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THE ESSENTIAL PERSONNEL (REGISTRATION) ORDINANCE,  
1948

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THE ESSENTIAL PERSONNEL (REGISTRATION) ORDINANCE, 1948  
'Ordinance No. X of 1948  
[17" February, 1948]

An Ordinance to provide for the compulsory registration of Essential Personnel at Employment Exchanges.

WHEREAS an emergency has arisen which renders it necessary to take power to require essential personnel to register at Employment Exchanges set up by the Government of Pakistan ;

NOW, THEREFORE, in exercise of the powers conferred by section 42 of the Government of India Act 1935, as adapted by the Pakistan (Provisional Constitution) Order, 1947, the Governor-General is pleased to make and promulgate the following Ordinance:—

1. Short title, extent and commencement.—(1) This Ordinance may be called the Essential Personnel (Registration) Ordinance, 1948.

(2) It extends to the whole of \*[\* \* \*] Pakistan.

(3) It shall come into force at once.

2. Definitions. In this Ordinance, unless there is anything repugnant in the subject or context,

(a) "essential personnel" includes all persons normally \*[exercising or following any of the professions, occupations or employments] specified in Schedule 1 \*[and persons trained or qualified to exercise or follow any such profession or employment.]

[(b) "Employment Exchanges" means an Employment Exchange set up by the '(Provincial Government].

(c) "Manager of an Employment Exchange" means the Officer-in Charge of an Employment Exchange and so appointed by the Government.

3{(d) "Schedule" means a Schedule to this Ordinance. ]

'The Ordinance has been applied to Baluchistan, see Gaz. of P., 1952, Pt. I, p. 146; and extended to the (Laws) Order, 1950 (G.G.O. 3 of 1950).

It has been applied also in the Federated Areas of Baluchistan, see Gaz. of P., 1953, Pt. I, p. 152.

It has also been extended to

(i) the Baluchistan States Union, by the Baluchistan States Union (Federal Laws) (Extension) Order, 1953

(ii) the Khairpur State, see the Khairpur (Federal Laws) (Extension) Order, 1953 (G.G.O. 5 of 1953); and

(iii) the State of Bahawalpur by the Bahawalpur (Extension of Federal Laws), Order, 1953 (G.G.O. 11 of 1953)

Also applied to PATA (Baluchistan + NWFP) by Reg. I of 1972, Art. 2 + sch.

This Ordinance has been amended in its application to the Province of West Pakistan by West Pakistan C.O. 19 of 1965 (G.G.O. 19 of 1965) (April, 1965).

The Ordinance has been and shall be deemed to have been brought into force in Gwadar, with effect from 1-1-1960 by the (Application of Central Laws) Ordinance, 1960 (XXXVII of 1960), s. 2.

Omitted, added and subs. by Ordinance No. XXXIII of 1960, ss. 2 and 3.

3Subs, and added by Act No. XXVIII of 1948, s. 2.

Subs. by Central Adaptation Order of Laws 1964 (President's Order No. 1 of 1964).

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113. Liability to register at employment exchanges.—(1) All essential personnel over the age of 18 and under the age of 60 years, residing in Pakistan, and not being employees of the 7[Federal] or any Provincial Government, shall be liable to register themselves at an Employment Exchange.

(2) Every person in charge of any institution which trains such essential personnel as aforesaid, or from where such personnel qualify, shall furnish to the Manager of the Employment Exchange concerned such information as he may from time to time require.

(3) All employers other than the 7[Federal Government] and Provincial Governments shall be liable to get all persons to whom this Ordinance applies and who are employed by them registered at an Employment Exchange, if such persons are not already so registered.

(4) Every person registered under this Ordinance shall notify any change of address, acquisition of new skills and change in employment status, at once to the Employment Exchange where he is registered. ]

4. Place of Registration.—(1) All persons included within the definition of essential personnel shall register themselves at one of the Employment Exchanges detailed in Schedule III.

(2) In cases where it is not feasible for the essential personnel to call in person at the Employment Exchange to get registered they may submit by registered (acknowledgment due) post their particulars for registration on the form prescribed in Schedule II, to—

- (a) the Manager, Employment Exchange within whose area they reside ; or
- (b) the District Magistrate of the district in which they reside.

5. Registration Certificate ——(1) The Employment Exchange to which application is made shall issue within 10 days of the receipt of the application a registration certificate in the form prescribed in Schedule IV.

(2) When the application is made personally the Employment Exchange to which the application is made shall forthwith give to the applicant a memorandum as given in Schedule V acknowledging receipt of the application and specifying the time and date when the applicant should present himself to receive the registration certificate.

(3) When the application is received by post the registration certificate shall be issued within 10 days by registered (acknowledgment due) post to the applicant.

(4) When the application is submitted to the District Magistrate/Deputy Commissioner, he shall then issue to the applicant by registered (acknowledgment due) post a memorandum as specified in Schedule VI acknowledging receipt of the application and shall forward the application to the Employment Exchange whose area covers the district concerned. On receipt of the application from the District Magistrate the Exchange shall register the applicant and issue a registration certificate in respect of the applicant in accordance with section 5 (1) above and forward the registration certificate to the District Magistrate who will then issue it to the applicant concerned.

'Subs. by Ordinance No. XXXII of 1960, s. 4.

\*Subs. by Federal Adaptation of Laws Order 1975 (President's Order No. 4 of 1975), Art. 2 and Table.

6. Penalties and Procedure.— ![(1) Any person who, being within the age limits mentioned n \*[sub-section (1) of section 3] and normally exercising or following any profession, occupation or employment which is, in pursuance of the provisions of section 7, may be specified in Schedule I, fails without sufficient cause to apply for registration within two months of that profession, occupation or employment being so specified 7[and any person who otherwise contravenes the provision of section 3], shall be punishable with fine not exceeding five hundred rupees.

?[Explanation— The provisions of this sub-section shall apply—

(a) to any person normally exercising or following any profession, occupation or employment specified in Schedule I who—

(i) enters Pakistan with the intention of permanent residence therein and is within the age-limits mentioned in sub-section (1) of section 3, or

(ii) attains the age of eighteen years, or

(b) to any person who, with the intention of exercising or following such profession, occupation or employment, becomes qualified so to do and is within the said age-limits, as if for the date of specification the date of entry or attainment of that age or qualification, as the case may be, were substituted.]

11(3)] No Court shall take cognizance of the offence except on complaint lodged by or made on the authority of the \*[Regional Head of Employment Exchanges] of the Region in whose jurisdiction the offence is alleged to have been committed.

3[7. Powers to amend Schedules. The “[appropriate Government] may, by notification in the official Gazette, amend or alter any Schedule.]

5[Explanation.— ‘Appropriate Government’ in relation to Schedules I and IT means the Federal Government and the Provincial Government and, in relation to other Schedules, the Provincial Government].

'Subs. and re-numbered by Act No. XXVIII of 1948, s. 3.

\*Subs. by Ordinance No. XXXII of 1960, s. 5.

3Subs. by Ordinance, No. XVII of 1949, s. 2.

4Subs. by Central Adaptation Order of Laws 1964 (President's Order No. 1 of 1964).

5Subs. by Federal Adaptation of Laws Order 1975 (President's Order No. 4 of 1975), Art. 2 and Sch.

## SCHEDULE I

### Schedule of Essential Personnel

1. Engineer (Civil).

Engineer (Electrical).

Engineer (Mechanical).

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4. Engineer (Aeronautical).

5 Engineer (Wireless).

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Engineer (Sound).

Engineer (Marine).

7A. Ipe \* #]

8. Chemist.

9. Metallurgist.

10. Geologist.

11. Mineralogist.

12. Meteorologist.

13. Workshop Foreman.

14. Surgeon.

15. Physician.

16. Radiologist.

17. Pathologist.

18. Bacteriologist.

19. Dentist.

20. Public Health Officer.

20A. '['\*\*\*

20B. '['\*\*\*

20c. '['\*\*\*

20D. '['\*\*\*

21. Nurse.

'Omitted by S.R.O No. 980 (1)/72, dated 20th Dec. 1972, see Gaz. of P., 1972 Ext. Pt. II, dated 25th Oct. 1972, p. 1000.

22. Veterinary Surgeon.

1123. Armourer.

24. Blacksmith.

25. Springsmith.

26. Heavy forge smith.

27. Drop stamper.

28. Boiler maker.

29. Boiler plater.

30. Riveter.

380A 7[\* \* \*]

31. Bronzer.

32. Lacquerer.

33. Draughtsman (mechanical).

24. Die sinker.

35. Engine driver (steam).

36. Engine driver (internal combustion engines).

37. Fitter (heavy industrial machines).

38. Fitter (gauge and tool).

39. Instrument mechanic.

40. Machinist.

41. Mouldor.

42. Pattern maker.

43. Refrigerator mechanic.

44. Template maker.

45. Tool maker.

'For addition of entries 23 of 80, see Gaz. of P., 1949, Pt. I, p. 58.

Omitted by S.R.O., 980 (1/72, dated 20th Oct., 1972 Ext. Pt. II dated 25th Oct., 1972, p. 1000. Engineering



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Welder (oxy-acetylene).

Welder (electrical).

Aircraft mechanic.

Aircraft fitter.

Precision grinder (optical).

Engineering (Power House)

Cable Joiner.

Electrician.

Linesman (overhead).

Main superintendent.

Meter reader.

Sub-station attendant.

Switchboard operator.

Wireman.

Engineering (Electrical)

Armature winder.

Electroplater.

Fitter.

Engineering (Civil)

Draughtsman (architectural).

Surveyor.

Spray painter.

Plumber.  
Miscellaneous  
Cabinet maker.  
Saddler.

Harness maker.

68A. IPR \* \*]

69. Stenographer (having a speed of 80 words and above).

70. Lithographer.

71. Lithoprinter.

72. Boat builder.

23. Shipwright.

74. Telecommunication mechanic.

75. Crystal cutter (Telecommunications).

76. Coach builder (Railway).

77. Dipper checker (Petroleum storage and supply).

78 Fitter (Petroleum storage and supply).

79. Wireless operator.

80. Aircraft Pilot.]

°[81. Tailors (Machine and hand).

82. Fire Engine Drivers.

83. Fire leaders.

84. Firemen.

85. Vehicle Mechanic. ]

85A. |[\*\*\*

85B. |[\*¥\*\*

gsc. [Tk \*\*

85D. |[\*¥\*\*

85E. lye \*\*

'T86. Radio Mechanic.

87. Foreman excavating machinery.

88. Draftsman topographical.

89. General outdoor mechanic operator.

90. Driver mobile crane.

91. Heavy motor or lorry driver.

'Omitted and added by S.R.O. No. 980 (1)/72, dated 20" Oct., 1972, see Gaz. of P., 1972, Ext. Pt. II, p. 1

Added by S. R. O. No. E. E. (A) 81 (1) see Gaz. of P., 1954, Pt. I, p. 334.



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Mechanic (IC).

Ordnance artificer.

Operator excavating machinery.

Operator tele-printer.

Tin and copper-smith.

Anesthetist.

X-ray Technician.

Laboratory Technician.

Dispenser.

Radiographer.

Physiotherapist.

Operation Theatre-Attendant.

Turner.

Grinder (General Machine).

Barber.

Dhobi.

ENT Specialist.

Ophthalmologist.

Dermatologist.

Engineer (Electronics).

Mental Nursing Assistant.

Boiler Attendant.

Equipment & Boot Repairer.

Cook.

Operator Laundry Plant.

Storekeeper.

Sweeper.

119. Watchmaker. ]

11120. Dressers. Veterinary.

121. Vulcanizer.

122. upholsterer.

123. Life Saving Equipment Worker.

124. Medical Assistant (Hygienist).

125. Radar Fitter.

126. General Duty Medical Officer. ].

2TEp Category

Number

127. Foreman (Electrical).

128. Draughtsman Civil Engineering.

129. M.T. Fitter (Motor Veh Mech.).

130. Electrician (Auto).

131. Psychiatrist (Psychologist)].

'Added by Manpower Division's Notification No. F. 4(1)/80 MP., dated 26" Feb. 1981, see Gaz. of P., I, p.

\*Added by Notification No. F. 2 (4)/ 79 MP I vol. V, dated 21992, See Gaz, of Pak., Ext. Pt III, dt. 141192,

[SCHEDULE II  
Registration Form for Essential Personnel

Industry code No | Name of Exchange | category and occupational code No. | S. No. | Year  
1 2 3 4 5

ENTRIES ABOVE THIS LINE TO BE FILLED BY THE EMPLOYMENT EXCHANGE.

1. Name in full (Block letters)..... cc cecececec eee eeee teen ees
2. Father's Name ..... 0. 0c cece cee ee ec ee eee eee tence eaten en eeeen es
3. Home address..... cece ce eececececececece eee eeeeee sense enes
4. Present address 1.02.0... 0... ce cee cec cece eee cence sence ee eenenees
5. Date (if available), year of birth.....cececececece eee
6. Profession..... cc cece cee ec eee eeee eee eea et eeeebeneeneenees
7. Actual occupation. .... ccc cece eee tee eens eeeenetbenees
8. Religion ..... Ho. UMM.
9. Employed/Un-employed/self-employed .....0..
10. Educational qualifications (Enclose attested copies of certificates, available):  
(a) General  
(b) Technical.

11. Languages : Read Speak Write

2. Apprenticeship.  
Name of Factory Shop in which trained From To

13. Research papers published.

14. Special/Additional qualifications or Courses.

15. Occupational record: —  
Name and address of Post Date of Date of Date  
Factory/Institutions/ employers joining leaving Leave

The information recorded above is correct to the best of my knowledge.  
Date 19. Signature

Note:— A separate sheet may be attached if the space provided for items 10, 11, 12, 13, 14 and 15 is not sufficient.

Signature...  
(Manager)

'Subs. by S.R.O. 1395 (K)/60, dated the 13" Oct., 1960, see Gaz. of P., 1960, P.I, p. 499.





### SCHEDULE III

List of Employment Exchangers together with their addresses and area served by them

S. No.

Employment Exchanges

Address

Area served

Regional Employment  
Exchanges, Karachi.

Valika Mahal, Jehangir  
Sehtna Road, Karachi.

Whole of the Federal  
Territory of Karachi  
suburbs excluding  
areas served by  
Employment  
Exchange Industrial  
Trading Estate,  
Karachi.

Employment Exchange,  
Industrial Trading Estate,  
Karachi.

Industrial Trading Estate,  
Manghopir Road, Karachi

In the south it will be  
bound by Harris Road,  
Starting from Karachi  
Health Association  
Building going  
eastward meet  
Embankment Road,  
Lea Market Quarters,  
Harichand Rai Road  
up to the Crossing of  
Harichang Rai Road  
and Sobhraj Chetumal  
Road from thence the  
boundary line will go  
along the north of  
River Lyari up to the  
Municipal boundary.  
On the east the  
boundary will statrt  
from the Kyc. Health  
Association Building

and will go along the  
north nulla up to the  
sea beach. In the north  
it will go right up to  
the sea beach.

Employment Exchange  
Hyderabad.

41/526, Miani Rd. near  
Ritz Hotel, Hyderabad  
Contonment.

Hyderabad and  
Khairpur Divison.

Employment Exchange, Quetta.

Barrack No. 2021 Police  
Line, Jail Road, Quetta.

Quetta and Kalat  
Division.

5 Employment Exchange, Multan. | Sindhu Hessam Road, near | Bahawalpur Division Chowk Nawan Shaher, and the District of Multan. Multan.

6 Employment Exchange, Station Road, Opposite District of '[Sahiwal]. '[Sahiwal]. General Post Office, 'TSahiwal].

7 Regional Employment 34, Lawarence Road, Districts of Lahore, Exchange, Lahore. Lahore Sheikhupura.

8 Employment Exchange, Sialkot. | Sufaid Kothi, Paris Road, District of Sialkot. Sialkot.

9 Employment Exchange, District Board Sarai, Districts of \[Faisalabad]. [Faisalabad]. [Faisalabad and Jhang

0 Employment Exchange, Road No. 35, Satellite District of Gujranwala. Gujranwala. Town, Gujranwala

1 Employment Exchange, 8A, New Civil Line, Districts of Sargodha Sargodha. Haripur Road, Sargodha. and Mianwali.

2 Employment Exchange, Jhelum. | Lodhi Building, Districts of Jhelum Tallianwala, Road Jhelum. | and Gujrat

3 Regional Employment 145, Murree Road, Districts o Exchange, Rawalpindi. Rawalpindi. Rawalpindi and Campbellpur.

4 Employment Exchange, 4, The Mall, Peshawar. Districts of Peshawar, Peshawar. Mardan and Hazara and the adjoining special Areas.

5 Employment Exchange, Kohat. 1, Hangu Road, Kohat. Districts of Kohat, Bannu and D.I. Khan and the adjoining Special Areas

17 i \*

18 2 \*\* \*]

20 i \*

SCHEDULE IV

[Government of

Department of

Directorate of

(Name of directorate concerned)]

'Subs. by the Federal Laws (Revision and Declaration) Ordinance No. XXVII of 1981, s. 2 and II Sch.

Omitted and subs. by Federal Adaptation of Laws Order 1975 (President's Order No. 4 of 1975), Art. 2 and

# Employment Exchange ESSENTIAL PERSONNEL REGISTRATION CERTIFICATE

[Vide Section 5 (1) of Ordinance No. X of 1948]

It is hereby certified that Mr..... cece ece cece ee ee ee ee teense ee ee enenenenenee son of ML. 0... e eee cece cee ee eee ences ence residing at..... wee ... Was registered at this Employment Exchange on he category of essential personnel] and that his

registration number is... . Employment Exchange,

Signature... 0... cece cece cece ceeee ceeeeeeeeeeeeeeeeeeeeeeeeeeeeeees (Manager) Dated ..... 19.....

## SCHEDULE V

[Government Of .....0ccccceeeeeeecccecccceeeeeeeeeeeeeeeeeesssseeteeeeeeeeeseeeeeeeeeee

Name of the Province

Department Of. 0.00.0... 00. e cece cece cee eee ee eeeeea eaten en eenenes

(Name of the Department concerned)

Directorate Of 0.0.0.0... cece cee ee ee eee nena

(Name of the Directorate concerned)]

NO... cece cece cece ee ee ee ne nee e nen RMA. oo eee NES. Employment Exchange, .....:ee

Dated .....000. 194

## MEMORANDUM

[Vide section 5 (2) of Ordinance No. X of 1948]

The receipt of your application dated.....0..ce for registration at this office \*[in the

category of essential personnel] in accordance with section 4(1) of Ordinance, No. X of 1948, is hereby acknowledged.

2. You are requested to call at this office on ..... at we. For receiving your registration certificate. You should bring this memorandum with you.

Signature.....

(Manager)

'Subs. by the Government of Pakistan, Ministry of Labour Notification. No. EE (A) 81 (1), dated the 27" D  
335.

?Amended by Federal Adaptation of Laws Order 1975 (President's Order No. 4 of 1975), Art. 2 and Sch.

Subs. by the Government of Pakistan, Ministry of Labour Notification. No. EE (A)81 (1), dated the 27<sup>th</sup> De

## SCHEDULE VI

Reference NO. ....ccececeeee cececececeeneneeneneneeneneneeneneneenene Office of the District  
Magistrate/Deputy Commissioner..... Dated..... 194,

## MEMORANDUM

[Vide section 5(4) of Ordinance No. X of 1948]

The receipt of your application dated ..... for registration at an Employment Exchange as an essential personnel in accordance with section 4(1) of Ordinance, No. X of 1948, is hereby acknowledged.

2. On receipt of the registration certificate from the Employment Exchange it will be forwarded to you by registered (acknowledgement due) post.

3. Please quote the above reference number in future correspondence

Signature.....0..

Designation.....