



No. SOR-IV(S&GAD)7-1/2012
GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT

(REGULATIONS WING)

Dated Lahore, the 27th July, 2012

To

1. The Senior Member, Board of Revenue Punjab.
2. The Additional Chief Secretary, Punjab.
3. All the Administrative Secretaries in the Punjab.
4. All Commissioners in the Punjab.
5. The Provincial Police Officer, Punjab, Lahore.
6. The Registrar, Lahore High Court, Lahore.
7. All District Coordination Officers in the Punjab.
8. All Heads of Attached Departments in the Punjab.
9. All Heads of Autonomous Bodies in the Punjab.
10. The Secretary, Provincial Assembly, Punjab.
11. The Registrar, Punjab Service Tribunal, Lahore.
12. The Secretary, Punjab Public Service Commission, Lahore.
13. The Secretary, CMIT, Lahore.
14. The Chief Operating Officer, TEVTA.

Subject: INSTRUCTIONS REGARDING RECRUITMENT OF DISABLED PERSONS AGAINST 2% QUOTA

Kindly refer to this Department's instructions issued vide letter No:SOR-IV(S&GAD)7-1/2003, dated 15-4-2004, 23-4-2009, No.SOR-IV(S&GAD)7-1/2009, dated 14-7-2009 & No.SOR-IV(S&GAD)7-1/2010, dated 12-5-2011 on the subject noted above.

2. Under the Disabled Persons (Employment & Rehabilitation) Ordinance, 1981, 2% quota of posts stands reserved for disabled persons. It has been observed with concern that the Departments are not giving due importance to this important provision of law despite instructions issued from time to time on the subject.

3. The Chief Minister, Punjab has been pleased to desire that all appointing authorities must ensure employment of disabled persons against 2% quota reserved for them under the Disabled Persons (Employment & Rehabilitation) Ordinance, 1981 in letter and spirit.

Signature


4. It is, therefore, requested that following instructions on the subject may strictly be complied with while making recruitment against the disabled quota:

- i) All Administrative Departments shall carry out a comprehensive exercise regarding the existing number and percentage of disabled employees working in various cadres in the departments, subordinate offices, district governments and autonomous bodies, etc.
- ii) After carrying out the above exercise, the Administrative Department shall calculate 2% quota for the disabled, only against the posts reserved for initial recruitment as recruitment against this quota can only be made against the posts reserved for initial recruitment.
- iii) It is for the department concerned to decide the category of posts to be earmarked for the purpose depending on the nature of work of the posts and whether such work can be performed by a disabled person. As such, it is not necessary to apply this quota to each category of posts and the quota is to be determined on the basis of total number of vacancies meant for initial recruitment in the department.
- iv) Vacancies reserved for disabled persons will be filled on merit through the normal process of selection i.e. after proper advertisement of posts and the candidates must fulfill the criteria of qualification etc., as provided in the service rules for the post. The department should mention the posts reserved for 2% disabled quota in the advertisement.
- v) The disabled persons will appear before the District Assessment Board constituted by the Social Welfare Department to obtain a disability assessment certificate.
- vi) Only those disabled persons shall be eligible to be considered for the jobs reserved for disabled persons who have been declared by the Assessment Board to be disabled but fit for the job applied for.
- vii) The disabled persons desirous of getting employment shall attach assessment certificate with their applications.
- viii) All disabled persons possessing the prescribed qualifications and experience as provided in the service rules and the assessment certificates, would be eligible to compete, among themselves, for posts reserved for disabled quota and their selection shall be made on merit, by the relevant Selection Committees or PPSC, as the case may be.

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- ix) Recruitment of able-bodied persons will not be made against posts reserved for the disabled persons. The selection of disabled persons for the posts against 2% quota will only be made from amongst the disabled persons.
- x) Disabled persons appearing and qualify in open competition for non reserved vacancies, will be selected purely on merit and not against the posts reserved for disable quota.
- xi) Every department, while placing requisition with the Punjab Public Service Commission for recruitment or while advertising the posts, specifically indicates the number of posts which are available for the disabled. The Selection Committee/Authority shall ensure that 2% quota reserved for the disabled persons is adhered to while inviting applications/recommending candidates for various posts including posts to be filled up through competitive examination.
- xii) According to Rule 3 (iv) of the Punjab Civil Servants (Relaxation of Upper age Limit) Rules, 1976, the maximum upper age limit prescribed in the Service Recruitment Rules for appointment to a post shall be raised by 10 years, for disabled persons, to be appointed against quota for the disabled. The departments may reflect relaxation in upper age limit as admissible to disabled persons in the advertisement.
- xiii) The Directorate of Labour Welfare and Directorate of Social Welfare at the provincial level and EDO (Community Development) alongwith D.O. (Labour Welfare), DO (Social Welfare) at the district level, shall remain vigilant and coordinate with all government and private establishments, to ensure that the 2% quota of jobs reserved for disabled under the law is strictly being adhered to by all concerned.

5. I am further directed to request that all Administrative Departments, Subordinate Offices, Autonomous Bodies, District Offices etc. must follow the above instructions in letter and spirit and ensure that the Chief Minister's directions regarding process of employment to disabled persons against 2% quota are strictly implemented.


(RUKHSANA NADEEM BHUTTA)
Addl. Secretary (Regulations)
S&GAD



Punjab Public Service
Commission, Lahore. (64)

No. SORIV(S&GAD)7-1/2012

GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT
(REGULATIONS WING)

Dated Lahore, the 11th March, 2015

To

1. The Senior Member, Board of Revenue, Punjab.
2. The Chairman, Planning & Development Board, Lahore.
3. All the Administrative Secretaries in the Punjab.
4. All Commissioners in the Punjab.
5. The Provincial Police Officer, Punjab.
6. The Chairman, Chief Minister's Inspection Team, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All District Coordination Officers in the Punjab.
9. All Heads of Autonomous Bodies in the Punjab.
10. The Secretary, Punjab Public Service Commission, Lahore.
11. The Registrar, Lahore High Court, Lahore.
12. The Registrar, Punjab Service Tribunal, Lahore.
13. The Accountant General, Punjab, Lahore.
14. All District Accounts Officers in the Punjab.

Subject: **INSTRUCTIONS REGARDING RECRUITMENT OF DISABLED PERSONS AGAINST 2% QUOTA**

I am directed to refer to the subject noted above and to request you to implement the instructions contained in the circular letter bearing No. SORIV(S&GAD)7-1/2012 dated 27.07.2012 (copy enclosed) in letter and spirit.

2. The Government of the Punjab has decided to increase the quota for disabled persons from 2% to 3% and the amendment in the relevant law is under consideration. You shall be informed as soon as the quota is increased by amendment of the law.

Muhammad Tahir Ali

(MUHAMMAD TAHIR ALI)
Additional Secretary (PP&CM)
Regulations Wing, S&GAD

CC:

1. P.S to Secretary to Governor of the Punjab.
2. P.S to Secretary to Chief Minister, Punjab.
3. PS to Chief Secretary, Punjab.
4. P.S to Addl. Chief Secretary, Punjab.
5. PS to Secretary (Regulations), S&GAD.
6. The Director General, Public Relations, Punjab, Lahore.