THE PUNJAB LOCAL GOVERNMENT DISTRICT SERVICE (TMA) CADRE RULES, 2005

[5th June, 2003]

CONTENTS

1. Short title, commencement  
2. Definitions  
3. Establishment and composition of the Service  
4. Appointment to the Service  
5. Initial recruitment  
6. Appointment by promotion  
7. Appointments by transfer/posting  
8. Confirmation and Termination  
9. Probation  
10. Seniority  
11. Posting and Transfers  
12. Reversion  
13. Retirement  
14. Remuneration  
15. Pension and gratuity  
16. Group Insurance  
17. Leave  
18. Conduct  
19. Efficiency and Discipline  
20. Right of appeal or representation  
21. Delegation of Powers  
22. General  
23. Repeal and Saving
THE PUNJAB LOCAL GOVERNMENT DISTRICT SERVICE (TMA) CADRE RULES, 2005
[SOV(LG)38-6/2003]

1. Short title and commencement. - (1) These Rules may be called the Punjab Local Government District Service (Tehsil / Town Municipal Administration Cadre) Rules, 2005.
   (2) They shall come into force at once.

2. Definitions. - (1) In these rules unless there is anything repugnant in the subject or context:-
   i. “Appointing authority”: means the authority specified in column 5 of the table;
   ii. “Department”*: means the Local Government & Community Development Department, Government of the Punjab;
   iii. “Functional Unit” means a group of posts or a part of such group sanctioned as a separate unit;
   iv. “Board” means the Punjab Local Government Board, constituted under the Punjab Local Government Ordinance, 1979;
   v. “Government” means the Government of the Punjab;
   vi. “Basic Scale” means Basic Scale of pay as notified by the Government.
   vii. “Initial Recruitment” means appointment other then by promotion or transfer/posting on the basis of examination to be conducted by the Board after advertisement of the vacancies in newspaper;
   viii. “Post” means a post specified in Column 4 of the Table; and
   ix. “Table” means the table appended to these rules.
   (2) Words and expressions used herein but not defined shall have the same meanings as are assigned to them in the appropriate law.

3. Establishment and composition of the Service. - (1) There shall be established a Service for the Tehsil / Town Municipal Administration to be called the Punjab Local Government District Service (Tehsil / Town Municipal Administration Cadre).
   (2) The Service shall consist of the following Functional Units:-
   i. The Administrative Functional Unit.
   ii. The Finance/Accounts Functional Unit.
   iii. The Engineering Functional Unit.
   iv. The Planning Functional Unit.
   (3) One coming into force of these rules, all the members of the Local Council Service, employees of Local Government & Community Development Department and Housing, Urban Development & Public Health Engineering Departments shall become eligible for posting and transfer in the Service in accordance with the share to be determined by the Government, in the corresponding Basic Scale of the same.
Functional Unit. Lien/Seniority matters of such members/employees shall be maintained in their said parent department and service respectively.  

(4) Officers and Officials of one Functional Unit shall not be eligible for appointment to a post in any other Functional Unit.

4. Appointment to the Service. - (1) Appointment to a Post in the Service shall be made by Initial Recruitment, promotion and transfer/posting by the Appointing Authority in respect of the Post mentioned in column 4 in the manner specified in column 7 of the Table.

(2) Appointment by Initial Recruitment shall be made in accordance with rule 5 and appointment by promotion and transfer/posting in accordance with rule 6.

5. Initial recruitment. - (1) Initial Recruitment to the Post shall be made by the Department on the basis of the result of the examination and interview conducted by the Board. The Board shall follow the selection criteria for appointment as may be notified by the Services & General Administration Department of the Government.

(2) (i) A candidate for Initial Recruitment to a Post must possess the educational qualifications and experience as laid down respectively in column 6 of the table.

(ii) Age for initial recruitment shall be between 21 years to 28 years:
Provided that the age for the post of Union Secretary (Union Committees) and Naib Qasid/Chowkidar shall be between 18 years to 25 years.

(iii) In a case where the recruitment is to be made on the basis of written examination, the age shall be reckoned on the last date of submission of application for the post, given in the advertisement.

(3) No person shall be appointed to the Service unless he is citizen of Pakistan and is a resident of the province of the Punjab. Provided that a post falling in any Functional Unit of the Service in BS-14 shall be filled from amongst the bonafide residents of the concerned District.

6. Appointment by promotion. - (1) A member of the Service shall be eligible to be considered for appointment by promotion to a Post reserved for promotion in a manner as may be prescribed:

Provided that the Posts reserved in various Functional Units for appointment by transfer/posting shall be utilized for the promotion of members of the respective Functional Unit against their quota, as may be determined by the Government from time to time.

(2) Promotion including proforma promotion shall not be claimed by any member of the Service as of right.

(3) Promotion shall be granted with immediate effect and be actualized from the date of assumption of charge of the higher post, and shall in no case be granted from the date of availability of Post reserved for promotion.

(4) A member of the Service shall not be entitled to promotion from an earlier data except in the case of proforma promotion.

(5) A retired member of the Service shall not be eligible for grant of promotion, but may be considered for grant of proforma as may be prescribed by the Services & General Administration Department of the Government.

(6) Appointment by promotion shall be made on the recommendations of the Board.

7. Appointments by transfer/posting. - (1) Appointments by transfer/posting may be made from amongst persons holding appointments in the Government in Provincial Management Service, APUG service, departments and services mentioned in rule 3 (3), in the same grade as that of the post to which appointment is to be made, subject to the persons fulfilling the conditions

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2 [sub-rule (3) in rule 3, for the words "Rural Development" is amended "Community Development" on dated 7th August, 2007]

3 [sub-rule (2) in rule 5, is amended on dated 7th August, 2007]
of appointment to the Post concerned and the share of above Service in the Functional Units as may be determined by the Government, from time to time.

8. Confirmation and Termination. - (1) No person shall be confirmed in the Service unless he successfully completes such training and passes such departmental examination as may be specified by the Department.

(2) If a member of the Service fails to complete successfully any training or pass the departmental examination specified under sub-rule (1) within such period or in such number of attempts as may be fixed by the Department, the Appointing Authority may:
   a) In case of Initial Recruitment, terminate his services; and
   b) In case of appointment by promotion revert him to his former post, or if there be no such post, terminate his services.

(3) The services of a member of the Service may be terminated without notice during the initial or extended period of his probation. Provided that, where such a member is appointed by promotion or, as the case maybe, is transferred from one Basic Scale, Functional Units or post to another Basic Scale, Functional Unit or post, his services shall not be terminated so long as he holds a lien against his former post, Basic Scale or Functional Unit.

(4) In the event of a Post being abolished or a number of Posts in a Functional Unit or Basic Scale is reduced due to the exigencies of Service, or decision of competent court, the services of the most junior person in such Functional Unit or Basic Scale shall be tenanted.

9. Probation. - (1), (a) A person appointed to a post in a Basic Scale against a substantive vacancy shall remain on probation for a period of two years, if appointed by initial recruitment, and for one year if appointed by promotion.

   (b) The Appointing authority may extend the period of probation by a further period not exceeding two years in case of Initial Recruitment and one year in case of appointment by promotion.

   (c) Officiating service and services spent on deputation to a corresponding or a higher post may be allowed to be counted towards period of probation.

(2) If no order is passed by the day following the completion of the initial probationary period, in case of Initial Recruitment, the period of probation shall be deemed to have been extended for another two years and in case of appointment by promotion, for another one year.

(3) Subject to rule 8, if no order is passed by the day in which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in the appointment from the date on which the period of probation was last extended or may be deemed to have been so extended.

(4) A probationer who has satisfactorily completed his period of probation against a substantive vacancy shall be confirmed with effect from the date of his continuous appointment in such a vacancy:

   Provided that where the period of his probation has been extended under the provisions of sub-rule (I) of this rule, the date of confirmation shall, subject to the other provisions of this rule, be the date on which the period of probation was last extended.

10. Seniority. - (1) The seniority inter se of persons appointed to Posts in the same Basic Scale in a Functional Unit shall be determined:-

   (a) in the case of persons appointed by Initial Recruitment, in accordance with the order of merit assigned by the Board.
in the case of persons appointed by promotion, with reference to the dates of their continuous appointments in the Basic Scale provided that if the date of continuous appointment in the ease of two or more persons appointed to the Basic Scale is the same, the elder if not junior to the younger in the next below Basic Scale; shall rank senior to the younger person.

Explanation-I. If a person junior in a lower basic scale is promoted to higher basic scale by superseding his senior and subsequently the latter is also promoted, the promoted first shall, rank senior to the one promoted subsequently.

Explanation-II. A junior appointed to a higher Basic Scale shall be deemed to have superseded his senior only if both the junior and the senior were considered for the higher Basic Scale and the junior was appointed in preference to the senior.

Explanation: In case a group of persons in selected for initial appointment at one time, the earliest date on which any one out of the group joined the Service shall be deemed to be the date of appointment of all persons in the group.

11. Posting and Transfers. - Every member of the Service shall be liable to serve anywhere in the Province, in any department, local authority of statutory body set up or established by the Government:

Provided that if he is required to serve in a post outside his Functional Unit, his terms and conditions of service as to his pay shall not be less favorable than those to which he would have been entitled if he had not been so required to serve.

12. Reversion. - A member of the Service appointed to higher Post or Basic Scale on officiating basis or current charge basis shall be liable to reversion to his lower Post or Basic Scale without notice.

13. Retirement. - (1) A member of the Service shall retire;

a) on such date, after he has completed twenty years service, as the Appointing Authority may, in public interest, direct; or

b) Where no direction is given under clause (a), on completion of 60th year of his age.

(2) A retired member of the Service;

a) (shall not be re-employed in the service);

(3) A member of the Service during leave preparatory to retirement may seek private employment with the approval of the Appointing Authority.

14. Remuneration. - (1) Member of the service shall be paid remunerations and allowances as may be determined by the Government which may be adopted by the Board. In addition to these remuneration and allowances he will get 30% of basic salary in lieu of pension per month.

(2) A member of the Service shall draw his pay and other allowances from the Tehsil/Town Municipal Administration or the Union Administration, as the case may
be, under which he has served during the period for which the pay and allowances are claimed.⁴

15. **Pension and gratuity.** - (1) Members of the Service on retirement shall not be entitled to any pension or gratuity.
   (2) Where a member of the Service was a Government servant or member of LCS at the time of the enforcement of these rules, he shall be entitled to receive his pension form the parent department/Board.
   (3) The Board with the approval of Department shall recover the leave salary and pension contribution of the members of the erstwhile Local Council Service from the Tehsil/Town Municipal Administration and other institution under which they have served, and transfer the same to the parent department.

16. **Group Insurance.** - A member of the Service shall be entitled to the benefits admissible under the Punjab Local Councils and Municipal Bodies Employees Group Insurance (Contract) Rules, 1974 or any other Law for the time being in force. The persons transferred/posted in the Service from the Department and the service mentioned in rule 3(3) shall be governed by the respective rules concerning Group Insurance Scheme applicable to them prior to transfer/posting in the Service.

17. **Leave.** - (1) Subject to such modification as may be specified by the Government of the Punjab Revised Leave Rules, 1981 as amended from time to time shall, mutatis mutandis, be applicable to the members of the Service.
   (2) Where a member of the Service proceeds on leave, he shall claim his salary from the Tehsil/Town Municipal Administration or the Union Administration, as the case may be, under which he was serving at the time of proceeding on leave, provided that the amount of salary paid during leave shall be deducted by the concerned Tehsil/Town Municipal Administration from the amount of contribution of leave salary payable to the Board.⁵

18. **Conduct.** - The conduct of a member of the Service shall be regulated by the Punjab Government Servants (Conduct) Rules, 1966 or such other rules may be applicable to Government servants.

19. **Efficiency and Discipline.** - A member of the Service shall be liable to such disciplinary action and penalties in accordance with the procedure prescribed by the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, or any other law for the time being in force.⁶

20. **Right of appeal or representation.** - A member of the Service aggrieved by an order passed against him under these rules, shall have a right to file an appeal within sixty days of the passing of the order, to the authority next above the authority passing the order and to the Government where the order is passed by the Department.

   Provided that no appeal shall lie on matters relating to the determination of fitness of a person to hold a particular Post or to be promoted to a higher post or Basic Scale.

21. **Delegation of Powers.** - The Department may delegate its powers under these rules to any of the officer subordinate to it.

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⁴ [sub-rule (2), in rule 14, is amended on dated 7th August, 2007]
⁵ [sub-rule (2), in rule 17, is amended on dated 7th August, 2007]
⁶ [in rule 19, is amended on dated 7th August, 2007]
22. **General.** - (1) In all the matters not provided for in these rules and subject to the general directions of the Department, members of the Service shall be governed by the provisions and procedure as laid down in the Punjab Civil Servant Act, 1974 and the rules framed there under:

(2) The Board shall maintain the service record of all the members of the Service. The Government may require Tehsil/ Town Municipal Administration to contribute an amount calculated at such rate as may be determined by it towards the expenditure of the Board in this regard.

23. **Repeal and Saving.** - The Punjab Local Council Service (Appointment & Conditions of Service) Rules, 1983, Rule 4(v) of the Punjab Local Council Servants (Service) Rules, 1997 and serial No. 54 of the Schedule of the Punjab Local Government & Rural Development Department Service Rules, 1981 shall stand repealed except in their application to the already retired and personnel of Local Council Service constituted under Punjab Local Government Ordinance, 1979.\[7\]

\[7\][in rule 23, is amended on dated 7\textsuperscript{th} August, 2007]
<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LG&amp;CD Department</td>
</tr>
<tr>
<td>2</td>
<td>LG&amp;CD Department</td>
</tr>
<tr>
<td>3</td>
<td>LG&amp;CD Department</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Functional Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
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<tr>
<td>Administrative</td>
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<tr>
<td>Administrative</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and Scale of the Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Officers and Assistant Superintendents (Bs-14)</td>
</tr>
<tr>
<td>Secretary LG&amp;CD Department</td>
</tr>
<tr>
<td>Chief Officer A.T.O(R)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Coordination Officer</td>
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<tr>
<td>Administrative T.O (R)</td>
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</table>

<table>
<thead>
<tr>
<th>Qualification for appointment by initial recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least Graduate (2nd Division) From a recognized University</td>
</tr>
<tr>
<td>Graduate from a recognized University</td>
</tr>
<tr>
<td>At least Masters Degree from any recognized university (2nd Division).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Method of Transfer / Posting, initial recruitment and promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>By posting or transfer from Chief Officers (Bs-14) of LCS or Assistant Superintendents (Bs-14) of the PLGB. If none is available by transfer or posting then by initial recruitment. By posting/transfer from Chief Officers (BS-16) of LCS, Superintendents (Bs-16) of LG&amp;CD Department, Administrative Officer, Administrative Officers (Bs-16) of PLGB, Project Managers and ADLGs of LG&amp;CD Department.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Examination / Training required for the confirmation / promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department training for confirmation as may be prescribed.</td>
</tr>
</tbody>
</table>
If none is available by transfer or posting then:

(i) 50% by promotion from the officers at serial No. 2, column 4, having at least three years experience in BS-16; and

(ii) 50% by initial recruitment;

Provided that 5% of the total sanctioned posts shall be reserved for promotion on the basis of seniority-cum-fitness from amongst the Private Secretaries and Superintendents Confidential (BS-16) of the PLGB.

By posting/transfer from Chief Officers BS-18 of LCS, Director Administration & Research (BS-18) of PLGB and Directors of LG&CD, APUG< PMS. If none is available by transfer/posting, then by promotion from the officers at serial No. 3, column No. 4 having at least 5 years experience in BS-17 of the same Functional Unit.

By posting/transfer from Chief Officers BS-19 of LCS, Additional Director General Administration (Insp) BS-19 of PLGB, APUG and PMS officer of BS-19. If none is available by transfer/posting, then by promotion from the
<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Department</th>
<th>Account</th>
<th>Qualification</th>
<th>Recruitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>LG&amp;CD</td>
<td>Officers</td>
<td>B.Com from a recognized University</td>
<td>By posting/transfer from Accountants/Assistant Accountants BS-11 and BS-14 of LCS. If none is available by transfer/posting then by initial recruitment.</td>
</tr>
<tr>
<td>4</td>
<td>LG&amp;CD</td>
<td>District Coordination Officer</td>
<td>B.Com from a recognized University</td>
<td>By posting/transfer from Accountants/Assistant Accountants BS-11 and BS-14 of LCS. If none is available by transfer/posting then by initial recruitment.</td>
</tr>
<tr>
<td>5</td>
<td>LG&amp;CD</td>
<td>Secretary LG&amp;CD Department</td>
<td>M.Com from a recognized University, Or ACMA/CA/MBA (Finance)</td>
<td>By posting/transfer from Accounts Officers (BS-17) of LCS, Accounts Officers of BS-17 of PLGB. If none is available by transfer/posting then:</td>
</tr>
<tr>
<td>6</td>
<td>LG&amp;CD</td>
<td>Accountant (BS-14)</td>
<td>B.Com from a recognized University</td>
<td>By posting/transfer from Accountants/Assistant Accountants BS-11 and BS-14 of LCS. If none is available by transfer/posting then by initial recruitment.</td>
</tr>
<tr>
<td>7</td>
<td>LG&amp;CD</td>
<td>A.T.O (F) BS-16</td>
<td>B.Com from a recognized University</td>
<td>By posting/transfer from Accountants/Assistant Accountants BS-11 and BS-14 of LCS. If none is available by transfer/posting then:</td>
</tr>
<tr>
<td>8</td>
<td>LG&amp;CD</td>
<td>T.O (Finance) A.T.O (Finance) (BS-16) Accounts Officers (BS-17)</td>
<td>M.Com from a recognized University, Or ACMA/CA/MBA (Finance)</td>
<td>By posting/transfer from Accounts Officers (BS-17) of LCS, Accounts Officers of BS-17 of PLGB. If none is available by transfer/posting then:</td>
</tr>
<tr>
<td>No.</td>
<td>Department</td>
<td>Position</td>
<td>Minimum Qualifications</td>
<td>Recruitment Method</td>
</tr>
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</tr>
<tr>
<td>9</td>
<td>LG&amp;CD</td>
<td>Accounts T.O (Finance)</td>
<td>BS-18</td>
<td>By posting/transfer from Senior Accounts Officers (BS-18) of LCS. If none is available by transfer/posting then by promotion from the officers at serial No. 9, column No. 4 having at least 5 years experience in Bs-17 of the same Functional Unit.</td>
</tr>
<tr>
<td>10</td>
<td>LG&amp;CD</td>
<td>Accounts T.O (Finance)</td>
<td>BS-19</td>
<td>By posting/transfer from Senior Accounts Officers (BS-19) of LCS. If none is available by transfer/posting then by promotion from the officers at serial No. 10, column No. 4 having at least 12 years experience in Bs-17 and above of the same Functional Unit.</td>
</tr>
<tr>
<td>11</td>
<td>LG&amp;CD</td>
<td>Engineering Sub Engineers</td>
<td>BS-11</td>
<td>By posting/transfer from Sub Engineers (BS-11) of LCS, LG&amp;CD Department and HUD&amp;PHED. If none is available by transfer/posting then by initial recruitment.</td>
</tr>
<tr>
<td>12</td>
<td>LG&amp;CD</td>
<td>Engineering A.T(I&amp;S) ATO(I&amp;S)</td>
<td>BS-17</td>
<td>By posting or transfer from Engineers (BS-17) of the LCS, the LG&amp;CD Department and HUD&amp;PHE Department. If none is available by transfer or posting then:-</td>
</tr>
</tbody>
</table>

- (i) Degree in the requisite Engineering from a university recognized by higher Education Commission.  
- (ii) Registered Member of
Pakistan Engineering Council.

(i) 50% by initial recruitment.

(ii) 25% by promotion on the basis of seniority cum fitness from amongst Sub-Engineers who possesses requisite qualification prescribed for initial recruitments. If no such person is available then by initial recruitment; and

(iii) 25% by selection on merit from amongst the members of the Service in the next lower grade of the Functional Unit having at least 10 years service in BS-14.

Provided that in case of existing members of the LCS, the prescribed qualification shall be Degree in Engineering or equivalent with ten years service.

By posting or transfer from Engineers (BS-18) of the LCS, the LG&CD Department and HUD&PHE Department. If none is available by transfer or posting, then by promotion from the officers at serial No. 12, column No. 4 having Degree in Civil Engineering with at least 5 years service in BS-17 of the same Functional Unit and a registered member of the Pakistan Engineering Council.

LG&CD Engineering T.O(I&S) DTO(I&S). (BS-18) Secretary LG&CD Department

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<table>
<thead>
<tr>
<th>No.</th>
<th>Department</th>
<th>Qualification</th>
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</thead>
<tbody>
<tr>
<td>14</td>
<td>LG&amp;CD Engineering</td>
<td>A.T(I&amp;S) ATO(I&amp;S). (BS-17)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Secretary LG&amp;CD Department</td>
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<tr>
<td></td>
<td></td>
<td>Provided that in case of the members of the LCS, the prescribed qualification shall be Degree in Engineering or equivalent with ten years field service experience. By posting or transfer from Engineers (BS-19) of the LCS, LG&amp;CD Department and HUD&amp;PHE Department. If none is available by transfer or posting, then by promotion from the officers at serial No. 13, column No. 4 having Degree in Civil Engineering with at least 12 years service in BS-17 and above in the same Functional Unit and a registered member of the Pakistan Engineering Council. Provided that in case of the members of the LCS, the prescribed qualifications shall be Degree in Engineering or equivalent with at least 12 years service in BS-17 and above.</td>
</tr>
<tr>
<td>15</td>
<td>LG&amp;CD Planning</td>
<td>Building Inspectors(Bs-14)</td>
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<td></td>
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<td>District Coordination Officer</td>
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<td></td>
<td></td>
<td>Matriculation with 3 years Diploma in Civil Engineering from recognized Institute.</td>
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<td>(i) Bachelors Degree in City and Regional Planning from a</td>
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<td></td>
<td></td>
<td>Engineering (Bs-17) of LCS, HUD &amp; PHED. If none is available by transfer</td>
</tr>
<tr>
<td>16</td>
<td>LG&amp;CD Planning</td>
<td>A.T (P&amp;C) ATO(P&amp;C). (BS-17)</td>
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<td></td>
<td></td>
<td>Secretary LG&amp;CD Department</td>
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<tr>
<td></td>
<td></td>
<td>By posting/transfers from Town Planning Officers /Architecture (Bs-17) of LCS, HUD &amp; PHED. If none is available by transfer</td>
</tr>
</tbody>
</table>
(i) 50% by initial recruitment.
(ii) 254% by promotion on the basis of seniority cum fitness from amongst Building Inspectors who possess/improve qualifications prescribed for initial recruitments. If no such person is available then by initial recruitment and
(iii) 25% by selection on merit from amongst the Members of the service in the next lower grade of the Functional Unit having at least 10 years service in BS-14.

By posting/transfer from Town Planning Officers/ Architecture (Bs-18) of LCS, HUD&PHED. If none is available by transfer/posting then by promotion from the officers at serial No. 16, column No. 4 having atleast 5 years experience in the respective Functional Unit in Grade 17 and having Bachelor Degree in City and Regional Planning from recognized University and registered Member of the Pakistan Council of Architecture and Town planners.
By posting/transfer from Town Planning Officers/ Architecture (Bs-19) of LCS, HUD&PHED. If none is available by transfer/posting then by promotion from the officers at serial No. 17, column No. 4 having atleast 12 years experience in the respective Functional Unit in Grade 17 and having Bachelor Degree from recognized University in City and Regional Planning and registered Member of the Pakistan Council of Architecture and Town Planners.