor in charge at the time of the examination.

5-B. Candidates, both departmental and outsiders, must pay a fee of Rs. 5 which will be refunded if they are not permitted to sit at the examination.

6. *Advertisement.*—A notification regarding the examination will appear in the principal newspapers of the Circle in which the examination is to be held some time before the date of the examination.

7. *Syllabus.*—The syllabus for the examination is given in Appendix No. 20.

8. *Conditions for qualifying in the examination.*—A candidate who obtains not less than 25 per cent. of marks in each compulsory subject will be considered to have obtained qualifying marks.

9. *Selection of candidates.*—(1) If the number of departmental candidates who obtain qualifying marks does not exceed 20 per cent. of the vacancies, all such candidates will be selected.

(2) If the number of departmental candidates who obtain qualifying marks exceeds 20 per cent. of the vacancies, will go to those candidates who stand highest in order of merit.

(3) All vacancies left not filled by departmental candidates under clauses (1) and (2) will be filled by outside candidates in order of merit, subject to their obtaining qualifying marks :

Provided that, in respect of 15 per cent. of the vacancies available for outside candidates a preference will be given to candidates who, having obtained qualifying marks, are sons or daughters of employees of the Posts and Telegraphs Department.

(4) All vacancies to be filled by outside candidates will be subject to the strict observance of communal orders in force at the time.

10. *List of approved candidates.*—Candidates selected for appointment, both departmental and outside, will be brought on the list of approved candidates and appointments will be made from this list as vacancies occur.

11. *Training.*—Selected candidates before being appointed may be required to undergo training up to maximum period of three months. No allowance will be paid during such training. The Head of the Circle may, however, at his discretion extend the period of training as a special case. He may also remove their names from the approved list if their work and conduct are found unsatisfactory at any stage during the period of training.

12. On the occurrence of a vacancy, the candidate will be appointed as a clerk on probation for one year. Within two years of his appointment he will be required to pass a departmental test that may be prescribed under the rules in force at the time. If he passes the test and is found suitable in every respect the candidate will be confirmed at the end of the period of probation or on his passing the test, whichever is later. If during the period of probation his work or conduct is not satisfactory or if he fails to pass the test, a clerk appointed as an outside candidate will be liable to be removed from service without notice and a clerk recruited from among departmental candidates will be liable to revert to the appointment which he held before he was appointed as a clerk.

13. *Declarations to be signed.*—Before a candidate is appointed, he will have to sign the following declarations :—

(a) "I hereby declare that I have read the *Government Servants' Conduct Rules* and thoroughly understood them."

(b) "I hereby declare that I have read rule 103 of the *Posts and Telegraphs Manual*, Volume II, and agree to abide by its terms."

Provided that in the case of departmental candidates, only the first of these declarations will be required.

14. *Medical certificate.*—A selected candidate other than a departmental candidate before training will be required to produce a medical certificate of fitness from a Commissioned Medical Officer of Government or from a Medical Officer in charge of a civil station. In the case of a female candidate, a medical certificate signed by a qualified lady medical practitioner will be accepted.

APPENDIX No. 14

(Referred to in rule 359.)

RULES FOR RECRUITMENT TO THE SERVICE OF TELEGRAPHISTS IN THE PAKISTAN
POSTS AND TELEGRAPHIC DEPARTMENT.

1. *Scope of service.*—Telegraphists are recruited for service within one of the Circles. A telegraphist is ordinarily liable to transfer within the Circle to which he has been appointed, but in special circumstances he may be called upon any time to proceed temporarily to any place in Pakistan on service. He is also liable for field service in time of war or national emergency within the limits of Pakistan territories.

2. *Pay and prospects.*—The posts of telegraphists are superior and pensionable. The present scales of pay are given in the *Manual of Appointments and Allowances of officers of the Pakistan Posts and Telegraphic Department*. It is liable to modification at any time at the option of Government. Telegraphists may qualify for promotion to the posts of telegraph masters by passing a departmental examination and may thereafter become eligible for selection to an appointment in the Traffic Service, Class II, which is borne on an all-Pakistan cadre.

3. *Recruitment.*—Recruitment will be made from among departmental candidates and outside candidates up to 25 per cent. and 75 per cent. respectively of the total number of vacancies. Vacancies reserved for departmental candidates and not filled by them will be filled by outside candidates.

4. *Conditions for departmental candidates.*—Vacancies reserved for departmental candidates will be filled from telegraph office clerks and Telegraph Engineering office clerks who—

- (i) have a satisfactory record of service,
- (ii) have been recruited to the clerical cadre as a result of passing the open competitive examination, and
- (iii) have not attained the age of 25 years on the date of commencement of the competitive examination for recruitment of outside candidates to the telegraphists' cadre.

The appointment will be made in the order of seniority from official who apply for the posts.

Note.—For the purpose of this rule, seniority will be based on the date of substantive appointment.

5. *Conditions for outside candidates.*—The following conditions apply to outside candidates :—

- (a) The candidate must be domiciled in the Circle in which he wishes to serve.

Exception.—(i) This does not apply to sons, daughters and dependents of Posts and Telegraphs employees who may be allowed to appear in the examination in the particular recruiting unit in which the employee is serving, or last served without the production of a domicile certificate.

(ii) Anglo-Pakistan candidates are eligible for appointment throughout Pakistan irrespective of the place of their domicile.

- (b) He must not be less than 19 years of age and not more than 21 years of age on the date of commencement of the examination referred to in rule 3.

Exception.—In regard to Muslims, other Minority Communities and Scheduled Classes (Depressed class) the upper age limit is 22 years.

- (c) He must have passed at least the Matriculation examination of a recognised University, or one of the equivalent examinations detailed in Appendix No. 3.
- (d) He must apply in the prescribed form.
- (e) Unmarried female candidates, or widows without encumbrances, can appear for the competitive examination on the same conditions as male candidates, but if selected and appointed, they must resign the service on marriage or remarriage.

NOTE.—The present Circles are :—

- (a) East Bengal Circle.
- (b) Punjab and North-West Frontier Circle.
- (c) Sind and Baluchistan Circle.

5-A. Candidates who are permitted to appear for the examination will receive from the Head of the Circle a written order which should be produced before the supervisor in charge at the time of the examination.

5-B. Candidates, must pay a fee of Rs. 5 which will be refunded if they are not permitted to sit at the examination.

6. *Advertisement*.—A notification regarding the competitive examination will appear in the principal newspapers of the Circle in which the examination is to be held sometime before the date of the examination.

7. *Syllabus*.—The syllabus for the examination is given in Appendix No. 20.

8. *Conditions for qualifying in the examination*.—A candidate who obtains not less than 25 per cent. of marks in each compulsory subject will be considered to have obtained qualifying marks. Candidates who have obtained qualifying marks and offered themselves for the optional subjects will thereafter be examined in telegraphy and typewriting. If a candidate obtains less than 60 per cent. of marks in each optional subject the marks in that subject will be ignored, otherwise they will be added to his total for the purpose of determining the order of merit.

9. *Selection of outside candidates*.—Outside candidates will be selected for appointment in the order of merit provided that in respect of 15 per cent. of the vacancies available for outside candidates preference will be given to sons and daughters of employees of the Posts and Telegraphs Department. All vacancies to be filled by outside candidates will be subject to the strict observance of communal orders in force at the time.

10. *List of approved candidates*.—Candidates selected for appointment, both departmental and outside, will be brought on the list of approved candidates and appointments will be made from this list as vacancies occur.

11. *Training*.—Selected candidates will be required to undergo a course of training in telegraphy which will ordinarily be for a period of not more than twelve months but which may be less if the candidate qualifies earlier. The Head of the Circle may, however, at his discretion extend the period of training by three months as a special case. An outside candidate who fails to qualify within the period allowed or whose work and conduct are found unsatisfactory at any stage during the period of training will be removed from the list of approved candidates for employment as telegraphists, and if he is a departmental candidate will revert to his previous appointment.

12. *Security bond*.—Before a selected outside candidate is sent for training in telegraphy, he will be required to furnish a bond for a sum of Rs. 270 in the form given in Appendix No. 1.

13. *Allowances during training*.—An allowance of Rs. 30 per month will be given to outside candidates during their period of training, but Government reserve the right to reduce this allowance at any time without notice. Departmental candidates referred to in rule 3 (c) above will during the period of training be treated as on duty under *Fundamental Rule 9 (5) (b)* and will draw the pay and increments of their substantive post. If an official of the Department qualifies in the examination under the rules regulating recruitment of outside candidates, his pay during the period of training will be restricted under *Fundamental Rule 20* to the allowance granted to outside candidates.

14. *Appointment on probation*.—After the prescribed course of training, the trained and qualified candidate will, on the occurrence of a vacancy, be appointed as telegraphist on probation for one year at the end of which he will be confirmed if found suitable in every respect. If during the period of probation his work or conduct is not satisfactory, a telegraphist appointed as an outside candidate will be liable to be removed from service without notice and a telegraphist recruited from among departmental candidates will be liable to revert to the appointment which he held before being appointed as telegraphist.

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and a telegraphist recruited from among departmental candidates will be liable to revert to the appointment which he held before being appointed as telegraphist.

15. *Declarations to be signed.*—On appointment as a telegraphist a trained candidate will have to sign the following two declarations :—

- (a) "I hereby declare that I have read the *Indian Telegraph Act*, the *Indian Official Secrets Act* and the *Government Servants' Conduct Rules* and clearly understand that I become liable to the provisions and penalties therein on being appointed a telegraphist in the Pakistan Posts and Telegraphs Department."
- (b) "I hereby declare that I have read rule 103 of the *Posts and Telegraphs Manual*, Volume II, and agree to abide by its terms."

Provided that in the case of departmental candidates, only the first of these declarations will be required.

16. *Medical certificate.*—A selected candidate other than a departmental candidate before Training will be required to produce a medical certificate of fitness from a Commissioned Medical Officer in charge of a civil station. In the case of a female candidate, a medical certificate signed by a qualified lady medical practitioner will be accepted.

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APPENDIX No. 15.

(Referred to in rule 429.)

RULES FOR THE RECRUITMENT AND TRAINING OF CANDIDATES FOR THE CADRE OF ENGINEERING SUPERVISORS

PART I.—METHODS OF RECRUITMENT.

1. These rules may be called the Engineering Supervisors Recruitment Rules.

2. For the purposes of these Rules—

(a) "Director-General" means the Director-General of Posts and Telegraphs, Pakistan,

(b) "Departmental candidate" means—

(i) a Telegraphist,

(ii) a Telephone Inspector, including one who is employed as a Carrier or Repeater Attendant,

(iii) a Telephone Operator,

(iv) a Mistry,

(v) Repeater Station Assistant,

(vi) a clerk of the Telegraph Engineering Branch,

(vii) an Engine Driver or Assistant Engine Driver.

NOTE 1.—The minimum educational qualification for a departmental candidate is a pass in the matriculation or an equivalent examination.

NOTE 2.—Only such mistries as are holding the posts originally designated "Telephone Mechanics" or "Baudot and Signal Room Mechanics" are eligible.

NOTE 3.—Wireless Operators are not eligible either as departmental or as outside candidates.

(c) "Outside candidate" means a candidate other than a "departmental candidate". Members of the staff of the department other than those mentioned above are "Outside candidates".

(d) "Service" means the Engineering Supervisors of the Pakistan Posts and Telegraphs Department.

3. (a) The Service shall be recruited by means of a competitive examination from the following sources :—

(i) By direct recruitment in accordance with Part II of these Rules.

(ii) By recruitment of departmental candidates in accordance with Part III of these Rules.

(b) The Service will be liable for field service in times of war or national emergency within the limits of the Dominion of Pakistan.

4. *Percentage of vacancies.*—(i) 25 per cent. of the vacancies will be filled by departmental candidates and the remaining 75 per cent. by outside candidates.

(B) If the number of departmental candidates who qualify is less than the number of vacancies available for such candidates, the remaining vacancies will be added to the vacancies available for outside candidates.

5. *Place and date of examination.*—A competitive examination for admission to the Service shall be held in Pakistan at such time and places as the Director-General may prescribe by notice issued through the Heads of Circles. Every such notice will, when possible announce the number of the vacancies to be filled on the result of the examination. Outside candidates must attend at their own expense.

6. *Subjects and marks.*—Examinations under these Rules shall be conducted by the Director-General in the manner prescribed in the regulations which form Appendix 15(A) to these Rules.

7. *Fees.*—Candidates must pay the prescribed fees see Appendix 15 (B). No claim for a refund of any of these fees will be entertained, nor can they be held in reserve for subsequent examinations or selections.

8. *Re-examination of answer papers.*—No application from any candidate to have his answer papers re-examined will be considered.

PART II.—DIRECT RECRUITMENT.

9. *Applications.*—(i) A candidate must apply to be admitted to the examination before such date, in such manner and in such form as the Director-General, Posts and Telegraphs may prescribe.

(ii) If a candidate is in the permanent service of Government he shall apply for admission to the examination through the proper official channel to the Head of the Circle in which his office is situated.

(iii) If a candidate is not in Government service or is employed in Government service in a temporary capacity at the time that he submits his application he shall apply to the Head of the Circle in which his parents reside at the time of submitting his application, or have resided for a period of not less than three years or in which the candidate himself resided otherwise than as a student, for a like period. A Government servant who is employed in a temporary capacity should, however, before submitting his application obtain in writing the permission of the Head of the office or department in which he is employed and attach it to the application.

A list of the Circles is given in Appendix 15 (C).

10. *Status.*—A candidate must be a male and either—

- (a) a British subject of Pakistan domicile ; or
- (b) a British subject of Indian domicile in whose favour a certificate of eligibility has been issued by the Government of Pakistan ; or
- (c) a ruler or a subject of a State which has acceded to Pakistan or a native of a tribal area or territory adjacent to Pakistan, provided that a ruler as subject of a State which has acceded to Pakistan cannot be appointed unless he has obtained a declaration under sub-section (1) of section 262 of the Government of India Act, 1935 ; and must be in all respects suitable for appointment to that service.

*The submission of applications by persons in Government service is further governed by the Government Servants' Applications for Posts ^(Central Services) _(Railway Services) Rule (published with Government of India, Home Department, Railway Department (Railway Board) Notification No.F.510/31-Estg. dated the 7th June, 1934 as amended from time to time) and the corresponding rules made by Provincial Government, No.E.34.H.R.1 dated the 22nd January, 1935.

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11. *Age.*—A candidate must have attained the age of 17, and must not have attained the age of 24, on the first day of January of the year in which the examination is held. For Scheduled caste candidates, the upper age limit is 27.

12. *Educational qualifications.*—A candidate must—

- (i) have passed sections A and B of the Associate Membership examination of the Institution of Engineers (India), or any other educational qualifications recognized by that Institution as exempting from passing these sections, vide Appendix 15 (D); or
- (ii) have obtained an Engineering degree of one of the Universities Mentioned in Appendix 15 (E) under the conditions prescribed in that Appendix; or
- (iii) have passed the Associateship examination of the City and Guilds Institute (Imperial College of Science and Technology, South Kensington) in Civil Engineering; or
- (iv) have obtained a diploma of Faraday House, London; or
- (v) have passed the Associate examination of the Bengal Engineering College in Mechanical Engineering; or
- (vi) have passed the Cambridge School certificate examination, Oxford School certificate examination or London Matriculation examination; or
- (vii) have passed the Intermediate or an equivalent examination of an Indian or Pakistan University with Physics or Mathematics as one of the subjects; or
- (viii) have obtained one of the diplomas in Engineering described in Appendix 15 (F); or
- (ix) have successfully completed the first year's course of the three years degree course (with Physics or Mathematics as one of the subjects) of the Delhi University and who produce a certificate from the principal of his college that his work during the year had been satisfactory and up to a reasonable standard; or
- (x) have passed the pre-Engineering or pre-Medical examination of the Delhi University with physics or Mathematics as one of the subjects.

13. *Recommendations.*—No recommendations, except those invited in the form of application, will be taken into consideration. Any attempt on the part of a candidate to obtain support for his application by other means will disqualify him for admission.

14. *Acceptance or rejection of application.*—(i) Heads of Circles will examine the applications of outside candidates and if they find that any candidate does not fulfil the conditions laid down in rules 9 to 13 above, will reject his application.

(ii) Outside candidates employed in the Department will be selected by the Head of the Circle after a scrutiny of their confidential records. The Head of the circle will have full discretion to reject the application of a candidate whose record is unsatisfactory.

(iii) Heads of Circles will give candidates, whose applications are rejected, intimation of the fact.

15. *Reserved Vacancies.*—(i) Vacancies in the service which are filled otherwise than by departmental candidates shall be apportioned in the ratio of 50 : 50 between candidates domiciled in East and Western Pakistan, and 6% of these vacancies so filled shall be reserved for the schedule castes.

(ii) Any reserved vacancies for which eligible candidates are not available, will be offered to candidates in order of merit at the examination.

16. *Medical Examination.*—A candidate must be in good mental and bodily health, and free from any physical defect likely to interfere with the discharge of his duties as an

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officer of the Service. A candidate who as a result of the medical examination prescribed in Appendix 15 (G) is found not to satisfy those requirements will not be appointed. Only candidates who are selected for training will be physically examined.

17. *Agreement and deposit.*—(i) A successful candidate will be required, before the commencement of his training, to sign in the form laid down in Appendix 15 (J) a declaration to serve Government for a period of 5 years from the date of his appointment as Engineering Supervisor and to deposit a sum of Rs. 50 as security for the due fulfilment of the terms of the declaration.

(ii) If the candidate has not completed 18 years of age prior to the commencement of his training the declaration must also be signed by his father or legal guardian. As soon as the candidate has attained majority, he will be required to sign a separate declaration himself, the former one being cancelled.

(iii) The amount of security must be deposited in a Post Office Savings Bank and the security deposit account pledged to the Deputy Director-General, (Telegraphs) in accordance with the Savings Bank rules. The pass book must be submitted to the Divisional Engineer, Training who will forward the documents to the Deputy Director-General (Telegraphs) for safe custody.

(iv) The refund of the security deposit will be authorised after the candidate has completed 5 years of service as Engineering Supervisor.

Note.—Permanent officials of the P. & T. Department selected for training are exempt from furnishing the security deposit and declaration.

PART III.—RECRUITMENT OF DEPARTMENTAL CANDIDATES.

18. *Eligibility.*—(i) Departmental candidates who have not more than 7 years' permanent service in their respective grades on the 1st of January of the year in which the examination is held will be eligible to appear for the competitive examination.

(ii) The maximum limit of 7 years' service may be relaxed by the Director-General at his discretion in individual cases.

N. B.—Temporary officials will be eligible to appear in the competitive examination as departmental candidates.

19. *Applications and selection of candidates.*—Candidates must fill in the prescribed application form and submit it to the Head of the Circle concerned. Heads of Circles will select suitable candidates from the applicants after a scrutiny of their confidential records. They will have full discretion to reject the application of a candidate whose record is unsatisfactory. Candidates whose applications are rejected will be duly informed.

20. *Filling of vacancies.*—Vacancies available for departmental candidates will be filled by successful candidates strictly according to merit in the examination.

21. *Medical examination.*—Selected departmental candidates will be required to pass the physical examination prescribed in rule 16.

PART IV.—TRAINING

N. B.—The following course of training may be modified by the Director-General if circumstances render this desirable.

22. *Duration.*—All selected candidates will be required to undergo a course of training extending over 15 months, divided as follows except that departmental telegraphists will be exempted from the course of training referred to at II (i) below :—

I. In the departmental training class—

(i) 10 months theoretical training concluded by an examination.

(ii) one month preparing a practical project.

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II. In the Telegraph Workshops—

(i) 3 months training concluded by a practical examination.

(ii) 1 month in a departmental telegraph office for instruction in signal office routine.

23. *Syllabus of examination after training.*—The syllabus of the examination to be held at the end of the course of training in the departmental training class is given in Appendix 15 (II).

24. *Qualifying marks.*—The minimum qualifying standards for the examination will be 40 per cent of marks in each subject.

25. *Removal of unsuitable candidates.*—Any candidate who is found unsuitable at any stage or fails to secure the minimum qualifying marks at any of the examinations, will be liable to immediate removal from the class and will not be allowed to sit again for the entrance examination referred to in rule 5.

26. *Allowances during training.*—During the period of training, direct recruits will receive an allowance of Rs. 60 per mensem. Departmental candidates will continue to draw their pay in their respective scales plus the usual house rent allowance, if any, or Rs. 60 per mensem, whichever is greater.

Officials of the Posts and Telegraphs Department other than departmental candidates defined in rule 2 (b) will draw the allowance granted to outside candidates, or the pay last drawn by them before joining the training class, whichever is less.

PART V.—APPOINTMENT AND EMOLUMENTS.

27. *Appointment.*—(a) On successful completion of the course of training, a candidate will be appointed as an Engineering Supervisor on probation for one year subject to the existence of vacancies in that grade. Employment as an Engineering Supervisor is not however guaranteed on the completion of the course of training.

(b) If the work or conduct of an Engineering Supervisor on probation is unsatisfactory or shows that he is unlikely to become efficient he may be discharged forthwith.

(c) On the conclusion of his period of probation, if his work or conduct has been found to be unsatisfactory he may either be discharged from service or his period of probation may be extended for such further period as may be considered necessary.

28. *Seniority.*—For the purpose of determining the relative seniority in the cadre of Engineering Supervisors of those appointed at any one time, there will be two groups, *viz.*, (1) departmental candidates and other members on the staff of the Department who were selected as outside candidates and (2) other outside candidates. Seniority in each group will be determined according to the total marks obtained by each at the final examination held on completion of training at the departmental training class; but all candidates selected from group (1) will be given seniority over those in group (2) irrespective of the number of marks obtained in the examination. All the Engineering Supervisors appointed after one examination will rank senior to those appointed after a later examination. This seniority will not affect prejudicially the pay of departmental candidates which will be fixed according to rule 29.

29. *Pay and Allowances.*—(a) In the case of direct recruits and the departmental candidates who are eligible for the revised rates of pay, the scale of pay for the cadre of Engineering Supervisors will be Rs. 80—5—120—10—240, which is subject to revision on implementation of the recommendations of the Pakistan Pay Commission.

(b) Departmental telegraphists who were in service on the 18th April 1927 and who are eligible for promotion to the rank of Engineering Supervisors will, on such promotion be brought on to the old scale of Rs. 80—5—100—10—250—20—350 (with an efficiency bar at the stage of Rs. 250) under Fundamental Rule 22(a) (f) and will get a special pay of Rs. 40 subject to a maximum of pay and special pay of Rs. 350.

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(c) Departmental telegraphists who entered the Department after the 18th April 1927 and other departmental candidates who are entitled to the old rates of pay will be brought on to the scale of Rs. 120—5—140—10—290—20—350 (with an efficiency bar at the stage of Rs. 290) under the Fundamental Rules and will not get any special pay.

30. *Signalling test*.—Engineering Supervisors of both classes recruited under these rules will be required during the first five years of their service to pass annually a signalling test in open and closed circuit similar to that prescribed in rule 23 (1). An Engineering Supervisor who does not pass this test will not be granted the annual increment of pay.

APPENDIX 15 (A)

(Referred to in rule 6 in Part I.)

The subjects of the examination will be—

	Marks.
(1) English (general knowledge)	200
(2) Geography (a general knowledge of the geography of the world and a detailed knowledge of the geography of India and Pakistan) ..	100
(3) Elementary physics and chemistry	150
(4) Practical mathematics (2 papers)—	
(a) Arithmetic, Algebra, Geometry, Trigonometry and mensuration	250
(b) Mechanics (statics and dynamics) and graphics	150
Total	850

For 'outside candidates', there will be no qualifying marks and selection will be made up to the number required in order of merit on the basis of the total marks obtained by each candidates subject to the observance of the orders in force for reservation of vacancies.

For 'departmental candidates', the qualifying standard will be a minimum of 33½ per cent. marks in the aggregate for recruitment to the cadre of Engineering Supervisors.

2. From the marks assigned to candidates in each subject such deduction will be made as may be considered necessary in order to secure that no credit is allowed for merely superficial knowledge.

3. If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

4. Credit will be given for good English in all subjects of the examination and not only in subjects which are specially devoted to English.

APPENDIX No. 15 (B)

APPENDIX 15 (B.)

(Referred to in rule 7 in Part I.)

Candidates must pay the following fees :—

	Outside candidates	Departmental candidates
	Rs.	Rs.
(i) Application fee to be paid with the application form	5	5
(ii) Examination fee to be paid on selection for admission to the written examination ..	25	10
(iii) Medical fee to be paid before the medical examination	16	16

Note.—The schedule caste candidates will be required to pay one fourth of the examination fee prescribed in items (i) and (ii) above.

2. The application and examination fee must be paid into a post office. Fees remitted by money order will not be accepted.

3. The post office receipt for the application fee must be submitted with the application form.

4. The examination fee must be paid on receipt of a written order from the Head of the Circle and the post office receipt therefor produced before the examination is held.

5. The medical fee must be paid in cash to the Medical Board on receipt of a written order from the Head of the circle and before the medical examination.

APPENDIX 15 (C)

(Referred to in rule 9 in Part II.)

Name of Circle	Official designation of officer in-charge	Headquarters
East Bengal ..	Postmaster-General ..	Dacca.
West Punjab and N. W. F.	Postmaster-General ..	Lahore.
Sind and Baluchistan	Postmaster-General ..	Karachi.

APPENDIX 15 (D)

(Referred to in rule 12 (f) in Part II)

List of Examinations recognised by the Institution of Engineers (India) as exempting from Sections "A"—and "B" of the Associate Membership Examination.

Institution of Civil Engineers.—Sections A and B of the Associate Membership Examination.

Institution of Mechanical Engineers.—Sections A and B of the Associate Membership Examination.

Institution of Electrical Engineers.—The Associate Membership Examination.

Oxford.—B. A. with Honours in Engineering Science, Final Honours School.

Cambridge.—B. A. (Honours) Mechanical Sciences Tripos.

St. Andrews.—B. Sc. in Engineering.

Glasgow.—B. Sc. in Engineering.

Edinburgh.—B. Sc. in Engineering.

Dublin.—B. A. I. (Ordinary or with Honours in Engineering).

McGill University (Montreal).—B. Sc. in "Civil" or "Mechanical" or "Electrical" or "Metallurgical" or "Mining" Engineering (Honours or Ordinary Degree).

Durham.—B. Sc. in "Civil" or "Mechanical" or "Electrical" Engineering, or in "Naval Architecture"—(Honours or Ordinary Degree).

London.—B. Sc. in (External and Lateral Degree) Engineering not including the B. Sc. Engineering (Mining) of the B. Sc., in Engineering (Metallurgy). (Honours or Ordinary Degree).

Victoria University (Manchester).—B. Sc. Tech. (Ordinary Course, Division I) in Electrical Engineering ;

B. Sc. Tech. (Ordinary Course, Division II) in Electrical Engineering ;

B. Sc. Tech. (Higher Course, Honours Division or Ordinary course, Division I) in Municipal Engineering ;

B. Sc. Tech. (Ordinary Course, Division I) in Mechanical Engineering ;

B. Sc. in Engineering (Honours degree ; or Ordinary degree from 1925 onwards) ;

B. Sc. Tech. in "Mechanical" or "Electrical" Engineering (Honours Division in the Final Examination).

Birmingham.—B. Sc. in "Civil" or "Mechanical" or "Electrical" Engineering (Honours or Ordinary degree).

Liverpool.—B. Eng. in "Civil" or "Mechanical" or "Marine" or "Electrical" Engineering or "Naval Architecture" (Honours or Ordinary degree).

Leeds.—B. Sc. in "Civil" or "Mechanical" or "Electrical" Engineering (Honours or Ordinary degree).

Sheffield.—B. Eng. in "Civil" or "Mechanical" or "Electrical" Engineering (Honours degree or Ordinary degree with a First Class in the Final Examination). A first class in the Final Examination will not be required in the cases of degrees obtained in or after June, 1930.

Bristol.—B. Sc. in "Civil" or "Mechanical" or "Electrical" Engineering (Honours or Ordinary degree).

Wales.—B. Sc. in "Civil" or "Mechanical" or "Electrical" Engineering.

National University of Ireland.—B. E.

Queen's University (Belfast).—B. Sc. in Engineering.

Sydney.—B. E. in "Civil" or in "Mechanical" and "Electrical" Engineering.

Melbourne.—B. C. E., B. Mech. E. or B. E. E.

New Zealand.—B. E. in "Civil" or "Mechanical" or "Electrical" Engineering.

Adelaide.—B. E. in "Civil", "Mechanical" or "Electrical" Engineering.

Queensland.—B. E. in "Civil" or in "Mechanical" and "Electrical" Engineering.

Western Australia.—B. E.

South Africa.—B. Sc. in Engineering (until 1931).

Cape Town.—B. Sc. in Engineering.

Witwatersrand.—B. Sc. in "Civil" or "Mechanical" and "Electrical" Engineering.

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Calcutta.—B. E. Examination in or Civil Mechanical or Electrical Engineering.

Bombay.—B. E. Examination.

Madras.—B. E. Examination.

Benares Hindu University.—B. Sc. Examination in Engineering.

Patna.—B. C. E.

Rangoon.—B. Sc. in Engineering from 1932.

Mysore.—B. E. in Civil, Mechanical or Electrical Engineering.

Punjab.—B. Sc. in Engineering.

Aligarh Muslim University.—B. E.

Usmania University (Hyderabad).—B. E.

Travancore University.—B. Sc. (Engineering).

Diplomas in Engineering :—

City and Guilds (Engineering) College, Kensington.

University College, London.

King's College, London.

City and Guilds of London Institute, Technical College, Finsbury.—Diploma or Higher Certificate (three years' course) if taken by Matriculated Students or Students who have passed the Institution Studentship Examination or its recognised equivalent.

Royal Technical College, Glasgow.—Final Diploma Examination in Mechanical or Electrical Engineering provided an approved Matriculation Examination has been passed before beginning the course.

Thomson Civil Engineering College, Roorkee.—Diploma in Civil Engineering (formerly Assistant Engineer's certificate).

Indian Institute of Science, Bangalore.—Certificate in Electrical Technology or in Electrical Communication Engineering.

Manchester.—Certificate in Technology, Mechanical or Electrical Engineering.

Punjab College of Engineering and Technology (formerly MacLagan Engineering College), Mohalpara.—

"A" Class Diploma in the first division (65 per cent. or more marks) and in the Honours Division (80 per cent. or more marks) in (i) Mechanical Engineering and (ii) Electrical Engineering from 1935.

Heriot-Watt College.—Edinburgh—Associateship in Electrical Engineering.

Naval Officer.—Examination which qualifies as Lieutenant (E).

Royal Naval College, Greenwich.—Professional Certificate for Constructors.

APPENDIX 15 (E)

[Refer to in rule 12 (ii) Part II]

List of University degrees which will be recognised for admission to the examination.

Cambridge.—Ordinary degree B. A. in Engineering, provided the graduate has passed in the principal subjects, Engineering I, Engineering II and Engineering III.

Glasgow.—B. Sc. in Naval Architecture (Honours or Ordinary degree).

Durham.—B. Sc. in Marine Engineering.

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London.—B. Sc. Ordinary or with Honours (not including the B. Sc. in Engineering (Mining) or the B. Sc. in Engineering (Metallurgy).

Aberdeen.—B. Sc. in Engineering (Honours or Ordinary degree).

Note.—The above degree will be accepted only if taken after three years' study and the passing of the regular examination in the several Universities. The conditions as to three years study will not, however, apply to Pakistanis who, having taken an Indian degree, which exempt from part of the University course, shall have taken one of the above degrees in less than three years in accordance with the regulations of the University concerned.

APPENDIX 15 (F)

[Referred to in rule 12 (viii) F Part II]

Particulars of diploma	Name of Institution granting the diploma.
(a) Electrical Engineers	Victoria Jubilee Technical Institute, Bombay. Technical College, Dayalbagh, Agra.
(b) Mechanical & Electrical Engineering	College of Engineering, Poona Nadirshaw, Edulji Dinshaw Civil Engineering College, Karachi. Technical Institute, Insein.
(c) I.E.E. or L.M.E. or L.A.E.	Government School of Technology, Madras or Technological Diplomas Examination Board Madras.
(d) Overseer	Ahsanullah School of Engineering, Dacca Thomson Civil Engineering College, Roorkee.
(e) Mechanical Engineering	Technical College, Dayalbagh Agra.
(f) Civil Engineering	Technical Institute, Insein. Orissa School of Engineering.
(g) Mechanical & Electrical Engineering (Specialised in Mechanical or Electrical Engineering) (Grade A)	Government Technical Institute, Gorakhpur, U.P. Government Technical Institute, Lucknow.
(h) Subordinate Civil Engineering	Bihar Colleg of Engineering, Patna.
(i) Civil Mechanical or Automobile Engineering.	Government Engineering School, Nagpur.
(j) Mechanical, Electrical or Civil Engineering.	Kala Bhavan Technical Institute, Baroda.
(k) 'A' Class Diploma or 'B' class certificate.	Madagan Engineering College, Moghalpura, Lahore.
(l) Mechanical and Electrical Engineering.	College of Engineering and Technology, Jadavpur Bengal.
(m) Electrical Technology	Nowrosjee Wadia College, Poona.
(n) Electro Mechanics	Craik Technical Institute Lahore.
(o) B. E. (Mechanical)	Osmania University, Hyderabad.
(p) Mechanical, Electrical or Civil Engineering.	Mysore University.
(q) Ditto	Travancore University.

APPENDIX 15 (G)

[Referred to in rule 16 Part II]

Each candidate should be examined for physical fitness by a Medical Board who should be informed that a good constitution and active habits are essential qualifications for the post for which the person has been selected that, if appointed, his future duties will under him liable to considerable exposure at all season of the year anywhere in Pakistan and that he should be capable of riding 20 to 25 miles daily for continuous period. The Medical Board should be asked clearly to state whether they consider the person examined capable of performing such duties.

APPENDIX 15 (H).

(REFERRED TO IN RULE 23, APPENDIX 15)

Syllabus for the Training of Engineering Supervisors.

The Syllabus of examination to be held at the end of the course of training will comprise of the following subjects :—

A.—Signalling in accordance with rule 381 of P. & T. Manual Vol. IV except that receiving on both open and closed circuits should be in manuscript and the standard rate of signalling should be as given below :—

(a) Morse	16 words per minute
(b) Baudot operation	15
(c) Baudot keyboard perforator	15
(d) Tape reading	8

B.—*Practical mathematics*.—Quadratic equations involving one variable ; easy simultaneous equations, Binomial Theorem, Positive integral indices ; Surds ; Indices ; Simple cases of motion of a particle in a straight line with variable acceleration with special reference to S. H. motion ; Differential calculus, Functions and their limits, Taylor's theorem ; Integral calculus, Integration by substitution ; Trigonometry, Sexagesimal and Circular units of angular measurement, Trigonometrical ratios and simple relations connecting them, Logarithms, Simple cases of heights and distances.

C.—*Electricity and Magnetism*.—Laws of magnetic force, Magnetic induction, declination and dip ; Principle of Condensers ; Voltaic cells, local action, Polarisation ; Fleming's left-hand rule, Electrical units and general laws ; Galvanometers, Voltmeters Ammeters ; Ohm's Laws, Conductors in series and Parallel ; Cells in series and parallel ; Shunts ; Wheatstone bridge ; Potentiometers ; The Watt ; Watt hours ; Kilowatt hour ; Self-induction and induced currents ; induction coil ; A. C. & D. C. currents, Transformers ; Secondary.

D.—*Electro-Technology and Prime Movers*. D. C.—D. C. Generators, Back E. M. F. series Motor, Shunt and Compound motors series, Operation of Motors and Generators, testing of D. C. machines. A. C.—Generation, Maximum effective and averages values ; Self induction/skin effect ; Ohm's Law for A. C. circuits ; Watless currents ; Power factors ; transformers, vector diagrams, A. C. instruments.

Prime movers.—2 stroke and 4 stroke engines, description of their individual parts and maintenance.

E.—*Telegraphy*.

(a) *Morse Simplex, Duplex, Quadruplex etc.*—Closed and open circuit systems (both Simplex and Duplex), Single and Double current working, Terminal and Repeater station arrangements for the above, Central battery and Concentrator working, Description Maintenance and adjustments of ordinary Telegraph instruments, Circuit diagrams of above system, Tracing of faults in Circuits and Instruments.

(b) *Multiplex and Printing Telegraph System*.—Working principle of the Baudot System, Description, Maintenance and Adjustment of various component parts of Baudot Apparatus Keyboard Perforator and Tape Transmitter.

Description, Maintenance and Adjustments of Baudot Reley, Schematic Diagram of Simple Baudot Circuits, Simplex & Duplex, Baudot Retransmitters—their use and adjustment.

Teletypers, their adjustment and general maintenance, Circuit Diagram of Teletypers, Putting through a line on a Bi and Quad both on a terminal and a retransmitter office, Putting through a line on Teletypewriter set both Simplex and Duplex,

Telex system of working.

(c) (Power and Generating Plant in Telegraph offices).

Primary batteries—Different types in use and their maintenance.

Accumulators.—their various components, charging, discharging and general maintenance, use of cadmium tester.

Charging Switchboards.

Dynamos and motors used in Telegraph Offices—Their erection and maintenance.

Oil and Petrol engines installed in Telegraph offices.

Details of working maintenance and repairs.

Vulcan and other types of Valve Rosters.

Metal Rectifiers.

The universal battery systems.

Battery reversing switch and other accessories of battery installations in Signal offices.

(d) (Testing of lines and Cables).

Testing of lines and cables. Principle and use of reflecting Galvanometers, Meggers, Wheatstone Bridge. Description and use of other testing Apparatus, generally employed in carrying out above tests.

(e) Fitting :—

Fitting of small Signal offices showing typical lay out, battery and Earth distribution, Termination of lines, Protective devices etc.

F.—Telephony.—

(a) Fitting and maintenance of different kinds of subscribers' telephone sets, extension switches, protective devices and other subsidiary apparatus used in the department. Detailed knowledge of the working of manual (both Magneto and C. B.) telephone exchange switchboards.

Diagrams of various circuits and disposition and use of their different parts. Equipment and circuit arrangements of junctions between Manual Exchanges and between Manual and Automatic exchanges, Trunk Exchange switchboards of various types.

(b) General working principle of automatic exchange switchboards—R.A.X. and P.A.X. boards. Description and principle of action of their main components. Trunking scheme of automatic exchanges.

(c) Fitting of small C. B., Multiple C.B. and R.A.X's, showing typical lay out, battery and Earth distribution, termination of lines etc.

Routine and fault testing of subscribers' lines, junction lines and Exchange apparatus (Magneto and C. B. Systems). General principles of tests of Automatic equipment. Installation and maintenance of Ringer Machines (both rotary and harmonic) in Telephone exchanges. Diagrams of various circuits of ringing machines.

Maintenance of Automatic Exchanges including routine tests and relay and switch adjustments.

(d) Thermionic valves and their properties.—Their use as amplifiers, oscillators and modulators—the Theory and practice of copper oxide modulators—Filter circuits—H.P., L. P. and Bypass filters.

Theory of Telegraph and Telephone Carrier Systems—standards of transmission as followed in the department—Level diagrams for V. F. and Carrier circuits. Bridging losses of Telephone apparatus. Level regulation of Carrier telegraph and telephone system.

Theory of two-wire and four-wire telephone repeaters. Singing test, Gain Measurements, balancing Net work—their theory and design. Use of Balance Simulators for manufacturing net works for lines.

- (e) Theory and working of Secra-Phones.
- (f) Routine testing of telephone repeaters and Carrier equipment and fault facing.
- (g) Transmission Theory ; Compensation Theorem, Pollard Theorem, Net-works, Attenuation, Distortion, Phase Difference, amplitude, Frequency, Line Constants.

G.—Line Construction and Transmission—

(a) Description of Stores :—

Various types of posts and their component parts used in the department for temporary as well as permanent lines.

Erection of Posts.

Stays, and their component parts, how they are fitted.

Calculation of strength of stays.

Different types of brackets in use in the department.

Methods of fitting brackets. Different types of insulators and stalks used in the department.

Different kinds of wires used for Telegraph and Telephone circuits.

(b) Line construction and tools employed.

Wind pressure on wires and posts. Calculation of strength of posts.

Joints of various kinds used with Iron, Copper, Bronze and other wires.

Description, use and method of erecting of Ferrins Wire.

Dynamometers and their use.

Marking out lines.

Erection of poles including terminal post of different kinds Erection of wires.

Standard dimensions for Telegraph and Telephone alignments along railway and over railway crossings.

Construction of Telephone lines.

(c) Erection of wires for Trunk Telephone lines, levelling measurement of dip.

Suitable gauges of wires to be used depending upon their transmission equivalents.

Transposition of wires. Special precautions to be taken in the case of Carrier circuits.

(d) Lines in hills and mountainous districts.

Lines in high altitudes.

(e) Maintenance and repairs to Telegraph lines.

Use of joint testers.

(f) Masts, their construction and erection.

Interruption repairs on spans. General principles, followed in reconstruction of lines including dismantlement of existing lines and recovery of wires, insulators and other materials.

Selection of sites for erecting masts.

(g) Laying of cable, underground, under-water and over-head.

APPENDIX No. 13 (H)

(h) Care of tents and tools.

(i) Far end and near end Crosstalk, end Crosstalk meter and transmission loss measuring apparatus and their use. Noises on trunk line—nature, cause and measurement. Measurement of the impedance of lines. Impedance measuring instruments of different types and their manipulation. Measurement of Far end and Near end Crosstalk at Carrier, Frequencies.

(j) Definitions—Characteristic Impedance, Image Impedance, Attenuation constant, Attenuation factor, Wave Length constant, Reflection Co-efficient, Reflection loss, Balance attenuation, Neper, Decibel, Crosstalk unit.

(k) Standard practice relating to the construction of main Trunk telephone lines required primarily for the operation of carrier system, types of special fittings, standardised specifications, other points of detail which apply for C-8 Type construction.

APPENDIX 15 (J)

[Referred to in rule 17 Part II]

Form of Declaration for candidates to be trained as Engineering Supervisors

I, _____ son of _____
having been admitted on the _____ day of _____ 195 _____

for technical training as a candidate for employment in the grade of Engineering Supervisors in the Pakistan Posts and Telegraphs Department hereby of my own will *and with the consent of my father/guardian of _____ who has signed below in token of his agreement and acknowledgement on my behalf), declare and agree as follows :—

(1) I will undergo the full course of training extending over 15 months as prescribed or for such period as may be prescribed by a competent authority :

(2) I accept the terms and conditions of my training and of my future service on probation in and of the service generally in the grade of Engineering Supervisors in the Department as laid down at present or as may be laid down from time to time.

(3) I will after the successful completion of my training serve the Department as an Engineering Supervisor for five years from the date of my appointment in the grade of Engineering Supervisors and during that period I shall not sever my connection with the Department unless I first obtain the consent of the competent authority :

(4) I understand that my appointment in the said grade shall be on a temporary basis and that I shall be liable to have my service terminated at any time :

(5) The sum of Rs. 50 deposited by me will remain with Government as security for the due fulfilment of the above conditions.

(6) In case of my removal from the training class or service on account of misconduct or unsuitability and in case of a breach by me of conditions (1) and (3), except owing to illhealth not brought on by my own carelessness or other cause not due to my fault or over which I have no control or my death, Government shall have full power to order forfeiture of the amount of security deposit and also the repayment of stipends drawn by me during the course of training.

(7) If upon completion of my training I am not appointed in the said grade of Engineering Supervisors in the Department the said deposit of Rs. 50 shall then be returned, and if I am so appointed then the same shall be returned at the termination of my first five years of service.

Date _____

Signature of candidate.

I, _____
by the above terms.

father/guardian of the said confirm and agree to be bound

Date _____

Signature of father/guardian.

APPENDIX NO. 16.

(Referred to in rule 457.)

RULES FOR RECRUITMENT TO THE SERVICE OF TELEPHONE OPERATORS IN THE
PAKISTAN POSTS AND TELEGRAPHS DEPARTMENT.

(a) MALE OPERATORS.

1. *Scope of service.*—Telephone operators are recruited for service in a particular Telegraph Engineering division. They are ordinarily liable to transfer within the division to which they have been appointed but in the interests of the service they may at any time be transferred outside the division.

2. *Pay and prospects.*—The posts of telephone operators are superior and pensionable. The present scales of pay of these appointments are given in the *Manual of Appointments and Allowances of Officers of the Pakistan Posts and Telegraphs Department*, but these are liable to modification at any time at the option of Government.

3. *Recruitment.*—Recruitment will be by a competitive examination which will be open to—

(a) telephone masters telephone sub-inspectors and telephone linemen, hereafter called departmental candidates, and

(b) outside candidates.

4. *Conditions for departmental candidates.*—A departmental candidate should have put in not less than five years' substantive and unblemished service. He must submit his application in the prescribed form in due time to the Head of the Circle through his immediate superior. It will be within the discretion of the Head of the Circle, whose decision will be final, to permit the applicant to appear for the examination.

5. *Conditions for outside candidates.*—The following conditions will apply to outside candidates:—

(a) He must be domiciled in the revenue division or divisions, or the acceding State, over which the division extends.

Exception.—(i) This does not apply to sons and dependents of Posts and Telegraphs employees who may be allowed to appear in the examination in the particular recruiting unit in which the employee is serving or last served without the production of domicile certificates.

(ii) Anglo Pakistan candidates are eligible for appointment throughout Pakistan, irrespective of the place of their domicile.

(b) He must not be less than 19 years of age and not more than 21 years of age on the date of commencement of the examination referred to in rule 3.

Exception (i).—In regards to Muslims, other Minority Communities and Scheduled Classes (Depressed classes) the upper age limit is 22 years.

Exception (ii).—Departmental candidates referred to in rule 3 (a) above who are not over 30 years of age, are permitted to appear at the examination as outside candidates, if they fulfil all other conditions prescribed for outside candidates. They will not in that case be allowed to compete for the 50 per cent. of the vacancies reserved for departmental candidates.

(c) He must have passed at least the Matriculation examination of a recognised University or one of the equivalent examinations detailed in Appendix No. 3.

(d) He must apply in the prescribed form.

5-A. Candidates who are permitted to appear for the examination will receive from the Head of the Circle a written order which should be produced before the supervisor in charge at the time of the examination.

5-B. Candidates, both departmental and outsiders, must pay a fee of Rs. 5 which will be refunded if they are not permitted to sit at the examination.

6. *Advertisement.*—A notification regarding the competitive examination will appear in the principal newspapers of the Circle in which the examination is to be held some time before the date of the examination.

7. *Syllabus.*—The syllabus for the examination is given in Appendix No. 20.

8. *Conditions for qualifying in the examination.*—A candidate who obtains not less than 25 per cent. of marks in each compulsory subject will be considered to have obtained qualifying marks.

9. *Selection of candidates.*—Candidates will be selected for appointment as follows:-

- (1) If the number of departmental candidates who obtain qualifying marks does not exceed 20 per cent. of the vacancies, all such candidates will be selected.
- (2) If the number of departmental candidates who obtain qualifying marks exceed 20 per cent. of the vacancies, 20 per cent. of the vacancies will go to those candidates, who stand highest in order of merit.
- (3) All vacancies left unfilled by departmental candidates under clauses (1) and (2) will be filled by outside candidates in order of merit, subject to their obtaining qualifying marks:

Provided that in respect of 15 per cent. of the vacancies available for outside candidates, a preference will be given to candidates who, having obtained qualifying marks, are sons of employees of the Posts and Telegraphs Department.

- (4) All vacancies to be filled by outside candidates will be subject to the strict observance of communal order in force at the time.

10. *List of approved candidates.*—Candidates selected for appointment, both departmental and outside, will be brought on the list of approved candidates and appointments will be made from this list as vacancies occur.

11. *Additional qualifications.*—A candidate must satisfy the following tests before he can be given an appointment:-

- (a) he must not be less than 5 feet in height;
- (b) he must not be colour blind;
- (c) he must possess good hearing;
- (d) he must possess a clear and good voice;
- (e) he must be able to converse fluently in English and a local language.

The appointing officer, viz., the Divisional Engineer, Telegraphs, will be the sole and final judge in these matters.

12. *Training.*—Selected candidates before being appointed may be required to undergo training for a period not exceeding two months in trunk line operating as well as local exchange work at selected centres. No allowance will be paid during such training. The Head of the Circle may, however, at his discretion extend the period of training as a special case. He may also remove their names from the approved list if their work and conduct are found unsatisfactory at any stage during the period of training.

13. *Security.*—Outside candidates before being appointed, will have to furnish a security of Rs. 200 if it is in the form of Post Office savings bank deposit, or Government promissory notes, or cash certificates, or any combination of them, and of Rs. 300 if it is in the form of a personal or fidelity bond.

14. *Appointment on probation.*—On the occurrence of a vacancy, the candidate will be appointed on probation for one year. At the end of this period the candidate will be confirmed if found suitable in every respect subject to his passing any departmental test that may be prescribed under the rules in force at the time. If during the period of probation his work or conduct is not satisfactory, or if he fails to pass the test, a telephone operator appointed as an outside candidate will be liable to be removed from service without notice, and a telephone operator recruited from among departmental candidates will be liable to revert to the appointment which he held before being appointed as telephone operator.

15. *Declaration to be signed.*—Before a candidate is appointed he will have to sign the following two declarations :-

- (a) "I hereby declare that I have read the *Indian Telegraph Act, the Indian Official Secrets Act and the Government Servants' Conduct Rules* and clearly understand that I become liable to the penalties and provisions therein on being appointed as a telephone operator in the Pakistan Posts and Telegraphs Department."
- (b) "I hereby declare that I have read rule 103 of the *Posts and Telegraphs Manual, Volume II*, and agree to abide by its terms".

Provided that in the case of departmental candidates, only the first of these two declarations will be required.

16. *Medical certificate.*—A selected candidate other than a departmental candidate before training will be required to produce a medical certificate of fitness from a Commissioned Medical Officer of Government or from a Medical Officer in charge of a civil station.

(b) FEMALE OPERATORS.

1. *Scope of service.*—Female telephone operators are recruited for service in a particular Telegraph Engineering division. They are ordinarily liable to transfer within the division to which they have been appointed, but in the interests of the service they may at any time be transferred outside the division.

2. *Pay and prospects.*—The posts of female telephone operators are superior and pensionable. The present scales of pay of these appointments are given in the *Manual of Appointments and Allowances of Officers of the Pakistan Posts and Telegraphs Department*, but these are liable to modification at any time at the option of Government.

3. *Recruitment.*—Recruitment will be made by means of a competitive examination under the following conditions :-

- (a) Candidates must be domiciled in the revenue division or divisions, or the acceding State, over which the Division extends.

Exception.—(i) This does not apply to daughters and female dependents of employees who may be allowed to appear in the examination in the particular recruiting unit in which the employees is serving or last served without the production of a domicile certificate.

- (ii) Anglo-Pakistan candidates are eligible for appointment throughout Pakistan irrespective of the place of their domicile.
- (b) Candidates must not be less than 19 years of age and not more than 21 years of age on the date of commencement of the examination.

Exception (i).—In regard to Muslims, other Minority Communities and Scheduled classes (Depressed classes) the upper age limit is 22 years.

N.B.—The Head of the Circle is authorized to relax the age limits up to a minimum of 18 years and a maximum of 24 years if sufficient number of candidates between the age limits prescribed be not forthcoming.

(c) Candidates must have passed the Matriculation examination of a recognised university or one of the equivalent examinations detailed in Appendix No. 3.

N.B.—It is open to the Head of the Circle to waive this condition, should a sufficient number of matriculation be not forthcoming.

(d) Candidates must apply in the prescribed form and must pay a fee of Rs. 5 which will be refunded if they are not permitted to sit at the examination.

(e) Candidates must be unmarried or widows without encumbrances at the time of their appointment, as Telephone Operators, in the Department. They will have to resign on marriage or remarriage within a period of three years, from the date of their appointment, if however, they get married or remarried after the completion of this period of three years, there may not be any objection to their retention in service.

4. Candidates who are permitted to appear at the examination will receive from the Divisional Engineer, Telegraphs, a written order to the effect.

5. *Advertisement.*—A notification regarding the competitive examination will appear in the principal newspapers of the Circle in which the examination is to be held, some time before the date of the examination.

6. *Syllabus.*—(a) There will be a written examination consisting of two papers—

(i) Pakistan Geography with special reference to towns, and

(ii) Simple Arithmetic up to proportion and simple money sums.

Each of the above papers will carry 50 marks.

N.B.—20 per cent. of the marks in each subject will be reserved for neatness, legibility and good handwriting. Deduction will be made for slovenliness and bad handwriting.

(b) An oral test in general intelligence, alertness, hearing voice, knowledge of English and of one local language, carrying 100 marks.

7. *Conditions for qualifying in the examination.*—Candidates who obtain at least 25 per cent. of the marks in each subject will be considered to have obtained qualifying marks.

8. *Selection of candidates.*—Candidates will be selected in order of merit up to the number of vacancies advertised provided that in respect of 15 per cent. of vacancies, preference will be given to candidates who have obtained qualifying marks and are daughters of employees of the Department.

8-A. All recruitment will be subject to the strict observance of the communal orders in force at the time.

9. *List of approved candidates.*—Candidates selected for appointment will be brought on the list of approved candidates and appointments will be made from this list as vacancies occur.

10. *Additional qualifications.*—Candidates must satisfy the following tests before they can be given an appointment :-

(a) They must not be less than 5 feet in height.

(b) They must not be colour blind.

11. *Training.*—Selected candidates before being appointed may be required to undergo training for a period not exceeding two months in trunk line operating as well as local exchange work at selected centres. No allowance will be paid during such training and candidates must join the selected centres at their own expense. The Head of the Circle may, however, at his discretion extend the period of training as a special case. He may also remove their names from the approved list if their work and conduct are found unsatisfactory at any stage during the period of training.

12. *Security*.—Candidates before being appointed will have to furnish a security of Rs. 200 in the form of Posts Office savings bank deposit, or Government promissory notes, or cash certificates, or any combination of them or of Rs. 300, if the security is in the form of a personal or fidelity bond.

13. *Appointment on probation*.—On the occurrence of a vacancy the candidate will be appointed on probation for one year. At the end of this period the candidate will be confirmed if found suitable in every respect subject to her passing any departmental test that may be prescribed under the rules in force at the time. If during the period of probation, her work or conduct is not satisfactory, or if she fails to pass the test she will be liable to be removed from service without notice.

14. *Duty hours*.—Female telephone operators are at present required to work only between 7 and 21 hours but these hours may be modified from time to time.

15. *Declarations to be signed*.—Before a candidate is appointed she will have to sign the following two declarations:-

- (a) "I hereby declare that I have read the *Indian Telegraph Act*, the *Indian Official Secrets Act* as adapted in Pakistan and *Government Servants' Conduct Rules* and clearly understand that I become liable to the penalties and provisions contained therein, on being appointed as a telephone operator in the Pakistan Posts and Telegraphs Department."
- (b) "I hereby declare that I have read rule 103 of the *Posts and Telegraphs Manual*, Volume II, and agree to abide by its terms".

16. *Medical certificate*.—A selected candidate will be required to produce a medical certificate of fitness signed by a qualified lady medical practitioner before training.

APPENDIX NO. 17

APPENDIX NO. 17.

(Referred to in rule 472.)

RULES FOR RECRUITMENT TO THE SERVICE OF TELEGRAPH ENGINEERING OFFICE CLERKS IN THE PAKISTAN POSTS AND TELEGRAPHS DEPARTMENT.

1. *Scope of service.*—Officials for the service of telegraph engineering office clerk are recruited for service in a particular Telegraph Engineering division. They are ordinarily not liable to transfer outside the division to which they have been appointed.

2. *Pay and prospects.*—The posts of telegraph engineering office clerks are superior and pensionable. The present scales of pay of these appointments are given in the *Manual of Appointments and Allowances of Officers of the Pakistan Posts and Telegraphs Department*, but these are liable to modification at any time at the option of Government. Officials considered fit and qualified are promoted to the Junior and Senior Selection Grades.

3. *Recruitment.*—Recruitment will be by an examination which will be open to—

- (a) departmental officials below the cadre of telegraph engineering office clerks, hereafter called departmental candidates, and
- (b) outside candidates.

4. *Conditions for departmental candidates.*—A departmental candidate should have put in not less than five years' substantive and unblemished service. He must submit his application in the prescribed form in due time to the Head of the Circle through his immediate superior. It will be at the discretion of the Head of the Circle, whose decision will be final, to permit the applicant to appear for the examination.

5. *Conditions for candidates.*—The following conditions will apply to outside candidates:—

- (a) The candidate must be domiciled in the Circle in which the examination is held.

Exception.—(i) This does not apply to sons, daughters and dependents of Posts and Telegraphs employees who may be allowed to appear in the examination in the particular recruiting unit in which the employee is serving or last served without the production of a domicile certificate.

- (ii) Anglo-Pakistan candidates are eligible for appointment throughout Pakistan irrespective of the place of their domicile.

- (b) He must be not less than 19 years of age and not more than 21 years of age on the date of commencement of the examination referred to in rule 3.

Exception (i).—In regard to Muslims, other Minority Communities and Scheduled class (Depressed class) the upper age limit is 22 years.

Exception (ii).—Departmental candidates referred to in rule 3 (a) above who are not over 30 years of age are permitted to appear at the examination as outside candidates, if they fulfil all other conditions prescribed for outside candidates. They will not in that case be allowed to compete for the 50 per cent. of the vacancies reserved for departmental candidates.

- (c) He must have passed at least the Matriculation examination of a recognised University, or one of the equivalent examinations detailed in Appendix No. 3.

- (d) He must apply in the prescribed form.

- (e) Unmarried females, or widows without cohabitees, can appear for the examination on the same conditions as male candidates, but if selected and appointed, they must resign on marriage or remarriage.

5-A. Candidates who are permitted to appear for the examination will receive from the Head of the Circle a written order which should be produced before the supervisor in charge at the time of the examination.

5-B. Candidates, both departmental and outsiders, must pay a fee of Rs. 5 which will be refunded if they are not permitted to sit at the examination.

6. *Advertisement.*—A notification regarding the examination will appear in the principal newspapers of the Circle in which the examination is to be held some time before the date of the examination.

7. *Syllabus.*—The syllabus for the examination is given in Appendix No. 20.

8. *Conditions for qualifying in the examination.*—A candidate who obtains not less than 25 per cent. of marks in each compulsory subject will be considered to have obtained qualifying marks. Candidates who have obtained qualifying marks and have offered themselves for the optional subject will thereafter be examined in diagrammatic or building drawing. If a candidate obtains less than 60 per cent. of marks in the optional subject, the marks in that subject will be ignored; otherwise they will be added to his total for the purpose of determining the order of merit.

9. *Selection of candidates.*—Candidates will be selected for appointment as follows:—

- (1) If the number of departmental candidates who obtain qualifying marks does not exceed 20 per cent. of the vacancies, all such candidates will be selected.
- (2) If the number of departmental candidates who obtain qualifying marks exceed 20 per cent. of the vacancies, 20 per cent. of the vacancies will go to those candidates who stand highest in order of merit.
- (3) All vacancies left not filled by departmental candidates under clauses (1) and (2) will be filled by outside candidates in order of merit, subject to their obtaining qualifying marks:

Provided that in respect of 15 per cent. of the vacancies available for outside candidates, a preference will be given to candidates who, having obtained qualifying marks, are sons or daughters of employees of the Posts and Telegraphs Department.

- (4) All vacancies to be filled by outside candidates will be subject to the strict observance of communal orders in force at the time.

10. *List of approved candidates.*—Candidates selected for appointment, both departmental and outside, will be brought on the list of approved candidates and appointments will be made from this list as vacancies occur.

11. *Training.*—Selected candidates before being appointed may be required to undergo training for a period not exceeding three months. No allowance will be paid during such training. The Head of the Circle may, however, at his discretion extend the period of training as a special case. He may also remove their names from the approved list if their work and conduct are found unsatisfactory at any stage during the period of training.

12. On the occurrence of a vacancy, the candidate will be appointed as a clerk or probation for one year. Within two years of his appointment he will be required to pass a departmental test that may be prescribed under the rules in force at the time. If he passes the test and is found suitable in every respect the candidate will be confirmed at the end of the period of probation or on his passing the test whichever is later. If during the period of probation his work or conduct is not satisfactory, or if he fails to pass the test a clerk appointed as an outside candidate will be liable to be removed from service without notice and a clerk recruited from among departmental candidates will be liable to revert to the appointment which he held before he was appointed as a clerk.

13. *Declarations to be signed.*—Before a candidate is appointed he will have to sign the following two declarations:—

- (a) "I hereby declare that I have read the *Government Servants' Conduct Rules* and thoroughly understood them".

- (b) "I hereby declare that I have read rule 103 of the *Posts and Telegraphs Manual*, Volume II, and agree to abide by its terms".

Provided that in the case of departmental candidates, only the first of these declarations will be required.

14. *Medical certificate.*—A selected candidate other than a departmental candidate before training will be required to produce a medical certificate of fitness from a Commissioned Medical Officer in charge of a civil station.

APPENDIX NO. 18.

(Referred to in rule 238(1).)

RULES FOR RECRUITMENT TO THE SERVICE OF FIRST DIVISION CLERKS IN OFFICES OF HEADS OF CIRCLES AND OF CONTROLLER OF TELEGRAPH STORES, SUPERINTENDENT OF TELEGRAPH WORKSHOP, ACCOUNTS OFFICER, TELEPHONE REVENUE AND STORES, ACCOUNTS OFFICER, TELEPHONE REVENUE AND WORKSHOP, AND ACCOUNTS OFFICER, TELEPHONE REVENUE.

1. *Scope of service.*—Officials for the service of first division clerks are recruited for the following offices :—

- (a) Office of the Postmaster-General, East Bengal Circle, Dacca.
- (b) Office of the Postmaster-General, Punjab and North-West Frontier Circle, Lahore.
- (c) Office of the Postmaster-General, Sind & Baluchistan Circle, Karachi.
- (d) Office of the Controller of Telegraph Stores, Karachi.
- (e) Office of the Superintendent of Telegraph Workshop, Lahore.
- (f) Office of the Accounts Officer, Telephone Revenue and Stores, Karachi.
- (g) Office of the Accounts Officer, Telephone Revenue and Workshop, Lahore.
- (h) Office of the Accounts Officer, Telephone Revenue, Dacca.

They are ordinarily not liable to transfer outside the office to which they have been appointed.

2. *Pay and prospects.*—The posts of first division clerks of the offices enumerated in rule 1 are superior and pensionable. The prescribed scale of pay of these appointments is RS-6-115-EB-15/2-175-EB-10-225, but this is liable to modification at any time at the option of Government.

3. *Recruitment.*—Recruitment will be—

(i) by appointment, up to 20 per cent. of the total recruitment of clerks, who need not be graduates, with experience of work in post offices, telegraph offices, and Railway Mail Service with not less than five and not more than ten years' satisfactory service, the selection being entirely at the discretion of the Head of the Circle, and

(ii) by an examination which will be open to—

- (a) departmental officials, who also need not be graduates, of all classes below the grade of first division clerks in the offices referred to in rule 1, hereafter called Departmental candidates, and
- (b) outside candidates, who must be graduates.

Sub-para. (i) of this rule will not apply to the offices mentioned at (d) to (h) in rule 1.

The examination for the offices mentioned at (d) and (f) in rule 1 will be held by the Postmaster-General, Sind and Baluchistan Circle, that for those mentioned at (e) and (g) by the Postmaster-General, Punjab and North-West Frontier Circle, and for the Telephone Revenue Office, Dacca, by the Postmaster-General, East Bengal Circle.

4. *Conditions for departmental candidates.*—A departmental candidate should have put in not less than five years' substantive and unblemished service. He must submit his application in the prescribed form in due time and it will be at the discretion of the Head of the Circle, whose decision will be final, to permit the applicant to appear for the examination.

5. *Conditions for outside candidates.*—The following conditions will apply to outside candidates :—

- (a) The candidate must be domiciled in the Circle in which he wishes to serve. In the case of Offices mentioned at (d) and (f) of rule 1, he should be domiciled

in the Sind and Baluchistan Circle. In the case of offices mentioned at (e) and (g) he should be domiciled in the Punjab and North-West Frontier Circle, while in the case of Telephone Revenue Office, Dacca, he should be domiciled in the East Bengal Circle.

Exception.—(i) This does not apply to sons, daughters and dependents of Posts and Telegraphs employees who may be allowed to appear in the examination in the particular recruiting unit in which the employee is serving or last served, without the production of a domicile certificate.

(ii) Anglo-Pakistani candidates are eligible for appointment throughout Pakistan irrespective of the place of their domicile.

(b) He must not be less than 19 years of age and not more than 21 years of age on the date of commencement of the examination referred to in rule 3.

Exception I.—In regard to Minority Communities and Scheduled Classes (Depressed Classes) the upper age limit is 22 years.

Exception II.—Departmental candidates referred to in rule 3 (ii) (a) above who are not over 30 years of age, are permitted to appear at the examination as outside candidates, if they fulfil all other conditions prescribed for outside candidates. They will not in that case be allowed to compete for the 33½ per cent. of the vacancies reserved for departmental candidates.

(c) He must be a graduate from a recognised University.

(d) He must apply in the prescribed form.

(e) Unmarried females, or widows without encumbrances, can appear for the competitive examination on the same conditions as male candidates, but if selected and appointed, they must resign the service on marriage or remarriage.

5-A.—Candidates who are permitted to appear for the examination will receive from the Head of the Circle or head of the office as the case may be written order which should be produced before the supervisor in charge at the time of the examination.

5-B.—Candidates, both departmental and outside, must pay a fee of Rs. 5 which will be refunded if they are not permitted to sit at the examination.

6. *Advertisement.*—A notification regarding the examination will appear in the principal newspapers of the Circle in which the examination is to be held some time before the date of the examination.

7. *Syllabus.*—The syllabus for the examination will be—

	Time.	Marks.
(1) English: Precise writing, drafting, and correction of mistakes in English, (Standard of this paper would be that normally expected from Graduates).	2-1/2 hours	100
(2) General knowledge including Geography with special reference to sea, air and land routes and situation of important places in Foreign countries. (<i>Matriculation Standard</i>)	2-1/2 hours	100
(3) Arithmetic: (<i>Matriculation standard</i>).	2 hours	100

NOTE 1.—The examination will be a written test and there will be no viva voce examination.

NOTE 2.—Twenty per cent. of the marks in each of the subjects will be reserved for neatness, legibility and good handwriting. Deductions will be made for slovenliness and bad handwriting.

8. *Conditions for qualifying in the examination.*—A candidate who obtains not less than 35 per cent. marks in each subject will be considered to have obtained qualifying marks.

9. *Selection of candidates.*—Candidates will be selected for appointment as follows :—

- (1) If the number of departmental candidates who obtain qualifying marks does not exceed 33½ per cent. of the vacancies, all such candidates will be selected.
- (2) If the number of departmental candidates who obtain qualifying marks exceed 33½ per cent. of the vacancies, 33½ per cent. of the vacancies will go to those candidates who stand highest in order of merit.
- (3) All vacancies left not filled by departmental candidates under clauses (1) and (2) will be filled by outside candidates in order of merit, subject to their obtaining qualifying marks.

Provided that, in respect of 15 per cent. of the vacancies available for outside candidates, a preference will be given to candidates who, having obtained qualifying marks, are sons or daughters of employees of the Posts and Telegraphs Department.

- (4) All vacancies to be filled by outside candidates will be subject to the strict observance of communal orders in force at the time.

10. *List of approved candidates.*—Candidates selected for appointment, both departmental and outside, will be brought on the list of approved candidates and appointments will be made from the list as vacancies occur.

11. *Training.*—Selected candidates before being appointed may be required to undergo training for a period not exceeding three months. No allowance will be paid during such training. The Head of the Circle may, however, at his discretion extend the period of training as a special case. He may also remove their names from the approved list if their work and conduct are found unsatisfactory at any stage during the period of training.

12. *Appointment on probation.*—On the occurrence of a vacancy the candidate will be appointed on probation for one year. At the end of this period, the candidate will be confirmed if found suitable in every respect subject to his passing any departmental test that may be prescribed under the rules in force at the time.

13. *Declarations to be signed.*—Before a candidate is appointed as a first division clerk he will have to sign the following two declarations :—

- (a) "I hereby declare that I have read the *Government Servants' Conduct Rules* and thoroughly understood them".
- (b) "I hereby declare that I have read rule 103 of *Posts and Telegraphs Manual*, Volume II, and agree to abide by its terms".

Provided that in the case of departmental candidates only the first of these declarations will be required.

14. *Medical certificate.*—A selected candidate other than a departmental candidate before training will be required to produce a medical certificate of fitness from a Commissioned Medical Officer of Government or from a Medical Officer in charge of a civil station. In the case of a female candidate a medical certificate signed by a qualified lady medical practitioner will be accepted.

APPENDIX NO. 19.

(Referred to in rule 238/1.)

RULES FOR RECRUITMENT TO THE SERVICE OF SECOND DIVISION CLERKS IN OFFICES OF HEADS OF CIRCLES AND OF CONTROLLER OF TELEGRAPH STORES, SUPERINTENDENT OF TELEGRAPH WORKSHOPS, ACCOUNTS OFFICER TELEPHONE REVENUE AND STORES, KARACHI, ACCOUNTS OFFICER TELEPHONE REVENUE AND WORKSHOP, LAHORE, ACCOUNTS OFFICER TELEPHONE REVENUE, Dacca.

1. *Scope of service.*—Officials for the service of second division clerks are recruited for the following offices :—

- (a) Office of the Postmaster-General, East Bengal Circle.
- (b) Office of the Postmaster-General, Punjab and North-West Frontier Circle, Lahore.
- (c) Office of the Postmaster-General, Sind and Baluchistan Circle, Karachi.
- (d) Office of Divisional Engineer Telegraph P. & T. Training Centre Lyallpur.
- (e) Office of the Controller of Telegraph Stores, Karachi.
- (f) Office of the Superintendent of Telegraph Workshops, Lahore.
- (g) Office of the Accounts Officer, Telephone Revenue and Stores, Karachi.
- (h) Office of the Accounts Officer, Telephone Revenue and Workshop, Lahore.
- (i) Office of the Accounts Officer Telephone Revenue, Dacca.

They are not ordinarily liable to transfer outside the office to which they have been appointed.

2. *Pay and prospects.*—The posts of second division clerks are superior and pensionable. The existing scales of pay of these appointments are given in the *Manual of Appointments and Allowances of Officers of the Pakistan Posts and Telegraphs Department*, but these rates are liable to modification at any time at the option of Government.

3. *Recruitment.*—Recruitment will be by means of a test which will be open to—

- (a) departmental officials of all classes below the rank of second division clerks in the offices referred to in rule 1, hereafter called departmental candidates, and
- (b) outside candidates.

4. *Conditions for departmental candidates.*—A departmental candidate must have completed not less than five years' substantive and unblemished service. He must submit his application in due time and it will be at the discretion of the head of the office whose decision will be final, to permit the applicant to appear for the test.

5. *Conditions for outside candidates.*—The following conditions will apply to outside candidates :—

- (a) The candidate must be domiciled in the Circle in which he wishes to serve.

NOTE.—In the case of the subordinate offices under the Controller of Telegraph Stores, the candidates must have their domicile in the Revenue Division in which the office is situated.

Exception.—(i) This does not apply to sons, daughters and dependents of Posts and Telegraphs employees who may be allowed to appear in the examination in the particular recruiting unit in which the employee is serving or last served without the production of a domicile certificate.

- (ii) Anglo-Pakistan candidates are eligible for appointment throughout Pakistan irrespective of the place of their domicile.

- (b) He must be not less than 19 years of age and not more than 21 years of age on the date of the test.

Exception.—Departmental candidates referred to in rule 3 (a) above, who are not over 30 years of age are permitted to appear at the examination as outside candidates, if they fulfil all other conditions prescribed for outside candidates. They will not in that case be allowed to compete for the 50 per cent. of the vacancies reserved for departmental candidates.

(c) He must have passed at least the Matriculation examination of a recognised University or an equivalent examination detailed in Appendix No. 3.

(d) Unmarried females, or widows without encumbrances, are eligible for recruitment on the same conditions as male candidates but if selected and appointed, they must resign the service on marriage or remarriage.

6. *Advertisement*.—The head of the office will take steps to notify the test properly in order to attract a suitable type of outside candidates.

7. *Test*.—The head of the office will lay down his own test with a view to ensure the selection of the right type of candidates for the work in his office. The test should be conducted by a board consisting of 2 or 3 gazetted officers.

8. *Selection of candidates*.—Candidates will be selected for appointment as follows :—

(1) If the number of departmental candidates who pass the test does not exceed 20 per cent. of the vacancies, all such candidates will be selected.

(2) If the number of departmental candidates who pass the test exceeds 20 per cent. of the vacancies, half of such vacancies will be filled from those candidates who stand highest in order of merit.

(3) Any vacancies left unfilled by departmental candidates under clauses (1) and (2) will be filled by outside candidates in order of merit, subject to their passing the test :

Provided that in respect of 15 per cent. of the vacancies available for outside candidates, a preference will be given to candidates who, having obtained qualifying marks, are sons or daughters of employees of the Posts and Telegraphs Department.

(4) All vacancies to be filled by outside candidates will be subject to the strict observance of communal orders in force at the time.

9. *List of approved candidates*.—Candidates selected for appointment, both departmental and outside, will be brought on the list of approved candidates and appointments will be made from this list as vacancies occur.

10. *Appointment on probation*.—On the occurrence of a vacancy, the candidate will be appointed as a second division clerk on probation for one year.

11. *Declarations to be signed*.—Before a candidate is appointed as a second division clerk, he will be required to sign the following two declarations :—

(a) "I hereby declare that I have read the *Government Servants' Conduct Rules* and thoroughly understood them".

(b) "I hereby declare that I have read rule 103 of the *Posts and Telegraphs Manual*, Volume II, and agree to abide by its terms".

Provided that in the case of departmental candidates only the first of these declarations will be required.

12. *Medical certificate*.—Before appointment a selected candidate other than a departmental candidate will be required to produce a medical certificate of fitness from a Commissioned Medical Officer of Government, or from a Medical Officer in charge of a civil station. In the case of a female candidate a medical certificate signed by a qualified lady medical practitioner will be accepted.

APPENDIX NO. 20.

SYLLABUS FOR THE COMPETITIVE EXAMINATION FOR RECRUITMENT TO CERTAIN SUBORDINATE SERVICES OF THE PAKISTAN POSTS AND TELEGRAPHS DEPARTMENT.

Compulsory Subjects.

	Marks.
(i) English—2 hours—	
Composition	50
General intelligence test	50
(ii) Simple arithmetic up to and including compound fractions, simple and compound interest and rule of proportion—2 hours	100
(iii) Geography with special reference to Pakistan—2 hours ..	100

The examination will be a written test and there will be no *viva voce* examination.

Optional Subjects.

	Marks.
For appointments as telegraphists—	
Telegraphy	50
Typewriting by touch method	50
For appointments in post offices—	
Telegraphy	50
For appointment of clerks in Engineering Branches—	
Diagrammatic or Building Drawing	50

Questions will be sent on Physical and Commercial Geography, situation of Countries, provinces and places, air, sea, and land routes and situation of important places in foreign countries.

NOTE 1.—Twenty per cent. of the marks in each of the compulsory subjects will be reserved for neatness, legibility and good handwriting. Deductions will be made for slovenliness and bad handwriting.

NOTE 2.—A minimum of 15 words per minute in both sending and receiving on the Morse open circuit will be required for the test in telegraphy and a minimum speed of 25 words per minute will be required for the test in typewriting.

APPENDIX NO. 21

APPENDIX NO. 21.

BOND TO BE EXECUTED BY POSTAL AND TELEGRAPH CANDIDATES BEFORE THEY ARE ADMITTED TO THE TELEGRAPH TRAINING SCHOOL.

(i)

(When the security is in the form of a personal bond with two sureties).

KNOW ALL MEN BY THESE PRESENTS that we (A).....A—Obligor,
son of.....caste..... B } = Sureties,
C }
resident of.....in the.....and (B).....son of.....
caste.....resident of.....in the.....and (C) son
of.....caste.....resident of.....in the.....are held
and firmly bound to the GOVERNOR-GENERAL represented by the POSTMASTER-
GENERAL.....in the sum of Rupees.....*to
be paid to the said GOVERNOR-GENERAL for which payment we bind ourselves
jointly and severally by these presents.

Dated this.....day of.....19 .

WHEREAS the said.....is desirous of being admitted to the Telegraph Training Class ;

AND WHEREAS, in consideration of the training he will thereby receive, the said.....has agreed to serve the said GOVERNOR-GENERAL for the space of two years from the completion of the said training next ensuing in the Post Office unless he shall first obtain the consent in writing of the POSTMASTER-GENERAL.....to the contrary. Now the condition of the above written bond is such that if the said.....shall diligently attend the said Telegraph Training Class and shall serve the said GOVERNOR-GENERAL for a period of two years from the completion of the training or of such shorter period as the said POSTMASTER-GENERAL.....may require, fully and faithfully performing and discharging the duties and obligations which may from time to time be demanded of him, THEN the above-written bond shall be void, otherwise the same shall remain in full force and virtue.

Signed, sealed and delivered by the
above-named

(A).....
Signature of Obligor.
Seal

In the presence of

.....
Signed, sealed and delivered by the
above-named

Witness

(B).....
Signature of first Surety who must
also state his profession (or
occupation).

Seal

In the presence of

.....

*The amount to be entered should be nine times the monthly allowance fixed for the Circle for each candidate admitted to the Telegraph Training Class.

Witness	Signed, sealed and delivered by the above-named	(C) Signature of second Surety who must also state his profession (or occupation).	Seal
	in the presence of		

(ii)

(When the security is in Promissory Notes, P. O. Cash Certificates or Cash).

KNOW ALL MEN BY THESE PRESENTS that I
son of caste resident of
in the am held and firmly bound unto HIS EXCELLENCY THE
GOVERNOR-GENERAL
in the sum of Rs. to be paid to the said Governor-
General his successors or assigns or his or their certain attorneys for which payment
will and truly to be made I bind myself my heirs executors administrators and represen-
tatives firmly by these presents and as security have deposited with the said Governor-
General (here specify Cash, Promotes or Cash Certificates as the case may be).

Sealed with my seal this day of 19

WHEREAS the above bounden is desirous of being
admitted to the Telegraph Training Class at

AND WHEREAS, in consideration of the training he will thereby receive, the
above bounden has agreed to serve the Governor-General for the space
of two years from the completion of the said training next ensuing in the Post Office as a
..... unless he shall first obtain the consent in writing of the Postmaster-
General, to the contrary:

Now the condition of the above-written bond is such that if the above bounden
shall diligently attend the said Telegraph Training Class at
during the period of training and shall serve the Governor-General for a
period of two years from the completion of the said training or for such shorter period
as the said Postmaster-General, may require as a
..... and shall during such period of service fully and faithfully per-
form and discharge the duties and obligations which may from time to time be deman-
ded of him as such. Then the above-written bond shall be void, otherwise the same
shall remain in full force and virtue.

Signed, sealed and delivered by the }
above-named }
in the presence of :

APPENDIX NO. 22.

(Referred to in rule 19.)

THE GOVERNMENT SERVANTS' APPLICATIONS FOR POSTS (CENTRAL SERVICES) RULES.

1. These Rules may be called the Government Servants' Applications for Posts (Central Services) Rules, 1943.

2. An applicant for appointment to a Central Service or to any post in a Central Service shall not be eligible for appointment if he is in the service of the Pakistan Government and has applied without the consent of the Head of the office in which or Department of Government under which he is employed.

3. Permission to a Government servant employed in a Central Service to apply for, or for transfer of his services to, a post in another Department or office of the Central Government or in a Department or office under the control of the Governor-General or Provincial Government or a Chief Commissioner, shall not be granted except in such cases and in such circumstances as may from time to time be specified by order of the Central Government.

APPENDIX NO. 23.

(Referred to in rule 220.)

VOLUNTEERS FOR FIELD SERVICE.

A postal official volunteering for field service must sign a certificate accepting the conditions set forth in the form of application (Form App.-36) and no official will be accepted as a volunteer unless he produces a certificate from the Superintendent or first class postmaster, to whom he is subordinate, to the effect that he is of active habits, intelligent and likely to be of use in the field. Every applicant should be informed by the Head of his Circle, as early as possible, of the orders passed on his application.

The Head of a Circle is required to maintain a list of selected volunteers called the "Field Force List". The list should contain the particulars mentioned in the form of application for enrolment (Form App. 36). This list should be in two parts, the first part containing the names and other particulars of all officers, gazetted, and non-gazetted included in the "List of officers of the Department of Posts and Telegraphs" and the second part containing the names of all other classes of officials including the lower grade staff under the following heads :-

Post Office, Railway Mail Service and Dead Letter Offices.

1. Inspector of post offices and Railway Mail Service and Superintendents' head clerks.
2. Lower selection grade officials.
3. Clerks, sorters, sub-postmasters, 1st grade.
4. Clerks, sorters, sub-postmasters, 2nd grade.
5. Overseers, head postman, etc.
6. Postmen and village postmen.
7. Class IV servants including messengers, packers, mail peons, etc.

Telegraph Traffic.

8. Telegraphists, General Service.
9. Telegraphists, Station Service.
10. Selection grade clerks.
11. First grade clerks.
12. Second grade clerks.
13. Head peons.
14. Delivery peons.
15. Boy peons, messengers.

Telegraph Engineering.

16. Telephone operators.
17. Telephone and line inspectors.
18. Sub-inspectors.
19. Linemen.
20. Workmen.
21. Miscellaneous personnel including mechanics, artificers, etc.
22. Selection grade clerks.
23. First grade clerks.
24. Second grade clerks.

Circle office and Stock Depots.

25. Selection grade, clerks.
26. First division clerks.
27. Second division clerks.

This list should be revised and brought up-to-date by the 1st of September of each year by taking into account (a) new volunteers, (b) those transferred to and from other Circles, (c) those who have been struck off the list on account of retirement, death or for any other reason.

A copy of the first part of the list together with a numerical return showing class by class, the numbers only of volunteers included in part II of the list should be submitted to the Director-General on the 1st October of each year.

APPENDIX NO. 24

(Referred to in the Note below rule 1)

RULES FOR RECRUITMENT TO THE POSTS AND TELEGRAPHS ACCOUNTANTS SERVICE.

SECTION I.

Organisation of the Posts and Telegraphs Accountants Service.

1. The Posts and Telegraphs Accountants Service hereinafter referred to as the "Service" is a Central (Posts and Telegraphs) Subordinate Service under the rule-making control of the Governor-General, constituted for dealing with the different classes of work of a financial and accounts nature in the offices of the Director-General of Posts and Telegraphs, of the Heads of Circles and of the Accounts Officers, Telephone Revenue Dacca, of the Accounts office Telephone Revenue and stores Karachi, of the Accounts office Telephone Revenue and Workshop Lahore, of the controller of Telephone Stores and of the Superintendent Telegraph Workshop.

2. The Posts included in the Service are of the three classes, viz., (i) Probationers, (ii) Junior Accountants and (iii) Senior Accountants.

Recruitment of Probationers.

3. The following rules govern the recruitment of probationers to the Service :—

- (i) Probationers *vis* Supplementary Rule 2 (15) will be counted against the sanctioned strength of the cadre of Posts and Telegraphs Accountants Service, which includes two posts of Probationary Accountants.
- (ii) When a probationer is first appointed, there shall be, on the date of his appointment, a substantive vacancy of a probationer in the cadre of the Department.
- (iii) The maximum period for which a probationer may normally be retained in the Department should be three years.
- (iv) Selections of probationers should be made by the Director-General from among the candidates who have passed with credit in the combined examination held by the Public Service Commission for recruitment to the Pakistan Audit and Accounts Service, Superintendships of post offices, Railway Traffic, etc. "The filling of all vacancies will be subject to the strict observance of orders of Government in force at the time regarding reservation of vacancies for candidates including scheduled castes domiciled in East and West Pakistan, subject to the following conditions" :—
 - (a) "A candidate must be a male and of Pakistan domicile, or if not, of Pakistan domicile, then a person in whose case a certificate of eligibility has been issued by the Government of Pakistan, or a ruler or a subject of a State that has acceded to Pakistan or a native of a tribal area or territory adjacent to Pakistan in respect of whom a declaration has been made under section 162 of the Government of India Act, 1935 (as adopted for Pakistan)".
 - (b) A candidate must have attained the age of 21 and must not have attained the age of 25 years on the date of appointment as a probationer.
 - (c) A candidate must satisfy the Director-General that his character is such as to make him suitable for appointment to the Service.
 - (d) A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties when appointed to the Service. A selected candidate who after such medical examination as the Director-General may prescribe, is found not to satisfy those requirements will not be admitted.

- (v) A probationer shall, on appointment, be required to undergo a preliminary training for 12 months in the Posts and Telegraphs Circle offices, the offices of Divisional Engineers, Telegraphs, the Accounts offices of Telephone Revenue and Stores and Workshops and the office of the Director-General, Posts and Telegraphs, as may be decided from time to time, including a minimum period of three months' training in the office of a Divisional Engineer, Telegraphs. On the completion of the training he will be permitted to appear for the departmental examination prescribed in Section II of these rules. He is required to pass Part I of the examination within the total period of three years up to which a probationer may be retained in the Department. This period shall count from the date of his first appointment as a probationer.
- (vi) Two chances will be allowed for passing the examination in each part. No one will be permitted to sit for the examination in Part II until he passes in Part I. The two chances allowed to a probationer to pass in Part I should be availed of within a period of three years from the date of his appointment. No time-limit for passing the examination in Part II is prescribed. Failure to pass the examination in Part I within the period specified will entail removal from employment.
- (vii) If a probationer passes the prescribed examination in Part I within the prescribed time-limit, he will be appointed permanently as a Junior Accountant. He will not be considered eligible for promotion to the post of Senior Accountant until he has passed Part II of the examination and has put in not less than two years' service as a Junior Accountant.
- (viii) During the period of probation, a selected candidate shall receive a fixed pay of Rs. 100 *per mensem*. When he is confirmed as a Junior Accountant, he shall be entitled to the scale of Rs. 125-10-225-EB-10-275-EB-25/2-350 and his initial pay will be fixed at Rs. 125.

Appointment to the Service.

4. No person who has not passed the departmental examination prescribed in Section II of these rules is eligible for appointment as a Junior or a Senior Accountant.

Provided that the Director-General may, on his own initiative, waive the requirement in special cases.

Field of recruitment to the Service.

5. The field of recruitment other than direct recruitment should be restricted to holders of permanent posts in the Pakistan Posts and Telegraphs Department, including the office of the Director-General, who have put in not less than three years' service. The Director-General reserves the power to restrict the number of candidates appearing at an examination with due regard to the number of vacancies available.

6. Subject to the orders contained in these rules and subject also to any orders which may be issued from time to time by the Director-General, the appointments to these posts of Accountants are made by the Director-General, partly by confirmation of eligible probationers recruited in accordance with paragraph 3 above and partly by promotion of eligible men employed in the Department, subject always to the condition that the eligible persons are also qualified, in the opinion of the appointing authority, by ability, character and experience to discharge adequately and efficiently the duties required of the incumbents of a post in this Service.

7. Recruitment to the posts in this Service (excluding those of probationers) will ordinarily be made to the posts of Junior Accountants only—

- (i) to the extent of 66-2/3 per cent. by the appointment of departmental men, referred to, who have qualified by passing the departmental examination in Part I prescribed in these rules; and

(ii) to the extent of 33-1/3 per cent. by the appointment of probationers who have undergone the prescribed training and have passed the prescribed examination in Part I within the period specified in the rules laid down in paragraph 3 above.

8. The posts of Senior Accountants will ordinarily be filled up by promotion of suitable Junior Accountants who have qualified by passing the prescribed examination in Part II and who have put in not less than 2 years' service in the Junior Scale.

9. Subject to the condition in paragraph 4 above, departmental men eligible for appointment to the Service should ordinarily be selected for appointment in the order of the date of their passing the examination, and where they have passed the same examination, in order of merit in the examination.

10. *Transfers*.—The members belonging to the Service including the probationers, will be liable to transfer all over Pakistan.

SECTION II

Rules for the departmental examination qualifying for appointment to the Service.

11. The departmental examination qualifying for appointment to the Service is divided into two parts and an examination in both parts will be held by the Director-General for all offices on dates notified by or on behalf of him. It will be conducted at centres to be fixed, by means of question papers which will be set under the orders of the Director-General.

12. Permission of the Director-General is necessary for a candidate to appear for the examination. The Director-General will, for this purpose, receive from each Head of a Circle, Divisional Engineer Telegraphs P. and T., Training Centre Lyallpur, the Controller of Telegraph Stores, the Superintendent of Telegraph Workshops, and the Accounts officers, and Telephone Revenue, Telephone Revenue and Stores and Telephone Revenue and Workshop not later than a date to be prescribed, a statement in the form printed at the end of this Section, showing the names of the candidates who wish to appear for the examination and who have been recommended by them.

13. Each candidate will submit his application in the prescribed form through his immediate superior to the Postmaster-General Divisional Engineer Telegraphs P. and T., Training Centre, Lyallpur or Controller of Telegraph Stores, or Superintendent of Telegraph Workshops, or Accounts officer, Telephone Revenue, Telephone Revenue and Stores and Telephone Revenue and Workshop who, after examination of the application, the recommendation of the immediate superior and the confidential reports of the candidate, will make his own recommendation to the Director-General in the statement referred to in the preceding paragraph.

14. The essential condition which should govern the recommendations of Heads of Circles, etc., is that the candidates recommended shall, if they qualify in the examination, be likely to be efficient in all the duties of the Service.

15. No candidate who has not passed Part I will be allowed to take the examination in Part II.

16. Except with the previous special sanction of the Director-General, a candidate will not be allowed more than two chances to appear for each part of the examination, but in exceptional cases a third chance may be granted by the Director-General. Permission to appear at any particular examination will count as one attempt, whether the candidate actually sits for the examination or not, unless he is especially allowed by the Director-General to withdraw his name, such withdrawal will not be allowed unless the circumstances of the case fully justify the concession.

17. The Director-General's orders on the recommendations of the heads of offices referred to will be communicated as soon as possible after the receipt in the Director-General's office of the statement containing those recommendations, and the Director-General's orders thereon will be final.

18. The examination will be held in accordance with the following syllabus :—

PART I.

Subjects.	Time allowed.	Marks.
I. Precis and Draft	3 hours	150
II. (1) Fundamental Rules and Supplementary Rules
(2) Civil Service Regulations (Pension Rules only)
(3) Leave Procedure Rules made by the Governor-General
(4) Instructions issued by the Auditor-General in connection with leave procedure
(i) Without books	1-1/2 hours	100
(ii) With books	2-1/2 hours	100
III. General Rules and Procedure (Preliminary)—		
(1) Introduction to Pakistan Government Audit and Accounts
(2) Initial Account Code, Volume I
(3) Posts and Telegraphs Manual, Volume II (Chapters I, V, VI, VIII to X and Appendices)
(4) Posts and Telegraphs Manual, Volume III
(5) Posts and Telegraphs Manual, Volume IV
(6) Posts and Telegraphs Manual, Volume V (Chapter III and Appendix A)
(7) Posts and Telegraphs Manual, Volume VIII
(8) Administration Report for the Posts and Telegraphs Department for the latest year
(i) Without books	2 hours	100
(ii) With books	2-1/2 hours	100
IV. Financial and Procedure Rules, comprising financial powers, budgeting and control over expenditure—		
(1) Book of Financial Powers and Schedule of Financial Powers of Officers of the Posts and Telegraphs Department
(2) Manual of Appointments and Allowances
(3) Posts and Telegraphs Account Code (Preliminary)
(4) Budgeting and control over expenditure—		
(a) Budget estimates of the Posts and Telegraphs Department.	} for the last two years.	
(b) Finance and Revenue Accounts of the Posts and Telegraphs Department.		
(c) Appropriation Accounts of the Posts and Telegraphs Department.		
(d) Posts and Telegraphs Manual, Volume II (Chapter XII).		
(i) Without books	1-1/2 hours	100
(ii) With books	2-1/2 hours	100

PART II.

I. Book-keeping, Government and Commercial—		
(1) Posts and Telegraphs Account Code (advanced)
(2) Advanced Accounts by R. N. Carter, F.C.A. (Chapters I to IV, VI to IX, XVIII and XXIV)
Without books	2-1/2 hours	150

The following is the subject matter of the various chapters referred to above :—

Chapter I—Book-keeping up to the Trial Balance.

Chapter II—Trading and Profit and Loss Account and Balance Sheet.

Chapter III—Bills of Exchange, Promissory Notes, Cheques.

Chapter IV—Account Current, Average Due date.

Chapter VI—Self-Balancing Ledgers.

Chapter VII—Reserves for Bad Debts and discounts

Chapter VIII—Capital and Revenue, Receipts and Payments Account, Income, and Expenditure Account, Voyage Account.

Chapter IX—Departmental Accounts.

Chapter XVIII—Depreciation, Sinking Funds, Reserves, Reserve Funds Secret Reserves.

Chapter XXIV—Double Account System.

NOTE.—The intention is that candidates should read the prescribed Chapters in the Revised Edition 1937 of the 'Advanced Accounts' by R. N. Carter, F.C.A., for the subject but if there be any change in the numbering of these chapters in subsequent Editions of this book, they should read the chapter containing the same subject matter in the later Editions. Although specific Chapters have been prescribed for the subject in question a general knowledge on the part of the candidates of the fundamentals of book-keeping in all branches will be assumed in setting the papers.

Subjects	Time allowed.	Marks.
II Postal Accounts (advanced)—		
(1) Posts and Telegraphs Initial Account Code, Volume-I
(2) Posts and Telegraphs Manual, Volume VI
(Chapters 5 and 7 to 11 and Appendices)
(3) Posts and Telegraphs Manual, Volume IX (Chapter V)
(4) Post and Telegraph Guide (Chapters V to VII)
(5) Book of Initial Account Forms (Postal portion)
(i) Without books	1-1/2 hours	100
(ii) With books	2-1/2 hours	100
III. Telegraph and Telephone (Engineering) Accounts and Stores and Workshops (Accounts advanced)—		
(1) Posts and Telegraphs Manual, Volume X (except Chapters II and VII)
(2) Posts and Telegraphs Initial Account Code, Volumes II and III
(3) Book of Initial Account Forms (excluding Postal portion)
OR		
Posts and Telegraphs Statistics and Telephone Revenue Accounts—		
(1) Elementary Manual of Statistics by L. Bowley (Chapters I to IX)
(2) Posts and Telegraphs Manual, Volume X, Chapter VII
(3) Message Revenue Account Code
(4) Manual of Telephone Revenue Accounts office
(5) Bulletin of Statistics of the Pakistan Posts and Telegraphs Department for the last year
(i) Without books	1-1/2 hours	100
(ii) With books	2-1/2 hours	100

19. The papers on all the subjects referred to will be set and marked by the officers selected by the Director-General.

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20. The number of marks required to secure a pass is 45 per cent. in each paper.

"However any candidate who secure pass marks in the aggregate but fails in one subject, will be exempted from appearing in the other subjects at the subsequent Examination(s) provided he had obtained at least 25% marks in the subject in which he had failed".

21. Any candidate failing at an examination but passing in any subject with at least 66 per cent. of the marks separately in each paper, where there is more than one paper in any subject, will not be required to appear again in that subject at a further examination.

22. The complete results of the examination will be communicated by the Director-General of Posts and Telegraphs to the Heads of Circles, Divisional Engineer Telegraphs P. and T. Training Centre, Lyallpur, the Controller of Telegraph Stores the Superintendent of Telegraph Workshops, the Accounts officer, Telephone Revenue, Telephone Revenue and Stores and Telephone Revenue and Workshop who will inform the candidates of the result.

(Statement referred to in paragraph 12 of Section II of the Rules).

1	2	3	4	5	6	7	8	9
Name of candidate.	Date of appointment.	Number of examinations at which already appeared.	Year in which already appeared in Part I of Part II of the examination.	Subjects of examination in which already passed or exempted and the year of passing or exemption and index numbers then allotted.	Character.	Aptitude for work of an Accountant.	Prospects of passing.	Remarks.

Certified that I have personally satisfied myself as to the fitness of each candidate to sit at the examination.

Signature _____

N. B.—Separate statement should be submitted for the candidates appearing in different parts. If any candidate has secured any exemption, marks in any one subject and the number of marks obtained should be stated in the Remarks column of the Statement.

FORM OF APPLICATION REFERRED TO IN PARAGRAPH 13 OF SECTION II OF THE RULES

EXAMINATION FOR RECRUITMENT TO THE POSTS AND TELEGRAPHS ACCOUNTANTS CADRE OF THE PAKISTAN POSTS AND TELEGRAPHS DEPARTMENT.

Application Form

1. Full name of the applicant.

Address.

3. Date of birth.
4. Educational qualifications.
5. Date of permanent appointment in the Department.
6. Post held at the time of making the application.
7. Part (Part I or II) of the examination in which the applicant is to appear.

NOTE.—If in Part II, the date of passing the examination in Part I should be stated.

8. Subjects and papers in which the applicant is to appear in Part I or Part II.

NOTE.—In case the applicant has got exemption, marks in any paper in the previous examination, the name or names of the papers should be stated.

9. Name of Centre at which the applicant desires to appear for the examination.

I _____ hereby declare that the particulars filled up by me in this form are true to the best of my knowledge and belief.

Date.....

Signature.....

(Space for recommendation of the head of the office.)

No.....Dated.....

Forwarded to the Postmaster-General

Circle

*Signature and designation
of the forwarding officer.*

NOTE.—In the case of offices not under the control of Heads of Circles, the forwarding endorsement should be made by the heads of those offices direct to the Director-General, Posts and Telegraphs, Karachi.

APPENDIX No. 25

(Referred to in rule 480-A.)

RULES FOR RECRUITMENT TO THE CADRE OF WIREMEN IN THE PAKISTAN
POSTS AND TELEGRAPHS DEPARTMENT.

1. *Scope of Service.*—Wiremen are recruited for service in a particular Telegraph Engineering or Telephone Division. They will be employed on work connected with internal wiring, maintenance of equipment and power plant. They are ordinarily liable to transfer within the division to which they are appointed.

2. *Pay and Prospects.*—The posts of wiremen are superior and pensionable. The scales of pay and allowances will be the same as those admissible to linemen in the same place varying according to localities, as given in the Manual of Appointments and Allowances of officers in the Pakistan Posts and Telegraphs Department but these are liable to modification at any time at the option of Government. Officials considered fit and qualified are eligible for promotion to the grades of Mistries, Engine Drivers and Cable Joiners.

3. *Recruitment.*—Recruitment will be by selection which will be open to—

(a) departmental officials, viz., battery coolies exchange coolies and other officials of similar category who have some experience of the work in a telephone exchange or telegraph office.

(b) outside candidates, when a sufficient number of departmental officials is not forthcoming.

4. *Qualifications.*—

(a) *Departmental officials.*—A departmental official should not be over 30 years of age at the time of selection for appointment as wireman. He must have an elementary knowledge of English sufficient to enable him to read English characters and figures.

(b) *Outside candidates.*—An outside candidate must not be over 25 years of age at the time of selection and must possess an elementary knowledge of English sufficient to enable him to read English characters and figures. The selection of outside candidates will be subject to the strict observance of the orders in force at the time regarding communal representation. Preference will be given to sons of departmental officials, whether in service, retired, or deceased, upto 15 p. c. of the vacancies.

5. *Seniority.*—Departmental officials selected in any one year will rank senior to outside candidates selected in that year. Departmental officials and outside candidates selected in a year will rank senior to those selected subsequently.

6. *Training.*—Selected candidates, before being appointed, will undergo a training in the office of the Divisional Engineer Telegraphs P. and T. Training Centre, Lyallpur, as the case may be, for a period of three months. During the course of the training, they will be given instructions in the following subjects:—

- Wall plugging.
- Fixing batons.
- Capping and casing.
- Laying wires under link clips or in cleats.
- Running i.s. wires and braided switchboard cables.
- Running and Joining power cables.
- Bonding.
- Rules of safety in dealing with voltages up to 440.
- Soldering and Jumpering.
- Wiring of Electric fans and fittings.
- Replacing of fuses and lamps (power and telephone).
- Insert cells and primary batteries.

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Elementary maintenance or secondary batteries, including the taking of readings of voltage and specific gravity.

Laying of earths.

Elementary maintenance of machines (*i.e.*, cleaning commutators and changing brushes, etc).

Elementary plumbing and lead burning.

At the conclusion of the course of training, a practical test will be held and those who secure 50 per cent. of the maximum marks will be considered to have passed the test and will be given a certificate by the Divisional Engineer Telegraphs P. and T. Training Centre Lyallpur.

8. *Appointment on probation.*—Vacancies, both permanent and temporary (including officiating vacancies), in the grade of wiremen will be filled by certified wiremen. On the occurrence of a permanent vacancy, the candidate will be appointed on probation for one year. At the end of this period, the candidate will be confirmed if found suitable in every respect. If during the period of probation his work or conduct is not satisfactory, those recruited as outside candidates will be liable to be removed from service without notice and departmental officials will be liable to be reverted to their original appointments.

9. *Medical certificates.*—Departmental officials and outside candidates, before they can be sent for training, will have to produce a medical certificate of fitness from a Commissioned Medical Officer of Government or from a Medical Officer-in-Charge of a civil station who should certify that the candidate is physically fit to work on a ladder for prolonged periods, free from organic disease, has good eye-sight and hearing and is not colour blind.

APPENDIX No. 26.

(Referred to in Rule 483).

Rules for recruitment of Wireless Operators in the Pakistan Posts and Telegraphs Department.

PART I—METHOD OF RECRUITMENT.

1. These rules may be called the Wireless Operators Recruitment Rules.

2. For the purpose of these Rules :—

- (a) "Director-General" means the Director-General of Posts and Telegraphs.
- (b) "Departmental candidate" means :—
- (i) a Telegraphist,
 - (ii) a Telephone Inspector, including one who is employed as a Carrier or Repeater Station Assistant.
 - (iii) a Telephone Operator,
 - (iv) a Mistry,
 - (v) a clerk of the Telegraph Engineering Branch,
 - (vi) an Engine Driver or Assistant Engine Driver.

NOTE 1 :—The minimum educational qualification for a departmental candidate is a pass in the matriculation or an equivalent examination.

3. *Source of recruitment.*—Wireless Operators shall be recruited from the following sources :—

- (a) by means of a competitive examination open to :
- (i) Outside candidates in accordance with Part II, and
 - (ii) Departmental candidates in accordance with Part III ;
- (b) by means of selection of outside candidates who are qualified in Wireless Telegraphy in accordance with Part IV.

NOTE :—"Outside candidate" means a candidate other than a "departmental candidate". Members of the staff of the department other than those mentioned above are "outside candidates."

4. *Scope and conditions of Service.*—Wireless Operators are recruited on a zonal basis, there being two zones, one comprising the whole of West Pakistan and the other comprising the whole of East Pakistan. They will ordinarily remain in the zone in which they are recruited but are liable for service anywhere in Pakistan. They are also liable for field service in times of war or national emergency within the limits of Pakistan. The posts are superior and pensionable and the scale of pay is Rs. 85-6-115-E.B.-15/2-175-E.B.-10-325.

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5. Reservation of vacancies for departmental candidates :

- (i) 25 per cent. of the vacancies will be filled in by departmental candidates and the remaining 75 per cent. by outside candidates.
- (ii) If the number of departmental candidates who qualify is less than the number of vacancies available for such candidates, the remaining vacancies will be added to the vacancies available for outside candidates and vice versa.

6. Place and date of examination.—A competitive examination for recruitment of Wireless Operators shall be held in Pakistan at such time and places as the Director-General may prescribe by a notification advertised in leading Newspapers of Pakistan. Outside candidates must attend at their own expense.

7. Subjects and marks.—Examinations under these Rules shall be conducted by the Director-General in the manner prescribed in the regulations which form Appendix A to these Rules.

8. Fees.—Candidates must pay the prescribed fees (see Appendix B). No claim for a refund of any of these fees will be entertained, nor can they be held in reserve for subsequent examinations or selections.

9. Re-examination of answer papers.—No application from any candidate to have his answer papers re-examined will be considered.

PART II—DIRECT RECRUITMENT.

10. Applications :—

- (i) A candidate must apply to be admitted to the examination before such date, in such manner and in such form as the Director-General, Posts and Telegraphs may prescribe.
- (ii) If a candidate is in the permanent service of Government he shall apply for admission to the examination through the proper official channel to the Head of the Circle in which his office is situated.
- (iii) If a candidate is not in Government service or is employed in Government service in a temporary capacity at the time that he submits his application he shall apply to the head of the circle in which his parents reside at the time of submitting his application, or have resided for a period of not less than three years, or in which the candidate himself resided, otherwise than as a student, for a like period. A Government servant who is employed in a temporary capacity should, however, before submitting his application obtain in writing the permission of the Head of the office or Department in which he is employed and attach it to the application.
- (iv) A list of the Circles is given in Appendix C.

11. Status and Domicile.—A candidate must be a male and a national of Pakistan domiciled in any of the provinces, tribal or adjacent areas or adjoining states in the zone of Pakistan in which he seeks employment.

NOTE.—If the required number of suitable candidates are not forthcoming from the prescribed zone, recruitment may be made from any other area.

12. *Age.*—A candidate must have attained the age of 17, and must not have attained the age of 24, on the last day notified for receipt of applications. For Scheduled caste candidates, the upper age limit is 27. In case of candidates with higher technical qualifications and experience the age limit is further relaxable to 30 years.

13. *Educational qualifications.*—

- (i) A candidate must have passed the Matriculation Examination preferably with Science, or an equivalent examination. Candidates possessing higher educational qualification will be given preference.
- (ii) A diploma in Engineering from N.E.D. College, Karachi, School of Electricians, Lahore, Punjab College of Engineering, Lahore; Dacca Engineering College, Dacca or its equivalent diploma from a recognised institution will be deemed as an additional qualification.

14. *Recommendations.*—No recommendations, except those invited in the form of application, will be taken into consideration. Any attempt on the part of a candidate to obtain support of his application by other means will disqualify him for admission.

15. *Acceptance or rejection of application.*—

- (i) Heads of Circles will examine the applications of outside candidates and if they find that any candidate does not fulfil the conditions laid down in rules 10 to 14 above, will reject his application.
- (ii) Outside candidates employed in the Department will be selected by the Head of the Circle after a scrutiny of their confidential records. The Head of the Circle will have full discretion to reject the application of a candidate whose record is unsatisfactory.
- (iii) Heads of Circles will give candidates, whose applications are rejected, intimation of the fact.

16. *Reservation of vacancies for Scheduled Castes.*—In the vacancies filled otherwise than by departmental candidates the following percentages are reserved for candidates belonging to the Scheduled castes, the remaining vacancies being filled by merit.

Western zone	1%
Eastern zone	10%

NOTE.—If duly qualified Scheduled Caste candidates are not available to fill the vacancies reserved for them, the vacancies not filled by them will be treated as unreserved and filled on merit.

17. *Medical Examination.*—Candidates selected for training will be required to produce certificates of fitness from a Civil Surgeon at their own expense before they are approved for training as Wireless Operators. The condition of producing Medical certificate at their expense may be relaxed by the Director-General at his discretion.

18. *Agreement and deposit.*—

- (i) A successful candidate will be required, before the commencement of his training to sign in the form laid down in Appendix D, a declaration to serve the Department for a

- period of 5 years from the date of his appointment as Wireless Operator and to deposit a sum of Rs. 50 as security for the due fulfilment of the terms of the declaration.
- (ii) If the candidate has not completed 18 years of age prior to the commencement of his training the declaration must also be signed by his father or legal guardian. As soon as the candidate has attained majority, he will be required to sign a separate declaration himself, the former one being cancelled.
 - (iii) The amount of security must be deposited in a Post Office Savings Bank and the security deposit account pledged to the Head of the Circle concerned who will keep the documents in his custody.
 - (iv) The refund of the security deposit will be authorised after the candidate has completed 5 years of service as Wireless Operator.

NOTE:—Permanent officials of the P. & T. Department selected for training are exempt from furnishing the security deposit and declaration.

PART III—RECRUITMENT OF DEPARTMENTAL CANDIDATES.

19. *Eligibility.*—(1) Departmental candidates who have not more than 10 years continuous service in their respective grades on the 1st of January of the year in which the examination is held will be eligible to appear for the competitive examination. This condition can be relaxed by the Director-General at his discretion.

N.B. Temporary officials will be eligible to appear in the competitive examination as departmental candidates.

20. *Applications and selection of candidates.*—Candidates must fill in the prescribed application form and submit it to the Head of the Circle concerned. Heads of Circles will select suitable candidates from the applicants after a scrutiny of their confidential records. They will have full discretion to reject the application of a candidate whose record is unsatisfactory. Candidate, whose applications are rejected will be duly informed.

21. *Filling of vacancies.*—Vacancies available for departmental candidates will be filled by successful candidates strictly according to merit in the examination.

22. *Medical examination.*—Selected departmental candidates will be required to pass the physical examination prescribed in rule, 17.

PART IV.

23. *Selection of candidates qualified in Wireless Telegraphy.*—A candidate must possess a Radio Telegraph operator certificate 1st or 2nd Class, issued by the Director-General or an equivalent diploma issued by a competent authority in any other part of the Commonwealth countries. He must satisfy the other conditions of eligibility mentioned in Part II in respect of outside candidates with the following modifications, *viz.*,

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- (i) The condition of minimum educational qualification mentioned in rule 13(i) may be relaxed by the Director-General in special cases, and
- (ii) The condition mentioned in rule 13(ii) is not applicable to these candidates.

24. The recruitment shall be made by means of selection at such time and place and in such manner as the Director-General by notification in the leading newspapers of Pakistan may prescribe. Other conditions applicable to candidates selected in accordance with this part will be same as those prescribed for outside candidates in Part II.

PART V.—TRAINING.

N. B. The following course of training may be modified by the Director-General if circumstances render this desirable.

25. *Training.*—(a) The selected candidates will be required to undergo a course of training not exceeding 9 months in the Wireless Training Class and a further three months practical training at various Wireless Stations. At the end of the first four months of training they will be required to qualify at a preliminary test and at the end of the training, a passing out test. Those who qualify will then be posted to a Wireless Station for practical training. Candidates who qualify before the end of 9 months in the class will be posted to a Wireless Station for practical training without remaining in the class for the whole period of 9 months.

For candidates who are qualified in Wireless Telegraphy.

(b) *Selection and Training.*—A candidate will be required to pass a test in Morse Transmission and reception at 20 words per minute either on sounder or buzzer. Selected candidates will be given training for a total period not exceeding six months, the first three months of which will be in the Telecommunication Training Centre and the second three months at a Wireless Station. At the end of the three months in the Training Class candidates will be subjected to a passing out test.

26. *Subject to be taught in the Training Class.*—A candidate, while in the Training Class, will be given training in Morse Signalling; Receiving Wireless; Land Line Traffic procedure; Theory and Practice of Radio Communication with the necessary practical training in the handling of equipment and testing.

27. *Removal of unsuitable candidates.*—Any candidate who is found unsuitable at any stage or fails to secure the minimum qualifying marks at either of the tests will be liable to immediate removal.

28. *Allowance during training.*—An allowance of Rs. 60 per mensem will be given to outside candidates during the period of training but the Government reserves the right to reduce the allowance at any time without notice. Departmental candidates will, during the period of training be treated as on duty under Funda-

mental Rule 9 (6) (b) and will draw the pay and allowances of their substantive posts. If an official of the department qualifies in the examination under the rules regulating the recruitment of outside candidates his pay during the period of training will be restricted under Fundamental rule 20, to the allowance granted to outside candidates.

29. Examination.—On the conclusion of the training in the Telecommunication Training Centre, candidates will be examined in the subject in which they have been instructed and will be required to reach the following standard :—

(A) *As Operator.*—Test 1.—To receive a number of messages in English, French, Letter Code and figure cypher by buzzer.

Test 2.—To receive a similar test by sounder (open circuit and close circuit.)

Test 3.—To receive 100 words in five minutes by buzzer and sounder.

Test 4.—To transmit a similar test to 1.

Test 5.—To send a test piece containing 500 letters or 100 words in 5 minutes. Sending to be tested on a link recorder. For every bad space or malformation one-tenth of a word per minute will be deducted from the gross rate of sending to arrive at the net rate. The result must be free from errors and not more than three corrections will be allowed.

Test 6.—To show a thorough knowledge of land line and wireless procedure.

NOTE: (a) Test 1 and 2 will be transmitted at about 18 words per minute. No repetitions will be signalled. Each test will last about fifteen minutes.

(b) In all cases five letters or figures will be counted as one word.

(c) To qualify in reception candidates must not exceed one per cent error.

(B) *Wireless Apparatus and Plant.*—The instructions in this subject will be partly theoretical and partly practical and will aim at enabling the candidate to :—

(a) properly look after and correctly manipulate those parts of the apparatus in a wireless station which he will use as an operator.

(b) assist a skilled man in stripping, examining and assembling apparatus and plant without damaging the same.

(c) detect and remedy simple and apparent faults in the apparatus he will use.

(d) obtain basic knowledge in theory which he can develop further when he proceeds to the wireless station.

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80% of the marks allotted to this subject will be given for Practical, the remainder for Theory :—

Practical.—Candidates will be required to :—

- (i) have practical knowledge of care and maintenance and correct handling of such apparatus as an operator has to use and detect a simple and apparent faults in such apparatus.
- (ii) recognise fundamental parts of wireless equipment, understand their uses and make necessary adjustments.
- (iii) have a practical knowledge of the use of simple tools, soldering, repairing and joining circuits and use of simple electronic measuring instruments.
- (iv) understand simple diagrams and join up apparatus with the assistance of the same.
- (v) have a practical knowledge of charging secondary cells and small charging plants.
- (vi) have practical knowledge of maintenance and adjustment of internal combustion engine.
- (vii) have a knowledge of assembling of small receivers and transmitters in workshop factories.
- (viii) **Practical Training.**—The practical training after leaving the training class will be as follows :—

3 weeks in transmitters Karachi/Dacca.

3 weeks in receivers Karachi/Dacca.

2 weeks in terminals Karachi/Dacca.

1 week in C.T.O. Karachi/Dacca.

3 weeks in Shipping Stations Karachi/Chittagong.

12 weeks—Total.

Theory.—Candidates will be required to show an elementary knowledge of the following which will be imparted by a short course of lectures and consequent practical work :—

- (i) Electricity, Ohm's Law, simple primary and secondary cells, Electrostatics, potential and capacitance, energy and power.
- (ii) Magnetism, Electromagnetic, induction, A. C. theory resonance single phase and 3 phase, A. C., transformers, measuring instruments, motors and generators.
- (iii) Thermionic valve as an amplifier, rectifier, detector, oscillator and modulator, superhet, receivers, master oscillator and crystal controlled transmitters, modulators and telephone terminal.
- (iv) Aerials, earths and testing equipment.
- (v) Theory of internal combustion engines.

(C) **Duties of operator** :—

- (1) Good knowledge of the regulations for handling traffic.

- (2) Good knowledge of office routine.
- (3) Thorough knowledge of cyphering and deciphering.

Candidates will be required to obtain the following percentage of marks in each of the subjects shown above separately.

To qualify :—

- (A) 75 per cent. (B) 60 per cent. (C) 60 per cent.

"DISTINGUISHED".

- (A) 90 per cent. (B) 80 per cent. (C) 85 per cent.

30. After qualifying in the passing out test, and on successful completion of the practical course of training, the candidate will be appointed as wireless operator on probation for one year as far as vacancies are available.

(2) Candidates will be confirmed as Wireless Operators subject to satisfactory termination of the period of their probation. If during the period of probation their work and conduct are not satisfactory, wireless operators appointed as outside candidates will be removed from service without notice, and those recruited from Departmental candidates will be reverted to their substantive appointments.

31. Seniority.—For the purpose of determining the seniority in the cadre of Wireless Operators, there will be two groups, viz. (1) departmental candidates and other members of the staff of the Department who were selected as outside candidates and (2) other outside candidates. Seniority in each group will be determined according to the total marks obtained by each at the final examination held on completion of training at the departmental training class, but all candidates selected from group (1) will be given seniority over those in group (2) irrespective of the number of marks obtained in the examination. All Wireless Operators appointed after one examination will rank senior to those appointed after a later examination.

32. Ship Station Duties.—Wireless operators may be required to work on ship stations in Pakistan territorial waters in West Pakistan or East Pakistan or in River-Craft in the waterways of Pakistan.

APPENDIX A.

(Referred to in rule 7 of Appendix 26).

1. The subjects of the examination will be :—

	<i>Marks.</i>
(1) English (Matric standard)	200
(2) Geography (Matric standard)	100
(3) Mathematics (Matric standard)	150
Total ..	450

For "outside candidates" the qualifying standard will be 33·1/3% marks in each subject but selection will be made up to the number required in order of merit on the basis of the total marks obtained by each candidate subject to the observance of the orders in force regarding provincial representation in the service.

For "departmental candidates" the qualifying standard will be a minimum of 25% marks in the aggregate.

2. If a candidate's handwriting is not easily legible, a deduction will be made on this account from the total marks otherwise accruing to him.

3. Credit will be given for good English in all subjects of the Examination.

APPENDIX B.

(Referred to in rule 8 of Appendix 26).

1. Candidates must pay the following fees :—

	Outside candidates.	Departmental candidates.
	Rs.	Rs.
(i) Application fee to be paid with the application form ..	5	5
(ii) Examination fee to be paid on selection for admission to the written examination ..	10	10
(iii) Medical fee to be paid before the medical examination ..	16	16

2. The application and examination fees must be paid to the Head of the Circle concerned in the shape of the postal order. Fees remitted by money-order will not be accepted.

3. The examination fee must be paid in the shape of Postal order on receipt of a written order from the Head of the Circle.

4. The Medical fee must be paid in cash to the Medical Officer on receipt of a written order from the Head of the Circle and before the medical examination.

APPENDIX No. 26

APPENDIX C.

(Referred to in rule 10 (iv) of Appendix 26).

Name of Circle.	Official designation of officer-in-charge.	Headquarters.
East Bengal The Punjab and N.W.F... } Sind and Baluchistan ... }	Postmaster-General.	Dacca. Lahore. Karachi.

APPENDIX D.

(Referred to in rule 18 of Appendix 26).

Form of Declaration for candidates to be trained as Wireless Operators.

I, _____ son of _____ having been admitted on the _____ day of _____ 19____, for technical training as a candidate for employment in the grade of Wireless Operators in the Pakistan Posts and Telegraphs Department hereby of my own free will (and with the consent of my father/guardian of _____ who has signed below in token of his agreement and acknowledgement on my behalf), declare and agree as follows :—

- (1) I will undergo the full course of training for one year as prescribed or for such period as may be prescribed by a competent authority.
- (2) I accept the terms and conditions of my training and of my future service on probation in and of the service generally in the grade of Wireless Operators in the Department as laid down at present or as may be laid down from time to time.
- (3) I will, after the successful completion of my training serve the Department as a Wireless Operator for five years from the date of my appointment in the grade of Wireless Operators and during that period I shall not serve my connection with the Department unless I first obtain the consent of the competent authority.
- (4) I understand that my appointment in the said grade shall be on a temporary basis and that I shall be liable to have my service terminated at any time.
- (5) The sum of Rs. 50 deposited by me will remain with Government as security for the due fulfilment of the above conditions.
- (6) In case of my removal from the training class or service on account of misconduct or unsuitability and in case of a breach by me of conditions (1) and (3), except owing to ill health not brought on by my own carelessness or other cause not due to my fault or over which I have no control or my death, Government shall have full power to order forfeiture of the amount of security deposit and also the repayment of stipends drawn by me during the course of training.
- (7) If upon completion of my training I am not appointed in the said grade of Wireless Operators in the Department the said deposit of Rs. 50 shall then be returned and if I am so appointed then the same shall be returned at the termination of my first five years of service.

Date :

Signature of candidate.

I, _____ father/guardian of the said confirm and agree to be bound by the above terms.

Date :

Signature of father/guardian.

APPENDIX 27

(Referred to in rule 484).

Rules for recruitment of Wireless Telegraphists in the Pakistan Posts and Telegraphs Department.

1. These rules may be called the Wireless Telegraphists Recruitment Rules.

2. Scope and conditions of service.—Wireless Telegraphists are recruited on a zonal basis, there being two zones, one comprising the whole of West Pakistan and the other comprising the whole of East Pakistan. They will ordinarily remain in the zone in which they are recruited but are liable for service anywhere in Pakistan. They are also liable for field service in times of war or national emergency within the limits of Pakistan. The posts are superior and pensionable and the scale of pay is Rs. 23-0-115—E.B.—15/2—175—E.B.—10—225.

3. Source of recruitment.—Recruitment will ordinarily be made through an examination in Telegraphy from the cadre of Telegraphists who have put in at least 3 years service in the Department. As and when necessary, recruitment will also be made by selection from outside candidates who are already qualified in high speed Telegraphy. Recruitment made by selection will be notified in the press and applications will be called for.

4. Medical examination.—Selected candidates will be required to produce a certificate of fitness from a Civil Surgeon at their own expense before they are approved for training as Wireless Telegraphists. This condition may be relaxed by the Director-General at his discretion.

5. Agreement and deposit.—Before the commencement of his training a selected candidate will be required to sign a declaration in the form laid down in Appendix D to rule 18 of the recruitment rules of wireless operators to serve Government for a period of five years on the conditions specified therein.

Note :—Permanent officials of the P. & T. Department selected for training are exempt from furnishing security deposit and declaration.

6. Training.—The selected candidates will be required to undergo a course of training not exceeding nine months in the Wireless Training Class and a further three months practical training at various Wireless Stations and Central Telegraph Offices. At the end of the first four months of training they will be required to qualify at a preliminary test and at the end of the training in the class a passing out test. Those who qualify, will then be posted to Wireless Stations for practical training. Candidates who qualify before the end of nine months in the class, will be posted to Wireless Stations and Central Telegraph Offices for practical training, without remaining in the class for the whole period of nine months.

7. *Removal of unsuitable candidates.*—Any candidate who is found unsuitable at any stage or fails to secure the minimum qualifying marks at either of the tests will be liable to immediate removal.

8. *Allowance during training.*—During the period of training, candidate will receive pay or allowance as defined in rule 28 of the recruitment rules of Wireless Operators.

9. *For candidates who are qualified in high speed Telegraphy :*

(a) *Educational qualification.*—A candidate must have passed at least the Matriculation Examination of a recognised University or an equivalent examination. In exceptional cases the Director-General may relax this condition.

(b) *Technical qualification.*—A candidate must possess a certificate of High Speed Telegraphy issued by Messrs. Cable and Wireless Limited or any other equivalent certificate recognized by the Government.

(c) *Age.*—and other conditions as defined in rules 11, 12 and 16 of the recruitment rules of Wireless Operators.

(d) *Signalling Test.*—A candidate will be required to pass a test in Morse Transmission and Reception at 20 words per minute and also punching on Keyboard perforator at 45 words per minute and transcription from Morse of 5 units punched slips at 40 words per minute and Transcription from undulator slips at 40 words per minute.

(e) *Training.*—Candidates selected will be given training for total period not exceeding 6 (six) months, the first thereof which will be in the training Centre and the second three months at Wireless Stations and Central Telegraph Offices as prescribed in rule 6 of these rules. At the end of three months in the Training Centre candidates will be subjected to a final passing out test. Candidates will be liable to be discharged if reported unsuitable at any time during the training period.

10. *Appointment.*—(1) On qualifying in the final passing out test and on completion of the practical course of training at Wireless Stations and Central Telegraph Offices candidates, will, if reported on as fit to carry out the duties of Wireless Telegraphists be appointed as Temporary Wireless Telegraphist as far as vacancies are available, on probation for one year. (2) Candidates will be confirmed as Wireless Telegraphists in the manner laid down in rule 30(2) of the recruitment rules of Wireless Operators.

11. *Seniority.*—The procedure laid down in rule 31 of the recruitment rules of Wireless Operators, will be followed.

12. *Examination.*—On the conclusion of the training in the Training Centre candidates will be finally examined in punching, transcription, Morse sending and receiving at the prescribed

standards indicated in rule 9(d) of this Appendix. The Candidates will also be required to pass an examination in Technical, Theory and Practice in addition to the thorough knowledge of High Speed Traffic Operating procedure and International Telegraph Regulations. The theory and Practical Examinations will relate to elementary electricity, magnetism and good knowledge of the High Speed Telegraph Apparatus in use and Line Testing.

Theory.—Candidates will be required to have elementary knowledge of the following :—

- (a) Electricity, Ohm's law, Simple primary and secondary cells and units of power.
- (b) Magnetism, electromagnetic induction, simple AC theory and transformers.
- (c) DC and AC motors and generators.
- (d) Theory of open circuit and close circuit ; telegraph working ; Duplex working ; teleprinters ; perforators and auto-transmitters.

Practical :—Candidates will be required to :—

- (i) have practical knowledge of care, maintenance and correct adjustment of perforators, reperforations, printers, teleprinters, undulators and auto-transmitters.
- (ii) have practical knowledge of use of simple tools and ability to detect simple and apparent faults in apparatus outlined in para. (i) above.
- (iii) understand simple diagrams and join up of apparatus with the assistance of the same.
- (iv) *Practical training.*—The practical Training after leaving the training class will be as follows :—

2 weeks at transmitting station at Karachi/Dacca.

2 weeks at receiving station at Karachi/Dacca.

6 weeks at wireless C.T.O. at Karachi/Dacca.

2 weeks attached to the T.T.M. for testing.

12 weeks total.

APPENDIX 28

(Referred to in Rule 430).

Rules for Recruitment to the Service of Repeater Station Assistants in the Pakistan Posts and Telegraphs Department.

1. *Scope of Service.*—Repeater Station Assistants belong to an all Pakistan cadre and are liable for service anywhere in Pakistan. They are also liable for field service in times of war or national emergency within the limits of the Dominion of Pakistan. The posts are superior and pensionable, and the scale of pay is Rs. 60—3—150.

2. *Source of Recruitment.*—Recruitment to the cadre of Repeater Station Assistants will be made by Selection from among the candidates who qualify in the open competitive examination for recruitment of Engineering Supervisors.

3. *Percentage of vacancies.*—(1) 25 per cent. of the vacancies will be filled by departmental candidates as defined in rule 2(b) of Appendix No. 15 and the remaining 75 per cent. by outside candidates.

(2) If the number of departmental candidates who qualify is less than the number of vacancies available for such candidates, the remaining vacancies will be added to the vacancies available for outside candidates.

4. *Training.*—Selected candidates will be required to undergo a course of training which will ordinarily be for a period of not more than twelve months but which may be less if the candidate qualifies earlier. The Head of the Circle may, however, at his discretion extend the period of training by three months as a special case. An outside candidate who fails to qualify within the period allowed or whose work and conduct are found unsatisfactory at any stage during the period of training will be removed from the list of approved candidates for employment as Repeater Station Assistant, and if he is a departmental candidate will revert to his previous appointment.

5. *Qualifying Standard.*—The minimum qualifying standard for examination will be 40% marks in each subject.

6. *Syllabus.*—The syllabus for the examination is given in Appendix No. 28-A.

7. *Allowances during training.*—An allowance of Rs. 60 per mensem will be given to outside candidates during their period of training, but the Government reserve the right to reduce this allowance at any time without notice. Departmental candidates referred to in rule 3 above will during the period of training be treated as on duty under Fundamental Rule 9(6) (b) and will draw the pay and increments of their substantive post. If an official of

the Department qualifies in the examination under the rules regulating recruitment of outside candidates, his pay during the period of training will be restricted under Fundamental Rule 20 to the allowance granted to outside candidates.

8. *Appointment on probation.*—On successful a completion of the course of training, a candidate will be appointed as a Repeater Station Assistant on probation for one year subject to vacancies existing in the grade. Confirmation in the grade will be subject to satisfactory termination of the period of probation. If during the period of probation his work or conduct is not satisfactory, a Repeater Station Assistant appointed as an outside candidate will be liable to be removed from service without notice, and a Repeater Station Assistant recruited from among departmental candidates will be liable to revert to the appointment which he held before being appointed as a Repeater Station Assistant.

9. *Agreement and Deposit.*—Before the commencement of his training a selected candidate will be required to sign a declaration in the form laid down in Appendix 15(J) to serve the Government for a period of two years on the conditions specified in rule 17 of Appendix 15, except that the security deposit account must be pledged to the Head of the Circle concerned.

10. *Seniority.*—For the purpose of determining the seniority in the cadre, there will be two groups, viz. (i) departmental candidates, and (ii) other outside candidates. Seniority in the group will be determined according to the total marks obtained in the examination held at the Training Centre. All Repeater Station Assistants appointed after one examination will rank senior to those appointed after a later examination.

11. *Medical Examination.*—A selected candidate other than a departmental candidate before appointment must produce at his own expense a medical certificate of fitness from a Commissioned Medical Officer in-charge of a civil station.

APPENDIX 28-A

(Referred to in rule 431.)

Syllabus for the Training of Repeater Station Assistants.

1. *Practical Mathematics.*—Quadratic equations involving one variable ; easy simultaneous equations, Binomial Theorem, Positive integral indices ; Surds ; indices ; Simple cases of motion of a particle in a straight line with variable acceleration with special reference to S. H. Motion ; Differential calculus, Functions and their limits, Taylor's theorem, Integral calculus, Integration by substitution Trigonometry, Sexagesimal and Circular units of angular measurement, Trigonometrical ratios and simple relations connecting them, Logarithms, Simple cases of heights and distances.

2. *Electricity and Magnetism.*—Laws of magnetic force, magnetic induction, declination and dip ; Principle of Condensers ; Voltaic Cells local action, Polarisation ; Flemings left-hand rule, Electrical units and general laws ; Galvanometers Voltmeters Ammeters ; Ohm's Laws, Conductors in series and parallel ; Cells in series and parallel, Shunts ; Wheatstone bridge ; Potentiometer ; the Watt ; Watt hours ; Kilowatt hour ; self induction and induced currents ; induction coil ; A.C. and D.C. Currents, Transformers ; Secondary.

3. *Electro-Technology and Prime Movers.*—D.C.—D.C. Generators Back E.M.F. Motor. Shunt Motor, Compound Motors series, Operation of Motors and Generators, Testing of D.C. machines. A.C. Generation, Maximum effective and average values ; Self induction, Skin effect ; Ohm's Law for A.C. circuits ; Wattless Currents ; Power factors ; transformer, vector diagrams, A.C. instruments.

Prime Movers.—2 stroke and 4 stroke engines, description of their individual parts and maintenance.

4. *Telephony.*—(a) Diagrams of various circuits and disposition and use of their different parts. Equipment and circuit arrangements of junctions between Manual exchanges and between Manual and Automatic exchanges, Trunk Exchanges Switchboards of various types.

(b) General working principles of automatic exchange Switchboards—R.A.X. and P.A.X. boards. Description and principle of action of their main components. Trunking scheme of automatic exchanges.

Routine and fault testing of subscribers' lines junction lines and exchange apparatus (Magneto and C.B. Systems). General principles of tests of Automatic equipment. Installation and maintenance of Ringer Machines (both rotary and harmonic) in Telephone exchanges. Diagrams of various circuits of ringing machines.

Maintenance of Automatic Exchanges including routine tests and relay adjustments.

(d) Thermionic valves and their properties their as amplifiers, oscillators and modulators—the theory and practice of copper oxide modulators.

Theory of Telegraph and Telephone Carrier Systems—standards of transmission as followed in the department—Level diagrams for V.F. and Carrier circuits. Bridging losses of Telephone apparatus. Level regulation of carrier telegraph and telephone system.

Theory of two wire and four wire telephone repeaters. Singing test, Gain Measurements, balancing Net Work—their theory and design. Use of Balance simulators for manufacturing net works for lines.

(e) Theory and working of secraphones.

(f) Routine testing of telephone repeaters and Carrier equipment and fault tracing.

(g) Transmission Theory ; Compensation Theorem, Pollard Theorem Net works, Attenuation, Distortion ; Phase Difference, Amplitude, Frequency, Line Constants.

(h) description and study of all testing equipment used in repeater station.

5. *Telegraphy*.—Principles of Morse and Baudot systems—Location of faults and routine testing of lines.

6. *Power Plant*.—*Primary* batteries—Different types in use and their maintenance, Accumulators—their various components, charging, discharging and general maintenance.

Charging Switchboards.

Dynamos and motors used in Telegraph offices—their erection and maintenance.

Tungar and other types of Valve rectifiers.

Metal rectifiers.

The universal battery systems.

Battery reversing switch and other accessories of battery installations in Signal offices.

APPENDIX 29

(Referred to in Rule 456.)

Syllabus for practical training of candidates selected for appointment as Telephone Inspectors.

1. *Elementary Electricity and Magnetism.*—Definitions, fundamental principles and general laws in their application to telephony, units, measurements, resistance in series and parallel, capacity in series and parallel.

2 weeks

2. *Batteries.*—Types of primary and secondary cells used for telephone systems, measurements of voltage and resistance of cells, general maintenance instructions use of and testing of instruments G. P. 2 Detector No. 2 and 4.

3. *Magnet Telephone Systems.*—Instruments, Switchboards wiring and circuit diagrams.

1 week

4. *G. B. Telephone Systems.*—Instruments, non-multiple and multiple Switchboards, wiring and circuit diagrams.

1 month.

5. *Auto Telephone-Systems.*—The Strowger System, principles of Rural Auto Systems, main components, circuit diagrams.

1 Month

6. *Trunk Systems.*—Various types, equipment and circuit arrangements, circuit diagrams, junction lines.

2 weeks

7. *Subscribers' Apparatus.*—Different types of sets, extension switches, protective devices, subsidiary apparatus, handling of dials, fitting of Subscribers' offices, Junction boxes, Cable terminals.

1 week

8. *General.*—Wiring of small exchanges, M. D. F. Relay Racks, Routine and fault testing, party line systems, inter-communication systems, phantom, composite and super-imposed working.

2 weeks

9. *Ringers.*—Installations and maintenance of ringers (machine Rotary harmonic, tone drums.)

1 week

10. *Power Plant.*—Elementary principles of motors and generators, Tunga and metallic Rectifiers, Charging board.

2 weeks

11. *Carriers etc.*—Fundamental principles relating to Thermionic-valves, Modulation, Demodulations Oscillators, Amplifiers, filters (High pass, Low pass, Band pass) V. F. Repeaters, Common faults, Ordinary tests.

1 month

APPENDIX 29

(Referred to in Rule 480-B.)

Syllabus for Teleprinter Mechanics Class.

Practical course.

SECTION 'A'.

1. General Electrical apparatus :—

Use of Voltmeters : Milliammeters and G.P.O. detector No. 2 and No. 4 dismantling, assembly and adjustments of B.P.O. Telegraph relay, use of leak resistance and adjustment of currents in send and receive legs ; arranging cells in series and parallel and mixed grouping ; Testing circuits for continuity by bell, battery or galvanometer battery ; soldering and lacing wiring of send and receive legs of channels for teleprinter working from table to telegraph commutator ; two way switches ; fuses ; testing of resistances and condensers ; use of ohmmeter.

SECTION 'B'.

Creed Teleprinter Model No. 7B.

1. Essential teleprinter maintenance tools.

Names, of each tool, its purpose and practical demonstrations of the correct method of handling ; care of tools.

2. *Creed Teleprinter 7B.*—Transmission by standard 3 row keyboard (Murry code).

Name and position of various units in the keyboard unit with an easy explanation of the purpose of each of them ; dismantling and assembly of each unit following the practical experiments and special reference to points requiring special attention and lubrication ; Systematic and practical circuits for the striker pattern transmitting head ; as seen in the base of 7B, with colour code for 6 pin and 9 pin plugs ; external circuit requirements for the transmitting keyboard ; detailed practical study of the function and safety devices in the keyboard unit.

3. *Teleprinter receiver.*—Name and position of each unit in the receiver, with a brief description of its purpose ; dismantling and assembly of each unit separately with the aid of the "Practical Experiments" a special reference is to be made to parts requiring lubrication and to those parts that wear out due to dirt ; Systematic and practical circuits for motor and governor with colour code for 3 pin plug ; external table wiring for motor circuit as wired up in offices ; systematic and practical circuit for the electromagnet unit ;

Systematic and practical circuits for Alarm bell as seen in the base of 7B and external circuit for the same ; correct settings of each of the units on the main base of the receiver, following a definite standard systematic method ; adjustments of the receiver following one sequence throughout the period of training—to be repeated several times from the beginning to the end.

4. *Printing attachment units.*—(a) Names of units and their correct positions in the tape attachment unit ; dismantling and assembly of each unit separately with the aid of "Practical experiments" with special reference to parts requiring lubrication ; schematic and practical circuit for alarm bell ; adjustments of the tape attachment unit before and after replacing it on the main base of the 7B detailed study of the functions of the tape attachment unit by observation ; correct method of inserting the tape roll.

(b) Names of units and their correct positions in the standard paper attachment unit ; dismantling and assembly of each unit separately with the aid of Practical experiments with special reference to parts requiring lubrication adjustments of the standard paper attachments unit before and after replacing it in the main base of 7B ; detailed study from observation of the parts concerned in the operations, of line feed, carriage return, and letter, space and feed throw out.

5. Dismantling, assembling each unit from a mix up of all the parts.

6. Wiring up and tracing of existing circuits for SX DX., carriage and D.T.N. tables method of connecting the Radio suppressors.

7. Fault analysis from a printed record ; determining the cause of fault and speedy rectification of the same.

8. *Maintenance of a teleprinter station :—*

(a) Daily routine, maintaining a diary of work done and faults.

(b) Weekly routine, maintaining a diary of work done and faults.

(c) 3 monthly overhaul of 7B ; maintaining a diary.

(d) Use of marginal Tester.

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This Index has been compiled solely for the purpose of assisting reference. No expression used in it should be considered in any way as interpreting the rules.

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