

Master Copy

200
1

ਪੰਜਾਬ ਦਾ ਬਿਜਲੀ ਬੋਰਡ,
ਪੈਟਿਆਲਾ

Punjab State Electricity Board

**ACCOUNTS SERVICES CLASS-III
REGULATIONS, 1991**



**(Re-Print - Edition)
(Incorporating Amendments upto 31-8-2001,**

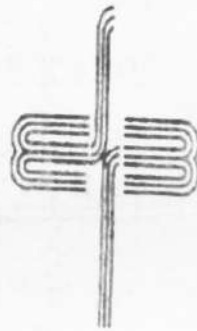
Published By :-

**THE SECRETARY,
PUNJAB STATE ELECTRICITY BOARD
PATIALA
2001**

Price :

Punjab State Electricity Board

ACCOUNTS SERVICES CLASS-III REGULATIONS, 1991



**(Re-Print - Edition)
(Incorporating Amendments upto 31-8-2001)**

Published By :-

**THE SECRETARY,
PUNJAB STATE ELECTRICITY BOARD
PATIALA
2001**

Price :

Punjab State Electricity Board

OFFICE ORDER NO. 701/REG-295 DATED 8-5-91

In exercise of the powers conferred by Section -79 (c) of the Electricity (Supply) Act, 1948, the Punjab State Electricity Board is pleased to make the following Regulations governing the recruitment and conditions of service of persons appointed to the Punjab State Electricity Board Accounts Services Class-III, namely :-

SHORT TITLE, COMMENCEMENT AND APPLICATION

1. (i) These regulations may be called the Punjab State Electricity Board Accounts Services Class-III Regulations, 1991.
- (ii) They shall come into force at once.
- (iii) They shall apply to every member of service.

DEFINITIONS

2. In these Regulations, unless the context otherwise requires :-
 - a) "Act" means the Electricity (Supply) Act, 1948 (LIV of 1948) and shall include any statutory amendment, modification or re-enactment thereof for the time being in force.
 - b) "Appointing Authority" means the authority competent to make appointment to the service.
 - c) "Board" means the Punjab State Electricity Board constituted under Section-5 of the Act.
 - d) "Constitution" means the Constitution of India.
 - e) "Direct appointment" means an appointment made otherwise

than by promotion of a member of the service or by transfer of an official already in service of any other State Electricity Board or Govt. or any other undertaking of the Government.

- f) "Government" means the Govt. of the State of Punjab.
- g) "Recognised University" means any University incorporated by law in India/or any other University recognised by the Government for the purpose of these Regulations.
- h) "Service" means the Punjab State Electricity Board Accounts Service Class-III.
- i) "Selection Committee" means the Committee constituted by the Board for the purpose of Selection of candidates for direct appointment to the service.
- j) "SAS Examination" means the Punjab State Electricity Board Supervisory Accounts Service Examination.

CADRE OF SERVICE AND CHARACTER OF POSTS COMPRISING IT.

3. The service shall comprise the posts shown in Appendix-'A' to these regulations.

Provided that nothing in these regulations shall effect the inherent right of the Board to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily from time to time.

4. APPOINTING AUTHORITY :

The appointment to the service shall be made by the authority as shown in Appendix-'B'.

NATIONALITY, DOMICILE AND CHARACTER
OF CANDIDATES APPOINTED TO SERVICE :

5. (1) No candidate shall be appointed to the service, unless he/she is: 7
- a) a citizen of india, or
 - b) a citizen of Nepal, or
 - c) a citizen of Bhutan, or
 - d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or
 - e) a person of Indian origin who has migrated from Pakistan, Burma, ShriLanka and East African Countries of Kenya, Uganda, the United Republic of Tenzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b),(c),(d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

- (2) A candidate, in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Selection Committee but the offer of appointment shall be given only after the necessary eligibility certificate has been issued to him by the Government of India.

- (3) No person shall be recruited to any service by direct appointment,

unless he produces a certificate of character from the principal academic officer of the University, College, School or Institution last attended, if any and similar certificates from two responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected with his University, College, School or Institution.

6. (1) "NO PERSON"

- a) Who has entered into or contracted a marriage with a person having a spouse living, or.
- b) Who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service.

Provided that the Board may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this regulation.

- (2) The Appointing Authority shall satisfy itself that the character and antecedents of the person are such as make him eligible for appointment to the service.
- (3) He is not a dismissed employee of Govt. of India/any State Govt./any State Electricity Board/any Undertaking of Govt. of India or any State Govt. or a person convicted of an offence involving moral turpitude.

7. AGE LIMIT :

No person shall be recruited to the service by direct appointment if he/she is less than 18 years and more than 30 years of age on the date of the 1st of January of the year immediately preceding the last date for submission of application or unless he is within such range of minimum and maximum age as may be specifically fixed by the Board from time to time.

Provided that the appointing authority may for reasons to be recorded in writing relax the upper age limit for a category or class of persons.

Provided further that the age concessions, as under, over and above the age limit prescribed for appointment in service shall be available for the categories as mentioned against each :-

(a) Scheduled Castes/ 5 years.

Tribes/Backward

Classes.

(b) Ex-servicemen.

For recruitment to any vacancy whether reserved or not, an ex-serviceman shall be allowed to deduct the period of his service in the Armed Forces of the Union from his actual age and if the resultant age does not exceed the maximum age limit prescribed for direct appointment to such a vacancy by more than three years, he shall be deemed to satisfy the condition regarding age limit.

(c) Physically handicapped person.

10 years

(d) Released Armed Forces Personnel

His age at the time of joining military service or training prior to the Commission as the case may be does not exceed the upper age limit prescribed for direct recruitment to such post.

(e) Adhoc Employees.

To the extent of service rendered on adhoc basis in Pb. State Elec. Board plus three years.

(f) (i) A member of the family of the deceased Board employees or retired on medical grounds.

To the extent the age does not cross 45 years.

(ii) A member of the family of the defence services personnel killed in action or who are severely disabled and totally unfit for re-employment.

-do-

(g) (i) Widows, divorced or legally separated women.

To the extent the age does not cross 40 Years.

- (ii) Women, whose husbands have been ordered by Civil or criminal Courts to pay maintenance to them. -do-
- (iii) Women, who have because of their desertion, been living separately from their husbands for more than two years. -do-
- (iv) Women, whose husbands have re-married; and -do-
- (v) Wives of serving military personnel or those who are disabled while in military services. -do-
- (h) The candidates possessing the requisite qualifications who are already in the service under the Pb. Govt. or Punjab State Electricity Board. To the extent service rendered under the Govt./Board.

Years. Note :- Age concession given above for various categories can be clubbed with the concession given to the Scheduled Castes/Tribes.

8. APPOINTMENT TO THE SERVICE

Appointment to the service shall be made in the following manners :-

- (i) By direct appointment as provided in Regulation 8, (A).
- (ii) By promotion as provided in Regulation 8, (A).
- (iii) By transfer of an official already in service of any other State Electricity Board or Govt. or any other Undertaking of the Govt., if a suitable candidate is not available by the afore-mentioned two methods.

QUALIFICATIONS AND MODE OF APPOINTMENT

(8)

8.(A) The mode of appointment and the minimum educational and other qualifications and experience required for different classes of posts in the service shall be as under :-

Sr. No.	Name of Post.	Method of appointment	Minimum Educational & other qualifications	Minimum Experience	Remarks
1	2	3	4	5	6
1.	S.A.S. Accountant.	i) By Promotion from amongst Divisional Accountants/Revenue Accountants	After passing SAS part-II Examination or specially exempted	5 years service as Divisional Accountant/Revenue Accountant.	

1	2	3	4	5	6
	ii)	By promotion from amongst SAS Part-I qualified Divisional Accountants who are not able to pass the SAS Part-II, Examination against 25% of vacancies reserved for them other than Revenue wing	—	8 years service as Divisional Accountant.	The post reserved for Divisional Accountants in other than Revenue wing shall not be available to SAS Part-I qualified Revenue Accountants.
	iii)	By promotion from amongst SAS Part-I qualified Revenue Accountants who are not able to pass the SAS Part-II Examination against 25% of vacancies reserved for them in the Revenue wing	—	8 years service as Revenue Accountant	The post reserved for Revenue Accountants in the Revenue wing shall not be available to the SAS Part-I qualified Divisional Accountants.

Added 07 per remarks given
17/01/2009 953 Reg-295 vol. II
Dt 12.11.2009

12/2008

PSFR Accounts Services class-III Regulations-1991 (Reprint edition-2001)

Regulation 8(A) Sr.No.1(iv) (Page-10) qualification & mode of appointment.

01/01/953 Reg-295 vol. II Dt 12.11.2009 12/2008

Existing Regulation	Proposed Regulation	Remarks
8(A)Sr.No.1(iv) By promotion from amongst employees who pass final Examination of CA/ICWA while working in the Board against 5% posts of SAS	8(A)Sr.No.1(iv) By promotion from amongst employees who pass final Examination of CA/ICWA while working in the Board against 5% posts of SAS Accountant	a) Exempted from passing SAS Part-I & II Examination to the employees who passed final Examination of CA/ICWA. b) Common Seniority with the other Departmental passed SAS Accountants

(10)

Revenue Account-

ant whether quali-

fied SAS Part-II or

otherwise shall be

eligible for promo-

tion as Revenue

Supdt.

as Revenue Accountant

Revenue Accountant

Supdt.

1	2	3	4	5	6
---	---	---	---	---	---

5. Divisional Accountant

i) By appointment from amongst Apprentice Divisional Accountant.

ii) By promotion from amongst LDCs/UDCs/ Circle Asstts./ARAs/Head office Asstts./Head Clerks/

After passing SAS 2 Years service

Part-I Examination

Part-I Examination

(11)

Amendment of Regulation No.8 (A) sub-clause (ii) (Page-11), the words "Stenotypist, Junior Scale Stenographers and Senior Scale Stenographers" shall be inserted after the words "Revenue Accountants" and before the word "who".

14/2004

Added note No. 921/27.8.04

14/2004

The successful candidates shall be required to appear for interview or viva voce before the Selection Committee for which

1) B.Com. (1st Class)

& M.Com. (2nd Class)

Cost accountants/ accountants/

Amendment of Regulation No.8 (A) sub-clause (ii) (Page-11), the words "Stenotypist, Junior Scale Stenographers and Senior Scale Stenographers" shall be inserted after the words "Revenue Accountants" and before the word "who".

14/2004

Added note No. 921/27.8.04

14/2004

The successful candidates shall be required to appear for interview or viva voce before the Selection Committee for which

1) B.Com. (1st Class)

& M.Com. (2nd Class)

Cost accountants/ accountants/

1	2	3	4	5	6
	Revenue Accountant.	Inter-mediate of Chartered Accountants.			additional marks
		2) The candidates shall be required to appear in the initial recruitment examination of a competitive nature consisting of 3 papers :-			shall be allotted.
		i) Essay, precies & drafting			The selected candidates as per requirement shall be required to undergo training for 4 months in the offices of Xens/SDOs and 2 months in the office of CAO/
		ii) Elementary book keeping			CA Successful candidates shall be allowed a fixed salary of Rs.4500/
		iii) Arithmetic & mensuration.			

(12)

1	2	3	4	5	6
---	---	---	---	---	---

P.M.till they qualify the

SAS-I Examination in

case of Board employee,

however they will draw

their own pay scales but

those drawing total emo-

luments less than 4500/-

(13)

P.M. would be allowed to

draw Rs.4500/-P.M. fixed

as in the case of direct

recruits. The regular

scale shall be allowed

after the candidates

having successful negot-

iated the SAS Part-I Exa-

1 2 3 4 5 6

mination. They would be required to pass SAS - I Examination within one year failing which their service would be liable for termination. To avoid termination of services, candidates would be offered the job of UDCs, in case they fail to pass the SAS - I Examination and that the Board employee would be reverted to the lower posts held by them

(14)

1	2	3	4	5	6
---	---	---	---	---	---

5. Revenue i) By Promotion from After passing In case some vacancies

Accountant. amongst LDCs/UDCs, SAS-Part-I Exa- are left after promoting
 Circle Asstts, ARAs, Head mination. all available and eligible
 Clerks, Head Office Asstts./ SAS-Part-I qualified offi-

ii) Amendment of Column No.3 Sr.No.5 - Sub-clause (i) (Page-15) -----
 In sub-clause (i) of Column No.3 the words "Stenotypists, Junior Scale
 Stenographers and Sr. Scale Stenographers" shall be inserted after the
 words 'Internal Auditors' and before the word 'who'.

Order No 921/27804 14/2004
 4/17/2004
 14/2004

(15)

(75% of vacancies) Internal Auditors shall be
 ii) By promotion from considered for promot-
 unqualified Internal Auditors ion on the basis of seni-
 (25% of vacancies). ority-cum-merit after min-
 imum two years service.

1	2	3	4	5	6
6.	Internal Auditor.	i) By direct appointment (55% of Vacancies).	B.Com. (1st Class) & M.Com. (IInd Class) or Intermediate of Cost and works Accountants/ Inter-Mediate of Chartered Accountants.		
		ii) By promotion from amongst ARAs/Circle Assistants who opt for promotion as Internal Auditor (45% of vacancies)	After having qualified Departmental Accounts Examination for Minis-terial Establishment, if not already done or specially exempted	3 Years service as Circle Assistant/ ARA/UDC put together out of which a minimum of one year service shall be as Circle Asstt./ARA	

Provided that :-

- i)(a) Unqualified Internal Auditors promoted to the post of Revenue Accountant shall rank junior to SAS Part-I qualified officials who opt for the cadre of Revenue Accountant and are promoted as such, while fixing their seniority as Revenue Accountant after opting that cadre shall not be allowed to seek posting as Divisional Accountant.
- (b) There will be no bar on the Revenue Accountant/Divisional Accountant for appearing in SAS-Part-I or Part-II Examination. However, SAS-Part-II, qualified Revenue Accountant shall be eligible for being promoted as SAS Accountant at par with SAS-Part-II qualified Divisional Accountants.
- (c) The unqualified Internal Auditors already promoted or to be promoted as Revenue Accountant, subsequently qualifies SAS-Part-I examination and opt for the cadre of Divisional Accountant, shall on their promotion, rank junior to all those who have been already promoted as Divisional Accountant. They shall, however be considered for promotion as Divisional Accountant as per batch wise seniority.
- ii) In the case of recruitment to all the posts in the service by direct appointment the candidates must have passed Punjabi upto Matric or its equivalent standard.
- iii) All appointments to the service by promotion shall be made on the basis of seniority-cum-merit and no person shall have any right

of promotion on the basis of seniority alone.

EXEMPTION :

9. (a) The grant of exemption from passing the SAS Examination Part-II shall be considered by the Member Finance and Accounts in extremely hard cases on the following consideration :-
- (i) The official making the request has attained the age of 50 years;
 - (ii) The record of the official is consistently good and without blemish.
 - (iii) The official has atleast made four attempts to clear the examination.
- (b) The grant of exemption from passing any paper(s) of SAS Part-II will not confer any right for promotion as Accounts Officer unless he actually clears SAS Part-I and II Examination.

10. PROCEDURE FOR SELECTION BY WAY OF DIRECT RECRUITMENT.

- (i) In order to fill in posts by direct appointment applications shall be invited through advertisement in the press.
- (ii) The Selection through direct recruitment to the service shall be made by the Selection Committee constituted by the Board for the purpose after conducting such tests and/or interviews as the competent authority may from time to time prescribe.

PROBATION OF PERSONS APPOINTED TO SERVICE :

11. (I) Persons appointed to the service shall remain on probation for a period of two years, if recruited by direct appointment and one year, if recruited otherwise provided that :-

**ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ
ਚੀਫ ਆਈ.ਆਰ. ਤੇ ਡਬਲਿਊ
(ਰੈਗੂਲੇਸ਼ਨ ਭਾਗ ਪਟਿਆਲਾ)**

ਦਫਤਰੀ ਹੁਕਮ ਨੰ: 973

ਆਰ:ਈ:ਜੀ-269/ਵਾ:4

ਸਰਕੂਲਰ ਨੰ: 21/09
ਮਿਤੀ: 20-10-2009

ਬਿਜਲੀ ਸਪਲਾਈ ਐਕਟ -1948 ਦੀ ਧਾਰਾ 79 ਖੰਡ ਸੀ ਅਧੀਨ ਦਿੱਤੇ ਅਖਤਿਆਰਾਂ ਦੀ ਵਰਤੋਂ ਕਰਦਿਆਂ ਹੋਇਆ ਪੰ:ਰਾ:ਬਿ:ਬੋ ਆਪਣੇ ਪੀ.ਐਸ.ਈ.ਬੀ. ਅਕਾਊਂਟਸ ਸਰਵਿਸਜ਼ ਕਲਾਸ-3 ਰੈਗੂਲੇਸ਼ਨਜ਼-1991, ਵਿਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੋਧ ਕਰਨ ਵਿਚ ਪ੍ਰਸੰਨਤਾ ਅਨੁਭਵ ਕਰਦਾ ਹੈ:-

AMENDMENT

**PSEB Accounts Services Class-III Regulations-1991 (Reprint edition -2001)
Regulation -10 (page-18) (Procedure for Appointment by Direct Appointment)**

Under the Existing sub- regulation-10(ii), a new sub-regulation 10(iii) and addition of a sub-regulation 10(A) under the heading appointment by promotion is being added as under:-

Direct Recruitment-10(iii)

- (v) 25%/12% posts are reserved for candidates belonging to Scheduled Castes & Backward classes respectively if suitable candidates are not available the post in question will be carried forward.
- (vi) The reservation for the S.C & B.C candidates in both Vertical as well as Horizontal as tabulated below:-

S.C Ex- Servicemen 4%	S.C. Sportsmen 1%	S.C. Handicapped. —	S.C. —	Other S.C's 20%	Total S.C's 25%
B.C Ex- Servicemen 2%	B.C. Sportsmen —	B.C. Handicapped —	B.C —	Other B.C's 10%	Total B.C's 12%
General Ex- Servicemen 8%	General Sportsmen 2%	General Handicapped 2%	General Freedom Fighter 1%	Un-reserved 50%	Total General Category 63%
Total Ex- Servicemen 14%	Total Sportsmen 3%	Total Handicapped 2%	Total Freedom Fighter 1%	—	—

After the carry forward rule has been exhausted and a suitable Scheduled castes candidates has still not become available a vacancy reserved for this category should first of all be offered to a candidate belonging to the backward classes before it is thrown open for General recruitment. In case a backward class candidates avails of such a vacancy the

vacancy properly reserved for a backward classes candidate later in the roster would then go to a scheduled castes candidate instead.

The reservation in service will however, continue to be subject to the condition that the minimum qualifications prescribed for a post would not be lowered with a view to accommodating any candidate. The vacancies to be reserved for members of Schedule cast in a lot of 100 vacancies would be at the point specified below: -

1,5,9,13,17,21,25,29,33,37,41,45,49,53,57,61,65,69,73,77,81,85,89,93, &97 & so on. vacancies at Sr No. 8,16,24,35,42,48,56,64,72,80,88 &96 shall be treated as reserved for members of Backward classes.

The roster already existing will not be abandoned but will be maintained in continuation from the vacancy in the existing roster last filled up according to the new patron of reservation that has been described above.

Note: Prior to this, previous instructions /rules will be applicable.

10(a) APPOINTMENT BY PROMOTION

10-A (i). There will be reservation of 20% for scheduled castes in promotion to be made on the basis of seniority-cum-fitness or by selection or through competitive examinations limited to Board employees. The persons to be considered for promotion should, however, possess the minimum necessary qualifications prescribed for the posts and they should have at least a satisfactory record of service.

(ii) Performa promotion will also count as promotion for this purpose.

(iii) Reservation in promotions will be in addition to the reservation already being followed at the time of direct recruitment.

(iv) The reservation will apply even in the case of short term leave vacancies provided it is not likely to involved un- necessary dislocation of work, avoidable expenditure and in convenience due to mid year transfers etc.

(v) The vacancies falling to the share of scheduled castes on the basis of prescribed reservation for them are not to be treated as un-reserved under any circumstances and these are not to be filled up from out of other official without the prior approval of competent authority. If it is felt necessary to fill up these posts from other, the circumstances under which these could not be filled from out of the scheduled castes should, invariably be intimated along with the details of efforts made, to the competent authority at the time of apply for approval.

(vi) This reservation will not apply in the case of vacancies to be filled by promotion for conducting research or organizing, guiding and directing research.

vii) The vacancies at Sr .No. 1, 6, 11, 16, 21, 26, 31, 36, 41, 46,51,56,61, 66, 71, 76, 81, 86, 91& 96 in a lot of 100 that may be filled from time to time shall be treated as reserved for members of the scheduled castes. In case of Class-III & IV categories.

(vii) In promotions the S.C. officers are entitled to a quota of 14% posts as against 20% admissible to Class-III & IV. The vacancies at Sr. No. 1, 7, 15, 22, 30, 37, 44,51, 58, 65, 72, 80,87 & 94 are reserved for S.C officers in a lot of 100 which may be filled from time to time shall be treated as reserved for members of the scheduled castes.

(viii) In the strength of a particular cadre is less than 5 and there are only 2 vacancies to be filled on a particular occasion not more than one is to be treated as reserved and if there be only one vacancy, it should be treated as un-reserved. If on this account reserved vacancy is treated as un-reserved, the reservation may be carried forward to the subsequent two years.

(ix) In order to fill the reserved vacancies by promotions separate seniority list of scheduled castes officials should be drawn up. For this purpose, all class-III employees belonging to scheduled castes should be asked to produce a certificate from Sub Divisional Magistrate of the area. Entry to the effect is recorded in his service book meant for reservation to this class.

(x) Officials belonging to this class will be adjudged separately and not with other officials and if they are suitable for promotion, they should be included in the list irrespective of their merit as compared to other officials of General category.

(xi) The roster should be maintained in the form of running account year to year in order to see that the vacancies are being filled according to the prescribed ratio.

(xii) The member of scheduled castes who are in service and are otherwise qualified and suitable and against whom there are no complaints should not be reduced / reverted in rank so long as their total strength does not exceed the prescribed limit of reservation in a cadre. The protection against non-reversion will, however, not be applicable where the promotions are made against purely temporary posts created for a limited period and the vacancies, which occur as a result of some one proceeding on leave or on deputation.

(xiii) If a senior person belonging to un-reserved classes is reverted on account of reduction in the number of posts and is later on re-promoted, his original seniority will be restored on subsequent promotion. However, on reoccurrence of vacancies in the cadre the revertees will be absorbed first and the reservation will be applied after they are accommodated. They will also on subsequent promotion be entitled to the same seniority, which they enjoyed before their reversion.

Note: Prior to this, previous instructions / rules will be applicable.

[Signature]
ਉਪ ਸਕੱਤਰ/ਪੀ.ਤੋ.ਆਰ.,
ਪੰ.ਰਾ.ਬਿ.ਬੋ.ਪਟਿਆਲਾ।
ਮਿਤੀ: 21-10-2008

ਪਿੱਠ ਅੰਕਣ ਨੰ: 1-17877/8877

ਆਰ:ਈ:ਜੀ-269/ਵਾ:4

1. ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-
2. ਸਾਰੇ ਇੰਜ: ਇਨ:ਚੀਫ/ਜਨਰਲ ਮੈਨੇਜਰ/ਵਿੱਤ, ਪੰ:ਰਾ:ਬਿ:ਬੋ, ਡੀ.ਜੀ.ਪੀ ਵੀ.ਤੋ.ਐਸ.ਪੰ:ਰਾ:ਬਿ:ਬੋ।
3. ਸਾਰੇ ਮੁੱਖ ਇੰਜ:ਪੰ:ਰਾ:ਬਿ:ਬੋ/ਬੀ.ਈ.ਐਮ.ਬੀ ਸਮੇਤ ਹਾਈਡਲ/ਚੀਫ ਆਈ.ਆਰ.ਡਬਲਯੂ।
4. ਸਾਰੇ ਮੁੱਖ ਲੇਖਕ ਅਫਸਰ/ਮੁੱਖ ਆਫੀਟਰ, ਪੰ:ਰਾ:ਬਿ:ਬੋ।
5. ਓ.ਐਸ.ਡੀ. ਟੂ ਜ਼ੋਅਰਮੈਨ ਪੰ:ਰਾ:ਬਿ:ਬੋ ਪਟਿਆਲਾ।
6. ਮੁੱਖ ਕਾਸਟ ਕੰਟਰੋਲਰ ਅਤੇ ਰੀਕੌਰਡ ਪੰ:ਰਾ:ਬਿ:ਬੋ ਪਟਿਆਲਾ।

7. ਸਾਰੇ ਨਿਗ:ਇੰਜ: /ਡਾਇਰੈਕਟਰਜ਼, ਪੰ:ਰਾ:ਬਿ:ਬੇ' ਪਟਿਆਲਾ।
8. ਮੁੱਖ ਖਰੀਦ ਅਫਸਰ ਪੰ:ਰਾ:ਬਿ:ਬੇ' ਪਟਿਆਲਾ।
9. ਲੇਖਾ ਅਤੇ ਵਿੱਤ ਮੈਨੇਜਰ, ਜੀ. ਐਨ. ਡੀ. ਟੀ. ਪੀ. ਬਠਿੰਡਾ।
10. ਮੈਬਰ ਪਾਵਰ ਬੀ. ਬੀ. ਐਮ ਬੀ. ਸੈਕਟਰ-9 ਚੰਡੀਗੜ੍ਹ।
11. ਸਕੱਤਰ ਬੀ. ਬੀ. ਐਮ ਬੀ. ਸੈਕਟਰ-9 ਚੰਡੀਗੜ੍ਹ।
12. ਸਕੱਤਰ/ਚਿਮਬਡਸਮੈਨ, ਇਲੈਕਟ੍ਰੀਸਿਟੀ ਪੰਜਾਬ, 248 ਸੈਕਟਰ-19-ਏ ਚੰਡੀਗੜ੍ਹ,
13. ਵਿੱਤ ਸਲਾਹਕਾਰ ਅਤੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ ਪ੍ਰੋਕਿਊਰਮੈਂਟ, ਪੰ:ਰਾ:ਬਿ:ਬੇ, ਪਟਿਆਲਾ।
14. ਵਿੱਤ ਸਲਾਹਕਾਰ, ਪੰ:ਰਾ:ਬਿ:ਬੇ, ਪਟਿਆਲਾ।
15. ਨਿਗ:ਇੰਜ: ਇਲੈਕਟ੍ਰੀਕਲ ਯੂਨੀਅਨ ਟੋਰੇਟਰੀ ਚੰਡੀਗੜ੍ਹ।
16. ਸਾਰੇ ਉਪ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ/ਉਪ ਵਿੱਤ ਸਲਾਹਕਾਰ/ਉਪ ਮੁੱਖ ਆਡੀਟਰ ਸਮੇਤ ਰੇਪੜ ਬਰਮਲ, ਲਹਿਰਾ ਮਹੱਬਤਬਰਮਲ ਅਤੇ ਬਠਿੰਡਾ ਬਰਮਲ ਪ੍ਰੋਜੈਕਟ
17. ਸਾਰੇ ਕਾ:ਕਾ:ਇੰਜ: /ਰੈਜੀਡੈਂਟ ਇੰਜ: /ਡਿਪਟੀ ਡਾਇਰੈਕਟਰ/ਖਰੀਦ ਅਫਸਰ ਪੰ:ਰਾ:ਬਿ:ਬੇ।
18. ਸਾਰੇ ਸੀਨੀ:ਲੇਖਾ ਅਫਸਰ/ਲੇਖਾ ਅਫਸਰ ਬਿਆਸ ਪ੍ਰੋਜੈਕਟ, ਬੀ. ਬੀ. ਐਮ. ਬੀ. ਅਤੇ ਹਾਈਡਲ।
19. ਰੈਜੀਡੈਂਟ ਆਡਿਟ ਅਫਸਰ ਪੰ:ਰਾ:ਬਿ:ਬੇ, ਪਟਿਆਲਾ।
20. ਉਪ ਵਿੱਤ ਸਲਾਹਕਾਰ ਅਤੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ ਬੀ. ਬੀ. ਐਮ. ਬੀ. ਨੰਗਲ।
21. ਵਿੱਤ ਸਲਾਹਕਾਰ ਅਤੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ ਬਿਆਸ ਪ੍ਰੋਜੈਕਟ ਤਲਵਾੜਾ ਟਾਊਨ ਸ਼ਿਪ।
22. ਉਪ ਸਕੱਤਰ ਟੂ ਚੇਅਰਮੈਨ ਪੰ:ਰਾ:ਬਿ:ਬੇ, ਸੀਨੀ:ਨਿੱਜੀ ਸਕੱਤਰ ਟੂ ਮੈਬਰਜ਼, ਸਕੱਤਰ, ਪੰ:ਰਾ:ਬਿ:ਬੇ ਪਟਿਆਲਾ
23. ਸਾਰੇ ਜੁਆਇੰਟ ਸਕੱਤਰ/ਉਪ ਸਕੱਤਰ/ਅਧੀਨ ਸਕੱਤਰ, ਸਾਰੇ ਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਪੰ:ਰਾ:ਬਿ:ਬੇ ਪਟਿਆਲਾ।

ਸੁਪਰਡੈਂਟ/ਰਿਗੂ:ਤੇ ਕੇਂਦਰੀ ਚਿਕਾਰਡ,
ਵਾ: ਉਪ ਸਕੱਤਰ/ਪੀ.ਤੇ.ਆਰ, ਪੰ:ਰਾ:ਬਿ:ਬੇ,
ਪਟਿਆਲਾ।

੨੨
15/10/09

- (a) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
- (b) in the case of an appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the service, may, in the discretion of the appointing authority, be allowed to count towards the period of probation; and
- (c) any period of officiating appointment to the service shall be reckoned as period spent on probation, but no person who has so officiated shall on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.
- (2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory, it may :-
- (a) If such person is recruited by direct appointment, dispense with his services; and
- (b) If person is recruited otherwise :-
- (i) revert him to his former post ; or
 - (ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

(3) On the completion of the period of probation of a person, the appointing authority may :-

(a) If his work or conduct has, in its opinion, been satisfactory.

(i) confirm such person from the date of his appointment if appointed against a permanent vacancy ; or

(ii) confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy ; or

(iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy ; or

(b) if his work and/or conduct has not been, in its opinion, satisfactory-

(i) dispense with his services, if appointed by direct recruitment or if appointed otherwise, revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit ; or

(ii) extend his period of probation and there-after pass such orders as it could have passed on the expiry of the first period of probation.

Provided that the total period of probation, including extension, if any shall not exceed four years.

12. SENIORITY ✓

The seniority interese of members of the service in a particular class of post shall be determined by the date of their continuous appointment in that class.

Provided, firstly, that in the case of members appointed by direct appointment, the order of merit determined at the time of selection shall not be disturbed so far as the seniority in the class of a post to which direct appointment was made is concerned, and persons appointed as a result of an earlier selection shall be senior to those appointed as a result of subsequent selection. However, a member of service appointed by direct recruitment, whose probation period is extended, will not be entitled to seniority on the basis of merit position at the time of selection and his seniority will be fixed on the basis of his deemed date of appointment as per Note-ii hereunder.

Provided, secondly, that in the case of two or more members appointed on the same date, seniority shall be determined as follow :-

- (a) In the order of the salaries allowed to them on such date, the higher paid being placed above the lower paid or if both the date of appointment and the salary be the same in the order of age, the older being placed above the younger and
- (b) In the case of members of the service appointed by promotion, the seniority shall be determined according to their relative seniority

in the lower class from which they were promoted unless a member of a lower class is promoted earlier than an other member of that class who is senior to him and the latter has been passed over on the score of unsuitability or ineligibility for promotion in which case the member of the lower class first promoted shall take rank in the higher class above such other member of the lower class, if and when the latter is promoted.

Provided, thirdly, that a member of the service, who is appointed by direct appointment, shall be senior to a member appointed by promotion.

Provided, fourthly, that the seniority of a member of the service appointed by transfer shall be determined on the merits of each case.

Provided, fifthly, that if a member of the service is promoted temporarily to a post earlier than his senior, for reasons other than inefficiency of the senior person or his in-eligibility for promotion, they will rank interse according to their relative seniority in the class from which they were promoted.

Provided, sixthly, that in case two or more members from different cadres become eligible for promotion to the post of S.A.S. Accountant/Divisional Accountant, their seniority shall be determined as under at the time of consideration for promotion :-

- (a) Those working in higher ranks shall be senior to those working in lower ranks.

- (b) In case of persons fixed in identical scale of pay but belonging to different classes, in the order of continuous length of service in their identical scale and if the date of appointment is the same, in the order of their age, the older being placed above the younger.
- (c) Those working in the same cadre, in the order of their respective seniority in the rank from which they are to be promoted.

NOTE :i) Seniority of members appointed on purely provisional basis shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

- ii) If any member to the service fails to qualify himself for continuous appointment within the prescribed period of probation, the Appointing Authority shall determine whether the date of his appointment for the purpose of this rule shall be postponed by a period, not exceeding the period by which such employee's continuous appointment is delayed beyond the prescribed period of probation.

Except those employees who have already been confirmed, prior to the enforcement of these regulations, the seniority of the member of the service in a cadre would be regulated and determined in accordance with this regulation.

PAY OF MEMBERS OF SERVICE

13. Members of the service shall be entitled to such scales of pay as may be sanctioned by the Board from time to time. The scales of pay at present in force in respect of specified posts are given in Appendix 'A'

LEAVE, PENSION AND OTHER MATTERS :

14. In respect of pay, leave, pension and all other matters not expressly provided for in these regulations, the members of the service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

DISCIPLINE, PENALTIES AND APPEALS

15. (i) In the matter of discipline, punishment and appeals, members of the service shall be governed by the Punjab State Electricity Board Employees (Punishment and Appeal) Regulations, 1971, as amended from time to time.

(ii) The authority empowered to impose penalties under the Punjab State Electricity Board Employees (Punishment and Appeal) Regulations, 1971 and the appellate authority there-under in respect of the Members of the service shall be as specified in Appendix 'B' to these Regulations.

LIABILITY FOR VACCINATION AND RE-VACCINATION

16. Every member of the service shall get himself vaccinated or re-vaccinated when the Board so directs by a special or general order.

LIABILITY OF MEMBERS OF SERVICE TO TRANSFER :

17. A member of service may be transferred by the Board to any post, whether included in any other service or not, on the same terms and conditions as are specified in regulation 3.16 of Main Service Regulations, 1972 Volume-I, Part-I.

LIABILITY TO SERVICE :

18. A member of service shall be liable to serve at any place whether within or outside the Punjab State Electricity Board on being ordered to do so by the competent authority.

OATH OF ALLEGIANCE :

19. Every member of the service, unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by Law established.

POWER TO RELAX :

20. Where the Board is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any class or category of persons.

INTERPRETATION OF THE REGULATIONS :

21. If any question arises as to the interpretations of the regulations the Board shall decide the same.

DA/Appendix-'A' & 'B'

Secretary,
Punjab State Elec. Board
Patiala.

APPENDIX -- A
(Referred to in Regulation 3 and 13)

S.No.	Name of Post	Scale of Pay	Remarks
1.	S.A.S. Accountant	Rs. 7000-250-8000-275- 9100-300-10000-350-11750 (with initial start of Rs. 7500/-)	
2.	Revenue Superintendent	Rs. 7000-250-8000-275- 9100-300-10000-350-11750	
3.	Divisional Accountant	Rs. 6750-250-8000-275-9100- 300-10000-350-11050	
4.	Revenue Accountant	Rs. 6750-250-8000-275-9100- 300-10000-350-11050	
5.	Internal Auditor	Rs. 6300-200-6500-250-8000- 275-9100-300-10000-350-10700	

APPENDIX -- 'B'
(Referred to in Regulation 4 and 15)

Designation of official	Appointing Authority.	Nature of Penalty	Authority competent to impose penalty	Appellate Authority.
1	2	3	4	5

MINOR PENALTIES

SAS Accountant	C.A.O.	i) Censure	C.A.O.	Member/
		ii) With holding of his Promotions		Finance & Accounts.
Divisional Accountant		iii) recovery from his Pay of the whole or Part of any pecuniary loss caused by him to the Board by negligence or breach of orders ;		
		iv) with-holding of increments of pay without cumulative effect		

1	2	3	4	5
Revenue Superintendent	C.A.O.	-Do-	CAO/CA Engineer-in	-Do-
Revenue Accountant	C.A.O.	-Do-	Chief/G.M./C.E. CAO/Engineer in-Chief/G.M./C.E.	-Do-
Internal Auditor	C.A.	-Do-	C.A.	-Do-

(28)

MAJOR PENALTIES

v) With holding of increments CAO Member/
of pay with cumulative eff- Finance &
fect or reduction to a lower Accounts.
stage in the time scale of pay
for a specified period, with
further directions as to whe-
ther or not the employee

1 2 3 4 5

will earn increments of pay during
the period of such reduction and
whether on the expiry of such
period, the reduction will or will
not have the effect of postponing
the future increments of his pay :

- vi) reduction to a lower time scale of
pay, grade, post or service,
which shall ordinarily be a bar to
the promotion of the employee
to the time scale of pay, grade, post
or service, from which he was reduced
with or without further directions
regarding conditions of restoration

1	2	3	4	5
---	---	---	---	---

to the grade or post or service from

which the employee was reduced and pay on such restoration to that grade, post, or service;

- vii) Compulsory retirement
- viii) Removal from service which shall not be a disqualification for future employment under the Board

- ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Board

(30)

Internal Auditor C.A.

-Do- C.A.

Member/
Finance &
Accounts.