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THE ESSENTIAL PERSONNEL (REGISTRATION) ORDINANCE, 1948

(X of 1948)

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MEMORANDUM

THE ESSENTIAL PERSONNEL (REGISTRATION) ORDINANCE, 1948

'Ordinance No. X of 1948

[17th 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 (26 Geo. 2, c. 2), 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-I 'Tand persons trained or qualified to exercise
or follow any such profession or employment.]

' The Ordinance has been applied to Baluchistan, see Gaz. of P., 1952, Pt. 1, p. 146; and extended to the Leased Areas of Baluchistan by the Leased Areas (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 (G.G.O. 5 of 1953)

(ii) The Khairpur State, see the Khairpur (Federal Laws) (Extension) Order, 1953 (G.G.O. 11 of 1953).

(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 Ordinance No. 5 of 1965 (with effect from April, 1965).

This Ordinance has been and shall be deemed to have been brought into force in Gwadar, with effect from the 8th September, 1960, by the Gwadar (Application of Central Laws) Ordinance, 1960 (37 of 1960). s. 2.

? The original words "the Dominion of" omitted by the Essential Personnel (Registration) (Amdt.) Ordinance, 1960 (33 of 1960).

* Subs. by Essential Personnel (Registration) Ord. (Amendment) Act, 1948 (28 of 1948), s. 2, for "employed in any of the capacities mentioned in the Schedule-I".

* Added by Ord. 33 of 1960, s. 3.

1b) "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.]

41. 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 *[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 '[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 persons 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 Exchange detailed in Schedule II.

(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.

' Subs. Ibid., s. 3, for the original cl. (b).

2 Subs. By A.O., 1964, Art. 2 and Sch., for "Central Government".

> Cl. (d) added by Act 28 of 1948, s. 2.

4 Subs. By Ordinance 33 of 1960, s. 4, for the original section 3.

5 Subs. By F.A.O., 1975, Art. 2 and Table, for "Central".

® Subs. By F.A.O., 1957, Art. 2 and Table, for "Central Government".

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.

6. Penalties and Procedure.— Td) Any person who, being within the age limits mentioned in 7[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 *[and any person who otherwise contravenes the provision of section 3], shall be punishable with fine not exceeding “Ttwo thousand] rupees.

5[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

' Sub-sections (1) and (2) were subs. By the Essential Personnel (Registration) Ordinance (Amdt.) Act, 1948 (28 of 1948), s. 3 sub-section (1).

? Subs. by the Essential Personnel (Registration) (Amdt.) Ordinance, 1960 (33 of 1960), s. 5, for “section 3”.

*Ins. Ibid., s. 5.

4 Substituted vide Khyber Pakhtunkhwa Act No. II of 2020.

* Subs. ibid., for the existing sub-section (2).

(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].

1B) No Court shall take cognizance of the offence except on complaint lodged by or made on the authority of the Manager Employment Exchange, Khyber Pakhtunkhwa.]

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

4/Explanation.—Appropriate Government in relation to Schedules I and II means the Federal Government and the Provincial Government and, in relation to other Schedules, the Provincial Government].

' Substituted vide Khyber Pakhtunkhwa Act No. II of 2020.

? Subs. by the Essential Personnel (Amdt.) Ordinance, 1949 (17 of 1949), s. 2, for the original s. 7.

> Subs. By A.O. 1964, Art. 2 and Sch., for “Central Government” which has been subs. by Ordinance 33 of 1960, s. 6, for “Government General”.

4 Explanation added by A.O. 1964, Art. 2 and Sch., have been subs. by F.A.O, 1975, Art. 2 and Sch.

SCHEDULE I

Schedule of Essential Personnel

1. Engineer (Civil).
2. Engineer (Electrical).
3. Engineer (Mechanical).
4. Engineer (Aeronautical)
5. Engineer (Wireless)
6. Engineer (Sound).
7. Engineer (Marine).

A, RO,

- . 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.
- 720A. * FF,
21. Nurse.
- "QA, # * *,
22. Veterinary Surgeon.
- 3[23. Armourer
24. Blacksmith
25. Spring smith.
26. Heavy forge smith.
27. Drop stamper.
28. Boiler maker.
29. Boiler plater.
30. Riveter.

'Ins. By S.R.O., 623 (1)/71 has been omitted by S.R.O., 980 (1)/72, dated 20" Dec. 1972, see Gaz. of p., 1972 Ext. Pt. II, dated 1972, p. 1000.

? Entries 20A—20D, which ware ins. by S.R.O. 1276 (K)/71, dated 19" November 1971, see Gaz. of P., 1971, Pt. I, p. 722, ha
omitted by S.R.O., 980(1/72, dated 20" Dec., 1972, see Gaz. of P., 1972, Ext. Pt. II, dated 25" October., 1972, p. 1000.

>For addition of entries 23 of 80, see Gaz. of P., 1949, Pt. 1, p. 58.

30A, ' * * *

31. Bronzer.

32. Lacquerer.

33. Draughtsman (mechanical).

34. 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. Moulder.

42. Pattern maker.

43. Refrigerator mechanic.

44. Template maker.

45. Tool maker.

46. Welder (oxy-acetylene).

47. Welder (Electrical).

48. Aircraft mechanic.

49. Aircraft fitter.

50. Precision grinder (optical).

Engineering (Power House)

51. Cable Joiner.

52. Electrician.

53. Lineman (overhead).

54. Main superintendent.

55. Meter reader.

56. Sub- station attendant.

57. Switch-board operator.

58. Wireman.

Engineering (Electrical)

59. Armature winder.

60. Electroplater.

1 Entry 30-A which was inserted by S.R.O., 623(1)/71, dated 17" Dec., 1971 Gaz. of P., 1971 Ext. p. 1902 has been omitted b
980(1/72, dated 20" Oct., 1972 Ext. Pt. II dated 25" Oct., 1972, p. 1000.

61. Fitter.
Engineering (Civil)

62. Draughtsman (architectural).

63. Surveyor.

64. Spray painter.

65. Plumber.

Miscellaneous

66. Cabinet maker.

67. Saddler.

68. Harness maker.

68A. * # F,

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

70. Lithographer.

71. Lithoprinter.

72. Boat builder.

23. Shipwrights.

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-85E. * * *

4[86. Radio mechanic.

1 Entry 68A which was ins. by S.R.O., 623(1)/71, dated 17" Dec., 1971, has been omitted by S.R.O., 980(1)/72, see Gaz. of P

? For addition of the entries 81 to 85, see Gaz. of P., 1954, Pt. I, p. 334.

3 Entry 85-A to 85-E which were ins. by 623(1)/71, dated 17-12-71, has been omitted by S.R.O., 980(1)/72, dated 20-10-72 see 1972, Ext. Pt. II, p. 1000.

* Added by S.R.O. 980(1)/72, dated 20" Oct., 1972, see Gaz. of P., 1972, Ext. Pt., II, p. 1000.

87. Foreman excavating machinery.
88. Draughtsman topographical.
89. General out-door machine operator.
90. Driver mobile crane.
91. Heavy motor or lorry driver.
92. Mechanic (IC)
93. Ordinance artifices.
94. Operator excavating machinery.
95. Operator tele-printer.
96. Tin and copper-smith.
97. Anesthetist.
98. X-ray Technician.
99. Laboratory Technician.
100. Dispenser.
101. Radiographer.
102. Physiotherapist.
103. Operation-Theatre Attendant.
104. Turner.
105. Grinder (General Machine).
106. Barber.
107. Dhobi.
108. ENT Specialist.
109. Ophthalmologist.
- Dermatologist.
- Engineer (Electronics).
- Mental Nursing Assistant.
- Boiler Attendant.
- Equipment & Boot Repairer.
- Cook.
- Operator Laundry Plant.
- Store keeper.
- Sweeper.
- Watchmaker.]
- . Dressers Veterinary.
121. Vulcanizer.
122. Upholsterer.
123. Life Saving Equipment Worker.
124. Medical Assistant (Hygienist).

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' Added by Manpower Division's Notifn. No. F.4(1)/80 MP., dated 26th Feb. 1981, see Gaz. of P., I, p. 215.

- 125. Radar Fitter.
- 126. General Duty Medical Officer.]

'[Ep Number Category

- 127. Foreman (Electrical).
- 128. Draughtsman Civil Engineering.
- 129. M.T. Fitter (Motor Veh Mech).
- 130. Electrician (Auto).
- 131. Psychiatrist (Psychologist).];

' Added by Notification No. F. 2(4)/79 MP-I vol. V, dated 21-9-92, see Gaz. of Pak., Ext. Pt III, dt. 14-11-92, p. 219.

[SCHEDULE II

Registration Form for Essential Personnel.

Industry Code Name of Category and S. No. Year

No. Exchange Occupational

Code No.

1 2 3 4 5

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

1. Name in full (Block letters)..... 0.0... cece eee ceceeeeeeeeeeeeeeeeeeeeeeeeeeeeeeees
2. Father's Name... ceeseeeeeseeeseeeseeecsesceeeescsesesecseseeevscseesassesseseeesaeseeenscseeeeeas
3. Home address..... 0.0... cece ee cec cence eee ee eee ee tence ease eee eens ee ee een ee nena
4. Present address..... 0... cece cece eee ec cece ee ee een ee eee ee ee tease eeneaeeneen ees
5. Date (if available), year of birth..
6. ProfesSion..... 0... ce cece cece cece cnet ence eee ee ee eea ee eeeeeaeaeaeeneeneens
7. Actual occupation
8. Religion deeeaeeseneenees
9. Employed/Un-employed/self employed.....:ceceeee eee ee eee e eee eee
10. Educational qualification (Enclose attested copies of certificates, available):
 - (a) General.....
 - (b) Technical.....
11. Language: Read Speak Write
12. Apprenticeship.
- Name of Factory Shop in which trained From..... to Le.
13. Research papers published.
14. Special/additional qualifications or courses.
15. Occupational record:-
Name and address of Post Date of Date of Date
Factory/Institution/ joining leaving leave
employers

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

Date..... ee 19. Signatures

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

Signature..... cee

(Manager)

[SCHEDULE II

' Schedules II and III which were previously subs. By No. EE (A)-81 (1), dated the 27" Dec., 1954, has been subs. By S.R.O. 1 (Khyber Pakhtunkhwa)/60, dated the 13" Oct., 1960, see Gaz. of P., 1960, P.I, p. 499.

List of Employment Exchanges together with their address and area served by them.

S. No. Employment Exchange Address Area served

1. Regional Employment Exchanges, | Valika Mahal, Jehangir | Whole of the Federal Territory of Karachi. Sehtna Road, Karachi. Karachi suburbs excluding area served by Employment Exchange Industrial Trading Estate, Karachi.

2. Employment Exchange, Industrial | Industrial Trading Estate | In the south it will be bound by Trading Estate, Karachi. Manghopir Road, Harris Road, starting from Karachi Karachi. Health Association Building going eastward meet Embankment Road, Lea Market Quarters, Harichand Rai Road up to the crossing of Harichand 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 start from the Karachi Health Association Building and will go along the north of nullah up to the sea beach. In the north it will be go right up to sea beach.

3. Employment Exchange, 41/526, Miani Road, Hyderabad and Khairpur Division. Hyderabad. near Ritz Hotel, Hyderabad Cantonment.

4. Employment Exchange, Quetta. Barrack No. 20-21, Quetta and Kalat Division. Police Line, Jail Road, Quetta.

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

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

7. Regional Employment Exchange, 34, Lawrence Road, Districts of Lahore, Sheikhpura Lahore. Lahore.

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

9. Employment Exchange, District Board Sarai, District of *[Faisalabad]. *[Faisalabad]. *[Faisalabad of Jang.

1 Subs. By the Federal Laws (Revision and Declaration) Ordinance, 1981 (27 of 1981), s. 3 and II Sch.

2

~ Subs. By the Federal Laws (Revision and Declaration) Ordinance, 1981 (27 of 1981), s. 2 and II Sch.

0. Employment Exchange,

Road No. 35, Satellite

District of Gujranwala.

Gujranwala. Town, Gujranwala.

1. Employment Exchange, 8-A, New Civil Line, District of Sargodha and Mianwali.

Sargodha. Haripur Road, Sargodha.

2. Employment Exchange, Lodhi building, District of Jhelum and Gujrat.

Jhelum. Tallianwala Road,

Jhelum.

3. Regional Employment

Exchange Rawalpindi.

145, Murree Road,

Rawalpindi.

District of and

Campbellpur.

Rawalpindi

4. Employment Exchange,

Peshawar.

4, The Mall, Peshawar

Districts of 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.

' "[16—20. * * *]

1 Items. 16—20 omitted by F.A.O., 1975 Art. 2 and Sch.

SCHEDULE IV

[Government Of.....00cccccececcceceecceeeceeseestttseeeeeeeceeeeeees

(Name of the Province)

Department Of. 0... eee ce eee eee e eee eee eens eaeeneaeen ones

(Name of the department concerned)

Directorate Of. 2.20.0... ee eee cece eee e eee ee ease nea eeeeneaeenee

(Name of directorate concerned)]

Employment Exchange

ESSENTIAL PERSONNEL REGISTRATION CERTIFICATE

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

It is hereby certified that Mr. cece eee cece eneee nee eeeeea teen eaeens

SON Of Mi. oe. eee eee eee ceca tebe ea ee eae eee ee ee eea ee eeneaeen een ees residing

At cece cece eee ee ee ne ee was registered at this Employment Exchange on

*[in the category of essential personnel] and that his registration number is

Employment Exchange

bee e cece e eee ea ea eneneenes Signature..... eee

Dated..... 194 (Manager)

SCHEDULE V

3(Government Of cece cece cece eee e eee ee eect ease eteea teeta ee eeneaeens ea ees

(Name of the Province)

Department Of..... 00. e cece eee e ence eee ea een ea eens eaeeneneeeeneeeen ees

(Name of the department concerned)

Directorate Of. 0... e cece eee ce ence ee ee ee eenen sees ea eeeaeeneeeaeenen ed

(Name of directorate concerned)]

NO... eee eee Employment Exchange,

Dated.....0..0. 194

MEMORANDUM

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

' Certain words which were previously amended by the S.R.O., E.E.(A)-81(1), DATED THE 27" Dec., 1954, have been subs. b
1975 Art. 2 and Sch.

? Subs. By the Government of Pakistan, Ministry of Labour Notification. No. EE (A)-81 (1), dated the 27" December, 1954, for
of Law and Labour", see Gaz. of p., 1954, pt. I, P. 335 for "as an essential Personnel".

> Certain words which were previously amended by notification. No. E.E. (A)-81 (1), dated the 27" December, 1954 have been
by F.A.O., 1975, Art. 2 and Sch.

The receipt of your application dated.....6. for registration at this office
'Tin 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 on48 ee for
receiving your registration certificate. You should bring this memorandum with you.

Signature..... cee

' Subs. by the Government of Pakistan, Ministry of Labour Notification. No. E.E. (A)-81 (1), dated the 27" Dec., 1954, for "as a
personnel", see Gaz. of P., 1954, Pt. I, p. 335.

SCHEDULE VI

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 (acknowledgment due) post.

3. Please quote the above reference number in future correspondence.

Signature cee

Designation:ecececece ee