And your Lord revealed to the bee saying: Make hives in the mountains and in the trees and in what they build: Then eat of all the fruits and walk in the ways of your Lord submissively. There comes forth from within it a beverage of many colours, in which there is healing for men; most surely there is a sign in this for a people who reflect. (Quran 16:68-69)
THE PUNJAB REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE, 2000

(Amended upto 15th November 2012)
To

All Administrative Secretaries,
Government of the Punjab.

Subject:- GUIDELINES/PROCEDURE FOR TAKING ACTION UNDER THE PUNJAB REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE 2000.

I am directed to refer to the above subject and to say that for the purpose of ensuring expeditious and orderly processing of cases under the Punjab Removal from Service (Special Powers) Ordinance, 2000, the Governor of the Punjab is pleased to lay down the following procedure for processing of cases under the aforesaid Ordinance:-

**Initiation of Proceedings:** The competent authority shall order initiation of proceedings against an officer of a Government Organization or corporation on the basis of his opinion that the Government servant or the corporation employee under him has prima facie, ceased to be efficient or is involved in misconduct or corruption, warranting action against him under the Punjab Removal from Service (Special Powers) Ordinance, 2000. The opinion of the competent authority may be formed on the basis of information placed before him or recommendation of the anti corruption establishment.
The subordinate officer/ACE while submitting the case to the competent authority shall submit a report to the competent authority giving full facts of the case along with supporting documentary evidence, provided that in case where the competent authority is the Governor, the report shall be submitted to the Governor through the Secretary of the Administrative Department concerned.

While submitting cases to the Governor for seeking his orders regarding initiation of proceedings under the aforesaid Ordinance, the summary should invariably contain a concise statement giving specific allegations, and proposal in regard to appointment and composition of Inquiry Officer/Committee.

After approval of initiation of proceedings and appointment of Inquiry Officer/Committee under Section 5 of the Ordinance by the competent authority, the accused government servant or corporation employee, as the case may be, shall be conveyed a statement of allegations and order of appointment of Inquiry Officer/Committee. The Inquiry Officer/Committee shall submit its recommendations within the prescribed time (I.e. 30 days) to the competent authority.

Provided that where the competent authority is the Governor, the Inquiry Officer/Committee shall submit its recommendations to the Governor through the Secretary of the Administrative Department concerned.

2. It is requested that the above instructions may be brought to the notice of all concerned under your administrative control for strict compliance.

Secretary (Regulations)
NOTIFICATION
18th September, 2000
No.Legis:3(IV)/2000. The following Ordinance promulgated by the Governor of the Punjab is hereby published for general information

THE PUNJAB REMOVAL FROM SERVICE (SPECIAL POWERS) ORDINANCE, 2000

PUNJAB ORDINANCE No. IV of 2000
AN ORDINANCE

To provide for dismissal, removal, compulsory retirement from service, reduction to a lower post or pay scale and other penalties in respect of corrupt and inefficient persons in Government service and persons in Corporation service.

WHEREAS it is expedient to provide for dismissal, removal, compulsory retirement form service, reduction to a lower post or pay scale and other penalties in respect of corrupt and inefficient persons in Government service and persons in Corporation service.

AND WHEREAS the Provincial Assembly stands suspended in pursuance of the Proclamation of Emergency of the fourteenth day of October, 1999, and the Provisional Constitution Order No. 1 of 1999:
AND WHEREAS the Governor of the Punjab is satisfied that circumstances exist which render it necessary to take immediate action:

NOW, THEREFORE, in pursuance of the Proclamation of Emergency of the fourteenth day of October, 1999 and the Provisional Constitution (Amendment) Order No. 9of 1999, on the instructions of the Chief Executive and in exercise of all powers enabling him in that behalf, the Governor of the Punjab is Pleased to make and promulgate the following Ordinance:-

1. Short title, extent, commencement and application

(1) This Ordinance may be called the Punjab Removal form Service (Special Powers) Ordinance, 2000.

(2) It extends to the whole of Punjab.
(3) It shall come into force at once and the provisions of sub clause (iv) of clause (C) of sub-section (1) of Section 3 and sub-section, (5) shall be deemed to have taken effect from the 18th of September, 2000.

he has entered into plea-bargaining under any law for the time being in force and has returned the assets or gains acquired through corruption or corrupt practices, voluntarily; or

In case the amount due form any such person, cannot be wholly recovered form the pay, pension or any other amount payable to such person, the amount due shall also be recovered from such person under the law for the time being in force.”

(4) It shall apply to persons in Government service and Corporation service.
2. Definition: In this Ordinance, unless there is anything repugnant in the subject or context:

a) “Chief Minister” means Chief Minister of the Punjab.

aa) “competent authority” means the Chief Minister and where in relation to any person or class of persons, the Chief Minister authorizes any officer or authority, not being inferior in rank to the appointing authority prescribed for the post held by the person against whom action is proposed to be taken, to exercise the powers of competent authority under this Ordinance that officer or authority, and, in relation to an employee of a court or a Tribunal functioning under the Punjab Government, the appointing authority or the Chairman or Presiding Officer of the Court or the Tribunal on being authorized by the appointing authority to exercise the powers of competent authority under this Ordinance.

b) “misconduct” includes conduct prejudicial to good order or service discipline or contrary to the Punjab Government Servants Conduct Rules, 1966 for the time being in force or conduct unbecoming or an officer and a gentleman or involvement or participation for gain either directly or indirectly in industry, trade or speculative transactions or abuse or misuse of official position to gain undue advantage or assumption of such financial or other obligations in relation to private institutions or persons as may cause embarrassment in the performance of official duties or functions.
c) “person in corporation service” means every person in the employment of a corporation, corporate body, authority, statutory body or other organization or institution set up, established, owned, managed or controlled by the Punjab Government, or by or under any law for the time being in force or a body or organization in which the Punjab government has a controlling share or interest and includes the Chairman and the Managing Director, and the holder of any other office therein, and

d) “person in Government service” includes every person who is a member of a Civil Service of the Province or who holds a civil post in connection with the affairs of the Province or any employee serving in any Court or Tribunal set up or established by the Punjab Government but does not include a Judge of the High Court or any Court subordinate to the High Court, or any employee of the said Courts thereof.
3. **Removal from Service**

(1) Where in the opinion of the competent authority, a person in Government or Corporation service is:-

(a) inefficient or has ceased to be efficient for any reason; or is guilty of being habitually absent from duty without prior approval of leave; or

(b) Guilty of misconduct; or

(c) Corrupt, or may, reasonably by considered as corrupt, because:-

i) he, or any of his dependents or any other person, through him or on his behalf, is in possession of pecuniary sources or property, for which he cannot reasonably account for and which are disproportionate to his known sources of income; or

ii) he has assumed a style of living beyond his known sources of income; or

iii) he has a reputation of being corrupt; or

iv) he has entered into plea-bargaining under any law for the time being in force and has returned the assets or gains acquired through corruption or corrupt practices voluntarily; or
d) engaged or is reasonably believed to be engaged in subversive activities, and his retention in service is prejudicial to national security or he is guilty of disclosure of official secrets to any unauthorized person, or

e) found to have been appointed or promoted on extraneous grounds in violation of law.

"the competent authority, after inquiry by the inquiry officer or committee constituted under section 5 may, notwithstanding anything contained in any law or the terms and conditions of service of such person by order in writing, impose one or more of the following penalties.

a) Censure;

b) Withholding, for a specific period, promotion or increment, otherwise than for unfitness for promotion, or financial advancement in accordance with the rules or orders pertaining to the service or post:
c) Reduction to a lower post or pay scale or to a lower stage in a pay scale;

d) Recovery from pay, pension or another amount payable to him, the whole or a part of any pecuniary loss caused to the Government or the organization in which he was employed;

e) Compulsory retirement;

f) Removal from service; and

g) Dismissal from service.”

2. Before passing an order under sub-section (1), the competent authority shall: by order in writing inform the accused of the action proposed to be taken with regard to him and grounds of the action; and
a) Give him a reasonable opportunity of showing cause against that action within seven days or within such extended period as the competent authority may determine;

b) Provided that no such opportunity shall be given where the competent authority is satisfied that in the interest of security of Pakistan or any part thereof it is not expedient to give such opportunity;
REASONABLE OPPORTUNITY
(derived from judgments of Superior Courts)

1. The accused must clearly understand the charges and allegations of facts.
2. He should be given sufficient time to defend himself.
3. He must be provided adequate information of the contents of the enquiry report and the findings of the enquiry officer.
4. He must precisely know the quantum of punishment to which he is put against.
5. He should be provided an opportunity to inspect the documents, which are being used against him.
6. He must be allowed to be present at the time of enquiry.
7. If witnesses are produced against an accused, he must be allowed to cross-examine the witnesses.
8. He must be afforded an opportunity of being heard in person if requested by the accused.
9. Order of the penalty must be passed by the competent authority.
Provided further that no such opportunity shall be given where the accused is to be punished or removed from service or reduced in rank on the ground of having been convicted for an offence involving moral turpitude or financial irregularity which has led to a sentence of fine or of imprisonment or where the competent authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to give the accused an opportunity of showing cause.

(3) The dismissal or removal or premature retirement from service, or reduction to lower post or pay scale of a person under sub-section (1) shall not absolve such person from liability to any punishment to which he may be liable for an offence under any law committed by him while in service.

(4) “Any penalty under this Ordinance shall not absolve such person from liability to any punishment to which he may be liable for an offence, under any law, committed by him while in service.

(5) In case the amount due from any such person, cannot be wholly recovered from the pay, pension or any other amount payable to such person, the amount due shall also be recovered from such person under the law for the time being in force.”
A person against whom action is proposed to be taken under sub-section (1) of Section 3 may be placed under suspension if, in the opinion of the competent authority, suspension is necessary or expedient.

Provided that the competent authority may in an appropriate case, for reasons to be recorded in writing instead of placing such person under suspension, require him to proceed on such leave as may be admissible to him from such date as may be specified by the competent authority.
5. **Power to appoint an Enquiry Officer or Inquiry Committee**

(1) If the competent authority considers that an inquiry is necessary it shall, before passing an order under section 3, appoint an Inquiry Officer who, or Inquiry Committee whose convener, shall be of a rank senior to that of the accused, to scrutinize the conduct of a person in government service or a person in corporation service who is alleged to have committed any of the acts or omissions specified in section 3. In case two or more accused are to be proceeded against jointly, the competent authority for the accused senior most in rank shall be the competent authority in respect of all such accused for holding the inquiry jointly. The Inquiry Officer or, as the case may be, the Inquiry Committee shall:-

(a) Communicate to the accused the charges and statement of allegations specified in the order of inquiry passed by the competent authority;
(b) Require the accused within seven days from the day the charge is communicated to him to put in a written defence;

(c) Enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him, and

(d) Hear the case from day to day and no adjournment shall be given except for special reasons to be recorded in writing and intimated to the competent authority.
Explanation: The order of inquiry and the statement of allegations specified in the said order shall be signed by the competent authority; provided that where the Chief Minister is the competent authority, the same may be signed by such officer as may be authorized in that behalf, and such order and the statement of allegations so signed shall per se constitute the charge sheet for communication by the Inquiry Officer or the Inquiry Committee to the accused person; and

(2) Where the Inquiry Officer or as the case may be, the Inquiry Committee is satisfied that the accused is hampering, or attempting to hamper, the progress of the inquiry he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he, or it, deems proper in the interest of justice.

(3) The Inquiry Officer or, as the case may be, the Inquiry Committee shall submit his, or its findings and recommendations to the competent authority within twenty five days of the initiation of inquiry.

Provided that the competent authority, for sufficient reasons, may extend the said period

The competent authority may dispense with the inquiry under sub-section (i) if it is in possession of sufficient documentary evidence against the accused or for reasons to be recorded in writing, it is satisfied that there is no need of holding an inquiry.
(ii) Where a person who has entered into plea bargaining under any law for the time being in force, and has returned the assets or gains acquired through corruption or corrupt practices voluntarily, the inquiry shall not be ordered:

Provided that show cause notice shall be issued on the basis of such plea bargaining to such person informing him of the action proposed to be taken against him and the grounds of such action requiring him to submit reply with fifteen days of the receipt of the notice. On receipt of the reply, the competent authority may pass such orders as it may deem fit”.
6. **Powers of the Inquiry Officer or Inquiry Committee**

(1) For the purpose of an inquiry under this Ordinance, the Inquiry Officer and the Inquiry Committee shall have the powers of a civil court trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908) in respect of the following matters, namely:-

(a) Summoning and enforcing the attendance of any person and examining him on oath;

(b) Requiring the discovery and production of documents.

(c) Receiving evidence on affidavits; and

(d) Issuing commissions for the examination of witnesses or documents.

(2) The proceedings under this Ordinance shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code (XLV of 1860).
7. Procedure to be followed by the Inquiry Officer or Inquiry Committee

The Inquiry Officer or Inquiry Committee shall, subject to any rules made under this Ordinance, have power to regulate its own procedure, including the fixing of place, time of its sitting and deciding whether to sit in public or in private, and in the case of a corporate committee, to act notwithstanding the temporary absence of any of its members.
7-A. Procedure of enquiry against officers lent to other governments, etc.

(1) Where the services of a government employee to whom this Ordinance applies are lent to any other government or to a local or other authority, in this Ordinance referred to as the borrowing authority, the borrowing authority shall have the powers of Competent Authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under this Ordinance.

Provided that the borrowing authority shall forthwith inform the Authority which has lent his services, hereinafter in his Ordinance referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.

Provided that the borrowing authority shall obtain prior approval of the Government of the Punjab before taking any action under this Ordinance against a civil servant holding a post in Basic Pay Scale 17 or above.
(2) If, in the light of the findings in the proceedings taken against a civil servant in terms of sub-section (1) above, the borrowing authority is of the opinion that any penalty should be imposed on him, it shall transmit to the lending authority the record of the proceedings and there-upon the lending authority shall take action as prescribed in this Ordinance.

(3) Notwithstanding anything to the contrary contained in sub-section (1) & (2), Government may, in respect of certain civil servants or categories of civil servants, authorize the borrowing authority to exercise all the powers of authority under these circumstances.
8. Order to be passed upon a finding

Every finding recorded by the Inquiry Officer or Inquiry Committee under section 5 shall, with the recommendation provided for in that section, be submitted to the competent authority and the competent authority may pass such orders thereon as it may deem proper in accordance with the provisions of this Ordinance.

Provided that the Competent authority, before passing any order under this section, shall, either itself or through any other officer senior in rank to the accused person, afford such person an opportunity of personal hearing:

Provided further that where the competent authority is satisfied that the inquiry proceedings have not been conducted in accordance with the provisions of this Ordinance, or the facts and the merit of the case have been ignored, or there are other sufficient reasons, it may, within a period of thirty days and after recording reasons, either remand the inquiry to the Inquiry Officer or, as the case may be, the Inquiry Committee with such directions as the competent authority may like to give, or may order a denovo inquiry.
9. Representation and review

(1) A person who has been dismissed or removed or compulsorily retired from service or reduced to a lower post or pay scale or against whom any order has been made under section 3 by the competent authority, may, within fifteen days from the date of communication of the order prefer a representation to the governor or such officer or authority as the Chief Minister may designate;

Provided that where the order has been made by the Chief Minister such person may, within the aforesaid period, submit a review petition to the same authority which had passed the original order.

The Authority empowered under sub-section (1) may, on consideration of the representation or, as the case may be, the review petition, and any other relevant material, confirm, set aside, vary or modify the order in respect of which such representation or review petition was made.
A representation or review preferred under this section shall be made in the form of a petition, in writing, and shall set forth concisely the grounds of objection to the order appealed from the shall not contain disrespectful or improper language and shall be filed with the authority which passed the original order.

The authority, receiving the representation or review under sub-section (3) shall, within fifteen days, forward the same, along with its comments, to the authority competent to decide the same.
10. Special Powers

(1) The competent authority or the authority to which a representation or review lies under this Ordinance, may call for and examine the record of any proceedings before any authority for purposes of satisfying as to the correctness, legality or propriety of any finding, penalty or order recorded or passed and as to the regularity or any proceedings of such authority.

On examining any record under this section, such authority may direct the authority concerned to make further inquiry into the charges of which the accused was acquitted or discharged and may, in its discretion, exercise any or all the powers of an authority under section 9 of this Ordinance.
Provided that no order prejudicial to the accused person shall be passed under this section unless such person has been given an opportunity to show cause against the proposed action:

Provided further that an order imposing punishment or exonerating the accused shall not be revised suo moto or otherwise after the lapse of period of one year from the date of communication of the order of the competent authority, and in case a representation or review is preferred, from the date of communication of the order on such representation or review.
11. Appearance of counsel

The accused person, at no stage of the proceedings under this Ordinance except proceedings under section 10, shall be represented by an advocate.

*Appeal to P.S.T.*
12. Appeal

Notwithstanding anything contained in any other law for the time being in force, any person aggrieved by any final order under Section 9 may, within thirty days from the date of communication of the order, prefer an appeal to the Punjab Service Tribunal established under the Punjab Service Tribunals Act, 1974 (IX of 1974).

Provided that if a decision on a representation or review petition under section 9 is not received within a period of sixty days, the affected person may file an appeal under this section within a period of thirty days of the expiry of the aforesaid period.
13. Ordinance to override other laws

The provisions of this Ordinance shall have effect notwithstanding anything to the contrary contained in the Punjab Civil Servants Act, 1974 (III of 1974) and the rules made thereunder and any other law for time being in force.
14. Proceedings under this Ordinance

All proceedings initiated on the commencement of this Ordinance in respect of matters and persons in service provided for in this Ordinance shall be governed by the provisions of this Ordinance and rules made thereunder.

“Provided that the Provincial Government may, by notification in the official gazette, exempt any class or classes or employees of a corporation, a corporate body, authority, statutory body or other organization or institution setup, established, owned, managed or controlled by it or a body or organization in which it has a controlling share or interest from the provisions of this Ordinance and such class or classes of employees shall, notwithstanding any thing contained in this Ordinance, be proceeded against and dealt with under the laws and rules applicable to such employees before the commencement of this Ordinance.”
15. Pending proceedings to continue

For the removal of doubts, it is hereby provided that all proceedings pending immediately before the commencement of this Ordinance against any person whether in Government service or corporation service under the Punjab Civil Servants Act, 1974 (VIII of 1974) and rules made thereunder, or any other law or rules shall continue under the said laws and rules, and as provided thereunder.
Notwithstanding anything contained in this Ordinance the payment of pension or other benefits to a person retired or reduced to a lower post or pay scale under this Ordinance shall, if admissible, be regulated in accordance with the law for the time being in force relating thereto.
16-A. Indemnity

No suit, prosecution or other legal proceedings shall lie against the competent authority or any officer or authority authorized by it for any thing which is in good faith done or intended to be done under this Ordinance or the rules, instructions or directions made or issued thereunder.
16-B. Jurisdiction Barred

Save as provided under this Ordinance, no order made or proceedings taken under this Ordinance, or the rules made thereunder by the competent authority or any officer or authority authorized by it shall be called in question in any Court and no injunction shall be granted by any Court in respect of any decision made or proceedings taken in pursuance of any power conferred by, or under this Ordinance, or the rules made thereunder.
17. Power to make rule

The Government may, by notification in the official Gazette, make rules for carrying out the purposes of this Ordinance.
18. Removal of difficulties

If any difficulty arises in giving effect to any of the provisions of this Ordinance, the Chief Minister may make such Order, not inconsistent with the provisions of this Ordinance, as may appear to him to be necessary for the purpose of removing the difficulty.
For persons employed in the Punjab Government, in a post, or belonging to a service, group or cadre, in the Secretariat Departments controlled by Punjab Government.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Class of Persons</th>
<th>Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Holders of posts of Deputy Secretaries, Deputy Commissioners, Superintendents of Police in BS.18 and posts in BS. 19.</td>
<td>Chief Minister</td>
</tr>
<tr>
<td>2</td>
<td>Holders of other posts in BS. 18 and posts in BS. 16 and 17.</td>
<td>Appointing Authority</td>
</tr>
<tr>
<td>3</td>
<td>Holders of Posts in BS 1 to 15 and equivalent.</td>
<td>Appointing Authority or an officer not below the appointing authority to be notified by the Additional Chief Secretary.</td>
</tr>
</tbody>
</table>
For persons employed in an attached department or a subordinate office of the Punjab Government.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Class of Persons</th>
<th>Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Holders of posts in BS 19</td>
<td>Chief Minister</td>
</tr>
<tr>
<td>2</td>
<td>Holders of Posts in BS –16 to BS-18.</td>
<td>Appointing authority</td>
</tr>
<tr>
<td>3</td>
<td>Holders of posts in BS. 1 to 15 equivalent.</td>
<td>An officer not below the appointing authority to be authorized by the Head of Department.</td>
</tr>
</tbody>
</table>
### Table -III

**For Persons in Corporation Service.**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Class of Persons</th>
<th>Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Holders of other posts in BS-19 and equivalent.</td>
<td>-do-</td>
</tr>
<tr>
<td>3.</td>
<td>Holders of posts in BS-16 to 18 and equivalent</td>
<td>-do-</td>
</tr>
<tr>
<td>4.</td>
<td>Holders of posts in BS-1 to 15 and equivalent.</td>
<td>-do-</td>
</tr>
</tbody>
</table>

**Explanation:** BS in all the above tables means the pay scale originally sanctioned for the post and does not include pay scale of a person on account of move-over

BY ORDER OF THE GOVERNOR OF THE PUNJAB
ADDITONAL CHIEF SECRETARY
MODEL ORDER TO BE PASSED BY THE COMPETENT AUTHORITY FOR INITIATION OF PROCEEDINGS.

No. SO(C-III)12-16/2000 (II). WHEREAS, the undersigned, as competent authority under section 3 of the Punjab Removal from Service (Special Powers) Ordinance 2000, read with S&GAD Notification No. SOR.III-1-33/94(B) dated 5.11.2001, is of the considered opinion that there are sufficient grounds to proceed against _Name of the accused with designation_ on the charges of inefficiency, misconduct and corruption, in terms of Section 3(1) (a)(b) & (c) read with Section 2(b) of the Ordinance ibid arising out of the following omissions and commissions on his part;

Charges in brief

2. AND WHEREAS, on due consideration of the facts and case material, an enquiry is necessary in the interest of justice.

3. NOW, THEREFORE, as competent authority I appoint _______________________________ as Enquiry Officer, under Section 5 of the Punjab Removal from Service (Special Powers) Ordinance 2000, to scrutinize the conduct of the accused officer.

4. The Enquiry Officer shall conduct enquiry in accordance with the provisions of the Punjab Removal from Service (Special Powers) Ordinance 2000, read with the subsequent amendments made therein and finalize proceedings within the period stipulated in the ordinance ibid and furnish the report of enquiry and his recommendation within the prescribed period.

COMPETENT AUTHORITY
DESIGNATION
To

__Name of the Accused___
__with designation______

Subject:  MODEL CHARGE SHEET/STATEMENT OF ALLEGATIONS

WHEREAS, __Designation__ in his capacity as the competent authority under Section 3 of the Punjab removal from Service (Special Powers) Ordinance 2000, read with S&GAD Department’s Notification No. SOR.III-1-33/94(B) dated 5.11.2001, on considering the case material, is of the considered opinion that while posted as _______________________ you committed the following acts of omission and commission:-

1.  
2.  
3.  

2.  AND WHEREAS, by reasons of the above, you appear to be guilty of inefficiency, misconduct and corruption or reasonably be considered as corrupt, within the meaning of Section 3(1) (a)(b) and (c) read with Section 2(b) of the Punjab Removal from Service (Special Powers) Ordinance 2000 and you are liable to disciplinary action which may involve imposition of one or more of the penalties prescribed in Section 3(1) of the Ordinance ibid.
3. **AND WHEREAS,** the competent authority in exercise of the power conferred on him under Section 5 of the Punjab Removal from Service (Special Powers) Ordinance 2000, read with S&GAD Department’s Notification dated 5.11.2001 referred to in Para 1 above, has appointed me as Enquiry Officer to conduct formal enquiry proceedings into the above charges.

4. **NOW THEREFORE,** you are hereby advised to submit your reply to the undersigned with 7 days of the receipt of this charges sheet/statement of allegations. Please note that in case of your failure to submit you reply within prescribed time, it shall be presumed that either you have no defence to offer or you have declined to offer the same and you accept the charges and in that case, disciplinary proceedings shall be conducted against you ex-parte.

ENQUIRY OFFICER
DESIGNATION
MODEL SHOW CAUSE NOTICE UNDER SECTION 5(3)(1)

Whereas the undersigned, as Competent authority in terms of Section 5 of the Punjab Removal from Service (Special Powers) Ordinance 2000 read with Government of the Punjab Notification No. SOR-III-1-33/94(B) dated 5.11.2001, in due consideration of the facts that you, Mr. ________________________________, while posted as __________________________ committed the following acts of omission and commission and there are sufficient grounds to proceed against you.

i) ........................................

ii) ........................................

iii) ........................................

And whereas the undersigned has decided that it is not necessary to have an enquiry conducted in proof thereof and whereas it is proposed to proceed against you under Section 5(3)(i) of the Ordinance ibid.

Now, therefore, you are hereby called upon to show cause in writing within 7-days of the receipt of this communication as to why one or more of the penalties as prescribed in Section 3 of the PRSO should not be imposed upon you.

Your explanations (in duplicate) should reach the undersigned within the said period, failing which it shall be presumed that you have no defence to offer, and do not wish to be heard in person.

In case you may desire to consult any record, on which the aforesaid charges are based or is relevant to the aforesaid charges, you may do so with prior arrangement with the undersigned within 3 days.

COMPETENT AUTHORITY
DESIGNATION
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT
Notification
Dated Lahore, the 5th November, 2001

No. SOR.III.1-33/94(B). In supersession of this Department’s Notification of Even No. Dated 6.12.2000, Governor of the Punjab in exercise of the powers conferred by Section 2(aa) of the Punjab Removal from Service (Special Powers) Ordinance 2000, has authorized the officers/authorities shown in Col-3 of the following Tables to exercise the powers of the Competent Authority under Section 3 of the said Ordinance in respect of Class of persons shown in Col-2 of the tables:

The proceedings initiated on the basis of notification dated 6.12.2000, shall, however, be deemed to have been initiated under this notification.
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT
Notification
Dated Lahore, the 5th November, 2001

No. SOR.III.1-33/94(A). In supersession of this Department’s Notification of Even No. Dated 6.12.2000, Governor of the Punjab in exercise of the powers conferred by Section 2(aa) of the Punjab Removal from Service (Special Powers) Ordinance 2000, has authorized the officers/authorities next above the officers/authorities under Section 2 to exercise the powers of the Competent Authority under Section 9(1) of the said Ordinance.

BY ORDER OF THE GOVERNOR OF THE PUNJAB

ADDITIONAL CHIEF SECRETARY
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT
(SECTION P.II)

NOTIFICATION

No. E&A (S&GAD) 12(308)/99-A. In exercise of the powers authorized by the Governor of the Punjab as mentioned in table I (a) Serial No. 3 Column III of Notification No. SOR-III-1-33/94(B), dated 05.11.2001, Additional Chief Secretary being the Competent Authority of Employees in BS-1-15 belonging to a service, Group or Cadre in the Secretariat Departments controlled by the Punjab Government is pleased to designate the Secretary of Administrative Department concerned to exercise powers of competent Authority to proceed/initiate action as per provisions of Removal from Service (Special Powers) Ordinance, 2000 against the delinquent officials in BS-1-15, working under their administrative control.

Dated Lahore, the
18th February 2002

ADDITIONAL CHIEF SECRETARY
Thank you