



Register L.No.1176

THE GAZETTE OF AZAD

JAMMU AND KASHMIR

**EXTRA ORDINARY GAZETTE
PUBLISHED BY AUTHORITY**

Vol.LX	Muzaffarabad Dated 22 nd July, 2014	No.66
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AZAD GOVT. OF THE STATE OF JAMMU AND KASHMIR
Law, Justice, Parliamentary Affairs and Human Rights Department

“Muzaffarabad”

Dated: 23-06-2014

No.LD/Legis-Act/416-27/2014. The following Act of Assembly received the assent of the President on 19th day of June, 2014, is hereby published for general information.

[Act XXVI of 2014]

**An
Act**

to provide a law for the establishment of the Azad Jammu and Kashmir Text Book Board

Whereas it is expedient to make arrangements for,-

- (a) production and publication of,-
 - (i) text books for Classes I to XII;
 - (ii) supplementary reading material relating to text-books;
 - (iii) guide books for teachers;
- (b) production of reference and research material in respect of problems relating to schemes of studies and preparation of text- books; and
- (c) conduct of research in the field of curricula, text-books and other reading material, in the manner hereinafter appearing;

It is hereby enacted as follows:-

1. **Short title, Extent and Commencement.**- (1) This Act may be called the Azad Jammu and Kashmir Text Book Board Act, 2014.

(2) It shall extend to the whole of Azad Jammu and Kashmir.

(3) It shall come into force at once and shall be deemed to have taken effect from 13.01.2014.

2. **Definitions.**- In this Act, unless the context otherwise requires, the following expressions shall have the meanings as hereby respectively assigned to them, that is to say,-

(a) "Advisory Council" means the Advisory Council constituted under Section 10 of this Act;

(b) "Board" means the Azad Jammu and Kashmir Text-Book Board established under Section 3 of this Act;

(c) "Chairman" means the Chairman of the Board;

(d) "Controlling Authority" means the Controlling Authority of the Board;

(e) "Director" means a Director of the Board;

(f) "Government" means the Azad Government of the State of Jammu and Kashmir;

(g) "Head of an institution" means the Principal of an Intermediate College or the Headmaster or Headmistress of a school, as the case may be;

(h) "Institution" means an Intermediate College or a School;

(i) "Intermediate College" means an institution recognised for imparting instruction to Classes XI and XII and includes an institution imparting instruction to Classes IX to XII;

(j) "Prescribed" means prescribed by Regulations or Rules made under this Act;

(k) "Regulations and Rules" respectively mean the Regulations and Rules made under this Act;

(l) "School" means an institution imparting instruction to all or any of the Classes I to X and includes an English Medium School, a school for handicapped children and any other school which Government may declare to be a school for the purposes of this Act.

3. **Establishment and incorporation.**- (1) As soon as may be, there shall be established a Board to be called the Azad Jammu and Kashmir Text-Book Board for carrying out the purposes of this Act.

(2) The Board shall be a body corporate, having perpetual succession and a common seal, with powers subject to the provisions of this Act to acquire, hold and transfer property, both moveable and immovable, and sue and be sued by the name assigned to it by sub-section (1).

4. **Constitution of the Board.**- (1) The Board shall consist of a Chairman, three Directors and the Secretary appointed by the Government.
- (2) The Chairman and the Directors shall,-
- (a) hold office for a term of three years unless sooner removed by Government or, in case of a Government servant on deputation, recalled from deputation or in case resignation is tendered and accepted;
 - (b) be eligible for re-appointment for such further period or periods as Government may, from time to time, specify;
 - (c) receive such salary and allowances as Government may determine; and
 - (d) perform such duties and functions as are assigned by this Ordinance or by the Regulations and Rules made thereunder.
- (3) A person appointed as Chairman or Director shall divest himself of any other directorship or other interest held by him in any corporation, company or concern which has dealings with the Board.
5. **Chief Executive Officer.**- The Chairman shall be the Chief Executive Officer of the Board.
6. **Disqualification and Removal of Chairman or Director.**- (1) No person shall be or shall continue to be the Chairman or Director who,-
- (a) is or has at any time been convicted of any offence involving moral turpitude; or
 - (b) is or has at any time been adjudicated insolvent; or
 - (c) is found a lunatic or becomes of unsound mind; or
 - (d) is or has at any time been disqualified for employment in, or dismissed from the service of Pakistan or Azad Jammu and Kashmir.
- (2) Government may, by order in writing, remove the Chairman or Director if he,-
- (a) refuses or fails to discharge or becomes, in the opinion of Government, incapable of discharging his responsibilities under this Act; or
 - (b) has, in the opinion of Government, abused his position as Chairman or Director; or
 - (c) has knowingly acquired or continued to hold without the permission in writing of Government, directly or

indirectly, or through a partner, any share or interest in any contract or employment with or by or on behalf of the Board or in any land or property which, in his knowledge, is likely to benefit or has benefited as a result of the operations of the Board.

7. **Meetings of the Board.**- (1) The Board shall meet at such time and place and in such manner as may be prescribed.
 (2) The Chairman shall preside over the meetings of the Board. In the absence of the Chairman, the senior Director specified as by the Government shall preside over the meeting.
 (3) Two Director shall be present to constitute a quorum at a meeting of the Board.
 (4) The Chairman and each Director shall have one vote, but in the event of equality of votes, the Chairman shall have a second or casting vote.
 (5) The minutes of every meeting of the Board stating among other things the names of the Chairman or Director present, shall be drawn up and recorded in a book to be kept for the purpose, and shall be signed by the person presiding at the meeting, and such book shall be open to inspection by the Chairman or Director.
8. **Controlling Authority.**- The Prime Minister of the Azad Jammu and Kashmir or his nominee shall be the Controlling Authority of the Board.
9. **Powers of the Controlling Authority.**- (1) The Controlling Authority shall have the power to cause an inspection to be made by such person or persons as it may direct, of the offices, activities and funds of the Board, and to cause an enquiry to be made in like manner in respect of any matter concerning the Board.
 (2) The Controlling Authority shall communicate to the Board the result of such inspection or enquiry and may advise the Board to take such action within such period as may be specified.
 (3) The Board shall report to the Controlling Authority the action as it proposes to take or has taken on such communication.
 (4) Where the Board does not within a reasonable time, take action to the satisfaction of the Controlling Authority, the Controlling Authority may, after considering any explanation made by the Board, issue such directions as it thinks fit, and the Chairman shall comply with such directions.
 (5) If the Controlling Authority is satisfied that any proceeding of the Board or the Advisory Council is not in conformity with this Act, the

Controlling Authority may, without prejudice to the foregoing provisions of this section, by order in writing annul such proceedings:

Provided that before making any such order the Controlling Authority shall, through the Chairman, call upon the Board or the Advisory Council, as the case may be, to show cause why such an order should not be made.

10. Advisory Council.- (1) The Board shall have an Advisory Council consisting of the following as its members,-

- (i) The Chairman and Directors of the Board;
- (ii) Director Public Instructions Colleges;
- (iii) Director Public Instructions Education Male;
- (iv) Director Public Instructions Education Female;
- (v) Director General Directorate of Curriculum, Research and Development;
- (vi) Director Education Extension;
- (vii) Director Technical Education;
- (viii) the Chairmen of the Boards of Intermediate and Secondary Education; and
- (ix) the Vice-Chancellor of a Public Sector University in the AJ&K or his nominee, by rotation on yearly basis.

(2) The quorum for a meeting of the Advisory Council shall be six.

(3) The functions of the Advisory Council shall be to advise the Board in the performance of the functions of the Board under this Act.

(4) Government may frame Rules of Procedure to regulate the transaction of business by the Advisory Council

11. Powers and duties of the Board and the framing of Schemes.- (1)

The Board may take such measures and exercise such powers as it considers necessary or expedient for carrying out the purposes of this Act.

(2) Without prejudice to the generality of the powers conferred by the provisions of sub-section (1), the Board may for carrying out the purposes of this Act,-

- (a) undertake any works;
- (b) incur any expenditure;
- (c) procure plant, machinery and material required for its use;
- (d) acquire by purchase, lease, exchange or otherwise any material or machinery or any interest therein, and;

- (e) enter into and perform all such contracts as it may consider necessary or expedient.
- (3) In particular, the Board may prepare schemes pertaining to all or any of the following matters,-
- (a) implementation of the educational policies of Government in respect of the production and publication of text-books, supplementary reading material and teaching aid;
 - (b) arrangement for the publication of text-books, for all stages and types of education and teachers' training courses as detailed hereunder, namely:-
 - (i) Elementary Education;
 - (ii) Secondary Education;
 - (iii) Intermediate Education;
 - (iv) Diplomas in Physical Education, Diploma in Commerce, Diplomas in Arts and Crafts and such other training courses as may be prescribed by regulations;
 - (v) Courses of English Medium institutions;
 - (vi) Education of handicapped children;
 - (vii) Adult education;
 - (c) production of supplementary material relating to the text-books, for the stages and types of education enumerated under clause (b) above;
 - (d) production of reference and research material relating to the problems of curricula and preparation of text-books;
 - (e) the laying down of specifications of text-books, for their preparation and publication;
 - (f) control of the policy relating to,
 - (i) distribution of text-books and other material, and
 - (ii) appointment of agencies for this purpose in the Azad Jammu and Kashmir so as to make the text-books and material available to the students well in time;
 - (g) the holding of training courses for the writers of text-books;
 - (h) preparation and publication of literature for adults;

- (i) preparation and publication of reading material on new developments in educational concepts and teaching methods and techniques;
- (j) workshops and seminars and courses for effective use of text-books and reading materials;
- (k) conduct of research in curricula, text-books, other reading materials and teaching aids;
- (l) exhibitions of text-books and teaching materials;
- (m) maintenance of a library of,-
 - (i) reference books;
 - (ii) text-books;
 - (iii) maps, charts, diagrams and other documents of that nature;
 - (iv) educational journals and periodical literature on education published in Pakistan and other countries; and
 - (v) books and reading material, other than the text-books, which the Board may consider useful for fulfilling the purposes and objects of this Act:

Provided that the Board may adapt any prescribed curriculum of, and the text books published by any other text books Board, in Azad Jammu and Kashmir.

(4) Every scheme prepared by the Board under the last preceding sub-section shall be submitted to the Controlling Authority with full details as regards its purpose and financial implications and the manner in which it is to be executed.

(5) The Controlling Authority may approve, or disallow, or remit the scheme to the Board with its recommendations for further consideration.

(6) In the preparation and execution of any scheme the Board may seek and obtain advice from Directorates of Education or Boards of Intermediate and Secondary Education or institutions, who shall give advice and assistance sought to the best of their ability, knowledge and judgment.

12. Committees. (1) The Board may appoint such Committees as it may consider necessary.

(2) The constitution, functions and duties of the Committees shall be such as may be prescribed by the Regulations.

13. Officers and Servants. (1) The following shall be the officers of the Board:-

- (a) Chairman;
- (b) Director;
- (c) Secretary; and
- (d) such other officers as may be appointed by the Chairman.

(2) Subject to the provisions of sub-section (3), the Board may, from time to time, employ such officers and servants or appoint such whole-time or part-time experts or consultants as it may consider necessary for the performance of its functions on such terms and conditions as it may deem fit:

Provided that, in case of urgency, the Chairman may appoint, for a period not exceeding six months, such officers and servants as he may consider necessary:

Provided further that every appointment so made shall be reported to the Board for confirmation within sixty days of such appointment.

(3) The Board shall not make appointment to any post carrying pay equivalent to BPS-17 and above without the prior approval of the Controlling Authority.

14. **Duties of Officers and Servants.**-Subject to other provisions of this Act, the duties and functions of the Chairman and Director shall be such as may be specified by the Controlling Authority and those of officers and servants as may be assigned to them by the Regulations or Rules or by the Chairman.
15. **Recruitment and Conditions of Services and Disciplinary Powers.**- Subject to other provisions of this Act, the Board shall prescribe such procedure for appointment, removal, dismissal, suspension, other disciplinary action and general conditions of service of its officers and servants as it may consider necessary.
16. **Provident Fund and Pension.**- The Board shall establish for the benefit of its employees such pension or provident fund or both, as it may deem fit, in such manner and subject to such conditions as may be prescribed by Regulations.
17. **Delegation of powers to Chairman, etc.**- The Board may by a general or special order delegate to its Chairman, Director and other officers any of its powers, duties and functions, under this Act and subject to such conditions as it may think fit to impose.
18. **Immunity of the Board and its Employees.**- The Chairman, Directors, officers and servants of the Board shall, when acting or purporting to act in pursuance of any of the provisions of this Act, be deemed to be public servants within the meaning of Section 21 of the Azad Penal Code (Act XLV of 1860).

19. **Board to be Local Authority.**- The Board shall be deemed to be a local authority under the Local Authorities Loans Act, 1914 (IX of 1914), for the purpose of borrowing money under the said Act and the making and execution of any scheme under this Act shall be deemed to be a work which such authority is legally authorised to carry out.
20. **Budget Estimates.**- In the month of April each year, the Chairman shall submit a statement of the estimated receipts and expenditure in respect of the next financial year for approval by the Board.
21. **Maintenance of Accounts.**- (1) The Board shall maintain complete and accurate books of accounts in such form as it may prescribe by Rules.
(2) The statement of the accounts of the Board shall be submitted to Government once a year.
22. **Submission of Yearly Reports and Returns.**- (1) The Board shall submit to the Controlling Authority, as soon as possible after the end of every financial year, a report on the conduct of its affairs for that year.
(2) The Controlling Authority may require the Board to furnish it with,-
- (i) any return, statement, estimate, statistics or other information regarding any matter under the control of the Board, or
 - (ii) a report on any such matter, or
 - (iii) a copy of any document in the charge of the Board and the Chairman shall comply with every such requisition.
23. **Audit.**- The accounts of the Board shall be audited once in a year by such agency and in such manner as may be specified by the Government. Copies of the audit report shall be sent to the Board and with the comments of the Board to the Government, with a copy thereof to the Controlling Authority. The Board shall carry out any directive issued by the Government for the rectification of irregularities, if any, pointed out in the audit report.
24. **Regulations.**- (1) For the purposes of carrying into effect the provisions of this Act, the Board shall have the power to make Regulations, consistent with this Act, on all or any of the following matters,-
- (a) the powers and duties of the officers of the Board;
 - (b) rules of service including rules regulating disciplinary action, grant of leave and retirement of the employees of the Board;

- (c) creation of Pension or Provident Fund or both for the benefit of the officers and servants of the Board; and
- (d) such other matters as may appear necessary for giving effect to the provisions of this Act.

(2) The Regulations approved by the Board shall be submitted to the Government and shall not take effect until they are approved by the Government. The Government may approve or disallow or remit them to the Board with its recommendations for further consideration.

(3) Notwithstanding anything to the contrary contained in this Act, the Regulations set out in the Schedule shall, on the commencement of this Act, be deemed to be the First Regulations framed by the Board under this section.

(4) The Regulations laid down by the Government within six months of the date of commencement of this Act shall become part of the Schedule attached to this Act.

25. **Power of the Board to make Rules.**- The Board may, consistent with this Act and the Regulations made thereunder, make Rules to carry out the purposes of this Act.
26. **Validation.**- No act or proceedings of the Board or the Advisory Council shall be invalidated merely by reason of the existence of a vacancy of the Board or the Advisory Council, or by reason of any irregularity in the appointment of any member of the Board or the Advisory Council.
27. **Indemnity.**- No suit for damages or other legal proceedings shall be instituted against the Government, the Controlling Authority, the Board, Advisory Council, any Director of the Board or member of the Advisory Council, or officer or employee of the Board in respect of anything done or purported to have been done in good faith in pursuance of this Act and the Regulations and Rules made thereunder.
28. **Saving.**- (1) Anything done, proceeding or action taken, right acquired, obligation or liability incurred, appointment made, person authorized, jurisdiction or power conferred and Rule, Regulation or order made by or in the name of the Directorate of Curriculum Research and Development Azad Jammu and Kashmir before the commencement of this Act, shall be deemed to have been done, taken, acquired, incurred, authorized, conferred and made by the Board constituted under Section 4 of this Act.
- (2) Notwithstanding any judgment of Supreme Court or High Court, all actions taken, decisions made, orders passed, notifications

issued, proceedings initiated, power exercised, power conferred etc. which have been visualized by this Act in AJ&K, shall be deemed to have been validly taken, made, passed, issued, initiated, exercised, conferred under this Act.

(Ch. Muhammad Nawaz)
Section Officer Law

SCHEDULE
THE FIRST REGULATION OF THE
AJ&K TEXT-BOOK BOARD

1. **Powers and duties of the Chairman.**- The Chairman shall exercise control over the office of the Board as its principal executive officer and shall do all acts to ensure that the officers and the staff properly perform the duties entrusted to them. In particular, he shall:
 - (i) Write confidential reports on the work of officers of B.18 & B.19.
 - (ii) Recommend to the Board any disciplinary action that he considers necessary against officers mentioned in clause (i)
 - (iii) Take disciplinary action against members of the establishment up to B.18.
 - (iv) Appoint employees up to grade B.16.
 - (v) Preside over the meetings of the Advisory Council or nominate a Director for the Purpose.
2. **Powers and duties of the Secretary.**- (1) The Secretary shall, subject to the control of the Chairman, be in charge of the administrative sector of the office and shall cause the orders and decisions of the Board and the Chairman to be carried out.
 - (2) The Secretary shall take all possible steps to ensure that the funds of the Board are spent on the purpose for which they are provided.
 - (3) The Secretary shall cause to be prepared and submit to the Board for approval of the annual statement of accounts and budget estimates.
 - (4) All meetings of the Board, the Advisory Council and the Committees shall be convened by the secretary under the directions of the Chairman. While preparing the agenda for a meeting of board,

the Advisory Council or a committee, the Secretary shall carry out the directions of the Chairman given in this respect and no item shall be placed on such agenda or be considered in the meeting without previous permission of the Chairman.

(5) The Secretary shall record the minutes and maintain the records of the proceedings of the Board, the Advisory Council and the Committees

(6) The Secretary shall conduct the official correspondence of the Board under the authority of the Chairman.

(7) All dues payable to the Board and all sums received by Secretary shall be credited without delay to the accounts of the Board in a Bank or Treasure approved by the Board.

(8) The Secretary shall perform such other duties as may be assigned to him by the Chairman.

(9) Notwithstanding anything to the contrary in the Regulations, the Board may assign to any officer or officers such duties of the Secretary as it may deem necessary.

3. **Powers and Functions of the Advisory Council.-** (1) The Advisory Council may recommend number of officers or employees of the Board. The Advisory Council will advise the Board on qualifications of officers, specialists and experts and their duties and conditions of appointments.

(2) The Advisory Council shall:

a) examine the annual budget and advise the Board thereon; and

b) review the financial position of the Board periodically and make recommendations to the Board for improving its finances.

(3) The Council may advise the Board on matters concerning Schemes which may be proposed under Section 11 of this Act.

4. **Unsolicited Advice.-** The Council may consider and advise the Board on all cases of advice and suggestions, received from the Education Department, Board of Intermediate and Secondary Education and other institutions in Azad Jammu and Kashmir.

5. **Account and Audit.-** (1) The Board shall appoint a whole time officer as Internal Auditor or Accounts Officer for the purpose of checking the bills to be paid from the funds of the Board and maintaining accounts. No expenditure shall be made from the funds of the Board unless the bill for its payment has been checked by the Internal Auditor in conformity with the provisions of the Act, and the Rules and Regulations made there under.

(2) The statement of accounts of the Board signed by the Secretary and the Internal Auditor or Accounts officer shall be submitted to the Controlling Authority and the Government within six months of the closing of the financial year.

(3) The accounts of the Board shall be audited once a year in conformity with the provisions of this Act and the Rules and Regulations made thereunder, by Auditors appointed by Government for this purpose. It shall be the duty of the Secretary to move Government well in time to appoint the Audit agency in the first instance.

Sd/-

(Ch. Muhammad Nawaz)

Section Officer Law

No.6500-6600/P&S/2014

Dated 22-07-2014

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THE GAZETTE OF AZAD

JAMMU AND KASHMIR

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AZAD GOVT. OF THE STATE OF JAMMU AND KASHMIR
Law, Justice, Parliamentary Affairs and Human Rights Department

“Muzaffarabad”

Dated: 21-03-2017

No. LD/Legis-Act/173-183/2017. The following Act of Assembly received the assent of the President on the 16th day of March 2017, is hereby published for general information.

[Act XI of 2017]

An**Act**

to amend the Azad Jammu and Kashmir Text book Board Act,
2014

Whereas it is expedient to amend the Azad Jammu and Kashmir Text book Board Act, 2014 (Act XXVI of 2014) for the purposes here-in-after appearing:

It is hereby enacted as follows:-

- 1. Short title, Extent and Commencement.-** (1) This Act may be called the Azad Jammu and Kashmir Text Book Board (Amendment) Act, 2017.

(2) It shall extend to the whole of Azad Jammu and Kashmir.

(3) It shall come into force at once.

2. **Amendment of Section 2, (Act XXVI of 2014).**- In the Azad Jammu and Kashmir Text book Board Act, 2014 (Act XXVI of 2014), hereinafter referred to as the said Act, in Section 2, in clause (l), for the full stop at the end a semi colon shall be substituted and thereafter following new clauses (m) and (n) shall be added as under:-

“(m) ‘‘Supplementary material’’ includes guides, get through guides or any other reading material ancillary to a Text books; and

(n) ‘‘Text book’’ means a book or a work developed in accordance with the curricula, and which is printed, published or sold by any person or agency with the permission of the Board.’’

3. **Addition of Section 3-A,3-B,3-C,3-D &3-E, (Act XXVI of 2014).**- In the said Act, after Section 3, following new Sections shall be added as under:-

‘‘3-A Functions of the Board.- (1) The Board shall,-

- (a) prepare or cause to be prepared, manuscripts of Text books, incorporate standards of education in Text books and schedules, and develop strategy for their introduction in various classes of an Institution in connection with the implementation of the education policy of the Government;

- (b) regulate and control pricing, printing, publication and sale of Text books and other Supplementary material;
- (c) be responsible for maintenance of standards of education; and
- (d) be responsible for collection of royalty of Text books.

(2) The Board may,-

- (a) direct, in writing, any person or agency to delete, amend or withdraw any portion or the whole of the Text book or Supplementary material prescribed for any class of an Institution within a period specified in such direction; and
- (b) prohibit any person or agency in writing from producing, printing, publishing or selling any Text book, or Supplementary material with effect from a specified date:

Provided that power under this Section shall not be exercised unless an opportunity of hearing is provided to the concerned person or agency.

(3) The Board shall not approve the publication of any book or Supplementary material which is or is likely to be detrimental for examination or assessment purposes, or which contains anything repugnant to the injunctions of Islam, or contrary to the integrity, defense or security of the State or any part of the State, public order, decency or morality.

(4) If the Board has issued a direction or prohibition to a person or agency, the person or agency shall, within the time specified by the Board, submit an implementation report to the Board.

3-B. Prohibition. (1) No person or agency shall, except with the prior approval of the Board, print, publish, sell or prescribe in an Institution any Text book or Supplementary material.

(2) An application for approval to print, publish, sell or prescribe in any Institution a Text book or Supplementary material, shall be made in such manner and form and on the payment of such fee as may be prescribed.

- 3-C. Technical experts.**- The Board, Advisory Council or a committee may invite any technical expert or other person possessing specialized knowledge of any subject for assistance in the performance of its functions.
- 3-D. Offence and penalty.**- (1) If a person or agency to whom a direction or prohibition has been issued under this Act, fail to carry out the direct or prohibition, he shall be liable to punishment of imprisonment for a term which may extend to six months or fine which may extend to fifty thousand or both.
- (2) Notwithstanding anything contained in any other law and in addition to the prosecution of the person under sub-section (1), the board may impose or recommend to the concern authority any one or more of the following actions against such person,-
- (a) revocation of license or permit or work order or cancelation of any registration pertaining to printing, publication or sale of any Text book, or any other Supplementary material under any law; and
 - (b) disqualify the person or agency for registration or grant of any license or permission under any law relating to printing, publication or sale of any Text book or any other Supplementary material for a maximum period of two years.
- 3-E. Cognizance and trail.**- (1) No court shall take cognizance of an offence punishable under this Act except on a report in writing made by an officer of the Board authorized for this purpose.
- (2) An offence under this Act shall be triable by a Magistrate of the first class.
- (3) The Magistrate competent to try an offence under this Section may try offence in a summary manner in accordance with provisions of Sections 260 to 265 of the Code of Criminal

Procedure, 1898 (Act V of 1898), as in force in Azad Jammu and Kashmir.”

4. **Saving-** All actions taken, jurisdiction or powers exercised, powers conferred, orders passed, functions performed, licenses issued, and proceedings initiated shall be deemed to have been validly taken, exercised, conferred, passed, performed, issued and initiated under this Act.

(Mehr-un-Nisa Qadri)

Section Officer
(Legislation)

No.8701-8800/P&S/2017

Dated 22-03-2017

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THE GAZETTE OF AZAJ

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AZAD GOVERNMENT OF THE STATE OF JAMMU AND KASHMIR
AZAD JAMMU & KASHMIR TEXTBOOK BOARD

"Muzaffarabad"

Dated: 19-12-2014

NOTIFICATION

No AJKTBB/358 In exercise of powers vested in this behalf vide Sections 15 and 25 of the Azad Jammu & Kashmir Textbook Board Act, 2014, and on the recommendations of the Board of Directors, Minister Education Elementary & Secondary and sanction of the Controlling Authority (The Prime Minister), the Government of Azad Jammu & Kashmir is pleased to enforce the following departmental Rules for the Employees of the Azad Jammu & Kashmir Textbook Board namely:-

1. These rules may be called the Azad Jammu and Kashmir Textbook Board Employees Service Rules, 2014, and shall be applicable to all persons in the service of Azad Jammu & Kashmir Textbook Board with immediate effect. However, all appointments made before the enforcement of these rules shall be deemed to have been made under these rules.
2. The method of recruitment, minimum qualifications, age Limit and other Terms and Conditions for the posts shall be as given in the annexure attached to these Rules.
3. The provisions of Azad Jammu & Kashmir Civil Servants (Appointment and Conditions of Service) Rules, 1977 and all other rules made thereunder,

from time to time, shall apply mutatis mutandis in addition to the aforesaid departmental Service Rules, unless regulated by rules of the Board.

4. The Provisions of Azad Jammu & Kashmir Civil Servants (Efficiency and Discipline) Rules, 1977 shall also be applicable to all employees of the AJK Textbook Board, unless regulated by rules of the Board.
5. The employees of the AJK Textbook Board shall be treated as "Civil Servants" for the purpose of appeal before the Azad Jammu & Kashmir Service Tribunal.
6. The posts shall be created on the recommendations of BoD and approved by the Controlling Authority.
7. The Staff of the Board shall be appointed on the recommendations of following Selection Authorities:-

A. Selection Board for B-16 and above

- | | |
|---|-------------------|
| 1. Chairperson of AJK Textbook Board | Chairperson |
| 2. Director Admin of Textbook Board | Member |
| 3. Director Humanities/ Technical | Member |
| 4. Deputy Secretary S&GAD (Regulations) | Member |
| 5. Secretary AJK Textbook Board | Member/ Secretary |

b. Selection Committee for B-1 to B-15

- | | |
|---|------------------|
| 1. Chairperson AJK Textbook Board | Chairperson |
| 2. Director Admin | Member |
| 3. Subject Specialist | Member |
| 4. Section Officer S&GAD (Regulations) | Member |
| 5. Assistant Secretary AJK Textbook Board | Member/Secretary |

Sd/-

Mrs. Tanveer Latif
(Tamgha-i-Imtiaz)
Chairperson

Schedule issued vide Notification No. AJKTBB/358 Dated 19/12/ 2014.

Serial No.	Department	Functional Unit	Name of the Post with Grade	Appointing Authority	Minimum Qualifications		Method of Recruitment	Age for initial recruitment	
					Initial Recruitment/ Transfer/contract (06)	Promotion (07)		Minimum (9)	Maximum (10)
01.	02	03	04	05			(08)		
01	AJK Textbook Board	Administration	Chairperson BPS-20	Controlling Authority	i. Master Degree 2nd class ii. Holding Grade B-20 as Head of Department preferable having publications.	Master Degree 2 nd Class	i. Appointment by transfer of suitable officer holding B-20 or above from College/School Directorates for a period of three years as per col.6 ii. Appointment on contract Basis as per col.6		
02	-do-	-do-	Director Admin BPS-19	-do-	i. Master degree 2nd class ii. Holding grade 19 as Divisional Director or Equivalent post.	Master Degree 2 nd Class	i. By promotion on the basis of Seniority-cum-fitness from amongst officers of B-18 in the AJKTBB with 12 years service in B-17 and above. ii. Appointment on contract Basis as per col. 6. iii. By transfer as per col.6 .		
03	-do-	ACADEMICS	Director Humanities BPS-19	-do-	i. Master Degree 2 nd class ii. Holding grade B-19 as Divisional Director or equivalent post.	As per Col.08	Ex-officio officer from School Directorate for a term of three years as per col 6.		

04	-do-	-do-	Director Technical (Science Group) BPS-19	-do-	i.Master Degree 2 nd class in relevant subject. ii. Holding grade B-19 as Divisional Director or equivalent post.	As per Col.08	Ex-officio officer from College Directorate for a term of three years as per col 6.		
05	AJK Textbook Board	Administration	Secretary BPS-18	Controlling Authority	i.Master Degree 2 nd Class ii.5 years Service in B-17	Graduate 2 nd Class	By promotion on the basis of Seniority-cum-fitness from Assistant Secretary BPS-17 in the AJKTBB with 5 year Service as such.		35
06	-do-	-do-	Deputy Secretary BPS-18	-do-	i.Master Degree 2 nd class ii.5 Years Service in B-17	Graduate 2 nd Class	By promotion on the basis of Seniority-cum-fitness from Assistant Secretary BPS-17 in the AJKTBB with 5 year Service as such.		35
07	-do-	Academics	Senior Subject Specialist BPS-18	-do-	AS Per Col 08.	As per Col. 08	i.75% By promotion on the basis of Seniority-cum-fitness from amongst Subject Specialist BPS-17 with 5 year service in AJKTBB as such. ii.25%by transfer from College/School Directorate for a period of 3 years as per Col.6 by rotation.		35

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08	-do-	Administration	Assistant Secretary BPS-17	Board	i. Master Degree 2 nd class or equivalent or ii. Graduate 2 nd Class with 3 years Experience in relevant field with Computer Diploma.	Graduate 2nd Class	i.50% By promotion on the basis of Seniority-cum-fitness from amongst officers in BPS-16 in AJKTBB having 3 years service as such. ii. 50% by initial recruitment as per col. 6		35
09	AJK Textbook Board	Academics	Subject Specialist BPS-17	Board-	Master Degree 2nd division except English for which 3rd division shall be Eligible for the subjects included in the Scheme of Studies.	As per col. 08	i. 75% By initial recruitment as per Col.6 ii.25% bytransfer of service from School Directorate for a period of 3 years as per Col.6		35
10	-do-	-do-	Librarian BPS-17	-do-	Master Degree 2 nd class in Library Science	As per col. 08	i.By transfer from college directorate when required as per Col.6 ii.By initial recruitment as per col.6.		35
11	-do-	-do-	Research Officer BPS-17	-do-	Master Degree 2 nd class With Diploma in Computer	Graduate 2nd Class	i.50% By promotion on the basis of Seniority-cum-fitness from amongst officers in BPS-16 in AJKTBB having 3 years service as such. ii. 50% by initial recruitment as per col 6.		35

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12	-do-	Information Technology	Computer Programmer BPS-17	-do-	i. MCS 2 nd Class or ii. BCS (Hon)/BSCSE with three years Experience.	As per col.08	i.50% By promotion on the basis of Seniority-cum-fitness from amongst computer operator B-16 with 3 years service as such. ii. 50% By initial recruitment as per col.6		35
13	AJK Textbook Board	Administration	Superintendent BPS-16	Board	i. Graduate 2 nd class ii. Diploma in computer or BCS with 3 years experience in office administration.	As per Col.08	i.50% By promotion on the basis of Seniority-cum-fitness from amongst Assistants B-14 in AJKTBB with 5 years service as such. ii. 50% by initial recruitment as per col. 6.		35
14	-do-	-do-	Budget Officer BPS-16	-do-	MBA or M.Com 2 nd class.	Graduate 2 nd Class	i.50% By promotion on the basis of Seniority-cum-fitness from amongst Budget Assistant B-14 in the AJKTBB with 5 years Experience in Accounts . ii. 50 %By initial recruitment as per col.6.		35
15	-do-	-do-	Internal Auditor BPS-16	-do-	As per Col. 8	As per Col.08	i.By Transfer of Senior Auditor B-16 form the AG Office ii. Retired Senior Auditor as such on contract basis.		35

16	-do-	Ministerial	Personal Assistant/Senior Scale Stenographer BPS-16	-do-	i. Graduate 2 nd Class ii. Computer Diploma with three years experience	As per col.08	i.50% By promotion on the basis of Seniority-cum-fitness from amongst Stenographer B-12 with 5 years' service as such. ii.50% by initial recruitment as per col.6.		35
17	-do-	Academics	Textbook Examiner BPS-16	-do-	Master Degree 2 nd class	As per col.08	By initial recruitment as per Col.6.		35
18	AJK Textbook Board	Information Technology	Public Relations Officer BPS-16	Board	i. Master degree in journalism. ii. Having 3 years Practical Experience.	As per col.06	By initial recruitment as per col.6		35
19	-do-	-do-	Computer Operator BPS-16	-do-	i. Graduate 2 nd Class. ii. Diploma Computer with three years experience.	As per col.08	i.50% By promotion on the basis of Seniority-cum-fitness from amongst data entry operators BPS-12 having experience of 5 years service as such. ii. 50 % by initial recruitment as per Col.6		35
20	-do-	Academics	Proof Reader BPS-15	Chairperson	BA/B.Ed/B.Ed Hons/ADE with 5 years experience on the basis of suitability and fitness	As per col.08	By initial recruitment as per Col.6		35

21	-do-	Ministerial	Budget Assistant BPS-14	-do-	BBA/B.Com 2 nd Class.	As per col.08	i. 50 By promotion on the basis of Seniority-cum-fitness from amongst senior clerks BPS-9 having 6 years service in accounts as such. ii.50% by initial recruitment as per col.6.		35
22	-do-	-do-	Assistant BPS-14	-do-	Graduate 2 nd class Preference to Computer diploma holder.	As per col.08	i. 50 % By promotion on the basis of Seniority-cum-fitness from amongst senior clerks BPS-9 having 6 years service as such ii. 50% by initial recruitment as per col.6		35
23	AJK Textbook Board	Information Technology	Data Entry Operator BPS-12	Chairperson	i. Intermediate 2 nd class ii. Computer Diploma with speed of 90 W.P/M in Urdu / English Typing.	As per col.08	By initial recruitment as per col.6.	18	35
24	do-	Ministerial	Senior Clerk BPS-09	-do-	Intermediate with Computer Diploma	As per col.08	i. 50% by Promotion on the basis of Seniority-cum-fitness from amongst Junior clerk B-7 with 3 years experience as such ii. 50% by initial recruitment as per Col.6		35
25	do-	-do-	Junior Clerk BPS-07	-do-	Intermediate with a speed of 50 W.P.M in Urdu/ English Typing/computer diploma	As per col.08	By initial recruitment as per col. 6	18	35

26	do-	-	-do-	Driver BPS-04	-do-	i. Middle Pass ii.5 years of experience of driving iii. Holding PSV License. iv. Adequate knowledge of maintenance of vehicles	As per col. 08	By initial recruitment on the basis of suitability and fitness as per col 6.	22	35
27	-do-	-do-	-do-	Daftri BPS-2	-do-	i. Matriculation ii. On the basis of suitability and fitness	As per Col.08	By initial recruitment as per col 6.	18	35
28	AJK Textbook Board	Ministerial	Peon BPS-01	Chairperson		i. Middle pass ii. On the basis of suitability and fitness	As per col. 08	By initial recruitment as per col 6..	18	35
29	-do-	-do-	-do-	Cook BPS-01	-do-	i. Literate ii On the basis of suitability and fitness	As per Col.08	By initial recruitment as per col 6.	18	35

30	-do-	-do-	Chokidar/ Security Guard BPS-1	-do-	i. Literate ii On the basis of suitability and fitness	As per Col.08	i.By initial recruitment as per col 6. ii.Retired from Army Service.	18	35
31	-do-	-do-	Sweeper BPS-1	-do-	i. Literate ii On the basis of suitability and fitness	As per Col.08	By initial recruitment as per col 6.	18	35