

STAFF REGULATION

PUNJAB SCHEDULED CASTES LAND DEV. & FINANCE CORPORATION CHANDIGARH.

In exercise of the powers conferred by Section 34 of the Punjab Scheduled Castes Land Dev.& Finance Corporation Act.1970, the Board of Directors of the Punjab Scheduled Castes Land Dev. & Finance Corporation hereby makes the following Staff Regulation:-

CHAPTER-I PRELIMINARY

1. SHORT TITLE:-These Regulations may be called the Punjab Scheduled Castes Land Dev. & Finance Corporation (Staff) Regulation ,1971.

2. COMMENCEMENT:-These Regulations shall come into force from the date on which they are approved by the Board of Directors.

3. APPLICATION:- (1) These Regulations shall apply to:-

(a) every whole-time officer or employee of the Corporation;

(b) every officer or employee employed temporarily and every adviser or agent or any other persons recruited on special contract, subject to the terms of such contract;

Provided that nothing in these Regulations shall apply to the Executive Directors unless the application to him of all or any of these Regulations has been approved by the State Govt./Governor of Punjab.

(2) The Executive Director may with the prior sanction of the Board of Directors, enter into a special contract with an officer or employee with terms and conditions, which may vary from the provisions of these Regulations.

4. DEFINITIONS:- In these Regulations, unless there is any thing repugnant in the subject or context:-

(a) "The Board" means the Board of Directors of the Punjab Scheduled Castes Land Development & Finance Corporation;

(b) "Corporation " means the Punjab Scheduled Castes Land Development & Finance Corporation;

(c) "Chairman " means the Chairman of the Board constituted under the Punjab Scheduled Castes Land Dev. & Finance Corporation Act,1970;

(d) "The Executive Directors " in relation to any powers exercisable by him includes any Directors or Officer who is authorised by the State Govt. Governor Punjab to exercise the powers and functions of the Executive Director during the temporary absence of the Executive Directors;

(e) "Administrative Officer" in relation to any powers exercisable by him includes an Officer authorised by the Executive Director to exercise the powers of the Administrative Officer during the temporary absence of the Administrative Officer;

(f) "Direct Appointment" means an appointment made otherwise than by promotion or transfer of person already in the service of the Corporation or made by taking a person on deputation from the Government or any other Corporation;

(g) "Duty" means the period of service including service as a probationer, period during which an employee is on joining time and period spent on casual leave duly authorised, which counts for pay, leave and other emoluments but does not include any period of suspension or extraordinary leave without pay.

(h)“Family” means an employees’ spouse and children as well his or her parents, unmarried sisters and minor brothers, provided each one of them is ordinarily residing with and wholly dependent upon him or her;

(i)“the Government” means the Punjab Government in the Deptt. of Welfare of Scheduled Castes and Backward Classes;

(j)“Employee” means a person (whether an officer or any other employee employed on any post under the Corporation, but does not include, except for the purpose of disciplinary action, a casual worker or a daily wage earner;

(k)“Permanent Employee” means an employee appointed on a permanent basis against a permanent post;

(l) “Temporary Employee” means an employee appointed for a limited period for work, which is essentially of a temporary nature or appointed against a temporary post or vacancy for a specified or un-specified period;

(m)“Probationer” means an employee provisionally employed to fill in a permanent vacancy, on probation, for a period specified in Regulation (19) ;

(n)“Average Pay” means the average monthly pay earned while on duty during the twelve calendar months immediately proceeding the month in which the employee proceeds on leave, and in the case of an employee, who has not been on duty for more than a year, the average monthly pay earned while off duty during the calendar months immediately proceeding the month in which he proceeds on leave;

(o) “Pay” means the amount drawn monthly by an Officer or an employee as:-

(i)the pay which has been sanctioned for a post held by him substantively or in an Officiating capacity or which he is entitled by reason of his position in a cadre;

(ii)Special pay and personal Pay;

(iii)Any other emoluments which may be specially classed as pay by Punjab Government from time to time;

(p)“Personal Pay” means an additional pay granted to an Officer or an employee:-

(i)to save him from a loss of his substantive pay in respect of permanent post due to a revision of pay or to any reduction of such substantive pay, otherwise than as a disciplinary measure or

(ii)in exceptional circumstances on other personal consideration.

(q)“Special Pay” means an addition in the nature of pay to the emoluments of a post or of an employee granted in consideration of:-

(i)the specially arduous nature of the duties;

(ii)a specific addition to the work or responsibility;

(r) “Substantive Pay” means the pay to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre;

(s)“Honorarium “ means the recurring or non-recurring payment granted to any person from the funds of the Corporation;

(t)“Appointing Authority “ means the authority competent / authorised to made appointments.

5. BOARD'S POWER TO CHANGE REGULATIONS:- The board shall have power to make from time to time ,such additions ,deletions ,alternations or amendments in these Regulations, as it may deem fit and relax any of the provisions contained therein; provided that any new regulation or alternation in an existing regulation shall be issued in the form of a circulation for circulation among the staff provided further that no new regulation or an alternation is an existing regulation shall operate to reduce the scale of pay of an employee on which he is entitled to draw pay in a substantive capacity on the day the new regulation or alteration comes into force.

6. POWER TO INTERPRET & IMPLEMENT REGULATIONS:-The power to interpret the Regulation vests in Executive Director ,who is also hereby empowered to issue much administrative instructions, as may be necessary to give effect to and carry out the purposes of the provisions of these Regulations or generally to secure effective control of the staff by devising subsidiary rules, delegation of powers, procedure of forms ,subject to revision by the Board at any time Suo-Moto or on representation by any employee; provided that if as a result of any decision of the Executive Director as regards the construction of any Regulation or regulations ,an employees feels aggrieved ,he shall have a right to appeal against such decision of the Executive Director to the Board ,whose decision shall be final and binding on all concerned.

7. POWER TO CREATE POST & DECLARATION OF TEMPORARY POSTS TO PERMANENT:- The Board shall have the power to declare a temporary posts as permanent or create new posts with different designations and scales of pay whether on a permanent or temporary basis. The Board shall review, once in a year, in the month of April to decide which of the posts could be declared permanent.

8. NATURE OF POSTS:- There shall be permanent as well as temporary posts under the Corporation.

CHAPTER-II APPOINTMENTS, PROBATION & TERMINATION OF SERVICE APPOINTMENTS.

9. (1) CLASSIFICATION OF STAFF:-For the purpose of these Regulations, the posts under the Corporation shall be classified into the following two categories namely:-

- a)Officers and
- b)Other employees

In addition there will be further classification of the staff of the Corporation, as follows:-

- i) Administrative Staff;
- ii) Audit and Accounts Staff; and
- iii) Technical Staff;

(2)The Board shall fix from time to time, the number of posts in all categories of its employees and the pay scale to be attached to the posts. Normally ,the pay scales of all categories of employees of the Corporation shall be similar to those, as are obtaining in the Govt. of Punjab for such categories of employees. The Board shall, however, have to power to prescribe different scales to pay in special circumstances.

10. ELIGIBILITY FOR APPOINTMENTS:-No person shall be appointed to any post under the Corporation ,unless he is :-

- (a) a Citizen of India ,or
- (b) a Subject of Sikkim,or
- (c) a Subject of Nepal ,or
- (d) a Subject of Bhutan,or
- (e) a Tibetan refugee who came over to India before the 1st January 1962,with the intention of permanently setting in India ,or
- (f) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India;

Provided that candidate belonging to categories (b),(c),(d),(e) and (f) shall be a person in whose favour a certificate of eligibility has been given by the competent authority and if he belongs to category(f) ,the certificate of eligibility will be issued for a period of one year ,after which such a candidate will be retained in service subject to his having acquired Indian Citizenship.

11. MANNER OF APPOINTMENT :-Appointment to various posts shall be made by one or more of the following methods (Details in Annexure –‘A’).

- (i) by direct appointment ;or
- (ii) by promotion of existing personnel or by transfer from post to another;
- (iii) by borrowing personnel from the State Govt. or Govt. Co-operative Institutions and any other Corporation.

12. POWER TO APPOINT:-All appointments of Officers/Officials of the rank of Administrative Officer and below shall be made by the Executive Director. In the case of Officers of ranks higher than Administrative Officer, Executive Director may make the appointments with prior approval of Chairman in case of urgency and emergency. However, Ex-post-facto sanction of the board should be obtained in their next meeting after the said appointment.

13. AGE:- The minimum age for entry into the service of this Corporation shall be 18 years .The age of a person at the time of his first appointment to two service of the Corporation shall not exceed:-

- (a) in the case of officers, such as the Board may approve having regard to the qualification required from the candidates ;and
- (b) in other cases 30 years.

Relaxable in special circumstances in case of otherwise deserving candidates and in case of Scheduled Castes/Backward Classes Ex-Servicemen and technical services as per Punjab Government Instructions.

14. QUALIFICATIONS:- The Board/Appointing Authority may prescribe for various posts the qualification whether academic ,technical otherwise or tests of physical standards or any experience that it may consider necessary and expedient for confirmation promotion or continuance in service .However ,except in case of Class IV Employees ,all categories of employees to be recruited must have passed Punjabi upto Matric Standard.

15. CERTIFICATE OF HEALTH AND GOOD CHARACTER:-The direct appointment of every person to any post under the Corporation shall be subject to production by such person, of a Medical Certificate of fitness from Chief Medical Officer or Medical Officer of the Corporation and also a certificate acceptable to the Executive Director that he bears a good moral character.

16. RE-APPOINTMENT IN THE CORPORATION'S SERVICE:-

i)No person who has been dismissed from any public or private employment or has otherwise ceased to be in the service of the corporation shall be re-employed except with the specific approval of the Board;

ii)Except as otherwise provided by the Board at the time of his re-employment, these regulations shall apply to a person who is re-employed in the Corporation's service as if he had enters the service for the first time on the date of his re-employment.

17. GRANT OF INITIAL INCREMENTS ON FIRST APPOINTMENT:-The Executive Director may for special reasons to be recorded in writing grant initial increments to an employee on his first appointment, provided that all cases in which the pay of an employee is fixed at a stage higher than the minimum of the scale on which the appointment is made shall be subsequently reported to the Board provided further that where the appointment in question is to be made for officer, no initial increments shall be granted ,except with the previous approval of the Board.

18.COMMRNCEMENT OF SERVICE:-Except as otherwise provided by or under these Regulations, "Service" of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these Regulations at the place and time intimated to him by the Executive Director ,provided that he reports before noon, otherwise his service shall commence from the next following working day.

EXPLANATION :-"Service" includes the period during which an employee is on duty as well as on leave duly authorised by the Executive Director but does not include any period during which an employee is absent from duty without permission or over-stays his leave, unless specially permitted by the Executive Director.

PROBATION

19.PERIOD OF PROBATION:- (1)All direct appointments shall ,in the first instance be on probation in respect of permanent posts and on temporary basis in respect of temporary posts.

(2) Officials recruited directly will remain on probation for two years and they would be considered for confirmation after three years subject to availability of permanent posts .The probation period in case of promotees will however be one year.

This rule will not be applicable in case of Class IV employees

(3) If, at the expiration of the period of probation including extension,the work of a probationer is found to be satisfactory the appointing authority shall confirm him; Provided that the appointment authority may be in its discretion confirm him either from date next after the date of expiration of the period of probation or from the date of his first appointment on probation.

(4)The period of temporary continuous service against a permanent post shall be treated as part of the period of probation if it is followed by confirmation.

(5) Temporary service against a temporary subsequently made permanent will be counted towards probationary period for purposes of confirmation.

20.DISCHARGE DURING PROBATION:- (1) During the first month of his probationary period ,an employee shall be liable to discharge at one day's notice or by payment of one day's and thereafter at one month's notice or by payment of pay for one month in lieu thereof.

(2)The power to discharge shall be exercised by the appointing authority and only in the event of unsatisfactory performance of the duties by the concerned person during probationary period. Such power shall, however, be exercised only in the cases where it has been established ,beyond doubt that the employee, if given extension ,shall not be in a position to give satisfactory account of service.

TERMINATION OF SERVICE

21.TERMINATION OF SERVICE BY NOTICE (1) An Officer or an employee shall not leave or discontinue his service in the Corporation without first giving notice in writing of his intention to do so to the Executive Director .The period of notice required shall be :-

(a) three months in the case of an Officer and;

(b) one month in the case of an employee;

Provided that in case of breach by an Officer or an employee of the provision of this sub-regulation ,he shall be liable to pay to the Corporation as compensation a sum equal to his pay for the period of notice required of him;

Provided further that the payment of such compensation may be waived by the Executive Director with the approval of the Board in special circumstances to be recorded in writing.

(2)The Corporation may terminate at any time the service of any officer or employee after giving him :

(a) three month's notice or pay in lieu thereof in the case of an officer ;and

(b) one month's notice or pay in lieu thereof if he is an employee

This power shall be exercised by the Executive Director subject ,in the case of officers ,to the prior approval of the Board and other cases however to be brought to the notice of the Board for information only.(3)Nothing in Sub-regulation (4)shall affect the right of the Corporation:-

a)to retire or dismiss an employee without notice or pay in lieu thereof in accordance with the provisions of Regulation.

b)to terminate the service of an employee without notice or pay in lieu thereof on his being certified by the Registered Medical Practitioner or the Corporation's Medical Officer to be permanently incapacitated for further continuous service in the Corporation.

Explanation I .The expression 'month' used in this Regulation shall be reckoned according to the English Calendar and shall commence from the day following that on which notice is given by the employee or the Corporation as the case may be.

Explanation II. A notice given by an employee under Sub-Regulation (1)shall be deemed to be proper only if he remains on duty during the period of the notice and an employee shall not be entitled to set off any leave earned and not availed of by him against the period of such notice.

Explanation III.if an employee to whom notice is given by the Corporation in pursuance of Sub-Regulation (2) or Regulation 28 shall absent himself from duty without permission during the period of notice ,he shall not be entitled to receive any pay or allowances during the period of absence and shall further be liable to such further penalties as the Executive Director may deem fit to impose.

22.(1)DELETED :

(2)The service of an officer or other employee drawn on deputation from the Central Govt. or Government Cooperative Institutions or any other Corporation Shall be terminated by reverting him to his parent service by the Executive Director ,subject,in the case of an officer ,to the prior approval of the Board.

23.SUPERANNUATION AND RETIREMENT (1)An officer or an employee of the Corporation shall retire on attaining the age of 58 years, provided that the appointing authority may,in the interest of the Corporation ,Sanction from time to time the extension of his employment for a period not exceeding one year at a time, but in no case beyond the age of sixty, provided further that nothing in this Sub-Regulation shall be deemed to effect the powers of the Appointing .Authority to employ any person above the age of 58 years on contract.

(2)The appointing authority may, at his discretion, retire an officer or an employee of the Corporation on completion of 20 years of service or 50 years of age.

EXPLANATION :-Notwithstanding anythings contained in this Regulation, where an employee has ordinary leave earned but not availed of as on the date of retirement as prescribed by this Regulation .he may be permitted to avail of the leave and in that case the employee will be deemed to retire from service on the expiry of the leave.

CHAPTER III RECORD OF SERVICE, SENIORITY AND PROMOTION

24.RECORD OF SERVICE :The following record of service of every officer and other employees shall be maintained:-

- i)Personal File;
- ii)Service Book ;and
- iii)C.R.File

NOTE:-File at Nos (i) & (ii) shall be maintained by the office and the file at No.(iii) shall remain in the personal custody of the Executive Director or an officer authorised by him.

25.SENIORITY:-The inter-seniority of persons appointed to posts carrying the same scale of pay shall be determined by the dates of their substantive appointments to such posts;

Provided that if two or more persons are substantively appointed to such posts on the same date, their seniority shall be determined as under :-

i) a persons recruited by promotion from the service of the Corporation shall be senior to a person recruited otherwise;

Provided that in case of promotion of two or more persons their inter-seniority shall be determined according to their seniority in the posts from which they have been promoted.

ii) a person on deputation shall be senior to a person recruited by direct appointments ;

Provided that in the case of two or more persons on deputation their inter-seniority shall be determined according to their seniority in the parent service.

iii) in the case of person recruited by direct appointment ,the older in age shall rank senior ,the younger ;and

iv) in any other case, the person in the higher scale of pay shall be considered to be senior to a person in the lower scale of pay and where the scales of pay are identical ,the person drawing higher salary shall rank senior.

NOTE :-A person who .in view of his qualifications are previous experience ,is granted initial increments in a grade at the time of his appointment ,may be granted seniority for a period upto one year for every two increments granted to him in the grade to which he is appointed by the Executive Director, subject, in the case of an Officer ,to the prior approval of the Board.

26.PROMOTIONS:-All promotions to posts under the Corporation shall be made on the basis of seniority-cum-merit and no person shall have a right to be promoted to any post on the basis of seniority alone.

27.REVERSION (1)An employee transferred from one appointment to another or confirmed in a grade or appointment higher than his substantive grade or appointment shall be liable to be reverted without notice one year of such transfer or confirmation.

(2)An employee who has been appointed to officiating higher grade or appointment, or whose confirmation in a higher grade or appointment is subject to his undergoing probation for any specified period or otherwise, shall be liable to be reverted without notice at any time ,when he is officiating or undergoing probation.

(3)Nothing in sub-regulation (1) and (2) shall effect the provisions of regulation.

CHAPTER IV CONDUCT, DISCIPLINE AND APPEALS

28.SCOPE OF AN EMPLOYEE'S SERVICE :-Unless in any case it be otherwise distinctly provided ,the whole –time officer or employee shall be at the disposal of the Corporation and he shall serve the Corporation in its business in such capacity and at such place as he may, from time to time be directed. The working hours shall be fixed in such a manner as may be deemed fit by the Board of Directors in the public interest.

29.LIABILITY TO ABIDE BY THE REGULATIONS AND ORDERS :-Every employee shall confirm to and abide by these Regulations and shall observe ,comply with and obey all orders and directions which may from time to time be given to him by any person or persons under these jurisdictions ,superintendence or control he may for the time being be placed.

30.OBLIGATION TO MAINTAIN SECRECY :-Every employee shall maintain the strictest secrecy regarding the Corporation's affairs of its constituents and shall not divulge ,directly or indirectly any information of confidential nature either to a member or the public or of the Corporation's staff ,unless compelled to do so by judicial or other authority or unless instructed to do so by a superior officer in the discharge of his duties.

31.EMPLOYEES TO PROMOTE THE CORPORATION'S INTEREST:-Every employee shall serve the Corporation honestly and faithfully and shall use almost

endeavors to promote the interest of the Corporation and shall show courtesy and attention in all transactions and intercourses with the Officers of the Government and the Corporation's constituents.

32. PROBATION AGAINST PARTICIPATION IN POLITICS AND STANDING FOR ELECTIONS:- No employee shall take an active part in politics or in any political demonstration, or stand for election as member for a Municipal Committee, District Board or any Legislative body or indulge in such activities which may cause embarrassment to the Corporation.

33. CONTRIBUTIONS TO THE PRESS:- No employee may contribute to the press without the prior sanction of the Executive Director, or without such sanction make public or publish any document, paper, or information which may come into his possession in his official capacity.

34. EMPLOYEES NOT TO SEEK OUTSIDE EMPLOYMENT : An employee of the Corporation shall not, without the prior permission of the Executive Director.

a) by himself or through any member of his family engage in any trade or business or adventure.

b) undertake accept, solicit or seek any outside employment or office while on duty or on leave stipendiary or honorary.

35. PART TIME WORK FOR OUTSIDE BODIES:- No employee shall undertake part-time work for a private or public body or a private person, or accept fee therefore, without the sanction of the Executive Director who may grant sanction only in exceptional cases when he is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The Executive Director may in cases in which he thinks fit to grant such sanction, stipulate that any fees received by the employees for undertaking the works shall be paid, in whole or in part, to the Corporation.

36. No employee of the Corporation shall enter into any partnership, accept any fees, endowment or commission whatsoever any party other than the Corporation, except with the prior permission of the Appointing Authority.

37. PROTECTION TO EMPLOYEES:- The Corporation shall in respect of acts done in good faith and in the interest of the Corporation extend protection to all employees of the Corporation in the Court of Law or elsewhere.

38. ACCEPTANCE OF GIFTS :- An employee shall not solicit or accept any gifts from a constituent of the Corporation or from any subordinate employee, provided that such gifts, grants and donations shall be received by an employee in the official discharge of his duties for the Corporation.

39. EMPLOYEES NOT TO BE ABSENT FROM DUTY WITHOUT PERMISSION OR BE LATE IN ATTENDANCE:-

(1) An employee shall not absent himself from his duties without having first obtained the permission of the Executive Director, nor shall he be absent in case of sickness or accident without submitting a sufficient Medical certificate.

(2) No employee of the Corporation shall come late in the office.

40. ABSENCE FROM STATION :- No employee of the Corporation shall absent himself from his station even at night without obtaining the previous sanction of the Executive Director.

41. SPECULATION IN STOCKS, SHARES ETC :- An employee shall not speculate in stocks, shares, securities or commodities of any description.

Provided that nothing in this Regulation shall be deemed to prohibit an employee from making a bona fide investment of his own funds in such manner as he may consider necessary,

42. RESTRICTIONS OF BORROWING & INVESTMENTS (1) An employee shall not borrow from or in any way place himself under a pecuniary obligation to a broker or an employee of the Corporation subordinate to him or any firm or person having dealings with the Corporation.

(2) No employee shall make nor permit any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

EXPLANATION :- For the purpose of this sub-regulation, the word 'Family' includes any relative ordinarily residing with or dependent on an employee.

43. EMPLOYEES IN DEBT :- An employee who is in debt shall furnish to the Executive Director signed statement of his position half-yearly on the 31st March and 30th September and shall indicate in the statement the steps he is taking to rectify his position. An employee who makes a false statement under this regulation or who fails to submit the prescribed statement or appears unable to liquidate his debts within a reasonable time or applies for the protection of an insolvency court shall be liable to dismissal.

EXPLANATION I:- For the purpose of this Regulation, an employee shall be deemed to be in debt if his total liabilities exclusive of those which are fully secured by tangible assets exceed his substantive pay for six months.

EXPLANATION II:- An employee shall be deemed to be unable to liquidate debts within a reasonable time if it appears having regard to his personal resources and unavoidable current expenses that he will not cease to be in debt within a period of two years. Unless the contrary is proved to the satisfaction of the Executive Director, it shall be presumed that an employee cannot provide more than one quarter of his pay and allowances towards the liquidation of his debts.

44. EMPLOYEES ARRESTED FOR DEBT OR ON CRIMINAL CHARGES :- (1) An employee who is arrested for debt or on a criminal charge shall be considered as under suspension from the date of his arrest, and shall be allowed the payments admissible to an employee under suspension under sub-Regulation (3) of Regulation 46 until the termination of proceedings against him, when an adjustment of his pay and allowances shall be made according to the circumstances of the case & in the light of the decision as to whether his absence is to be accounted for as a period of duty or leave, the full pay & allowance being given only in the event of the employee being acquitted of all charges & treated as on duty during the period of his absence. An employee who is committed to prison for debt or is convicted of any offence involving moral turpitude shall be liable to dismissal.

(2) Where a conviction of an employee is set aside by a higher court and the employee is acquitted honorably, he may be reinstated in service.

EXPLANATION :- In this regulation the expression "termination of proceedings" shall mean the decision of the lowest court which first finally disposes of the case. Committal or conviction shall mean committal or conviction by the lowest or any of the appellate courts, and it shall be open to the Corporation to dismiss an employee who is committed to prison or who is convicted of a criminal charge as from the date of the order of the court that convicts him.

45. An employee shall not approach or prefer an appeal (Except as provided herein) or represent personally to any Director for any matter concerning his service.

Provided that nothing in this sub-regulation shall be deemed to prohibit an employee from making any legitimate representation concerning his service to the Executive Director in his official capacity.

PENALTIES

46 (1) Without prejudice to the provision of other regulations an employee, who commits a breach of the regulation of the Corporation, or takes part in a strike, or induces others to strike or shows willful insubordination or disobedience or displays negligence, inefficiency or indolence or divulges unauthorized information or documents or

knowingly does anything detrimental to the interests or prestige of the Corporation or commits /thefts, pilferage, fraud, dishonesty, misappropriation defalcation & embezzlement or over stays on leave ,except under circumstances beyond control provided that the appointing authority may order such period to be treated as period spent on leave of any kind ,participates in anti-national activities ,or becomes insane or commits a breach of discipline or is guilty of any other act or misconduct or misbehavior, shall be liable to the following penalties:-

MINOR PENALTIES

- a) Reprimand ,warning ,censure, fine;
- b) Delay or stoppage or increment or increments (including stoppage of the proficiency step-up or promotion)
- c) Recovery from the pay of the whole or part of any pecuniary loss caused to the Corporation by the employee;

MAJOR PENALTIES

- d) Reduction to lower post or grade or to lower stage in his incremental scale; and
- e) Removal or dismissal

PROCEDURE FOR IMPOSING MINOR PENALTIES:-The punishing authority may impose any of the minor penalties after giving a show-cause notice to the employee and after having its explanation and also giving him personal hearing.

PROCEDURE FOR IMPOSING MAJOR PENALTIES :-No employee shall after enforcement of these Regulations ,be subjected to the penalties mentioned above under “Major Penalties” except by any order in writing of the appointing authority and no such order shall be passed without the charge or charges being formulated in writing and given to the said employee so that he shall have reasonable opportunity to answer them in writing or in person as he prefers and in the latter case his defence shall be taken down in writing and ready to him. Such an employee shall also be given an opportunity to cross examine the witnesses against him, if any.

Provided that the requirements of this sub-regulation may be waived if the facts on the basis of which action is to be taken have been established in a Court of Law or Court Martial or where the employee has absconded or where it is for any other reason impracticable to communicate with him or where there is difficulty in observing them and the requirements can be waived without injustice to the employee. In every case where all or any of the requirements of this sub-regulation are waived, the reasons for so doing shall be recorded in writing.

Provided further that any punishment to an employee on deputation from State/Central Government or a Government cooperative institution or any Corporation shall be imposed only in accordance with the procedure and rules/regulations laid down in this behalf in their parent service.

(3) An employee may be placed under suspension by order in writing of the appointing authority for the purpose of holding an enquiry into the charges against him. During the period of suspension he shall be entitled to receive Subsistence Allowances equal to one half of his substantive pay plus allowances thereon ,provided that if no penalty under clauses (b),(c),(d) or (e) of sub-regulation (1) is imposed, the employee shall be refunded the difference between his substantive pay and the emoluments which he would have received but for such suspension ,on his reinstatement for the period he was under suspension ,and that if a penalty is imposed upon him under the said clauses, no order shall be passed which shall have effect of compelling him to refund such subsistence allowances .The period during which an employee is under suspension shall ,if he is not dismissed from the service be treated as period spent on duty or leave ,as the appointing authority may direct ;provided further that the employee on deputation from the Central/State Government or Government Co-operative Institution or any other Corporation shall be suspended only in accordance with the procedure and rules/regulations applicable to them in their parent service.

(4)¹[The appointing authority may delegate the conduct of an enquiry against an employee required under sub Regulation (2) and (3) to any officer of the Corporation or to any enquiry officer on the Panel of the Punjab Government by nomination in writing in that behalf]

Substituted by Amendment made vide letter No. 3/17/05-ISCW.1/270 dated 20.02.2006 of Govt. of Punjab, Deptt. of Welfare (Special Cell Welfare-1).

5(a) An employee who absents himself from duty without leave except under circumstances beyond his control, for which he must tender a satisfactory explanation shall not be entitled to draw any pay and allowances in respect of the period of such absence and shall further be liable to such penalties, as the appointing authority may impose. The period of such absence may if not followed by termination of services under regulations 20 or 21 or removal or dismissal under regulation 46 be treated as period spent on casual, ordinary, sick, special or extraordinary leave as the appointing authority may determine.

(b) An employee who is habitually late in attendance shall, in addition to such other penalty as the appointing authority may deem fit to impose, have one day of casual leave forfeited for every two days he is late in a month. Where such an employee has no casual leave due to him, the period of leave to be so forfeited may be treated as ordinary or extraordinary leave, as the appointing authority may determine.

APPEALS

47(1) Every employee shall be entitled to appeal against any order imposing any penalty as specified in Regulation. No.46.

An Appeal shall lie:-

- (a) against any order passed by the Administrative Officer in exercise of the powers conferred or to be conferred on him by, or under these Regulation to the Executive Director and
- (b) against the orders of the Executive Director to the Chairman of the Punjab Scheduled Castes Land Development & Finance Corporation.

Provided no further appeal shall lie against the orders of the Chairman of the Punjab Scheduled Castes Land Development & Finance Corporation.

Provided further, that where a penalty has been imposed with the approval of the Board, the person on whom the penalty has been imposed may apply to the Board for revision for its decision within one month of the date of service of the order imposing the penalty.

(3) Conditions which an appeal should satisfy : Every appeal shall comply with the following requirements:-

- (i) it shall be written in English or if not written in English be accompanied by a translated copy in English and shall be signed.
- (ii) It shall be couched in polite and respectful language and shall be free from unnecessary padding or superfluous verbiage.
- (iii) It shall contain material statements and arguments relied on and shall be complete in itself
- (iv) It shall specify the relief desired and
- (v) It shall be submitted through proper channel.

(4) When appeals may be withheld: An appeal may be withheld by the Administrative Officer or the Executive Director, if:

- (i) it does not comply with the requirement of sub-regulation (3);
- (ii) it is illegible or it is unintelligible;
- (iii) it deals with a matter which does not concern the employee personally
- (iv) it repeats an appeal already rejected by the authority to whom the appeal is addressed and does not, in the opinion of the Administrative Officer or the Executive Director, disclose any new points or circumstances which afford grounds for re-consideration;
- (v) it is not preferred within three months of the date of the order against which the appeal is made; and
- (vi) it is addressed to an authority to which no appeal lies under these regulations;

(5) Grounds for withholding the appeal to be communicated to the applicant:

In every case in which an appeal is withheld the authority withholding the appeal shall inform the applicant the facts of withholding the appeal and the reasons for withholding it.

(6) Appeal must be forwarded to the Appellate authority with due despatch.

An appeal which is not withheld under sub-regulation (4) shall be forwarded to the appellate authority with the comments of the Administrative Officer or the Executive Director as soon as possible.

(7) No appeal shall lie against an order withholding an appeal.

(8) Appeal not be addressed to Director or the State Govt.

Appeals shall not be addressed to the Ministers or Officers of the State Government or to the Directors of the Board personally and any such action shall be deemed a breach of discipline.

(9) Joint Petitions: The provisions of Sub-Regulations (3) to (8) shall also apply to the extent they are relevant to petitions which concern more than one employee and are preferred jointly by a class or group of employees or by an association or union of employees recognized by the Corporation. A joint petition shall not be entertained if:-

- (i) it relates to a subject on which the Executive Director is authorized to pass orders and no application for redress has been made to him
- (ii) it relates to a matter regarding the redress of which a specific prescribed under any regulations or instructions issued by the Corporation , or
- (iii) it relates to an individual and is not submitted by him.

CHAPTER V LEAVE AND JOINING TIME GENERAL REGULATIONS RELATING TO LEAVE

48. KINDS OF LEAVE Subject to the provisions of these Regulations the following kinds of leave may be granted to an employee:-

- (i) Casual leave
- (ii) Ordinary leave
- (iii) Sick leave
- (iv) Special leave
- (v) Extraordinary leave
- (vi) Maternity leave

49. AUTHORITIES EMPOWERED TO GRANT LEAVE:- The power to grant leave shall vest in the Executive Director in the case of officers and subject to such general or special directions as may be issued by him , the Administrative officer in the case of other employees , except as provided in these regulations or in any directions issued by the Executive Director all applications for leave shall be addressed to the authority empowered to grant leave.

50. POWER TO REFUSE LEAVE OR RECALL AN EMPLOYEE ON LEAVE:- Leave cannot be claimed as a matter of right when the exigencies of the service so required , discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it , and an employee already on leave any be recalled by that authority when it considers this necessary in the interest of the Corporation.

51. LAPSE OF LEAVE ON CESSATION OF SERVICE:- Leave earned *by* an employee lapses on the date on which he ceases to be in service.

52. EARLIER RETURN FROM LEAVE:- Unless he is permitted to do so by the authority which granted his leave , an employee on leave may not return to duty before the expiry of the period of leave granted to him.

53. COMMENCEMENT AND TERMINATION OF LEAVE: (1) The first day of an employee's leave is the working day succeeding that upon which he made over charge.

(2) The last day of an employee 's leave is the working day preceding that upon which he reports his return to duty.

54. OBLIGATION TO FURNISH LEAVE ADDRESS:- An employee shall before proceeding on leave intimate to the authority granting leave his address while on leave

and shall keep the said authority informed of any change in the address previously furnished.

55. STATION TO WHICH EMPLOYEE SHOULD REPORT ON RETURN:- An employee on leave shall , unless other instructed to the country , return for duty to the place at which he was.

56. WHEN MEDICAL CERTIFICATE OR FITNESS MAY BE DEMANDED:- The Executive Director may require a employee who has availed himself of leave for reasons of health to produce Medical Certificate of fitness before he resumes duty even though such leave was not actually granted on a medical certificate.

57. LEAVE NOT ADMISSIBLE TO AN EMPLOYEE UNDER SUSPENSION:- Leave may not be granted to an employee under suspension or against whom proceedings are pending under Chapter IV of these Regulations.

ORDINARY LEAVE

58. WHEN APPLICATION SHOULD BE SUBMITTED:

- (1) Applications for ordinary leave required shall ordinarily be submitted atleast one month before the date from which leave is required.
- (2) Applications which do not satisfy the requirements of Sub-Regulation (1) may be refused without reason being given.

59. SCALE ON WHICH ORDINARY LEAVE IS EARNED:- In pursuance of the decision of the Board of Directors taken in the 62nd meeting held on 3.8.1979, Government Rules/instructions issued from time to time in regard to admissibility of all kinds of leave are adopted in the case of Corporation employees.

60. ORDINARY LEAVE DUE:- The ordinary leave due to an employee is the period which he has earned diminished by the period of leave actually taken.

61. In pursuance of the decision of the Board of Directors taken in the 62nd meeting held on 3.8.79, Government Rules/instructions issued from time to time in regard to admissibility of all kinds leave are adopted in the case of Corporation employees.

62. PAY DURING ORDINARY LEAVE:- An employee on ordinary leave shall draw a leave pay equal to his average pay.

63. As in 59 and 61.

64. SICK AND SPECIAL LEAVE LIMIT UPTO WHICH MAY BE GRANTED:

(1) During the full period of his service an employee may be granted special leave, on private affairs , for a period not exceeding 12 months and sick leave , on medical certificate for a period not exceeding 18 months , and the Board may be grant additional sick leave of considered advisable in the Corporation's interest , in special cases. Special or sick leave may not be availed of if ordinary leave is admissible.

(2) In case an employee is absent from duty on account of quarantine, the Corporation may ,at the request of the employee concerned , treat such absence, upto a maximum period of three months, as ordinary ,sick or special leave if such leave is otherwise permissible. Special or sick leave under this Sub-Regulation may be availed of even if ordinary leave is admissible.

65,66,and 67.

In pursuance of the decision of the Board of Directors taken in the 62nd meeting held on 3.8.1979, Government Rules/Instructions issued from time to time in regard to admissibility of all kinds of leave are adopted in the case of Corporation employee.

JOINING TIME

68. WHEN MAY BE GRANTED : (1) Joining time may be granted to an employee to enable him:-

- (a) to join duty a new post to which he is appointed while duty in his old post of
- (b) to join a new post on return from leave of not more than 4 months duration or, although the duration of leave exceeds four months, the employee has not had sufficient notice of his appointment to the new post.

(2)Joining time shall not be granted when no change in the headquarters of an employee is involved.

69. PAY AND ALLOWANCE DURING THE JOINING TIME:- Pay and allowance of an employee on joining time shall be determined in accordance with regulation.

70. PERIOD FOR WHICH ADMISSIBLE: Joining time which may be allowed to an employee shall not exceed seven days, exclusive of the number of days spent on traveling.

71. HOW CALCULATED:- In calculating joining time admissible to an employee, the day on which he is relieved from his old post shall be excluded but public holidays following the day of his relieving shall be included in the joining time.

72. OVERSTAY AFTER JOINING TIME:- An employee who does not join his post with the joining time allowed to he shall be deemed to have committed a breach of Regulation 39.

CHAPTER VI

73. Medical attendance shall be provided by the Corporation to persons in its employment who shall also be entitled to such medical or nursing and hospitalization facilities including reimbursement according to their pay on certification by a registered medical practitioner or medical officer of the Corporation, as are allowed to Punjab Government employee of such categories.

CHAPTER VII **FOREIGN SERVICE**

74. DEPUTATION OF EMPLOYEES TO JOIN MILITARY SERVICE:- The terms & conditions subject to which an employee may be permitted to join the military service shall be determined by the Board.

75. DEPUTATION OF EMPLOYEES TO OTHER SERVICES:

(1) Without prejudice to the provisions of Regulation 74 no employee of the Corporation may be deputed to serve under any other employer without the approval of the Board in the case of officers & the Executive Director in other cases:-

Provided that no employee may be transferred to foreign service against his will.

(2) Where the services of an employee of the Corporation are placed at the disposal of a foreign employer, it shall be condition of the deputation that the foreign employer shall during the period of such deputation, bear the entire cost of the services of the employee including the following viz:-

- (a) pay during joining time,
- (b) traveling allowances payable to the employee to enable him to join his appointment in the Corporation on the termination of his deputation.
- (c) Leave earned during the period of deputation,
- (d) The employer's contribution to the employees account in the Corporation's provident fund.

In addition, the foreign employer may also be required to make a contribution towards any other superannuation benefits for which the employee might become eligible on his retirement on such scale as may be fixed by the Executive Director.

**CHAPTER VIII
MISCELLANEOUS**

76. GRATUITY:- Employees of the Corporation shall, on attaining the age of superannuation be entitled to a gratuity at the rate obtaining in Government of Punjab for similar employee, provided that nothing in this regulation shall prevent the Corporation from prescribing gratuity rates, provided further no gratuity shall be paid if an employee resigns his service.

77. COMPULSORY CONTRIBUTORY PROVIDENT FUND:- Every employee of the Corporation shall be entitled to membership of the scheme of Compulsory Contributory Provident Fund under and in accordance with any law for the time being in force.

78. DECLARATION TO BE SIGNED BY THE EMPLOYEE: In addition to a declaration of fidelity and secrecy every employee to whom these Regulation apply, shall subscribe to a declaration in the following form:-

DECLARATION TO BE BOUND BY THE STAFF REGULATIONS

PLACE _____
DATE _____

I hereby declare that I have read and understood the Punjab Scheduled Castes Land Dev. & Finance Corporation (Staff) Regulation, 1971 and I hereby subscribe and agree to be bound by the said Regulations

Name in full : -----
Nature of appointment : -----
Date of appointment : -----
Signature : -----
Witness : -----
Date : -----

**CHAPTER-IX
PAY, ALLOWANCES & OTHER CONCESSIONS
PAY AND ALLOWANCES**

79. WHEN ACCRUE AND PAYABLE:-Subject to the provisions of these Regulations, pay and allowances shall accrue from the commencement of the service of an employee, and shall become payable on the afternoon of the last working day of each month, in respect of the service performed during the said month.

80. WHEN NOT PAYABLE FOR PART OF A MONTH:- Pay and allowances shall not be payable for a part of a month to an employee who leaves or discontinues his service without due notice during a month, unless such notice has been waived by the Executive Director.

81. WHEN CEASE:- Pay allowance shall cease to accrue as soon as an employee ceases to be in service. In the case of an employee dismissed from the Corporation's service, they shall cease from the date of his dismissal. In the case of an employee who dies while in service, they shall cease from the day following that on which the death occurs.

82. An employee of the Corporation shall, on appointment, be eligible to the minimum of the scale (as referred to in Annexure-‘A’ to these Regulations) , to which he is appointed and which will be considered as his substantive scale and to which he shall revert when he is not:-

- (a) under suspension
- (b) on leave or deputation
- (c) holding a temporary post or is officiating in another grade.

Provided the appointing authority may, in consideration of special knowledge, training or experience, allow a higher initial start to any employee.

83. ADJUSTMENT OF PAY AND ALLOWANCES ON CHANGE OF CHARGE WHEN TAKEN EFFECT: An employee shall commence to draw the pay and allowances of a post to which he is appointed as from the date on which he assumes the duties of the post if the charge is transferred before noon of that date and from the following working day if the charge is transferred in the afternoon of that date.

84. TWO PERSONS NOT TO BE APPOINTED TO A POST AT THE SAME TIME: Except as otherwise provided in these Regulation no two persons may be appointed to or draw the pay and allowances of a post at the same time.

85. EMPLOYEES ON TRANSFER: Where an employee is transferred from one post to another , he shall, during any interval of duty between the date of his handing over chare of the new post, draw the pay and allowances of the old or the new post, whichever are less.

86. ADMISSIBILITY OF ALLOWANCES:-Allowances shall only be payable to employees who are actually at the time fulfilling the conditions subject to which they are admissible.

87. OVERTIME ALLOWANCE: (1) No withstanding the fact that the whole time of an employee is at the disposal of the Corporation, the Corporation may grant overtime allowance, not counting as pay, to an employee who is required to work on Sundays or holidays or to put in extra hours on week days in connection with the Corporation’s work. (2)The rate and the circumstances in which such allowance may be drawn shall be determined by the Board.

88. INCREMENTS:- (1) In an incremental scale, the increment shall accrue on the completion of each specified period of service on each stage of that scale, whether such service be probationary officiating or substantive.

Acting service in a higher grade will count for increments in an employee’s substantive grade as well as in the higher grade in which he is acting and if there is an intermediate grade between the two in which he would have officiated had he not been appointed to officiate in the higher grade, also in the intermediate grade, but the period during which an employee is on leave, without pay will not count for increment unless so authorized by the Executive Director for reasons to be recorded in writing. Sanction to draw increments will be given by the Executive Director in the case of officers and by the Secretary in the case of other employees.

(2) No increment may be with held except as a disciplinary measure under regulation 46 and each order with holding and increment shall state the period for which it is withheld and whether the postponement shall have the effect of postponing further increments.

Provided that if in an incremental scale, there is an efficiency bar, an employee shall not draw increments above that bar until he has been certified fit to do so by the Executive Director. On each occasion on which employee is allowed to pass an efficiency bar which has previously been enforced against him, he shall be placed in the incremental scale at such stage as the Executive Director may fix provided that such stage shall not be higher than that at which he would draw his pay if the bar had not been enforced, against him and provided further that no increments granted on the removal of a bar shall have a retrospective effect.

89. PREMATURE INCREMENTS:- The Executive Director may for special reason to be recorded in writing, in exceptional circumstances and subject to such general or special instructions as may be issued by the Board grant premature increments to an employee provided that the grant of such premature increments to an officer shall require the approval of the Board in each case.

90. REFIXATION OF PAY ON PROMOTION:- On promotion from one grade to another, the substantive pay of an employee shall be initially fixed at the stage in the new scale which is next above his substantive pay in the old scale.

91. OFFICIATING PAY:- An employee who is appointed to officiate in a higher grade shall, so long as he shall officiate on such a grade, draw an officiating pay equal to the difference between the substantive pay in the old scale and the stage in the scale of pay of the post in which he is appointed, which is next above his substantive pay in the old scale, provided that when the promotion is of a temporary nature and the circumstances of the promotion so justify, the Executive Director may fix the pay of an employee at an amount less than that admissible under the regulation.

92. REFIXATION OF PAY TRANSFER FROM ONE SCALE OF PAY TO ANOTHER:- When an employee is transferred from one scale of pay to another on the revision of the scale or otherwise, and such transfer does not involve the assumption of duties or responsibilities of greater importance, his initial pay on the new scale shall be fixed.

- (a) in case his substantive pay on the old scale is lower than the minimum of the scale to which he is transferred at the minimum of the new scale.
- (b) in other cases, at a stage which is equal to his substantive pay in the old scale, or if there is no such stage in the new scale, the stage next below that pay plus personal pay to be drawn until such time as it is absorbed by subsequent increments in the new scale.

93. The appointing authority may, in recognition of exceptionally good service of an employee of the Corporation grant to him:-

- (i) an award not exceeding one held of the pay of such an employee
- (ii) one or two increments in the time scale of his posts provided that the Board may award any amount of money or grant any number of increments.

94. Specific sanction of the appointing authority shall be required to cross an efficiency bar in any time scale.

95. Special pay at a rate determined by the appointing authority may be allowed to an employee holding charge of an independent post.

96. The employees of the Corporation shall receive such allowance at this same rates and subject to the same conditions on which such allowances are paid to the employees of the Punjab Government.

NOTE:- Nothing in this regulation shall prevent the Board from determining the rates and conditions other than those admissible to such categories of employees in the Punjab Government.

97. Employees drawn on deputation to the Corporation from the State/ Central Government, Government Co-operative Institutions and other Corporations may either:-

- (i) accept the pay scale of the post under the Corporation subject to the fixation of their pay in such pay scale by the appointing authority or :
- (ii) continue to enjoy their pay scale in their parent service plus deputation pay as fixed/approved by the Government of Punjab/Central Government/Govt. Cooperative Institutions/other Corporations and other allowances admissible to them in their parent service.

NOTE: A Government servant on deputation to the Corporation will be entitled to claim benefits of higher pay scale or of fixation of pay at a higher level with or without retrospective effect. In the Corporation if such benefits have accrued to him in his parent service consequent upon decision in his favour of his appeal or representative or otherwise, as a matter of course.

98. Ex-gratia grants for families of Corporation employees who die while in service may be sanctioned by the Executive Director as per instructions of the Punjab Government in force at the time of occurrence. All other administrative formalities be completed by the Executive Director as are applicable in Punjab Government Department.

99. The Corporation shall pay to the State Government /Central Government/Government Co-operative Institutions /other Corporations leave salary and pension contributions or any liability in respect of all their employees taken on deputation.

100. GRANT OF HONORARIA, SPECIAL INCREMENTS OR OTHER CONCESSIONS:

- (1) The terms and conditions under which an honorarium or special increments may be granted to an employee of the Corporation for any special service rendered by him to, or work done by him for the Corporation, shall be determined by the Board.
- (2) A concession, the grant of which is not covered by these Regulations, may not be given to any employee, except with the sanction of the Board.

101. Any sum of money or pay or allowance due to any officer or other employee of the Corporation that may have remained unclaimed may be transferred to, and held in the suspense account for a period of three years from the date on which the payment is normally due and will thereafter be treated as lapsed to the Corporation.

**PUNJAB SCHEDULED CASTES LAND DEV. & FINANCE CORPORATION
CHANDIGARH**

(Annexure – A)

Sr.No.	Name of the Director	Prescribed Qualification	Mode of recruitment
1.	Executive Director	On Deputation from Punjab Government	
2.	Secretary	On Deputation from Punjab Government	
3.	General Manager Operation	Post-graduate with 2 nd class L.L.B with atleast 5 years experience on Administrative and field work in supervisory capacity or by promotion from amongst Administrative Officers having 8 years experience as Administrative officer or on deputation	By promotion / direct recruitment / on deputation.
4.	General Manager (Planning/Monitoring	M.A 2 nd class in Economics / Math / Agr. Eco. /Statistics or Commerce with 5 years experience in the field on survey / planning / Monitoring or 2 nd class graduate with 10 years experience in above field. The post can also be filled up by deputation.	By promotion / direct recruitment / on deputation.
5.	Chief Accounts Officer	Punjab SAS on deputation	From Punjab Govt.
5-A	Chief Accounts Officer (Recovery)	S.A.S Examination from F.D Punjab	By promotion from amongst from Accounts Officers having experience of minimum seven years as such.
6.	Administrative Officer	To be promoted from amongst senior most Dy. Administrative Officer with 'Good' to 'Very Good' record of service.	By promotion.
7.	Accounts Officer	S.A.S. having 7 years experience as Accountant / Section Officer or CA/ ICWA with 3 years experience after qualification as such.	By direct recruitment / on deputation / promotion
8.	Deputy Administrative officer	To be promoted from amongst senior most District Manager with 'Good' or 'Very Good' record of service.	By promotion
9.	System Analyst	Post-graduate in Computer Science / MBA with System specialization of B.E Electronics / M.sc (Math) with postgraduate diploma in Computer Application. Experience minimum 5 years in the design and development of commercial application. Must have programming knowledge and experience of COBOL and fourth General Language. Experience in RDBMS is preferred.	By direct recruitment
10.	District Manager	Promotion from amongst the senior most Assistant / Assistant District Managers / Accounts Assistant / Internal Auditors with 'Good' to 'Very Good' record of service.	60% by promotion and 40% by direct recruitment with qualification with M.A. in one of Arts, Science subjects atleast 2 nd class with two years experience of working as Sr. Assistant as on

			equivalent post in any Govt. Deptt. / Semi Govt. Corporation.
11.	Statistical Officer	M.A Economics / Statistics 2 nd class with 2 years experience of working as statistical Assistant in any Govt. / Semi Govt. Corporation	By direct recruitment / Promotion / Deputation.
12	Section Officer	S.A.S having 3 years experience or Commerce graduate with SAS / CA / C.S. Part-I with 3 years experience as Accountant / Auditor or commerce graduate with 5 years experience as Accountant / Internal Auditor in the Corporation.	By direct recruitment / promotion / deputation.
13	Private Secretary	As per Punjab Govt.	By promotion
14	Personal Assistant	As per Punjab Govt.	By promotion
15	Law Officer	L.L.B., Professional from recognised University and eligible for enrolment under Advocate Act, 1961 with 3 years experience.	By direct recruitment or on deputation from the Law Department or Prosecution and Litigation Deptt.
16.	Cashier	B.Com 2 nd class or B.A. with Economic or Math 2 nd class with atleast 2 years experience.	By transfer from amongst Accounts Assistant.
17.	Caretaker	Graduate with knowledge of Punjabi upto Matric.	Direct recruitment
18.	Assistant/Accounts Assistant /Asstt. Distt. Manager	i)Assistant : Graduate having 3 years experience of working in any Govt. Deptt. Semi Govt. Corporation or an equivalent post. Condition of experience may be waived depending upon the higher qualification and Merit of candidate. ii)Accounts Assistant B.Com 2 nd class or B.A with Economics or Math 2 nd Class with atleast 2 yrs experience.	75% by promotion 25% by direct recruitment. 75% by promotion 25% by direct recruitment. For promotion from amongst the senior most Clerks with 'Good' to 'V. Good' record of service and having atleast 5 years service. Condition of experience might be relaxed if any deserving and hard case by not more than one year.
19.	Internal Auditor	Commerce graduate with 3 years experience of working in a Govt. Deptt. / Corporation or an equivalent post. Person who have passed S.A.S or C.A . Part-I or company secretary P-I preferred.	-Do-
20.	Senior Scale Steno-grapher	Graduate with shorthand speed in English/Punjabi @100 W.P.M. and transcript 20 W.P.M or by promotion from Steno typist having 5 years service.	By Direct Recruitment / Promotion.
21.	Steno-typist	Graduate or Matric Ist Class or Inter 2 nd class with shorthand speed of 80	By direct recruitment or by promotion.

		W.P.M. and of transcription at 15 W.P.M.	
22.	Clerks / Sr. Clerks / Junior Assistant	Matric 2 nd Class or 10+2 with type speed atleast 35 W.P.M. in English / Punjabi (As per Pb. Govt.)	80% direct recruitment 20% by promotion amongst Class IV employees of Corporation.
23.	Data Entry Operator	Hr. Secondary /10+2 with knowledge of data entry work on the pattern of N.I.C.	Direct recruitment.
24.	Store Keeper	Retired NK/HAV having passed storekeeper trade or Quarter Master Duty Course.	By Direct recruitment.
25.	Receptionist	Graduate with diploma in receptionist from any Govt. institution.	By direct recruitment but if no suitable candidate is available the post may be filled by promotion from amongst senior clerks having 3 years experience with 'Good' to 'Very Good' record of service.
26.	Drivers	Middle pass with knowledge of Punjabi and proficiency in driving atleast 3 years experience.	By direct recruitment or by promotion.
27.	Restorer	As per Punjab Govt. (Middle as per No.14/114/97-4 P.P.3 / 7038 dated 21.05.98)	By promotion.
28.	Gestetner Operator	-do-	By promotion/direct recruitment.
29.	Daftri	-do-	-do-
30.	Mukh Sewadar	-do-	-do-
31.	Peon	-do-	By direct recruitment.