



## THE ESSENTIAL PERSONNEL (REGISTRATION) ORDINANCE, 1948



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**MEMORANDUM**

# THE ESSENTIAL PERSONNEL (REGISTRATION) ORDINANCE, 1948

## <sup>1</sup>Ordinance No. X of 1948

[17<sup>th</sup> 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. Of 5,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.

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<sup>1</sup> The Ordinance has been applied to Baluchistan, see Gaz. of P., 1952, Pt. I, 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); and

(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 Ordinance No. 5 of 1965 (with effect from the 1<sup>st</sup> April, 1965).

The Ordinance has been and shall be deemed to have been brought into force in Gwadur, with effect from the 8<sup>th</sup> September, 1958, by the Gwadur (Application of Central Laws) Ordinance, 1960 (37 of 1960), s. 2.

(2) To extends to the whole of <sup>1</sup>\* \* \* 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 <sup>2</sup>[exercising or following any of the professions, occupations or employments] specified in Schedule 1 <sup>3</sup>[and persons trained or qualified to exercise or follow any such profession or employment.]

<sup>4</sup>[(b) “Employment Exchanges” means an Employment Exchange set up by the <sup>5</sup>[Provincial Government].

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

<sup>6</sup>[(d) “Schedule” means a Schedule to this Ordinance.

<sup>7</sup>[**3. 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 <sup>8</sup>[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.

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<sup>1</sup> The original words “the Dominion of” omitted by the Essential Personnel (Registration) (Amdt.) Ordinance, 1960 (33 of 1960), s. 2.

<sup>2</sup> Subs. by Essential Personnel (Registration) Ord. (Amendment) Act, 1948 (28 of 1948), s. 2, for “employed in any of the capacities”.

<sup>3</sup> Added by Ord. 33 of 1960, s. 3.

<sup>4</sup> Subs. *ibid.*, s. 3, for the original cl. (b).

<sup>5</sup> Subs. by A.O., 1964, Art. 2 and Sch., for “Central Government”.

<sup>6</sup> Cl. (d) added by Act 28 of 1948, s. 2.

<sup>7</sup> Subs. by Ordinance 33 of 1960, s. 4, for the original section 3.

<sup>8</sup> Subs. by F.A.O., 1975, Art. 2 and Table, for “Central”

(3) All employers other than the <sup>1</sup>[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.

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<sup>1</sup> Subs. by F.A.O., 1975, Art. 2 and Table, for "Central Government".

(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.**— <sup>1</sup>[(1) Any person who, being within the age limits mentioned in <sup>2</sup>[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 <sup>3</sup>[and any person who otherwise contravenes the provision of section 3], shall be punishable with fine not exceeding five hundred rupees.

<sup>4</sup>[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

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<sup>1</sup> Sub-sections (1) and (2) were subs. by the Essential Personnel (Registration) Ordinance (Amdt.) Act, 1948 (28 of 1948), s. 3, for original sub-section (1).

<sup>2</sup> Subs. by the Essential Personnel (Registration) (Amdt.) Ordinance, 1960 (33 of 1960), s. 5, for "section 3".

<sup>3</sup> Ins. *ibid.*, s. 5.

<sup>4</sup> Subs. *ibid.*, for the existing sub-section (2).

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.]

<sup>1</sup>[(3)] No Court shall take cognizance of the offence except on complaint lodged by or made on the authority of the <sup>2</sup>[Regional Head of Employment Exchanges] of the Region in whose jurisdiction the offence is alleged to have been committed.

<sup>3</sup>[7. Powers to amend Schedules. The <sup>4</sup>[appropriate Government] may, by notification in the official Gazette, amend or alter any Schedule.]

<sup>5</sup>[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].

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<sup>1</sup> Sub-section (2) re-numbered as sub-section (3), by Act 28 of 1948, s. 3.

<sup>2</sup> Subs. by the Essential Personnel (Registration) (Amdt.) Ordinance 1960 (33 of 1960), s. 5, for “Deputy Chief Resettlement Officer”.

<sup>3</sup> Subs. by the Essential Personnel (Amdt.) Ordinance, 1949 (17 of 1949), s. 2, for the original s. 7.

<sup>4</sup> Subs. by A.O. 1964, Art. 2 and Sch., for “Central Government” which has been subs. by Ordinance 33 of 1960, s. 6, for “Governor-General”.

<sup>5</sup> 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).
- <sup>1</sup>7A. \* \* \* ..
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.
- <sup>2</sup>20A. \* \* \* ..
21. Nurse.
- <sup>1</sup>21A \* \* \* ..
22. Veterinary Surgeon.
- <sup>3</sup>[23. Armourer.
24. Blacksmith.
25. Springsmith.
26. Heavy forge smith.
27. Drop stamper.

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<sup>1</sup> Ins. by S.R.O., 623 (I)/71 has been omitted by S.R.O., 980 (I)/72, dated 20<sup>th</sup> Dec. 1972, see Gaz. of P., 1972 Ext. Pt. II, dated 25<sup>th</sup> Oct. 1972, p. 1000.

<sup>2</sup> Entries 20A—20D, which were ins. by S.R.O. 1276 (K)/71, dated 19<sup>th</sup> November, 1971, see Gaz. of P., 1971, Pt. I, p. 722, have been omitted by S.R.O., 980 (I)/72, dated 20<sup>th</sup> Dec., 1972, see Gaz. of P., 1972, Ext. Pt. II, dated 25<sup>th</sup> October, 1972, p. 1000.

<sup>3</sup> For addition of entries 23 of 80, see Gaz. of P., 1949, Pt. I, p. 58.

28. Boiler maker.
29. Boiler plater.
30. Riveter.
- 30A <sup>1</sup>\* \* \* . .
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.
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. Linesman (overhead).
54. Main superintendent.
55. Meter reader.
56. Sub-section attendant.
57. Switch-board operator.
58. Wireman.

### ***Engineering (Electrical)***

59. Armature winder.
60. Electroplater.
61. Fitter.

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



## ***Engineering (Civil)***

- 62. Draughtsman (architectural).
- 63. Surveyor.
- 64. Spray painter.
- 65. Plumber.

## ***Miscellaneous***

- 66. Cabinet maker.
- 67. Saddler.
- 68. Harness maker.
- 68A. <sup>1</sup>\* \* \* :
- 69. Stenographer (having a speed of 80 words and above).
- 70. Lithographer.
- 71. Lithoprinter.
- 72. Boat builder.
- 73. 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.]
- <sup>2</sup>[81. Tailors (machine and hand).
- 82. Fire Engine drivers.
- 83. Fire leaders.
- 84. Firemen.
- 85. Vehicle Mechanic.]
- <sup>3</sup>85A-85E. \* \* \*
- <sup>4</sup>[86. Radio mechanic.
- 87. Foreman excavating machinery.
- 88. Draftsman topographical.
- 89. General out-door mechanic operator.
- 90. Driver mobile crane.
- 91. Heavy motor or lorry driver.
- 92 Mechanic (IC).
- 93. Ordnance artificer.

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<sup>1</sup> Entry 68A which was ins. by S.R.O., 623 (I)/71, dated 17<sup>th</sup> Dec., 1971, has been omitted by S.R.O. 980 (I)/72, dated 20<sup>th</sup> Oct., 1972, see Gaz. of P., 1972, Ext. Pt. II, p. 1000.

<sup>2</sup> For addition of the entries 81 to 85, see Gaz. of P., 1954, Pt. I, p. 334.

<sup>3</sup> Entries 85-A to 85-E which were ins. by 623 (I)/71 dated 17-12-71 has been omitted by S.R.O., 980 (I)/72, dated 20-10-72, see Gaz. of P., 1972, Ext. Pt. II, p. 1000.

<sup>4</sup> Added by S.R.O. 980 (I)/72, dated 20<sup>th</sup> Oct., 1972, see Gaz. of P., 1972, Ext. Pt. II, p. 1000.

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.
110. Dermatologist.
111. Engineer (Electronics).
112. Mental Nursing Assistant.
113. Boiler Attendant.
114. Equipment & Boot Repairer.
115. Cook.
116. Operator Laundry Plant.
117. Store keeper.
118. Sweeper.
119. Watchmaker.]
- <sup>1</sup>[120. Dressers. Veterinary.
121. Vulcanizer.
122. upholsterer.
123. Life Saving Equipment Worker.
124. Medical Assistant (Hygienist)
125. Radar Fitter
126. General Duty Medical Officer.]

<sup>2</sup>[*Ep Number Category*

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

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

<sup>2</sup> 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.

<sup>1</sup>[SCHEDULE II

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).....
  2. Father's Name .....
  3. Home address.....
  4. Present address .....
  5. Date (if available), year of birth.....
  6. Profession.....
  7. Actual occupation.....
  8. Religion .....
  9. Employed/Un-employed/self-employed .....
  10. Educational qualifications (Enclose attested copies of certificates, available):
    - (a) General
    - (b) Technical.
  11. Languages :

	Read	Speak	Write
--	------	-------	-------
  12. Apprenticeship.

	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/Institution/ 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)

<sup>1</sup> Schedules II and III which were previously subs. by No. EE (A)-81 (1), dated the 27<sup>th</sup> Dec., 1954, has been subs. by S.R.O. 1395 (K)/60, dated the 13<sup>th</sup> 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
1.	Regional Employment Exchanges, Karachi.	Valika Mahal, Jehangir Sehtna Road, Karachi.	Whole of the Federal Territory of Karachi subrubs excluding areas served by Employment Exchange Industrial Trading Estate, Karachi.
2.	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.
3.	Employment Exchange Hyderabad.	41/526, Miani Rd. near Ritz Hotel, Hyderabad Contonment.	Hyderabad and Khairpur Divison.
4.	Employment Exchange, Quetta.	Barrack No. 20-21 Police Line, Jail Road, Quetta.	Quetta and Kalat Division.
5.	Employment Exchange, Multan.	Sindhu Hessam Road, near Chowk Nawan Shaher, Multan.	Bahawalpur Division and the District of Multan.
6.	Employment Exchange, <sup>1</sup> [Sahiwal]	Station Road, Opposite General Post Office, <sup>1</sup> [Sahiwal].	District of <sup>1</sup> [Sahiwal].
7.	Regional Employment Exchange, Lahore.	34, Lawarence Road, Lahore	District of Lahore, Sheikhpura.

<sup>1</sup> Subs. by the Federal Laws (Revision and Declaration) Ordinance, 1981 (27 of 1981), s. 3 and II Sch.

1	2	2	2
8.	Employment Exchange, Sialkot.	Sufaid Kothi, Paris Road, Sialkot.	District of Sialkot.
9.	Employment Exchange, <sup>1</sup> [Faisalabad].	District Board Sarai, <sup>1</sup> [Faisalabad].	District of <sup>1</sup> [Faisalabad of Jhang.
10.	Employment Exchange, Gujranwala.	Road No. 35, Satellite Town, Gujranwala.	District of Gujranwala.
11.	Employment Exchange, Sargodha.	8-A, New Civil Line, Haripur Road, Sargodha.	Districts of Sargodha and Meanwali.
12.	Employment Exchange, Jhelum.	Lodhi Building, Tallianwala, Road Jhelum.	District of Jhelum and Gujrat.
13.	Regional Employment Exchange, Rawalpindi.	145, Murree Road, Rawalpindi.	District of Rawalpindi and Campbellpur.
14.	Employment Exchange, Peshawar.	4, The Mall, Peshawar.	District of Peshawar, Mardan and Hazara and the adjoining special Areas.
15.	Employment Exchange, Kohat.	1, Hangu Road, Kohat.	Distts. Of Kohat, Bannu and D.I. Khan and the adjoining Special Areas.
2	16—20. * * *		

#### SCHEDULE IV

<sup>3</sup>[Government of .....  
(Name of the Province)  
Department of .....  
(Name of the department concerned)  
Directorate of .....  
(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..... son of Mr. ....residing at..... was registered at this Employment Exchange on..... <sup>4</sup>[in the category of essential personnel] and that his registration number is.....

Employment Exchange, ..... Signature.....  
..... (Manager)  
Dated ..... 194 .

<sup>1</sup> Subs. by the Federal Laws (Revision and Declaration) Ordinance, 1981 (27 of 1981), s. 2 and II Sch.

<sup>2</sup> Items. 16—20 omitted by F.A.O., 1975 Art. 2 and Sch

<sup>3</sup> Certain words which were previously amended by the S.R.O., E.E.(A)-81 (1), dated the 27<sup>th</sup> Dec., 1954, have been subs. by F.A.O., 1975 Art. 2 and Sch.

<sup>4</sup> Subs. by the Government of Pakistan, Ministry of Labour Notification. No. EE (A)-81 (1), dated the 27<sup>th</sup> December, 1954, for "Ministry of Law and Labour", see Gaz. of p., 1954, pt. I, P. 335 for "as an essential Personnel".

## SCHEDULE V

<sup>1</sup>[Government of .....  
Name of the Province  
Department of .....  
(Name of the Department concerned)  
Directorate of .....  
(Name of the Directorate concerned)]  
No..... Employment Exchange,  
.....  
Dated ..... 194

## MEMORANDUM

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

The receipt of your application dated.....for registration at this office <sup>2</sup>[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 ..... For receiving your registration certificate. You should bring this memorandum with you.

Signature.....

(Manager)

To

Mr.....  
.....  
.....

## SCHEDULE VI

Reference No. ....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.

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

<sup>2</sup> Subs. by the Government of Pakistan, Ministry of Labour Notification. No. EE (A)-81 (1), dated the 27<sup>th</sup> Dec., 1954, for "as an essential personnel", see Gaz. of P., 1954, Pt. I, p. 335.

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.....

Designation.....

To

Mr .....

.....

.....

\_\_\_\_\_

\_\_\_\_\_

