

**ESSENTIAL PERSONNEL (REGISTRATION) ORDINANCE,  
1948**

**(X of 1948)**

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**ESSENTIAL PERSONNEL (REGISTRATION) ORDINANCE, 1948  
(X of 1948<sup>1</sup>)**

[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 24 of the Government of India Act, 1935 (26 Geo, 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.

(2) It extends to the whole of <sup>2</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>3</sup>[exercising or following any of the professions, occupations or employments specified in Schedule I; <sup>4</sup>[and persons trained or qualified to exercise or follow any such profession or employment.]

(b) <sup>5</sup>"**Employment Exchanges**" means an Employment Exchange set up by the <sup>6</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>7</sup>[(d) "**Schedule**" means a Schedule to this Ordinance.]

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<sup>1</sup>Published in the Gaz of Pak, Extr.,dt. 17-2-48.

<sup>2</sup>The words "the Dominions of" omitted by Ord.XXXIII of 1960,s.2.

<sup>3</sup>Subs. By Essential Personnel (Registration) Ord. (Amendment) Act, 1948 (28 of 1948) s.2, for "employed in any of the capacities".

<sup>4</sup>Added by Ord. XXXIII of 1960,s.3.

<sup>5</sup>Subs. for the original sub-clause by Ord. XXXIII of 1960,s.3.

<sup>6</sup>Subs. for "Central Government" by P.O.1 of 1964.

<sup>7</sup>Inserted by Act 28<sup>th</sup> of 1948.

**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 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 <sup>2</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 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 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

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<sup>1</sup>Subs. for the original section 3 by Ord.XXXIII of 1960,s.4.

<sup>2</sup>Subs. for "Central Government" by P.O.4 of 1975,s.2(

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 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>5</sup>[(3) No Court shall take cognizance of the offence except on complaint lodged by or made on the authority of the Joint Director, Employment Exchange, West Pakistan.)

<sup>6</sup>**[7. Powers to amend Schedules.**— The <sup>7</sup>[appropriate Government] may, by notification in the official Gazette, amend or alter any Schedule.]

<sup>8</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>Subs by Act 28<sup>th</sup> of 1948, s.5 for the original sub-section (1)

<sup>2</sup>Added by Ord XXXIII of 1960, s.5.

<sup>3</sup>Added by Ord XXXIII of 1960, s.5.

<sup>4</sup>Subs. for Sub-sec 2 of XXXIII of 1960, s.2.

<sup>5</sup>Sub-sec, (3) subs. by West Pakistan Ordinance V of 1965 in its application to the Province of West Pakistan, for the original sub-section.

<sup>6</sup>sec.7 subs. for the original section by Ord.XVII of 1949, s.6.

<sup>7</sup>Subs. for "Central Government" by P.O.1 of 1946, Sch

<sup>8</sup>Explanation substituted for the original Explanation by P.O.4 of 1975 dated 28<sup>th</sup> July 1975, s.2 (1) 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).
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.
21. Nurse.
22. Veterinary Surgeon.
- <sup>1</sup>[23. Armourer
24. Blacksmith
25. Springsmith.
26. Heavy forge smith.
27. Drop stamper.
28. Boiler maker.
29. Boiler plater.
30. Rivetter.
31. Bronze.
32. Lacquerer.

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<sup>1</sup>Entries 23 to 80 added vide Gaz of Pak. 1969, Pt.1, p.58.

33. Draughtsman (mechanical).
34. Die sinker.
35. Engine driver (steam)
36. Engine driver (internal combustion engine).
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 Jointer.
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.
61. Fitter.

***Engineering (Civil)***

62. Draughtsman (architectural).
63. Surveyor.
64. Spray painter.

65. Plumber.

***Miscellaneous.***

66. Cabinet maker.

67. Saddler.

68. Harness maker.

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>1</sup>81. Tailors (machine and hand).

82. Fire Engine Drivers.

83. Fire Leaders.

84. Firemen.

85. Vehicle Mechanic.]

<sup>2</sup>86. Radio mechanic.

87. Foreman excavating machinery.

88. Draughtsman topographical.

89. General outdoor machine operator.

90. Driver mobile crane.

91. Heavy motor or Larry driver.

92. Mechanic (1C)

93. Ordinance artifices.

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<sup>1</sup>(a) Entries 81 to 85 added by Noti EE(A)-81 of 27<sup>th</sup> Dec.1954, Gaz of Pak 31<sup>st</sup> December 1954.

(b) Vide noti, 2-9(L-II) 63- Lab-VI. Gaz of West Pak.Pt.I. Dec 20<sup>th</sup> 1963, in its application to West Pakistan the Governor of West Pakistan added the following entries 81 to 91 in its application to West Pakistan 81. Radio mechanic 82. Foreman excavating machinery. 83. Draftsman topographical 84. General out-door machine operator. 85. Driver mobile crane. 86. Heavy motor/ Lorry driver. 87. Mechanic (IC) 88. Ordinance artifices. 89. Operator excavating machinery. 90. Operator tele-printer. 91. Tin and copper smith.

<sup>2</sup>Entries 86 to 119 added by Noti, S.R.O 980(1) 72 of 20<sup>th</sup> Oct. 1972, Gaz of Pak.Extr 25<sup>th</sup> Oct, 1972 Pt.II p.1000.

94. Operator excavating machinery.
95. Operator teleprinter.
96. Tin and coppersmith.
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 Repair.
115. Cook.
116. Operator Laundry Plant.
117. Store-keeper.
118. Sweeper.
119. Watchmaker.]
120. Dressers Veterinary.
121. Vulcanizer.
122. Upholsterer.
123. Life Saving Equipment Worker.
124. Medical Assistant (Hygienist).
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);

**[SCHEDULE II**  
**Registration Form for Essential Personnel.**

Industry Code No. Name of Exchange, Category and Occupational S. No. Year  
Code No.

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 qualification (Enclose attested copies of certificate, if available:  
(a) General.....  
(b) Technical.....
11. Language....: Read.... Speak.... Write....
12. 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 Factory/Institution/ Employers	Post	Date of joining	Date of leaving	Pay on leaving
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The information recorded above is correct to the best of my knowledge.

Date.....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.....  
(Manager)

### <sup>1</sup>[SCHEDULE III

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

<b>S. No.</b>	<b>Employment Exchange</b>	<b>Address</b>	<b>Area served</b>
1.	Regional Employment Exchange, Karachi. Valika Mahal, Jehangir Sethna Road, Karachi		Whole of the <sup>2</sup> [Karachi Division] and suburbs excluding area served by Employment Exchange Industrial 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 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, Hyderabad 41/526, Miani Road, Near Ritz Hotel Hyderabad Cantonment.		Hyderabad and Khairpur Division.
4.	Employment Exchange, Quetta. Barrack No. 20–21, Police Line, Jail Road, Quetta		Quetta and Kalat Divisions.
5.	Employment Exchange, Multan. Sindhu Hessam Road, Near Chowk Nawan Shaheer, Multan.		Bahawalpur Division and the District of Multan.
6.	Employment Exchange Sahiwal, Station Road, Opps General Post Office, <sup>3</sup> [Sahiwal]		District of <sup>3</sup> [Sahiwal]
7.	Regional Employment Exchange, Lahore. 34 Lawrence Road, Lahore.		Districts of Lahore and Sheikhupura
8.	Employment Exchange, Sialkot. Sufaid Kothi, Paris Road, Sialkot.		District of Sialkot
9.	Employment Exchange, Faisalabad. District Board		District of <sup>4</sup> [Faisalabad] and Jang.

<sup>1</sup>Schedule III subs. for the original Schedule. Gaz of Pak., Pt. 1, Oct. 21, 1960, p.500.

<sup>2</sup>Subs. for "Karachi Administration area" by P.O. 1 of 1964, Sch.

<sup>3</sup>Subs. for "Montgomery" by Ord XXVII of 1981, s.3 & second Sch.

<sup>4</sup>Subs. for "Lyallpur", ibid.

Sarai, <sup>4</sup>Faisalabad

10. Employment Exchange,  
Gujranwala. Road No.  
35, Satellite Town, Gujranwala.

11. Employment Exchange,  
Sargodha. 8-A, New Civil Line,  
Haripur Road, Sargodha.

12. Employment Exchange,  
Jhelum. Lodhi  
building, Tallianwala Road.  
Jhelum.

13. Regional Employment  
Exchange Rawalpindi. 145  
Murree Road. Rawalpindi.

14. Employment Exchange,  
Peshawar. 4, The Mall,  
Peshawar

15. Employment Exchange.  
Kohat 1 Hangu Road. Kohat.

District of Gujranwala.

District of Sargodha & Mianwali.

District of Jhelum & Gujrat.

District of Rawalpindi and Campbellpur.

Districts of Peshawar, Mardan and Hazara  
and the adjoining Special Areas.

Districts of Kohat, Bannu and Dera Ismail  
Khan and the adjoining Special Areas.

**SCHEDULE IV**

<sup>1</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>2</sup>[in the category of essential personnel] and that his registration number is .....

Employment Exchange

Signature.....

Dated.....19

(Manager)

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<sup>1</sup>Subs for the original words by P.O.4 of 1975,s.2(1) & Sch.

<sup>2</sup>Subs. for "as an essential personnel", Noti, EE(a)-81(1),Dec,27,1954, Gaz. of Pak.Pt. 1, 31<sup>st</sup> Dec, 1954, p.335.

**SCHEDULE V**

<sup>1</sup>(Government of.....  
(Name of the Province)

Department of.....  
(Name of the department concerned)

Directorate of.....  
(Name of directorate concerned)

No.....  
Exchange

Employment

.....

Dated.....19

**Memorandum**

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

The receipt of your application dated..... for registration at this office <sup>1</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.....

.....

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<sup>1</sup>Items 16 to 20 omitted by P.O.4 of 1975, dt. July 28, 1975,s.2(1) & Sc

**SCHEDULE VI**

Ref. No.....

Office of the District Magistrate

Deputy Commissioner.....

Memorandum Dated.....19 .

*(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  
Designation

To.

Mr.....

.....

.....

.....**XX**.....