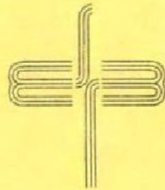


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PUNJAB STATE ELECTRICITY BOARD



ਸੁਪਰਡੈਂਟ/ਰਿਜ਼ੋਲਰ,
ਪੰਜਾਬ ਸ.ਬ. ਪਟਿਆਲਾ

MAIN SERVICES REGULATIONS, 1972

Volume I, Part I

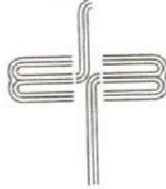
(Regulations relating to Pay, Allowances, Leave
and other General Conditions of Service)
(Re-print Edition)

(Incorporating amendments issued upto 31-12.2001)

THE SECRETARY
PUNJAB STATE ELECTRICITY BOARD
PATIALA

2002

PUNJAB STATE ELECTRICITY BOARD



MAIN SERVICES REGULATIONS, 1972 Volume I, Part I

(Regulations relating to Pay, Allowances, Leave
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PUNJAB STATE ELECTRICITY BOARD
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2002

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PREFACE

1. Consequent upon formation of the Punjab State Electricity Board with effect from 1-2-1959, in terms of Punjab Government Notification No. 724/ Irr-EI -59/2084 Dated 30-1-59, services of permanent employees of the Erstwhile P.W.D. Electricity Branch were transferred to the Punjab State Electricity Board on 'Foreign Service'. Later on termination of Foreign Service arrangements by the Punjab Government, in 1962-63 the board after obtaining the consent of such employees took over all the Permanent Government employees (including those on probation), in its services on the assurance that all the rights of such employees, regarding pension, gratuity, leave and other cognate matters will be safeguarded.

2. In order to govern the services of the Punjab State Electricity Board employees as well as services of those who were firstly taken on 'Foreign Service' and later on opted for Punjab State Electricity Board Service, the Board had to frame its own Service Regulations under Section 79 (c) of the Electricity (Supply) Act 1948, not in any way disadvantageous to any permanent employee of the Erstwhile P.W.D. Electricity Branch. With a view to frame these Regulations the Board-*vide* its Order No. 4010/ PSEB Dated 24-1-1968, constituted a Committee consisting of the Deputy Secretary and one Nominee each of the Chief Accounts Officer, Assistant Secretary (Finance) and Chief Engineer. The Committee after considering all these aspects has framed Board's Regulations based on Punjab Government C.S.R. Vol. I., Part I/ Fundamental Rules of Central Government and general instructions/ orders issued by the Board from time to time. The Board in its meeting held on 21-6-72 considered and approved these Regulations. These Regulations will come into force with effect from 21-6-1972.

3. Suggestions for improvements in these Service Regulations and discrepancies, errors or omissions if any, may be brought to the notice of the Secretary, Punjab State Electricity Board (Regulation Section), Patiala through the Chief Engineer/Chief Accounts officer concerned.

Secretary,
Punjab State Electricity Board,
Patiala

PREFACE TO THE FIRST EDITION (RE-PRINT)

This is an up-to-date compilation of the PSEB Main Services Regulations, 1972, Volume I, Part I. All the corrections and amendments made to the various Regulations upto 31st December 2001 have been incorporated in it.

Suggestions for improvement in these Service Regulations and discrepancies, errors or omissions if any, may be brought to the notice of the Secretary, Punjab State Electricity Board (Regulation Section), Patiala through their respective Heads of Departments.

Secretary,
Punjab State Electricity Board,
Patiala.

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PUNJAB STATE ELECTRICITY BOARD

OFFICER ORDER NO. 182/REG-246

DATED 6-6-73

In exercise of the powers conferred by Section 79 (c) of the Electricity (Supply) Act 1948, the P.S.E.B. is pleased to make the following regulations governing the pay, allowances, leave and other conditions of service of its employees, namely:-

CHAPTER I - SHORT TITLE AND COMMENCEMENT

1.1 (1) These regulations may be called the "Punjab State Electricity Board Main Service Regulations Vol. I, Part-I 1972".

(2) These shall come into force w.e.f. 21st June, 1972.

Extent of Application

1.2 Except as otherwise provided in regulation 1.4 below these regulations shall apply to all Board employees belonging to the categories mentioned below, who are under the administrative control of the Board and whose pay is debitable to the Funds of the Board:-

(a) Members of the Punjab State Electricity Board Services Class I, II, III, & IV.

(b) Holders of Special Posts ; and

(c) any other Board employee or class of Board employees to whom the competent authority may, by general or special order, make them applicable.

Provided that where any of these regulations varies to the disadvantage of any such employee, the conditions of service applicable to him, immediately before the date of commencement of these regulations, the rules applicable to such employee, immediately before that date in respect to his conditions of service, to the extent to which any of these regulations is to his disadvantage, shall continue to apply to him.

Note 1. Unless stated to the contrary in any regulation or regulations or the contrary is apparent from the context, the term "Board Employee" includes also a temporary or an officiating Board employee.

Note 2. Executive orders/ instructions issued by the Board from time to time in connection with service regulations will continue to be applicable to the extent these have not been incorporated in these regulations.

1.3 When in the opinion of the competent authority, special provisions in consistent with these regulations are required with reference to any particular post or any conditions of service, that authority may, not-with-standing anything otherwise contained in these regulations, and subject to the provisions of clause (2) of Article 310 of the Constitution of India (See Appendix I) , provide agreement with the person appointed to such post for any matters in respect of which in the opinion of that authority special provisions are required to be made.

Provided that in every agreement so made it shall be provided that in respect of any matter for which no provision has been made in the agreement, provisions of these regulations shall apply.

1.4 These regulations shall not apply to :-

- (i) Govt. employees who were holding substantive permanent pensionable posts in the erstwhile Electricity Branch of the Punjab Public Works Department on 31-1-1959 including those on 'Probation' against permanent posts under Punjab Government in the said Branch while they are/ were on 'Foreign Service' with the Board or when their services were transferred to the Board. Such employees will be governed by the rules contained in Punjab C.S.R. Vol. I. Part I till such time that they opt to come under these regulations ;
- (ii) any Board employee between whom and the Board, a specific contract or agreement subsists in respect of any matter dealt with herein to the extent up to which specific provision is made in the contract or agreement (See Regulations 1.3 above) ;
- (iii) any person for whose appointment and conditions of service special provision is made by or under any law for the time being in force ; and
- (iv) any Board employee or class of Board employees to whom the competent authority may by general or special order, direct that they shall not apply in whole or in part. One of such classes of Board employees is that employed only occasionally or which is subject to discharge at one month's notice or less. (List given in Appendix 2)

1.5 If any doubt arises as to whether these regulations apply to any person or not, the decision shall lie with the Board.

1.6 Nothing in these regulations shall operate to deprive any person of any right or privilege to which he is entitled by or under any law or by the terms of his agreement.

1.7 Unless otherwise provided in any regulation or regulations, a Board employee's claim to pay and allowances shall be regulated by the regulations in force at the time in respect of which the pay and allowances are earned; to travelling allowance by the regulations in-force at the time the journey in respect of which they are made are under-taken; to leave by the regulations applicable to him at the time the leave is applied for and granted; and to pension by the regulation in force applicable to him at the time when the Board employee retires or is discharged from the service of Board. See also Rule 1.1 (b) of Pb. C.S.R. Volume II till the Board frames its own regulations and thereafter the relevant regulations thereof.

1.8 All powers under these regulations, including powers to interpret, add, alter, modify, cancel, or amend all or any if these regulations, or any supplementary regulations/amendments thereto issued in connection with these regulations without previous notice of its intention and the right to give effect thereto from the date of issue or from any other date, shall rest with the Board.

Note 1. Communications regarding the interpretation and alteration of these regulations should be addressed to Secretary Board through Heads of Departments.

Note 2. Where the Board is satisfied that the operation of any of these regulations regulating the conditions of service of Board employees or any class of such Board employees, cause undue hardship in any particular case, it may by order dispense with or relax the requirements of that regulation to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

1.9 The Board may, by a general or special order and subject to such conditions as it may think fit, authorise any authority subordinate to it to exercise powers or functions of the Board for all or any of the purposes of these regulations.

CHAPTER II DEFINITIONS

2.1 Unless there be something repugnant in the subject or context, the terms defined in this chapter are used in these regulations in the sense here explained.

2.2 '**Act**' means the Electricity (Supply) Act, 1948.

2.3 '**Appointing Authority**' means the authority competent to make appointment to the service or a post, held by an employee of the Board, under the regulations governing his appointment and other conditions of service.

2.4 '**Accounts Office**' means the office of the Chief Accounts Officer who keeps accounts of the Punjab State Electricity Board and also exercise audit functions:

2.5 '**Active Service**' for the purpose of pension, includes besides time spent on duty :-

(i) Earned leave not exceeding 120 days in ordinary cases and 180 days in the case of sick leave or leave preparatory to retirement in any one spell of leave taken under Regulation 8.52.

(ii) Time spent on the voyage to India by a Board employee who is recalled to duty before the expiry of any recognised leave out of India ; provided his return to duty is compulsory.

(iii) The period of absence from India of a Board employee deputed or detained out of India on duty.

Note : Disability leave under Regulation 8.57 is included in "Active Service".

2.6 '**Actual Travelling Expenses**' means the actual cost of transporting a Board employee with his domestic servants and personal luggage including charges for ferry and other tolls, if paid, and for carriage of camp equipment if such is necessary. It does not include charges for hotels or traveller's bungalows or refreshments or for the carriage of stores or conveyances or for presents to coachman and the like; or any allowance for such incidental losses or expenses as the breakage of crockery, wear and tear of furniture and the employment of additional domestic servants and the like.

2.7 **Age** : The day on which a Board employee retires or is retired or is discharged or is allowed to resign from service, as the case may be, shall be treated as his last working day. The day of death shall also be treated as a working day.

Note 1. Every person newly appointed to a service or a post under Board should at the time of appointment declare the date of his birth by Christian era with confirmatory evidence as far as possible, confirmatory documentary evidence such as Matriculation Certificate, Municipal birth certificate and so on. If the exact date is not known, an approximate date may be given. The actual date or the assumed date determined under note 2 below should be recorded in the History of Service, Service Book or any other record that may be kept in respect of the Board employee's service under Board and once recorded, it cannot be altered except in the case of a clerical error, without the previous orders of Board. (See also Annexure-A of this Chapter).

Note 2. (a) If a board employee is only unable to state his exact date of birth but can state the year or year and month of birth, 1st July or the 16th of the month respectively may be treated as the date of his birth.

(b) If a Board employee is only able to state his approximate age, his date of birth may be assumed to be corresponding date after deducting the number of years representing his age from his date of appointment.

(c) When a Board employee who first entered as a Military employee is subsequently employed in the Board, the date of birth for Board's employment should be the date stated by him at the time of attestation or if at the time of attestation he stated only his age, the date of birth should be decided with reference to that age, according to the method indicated in Sub-para (b) above.

Note 3. For administrative instructions in respect of alterations in the date of birth see Annexure 'A' to this Chapter.

2.8 '**Apprentice**' means a person who is undergoing apprenticeship training in the board.

2.9 --Omitted--

2.10 '**Board**' means the Punjab State Electricity Board constituted under Section 5 of the Electricity (Supply) Act, 1948 and shall include its successors and assigns.

2.11 '**Board Employees**' means all persons whose conditions of service may be regulated by regulations made by the Board, under Clause (c) of Section 79 of the Electricity (Supply) Act, 1948.

2.12 '**Bonus**' means the dividend payable by the Board to the employee out of its Funds. It will be payable according to the provisions of Bonus Act instructions issued from time to time.

2.13 '**Cadre**' means the strength of a service or a part of a service sanctioned as a separate unit.

2.14 'Chief Public Office' means :-

At the headquarters of a District.	The Court of the Deputy Commissioner.
At a Cantonment.	The Station Church or such other place as may be fixed by the competent authority.
At an Out-Post or Tehsil	The court of the Officer-incharge of the Out-Post or Tehsil.
At all other places.	The Police Station, or, if there be no police station the Post-Office, or if there be no Post Office, the point designated by competent authority.

2.15 'Chief Executive Officer' means the Secretary to the Board and any other officer who is/ or may be delegated as such by the Board from time to time.

2.16 'Compensatory allowance' means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes travelling allowance, dearness allowance but does not include a sumptuary allowance.

Note : See the Explanation and Note 1 under Regulations 2.52.

2.17 'Competent Authority' in relation to the exercise of any power means the Administrative Authority concerned of the Board.

A list of authorities which exercise the powers of a competent authority under the various regulations is given in Chapter XV.

2.18 'Day' means a calendar day, beginning and ending at midnight ; but an absence from headquarters which does not exceed twenty four hours, shall be reckoned for all purposes as one day, at whatever hours the absence begins or ends.

2.19 'Duty' (a) Duty includes

(1) Service as a Probationer or Apprentice, Provided that

service is followed by confirmation : provided further that, in the case of Apprentice, on confirmation either in the post for which he was undergoing Apprenticeship or in any other post, he cannot count his Apprentice period for leave as if it had been service rendered substantively in a permanent post.

(2) Joining time :

(b) A Board employee is also treated as on duty under the circumstances specified in the Schedule to this Chapter. (See Schedule at the end of this Chapter).

Note : No leave of any kind can be treated as duty for the purpose of any regulation unless the contrary is expressly stated therein.

2.20 'Family' means a Board employee's wife or husband, as the case may be, residing with the Board employee and legitimate children and step children residing with and wholly dependent upon the Board employee. Except in Regulations 2 (6) of the Punjab State Electricity Board, Main Service Regulations Volume III (Travelling Allowance Regulations), it includes in addition parents, sisters and minor brothers, if residing with and wholly dependent upon the Board employee.

Note 1. The term 'legitimate children' in this regulation does not include adopted children except those adopted under the Hindu Law.

Note 2. The term 'child' or "children" used in this regulation includes major sons and married daughters so long as they are residing with and wholly dependent on the parent (Board employee) and subject to this condition being full-filled, it includes widow daughter also.

Note 3. Not more than one wife is included in the term 'family' for the purpose of these regulations.

Note 4. An adopted child shall be considered to be a legitimate child, if under the personal law of the Board employee, adoption is legally recognised as conferring on it status of a natural child.

Note 5. A person in receipt of a gross pension (including temporary increase in pension and pension equivalent of death-cum-retirement gratuity) not exceeding Rs. 100 per mensem but otherwise dependent on and residing with the Board employee shall be considered a member of his/her family for the purpose of Regulations 5.3 and 5.4.

2.21 'Fee' means a recurring or non-recurring payment to a Board Employee from a source other than the Board Funds, whether made directly to the Board employee or indirectly through the intermediary of Board, but does not include --

(a) unearned income such as income from property; dividends and interest on securities, and

(b) income from literary, cultural, artistic, scientific or technological efforts and income from participation in sports activities as amateur.

2.22 'Finance Section' means the Finance Section of the Punjab State Electricity Board.

2.23 'First Appointment' includes the appointment of a person not at the time holding any appointment under the Board, even though he may have previously held such an appointment.

2.24 'Foreign Service' means service in which a Board employee receives his pay with the sanction of the Board from any source other than the revenues of the Board.

2.25 (a) 'A Gazetted Officer' of the Board is one who is a member of Punjab State Electricity Board Service of Class I and II or a person appointed in accordance with the terms of a contract or agreement and any other Board employee holding a post which may be declared to be a Gazetted post by the Board.

(b) 'A Gazetted Officer' means a member of All India Specialist Provincial or Service, Class I and II and whose appointment is Gazetted by the Government of India/ State Government.

Existing Regulation	Proposed Regulation
<p>2.28. "Head of Department" means the Chief Accounts Officer, Chief Engineers & Secretary of the Board or any other authority specially appointed by the Board to exercise the powers of a Head of Department.</p> <p><i>2/01/10-947/Reg-380 DT 15.4.08 Circular No. 6/2008</i></p>	<p>2.28". Head of Department" means the Secretary of the Board, Chief Accounts Officer, Chief Engineers & other equivalent rank Non Engineering Officers in the pay scale of Chief Engineer or any other authority specially appointed by the Board to exercise the powers of a Head of Department.</p>
<p>any other authority declared by the Board to be the Head of an Office.</p>	<p>designated as</p>

2.30 'Head Quarters' (See Sr. No. 1 Chapter XV) of a Board employee are :--

- If he is attached to the Head Office of the Board, the headquarters for time being of the Board ; and.
- in other cases, the station which has been declared to

be his head quarter by the competent authority or, in the absence of such declaration, the station where the records of his office are kept.

2.31 'Hill Station' means any place which the Board / Punjab Government may declare to be a hill station.

2.32 'Holiday' means a holiday prescribed or notified by the Board.

2.33 'Honorarium' means a recurring or non-recurring payment granted to a Board employee from the Board Funds as remuneration for special work of an occasional nature or intermittent character.

Note 1. No honorarium should be paid in respect of any work can fairly be regarded as part of the legitimate duties of the Board employee concerned.

Note 2. It is one of the liabilities of Board employees to have to work outside office hours in exceptional times and circumstances. No honoraria should ordinarily be given on this account, but continues working out of office hours may justify a claim to honoraria or to special pay.

Note 3. No honoraria should be paid to Board employees for attending meetings of the Board and Committees financed wholly or partly from Board revenues.

Note 4. No honorarium should be granted to Gazetted Officers engaged on work in connection with the setting up of Companies, Corporations, etc., which forms a part of their normal duties even if they work beyond office hours.

2.34 -Omitted.

2.35 'Joining Time' means the time allowed to a Board employee for joining a new post or to travel to or from a station to which he is posted.

2.36 'Leave on half pay' means leave on salary equal to half pay as regulated by Regulation 8.56.

2.37 'Leave salary' means the monthly amount paid by Board to a Board employee on leave. A Board employee on earned leave is entitled to leave salary equal to the average of the actual monthly pay earned during the ten complete months, immediately preceeding the month in which leave commences or equal to the substantive pay to which the Board employee is entitled immediately before the commencement of leave, whichever is greater.

- Note 1.** The leave salary of a military officer, who is granted rent free quarters and thereby foregoes lodging allowance in lieu thereof, shall, if he gives up such quarter before going on leave be calculated as though he had been drawing during the period of occupation, the lodging allowance to which he would otherwise have been entitled.
- Note 2.** The term 'month in this regulation means calendar month as defined in regulation 2.42.
- Note 3.** The words 'ten complete months immediately preceding' appearing in this regulation shall be interpreted literally. Thus a Board employee, who has been on leave from 23rd March, 1973 to 22nd July, 1973 (inclusive), is granted leave from 4th February, 1974, his leave salary should be calculated on the pay earned for the period from 23rd July, 1973 to 31st January, 1974. If, however, a Board employee happens to be on leave for more than 10 months immediately preceding the month in which the leave is taken, the leave salary should be worked out on the basis of the monthly pay earned during the ten complete months preceding the month in which the previous leave commences.
- Note 4.** In the case of a military officer, transferred to Board, who proceeds on leave within a few months of his joining the Board the period of ten complete months immediately preceding the month in which the leave begins should be taken into account and in respect of that portion of the period during which he was in military employ, the pay in the military department which comes within the definition of pay in regulation 2.45, shall be taken into consideration for the calculation of leave salary.
- Note 5.** Any period of joining time taken under regulation 9.1 (b) during the preceding ten months should be ignored in calculating the leave salary as no pay is drawn in respect of such joining time.
- Note 6.** In the case of a Board employee serving in vacation institutions the vacation falling in the period of ten complete months immediately preceding the months in which leave is taken, should be treated as duty for the purpose and the emoluments drawn by the Board employee during the vacation should be treated as pay drawn on duty and should, therefore, be taken into account in determining his leave salary during the succeeding leave.
- Note 7.** In the case of the Board employee serving in vacation institution both prefixing and affixing leave to a vacation, the leave salary for the leave affixed should be calculated on the emoluments drawn by the Board employee during the ten complete months preceding the commencement of his leave.
- Note 8.** For interpretation of expression "pay, which the Board employee would have drawn if on duty in India" appearing in note 2 below regulation 8.56, see note 2 below regulation 6.2.
- Note 9.** A Board's officer undergoing military training is not a Military Officer as defined in regulation 2.40. Consequently, in calculating leave salary in his case, the pay which he would have drawn during the period of training had he not proceeded on training, should be taken into

account. Similarly a Board employee belonging to the Indian Army Reserve of Officers when called to Army Service or such a Board employee belonging to the Indian Territorial Force, while undergoing training with such a force is not a "Military Officer" as defined in regulation 2.40 and in his case "pay" as defined in regulation 2.45 does not include 'rank pay' (received during the period of service in the Army). In such cases, the pay which the Board employee would have received, if he had not been called to Army Service and not the 'rank pay' actually drawn during that period should be taken into account for purposes of calculating leave salary under this regulation.

Note 10. Also see regulation 8.56 and notes thereunder.

2.38 'Lien' means the right or title of a Board employee to hold a Regular Post, whether Permanent or temporary, either immediately or on the termination of the period of absence.

2.39 'Military Commissioned Officer' means a Commissioned Officer other than a Warrant Officer.

2.40 'Military Officer' means any officer falling within the definition of Military Commissioned Officer, or included in Regulation 2.39 above or any Warrant Officer.

2.41 'Ministerial employee' means a Board employee belonging to the Punjab State Electricity Board Ministerial Services Class III, whose duties are entirely clerical, and any other class of Board employees specially defined as such by general or special order of the Board.

Note : Those members of Class II Service whose duties are predominantly clerical, shall be classed as Ministerial employees for the purpose of this regulation.

2.42 'Month' means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months should be calculated and the odd number of days added thereto.

Illustrations : (a) Calculate 3 months and 20 days on and from the 25th January the following method should be adopted :

	Y	M	D
25th January to 31st January	0	0	7
February to April	0	3	0
1st May to 13th May	0	0	13
	0	3	20

(b) the period commencing on 30th January and ending with the 2nd March, should be deemed as 1 month and 4 days as indicated below :-

	Y	M	D
30th January to 31st January	0	0	2
February	0	1	0
1st March to 2nd March	0	0	2
	0	1	4

2.43 'Officiate' A Board employee officiates in a post when he performs the duties of a post on which another person holds a lien. The authority competent to make a substantive appointment to the post may, if it thinks fit appoint a Board employee to officiate in a vacant post on which no other Board employee holds a lien (Sr No. 2 Chapter XV).

Note : In the case of a Board employee with a substantive post on a permanent establishment who is appointed to officiate in a permanent post which is substantively vacant or which is temporarily vacant in consequence of the substantive incumbent on extra-ordinary leave or on transfer to foreign service, and is allowed to draw the full officiating pay or salary admissible under the regulations.

2.44 -Omitted-

2.45 'Pay' means-

(a) the basic pay, that is the amount drawn monthly by a Board employee in the scale of pay of the post held by him, or to which he is entitled by reason of his position in a cadre ; and

(b) includes any other emoluments which may specifically be classed as part of pay by the competent authority.

2.46 'Pension' Except when the term "Pension" is used in contradistinction to "Gratuity" pension includes Gratuity.

2.47 'Permanent Post' means a post carrying a definite rate of pay sanctioned without limit of time.

2.48 'Personal Pay' means additional pay granted to a Board employee :-

(a) to save him from a loss of substantive pay in respect

of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure ; or

- (b) in exceptional circumstances, on other personal considerations.

Note : No case will be entertained which is not of an entirely exceptional character; and in submitting cases for the grant of personal pay this should be carefully borne in mind.

2.49 'Presumptive Pay of a Post' when used with reference to any particular Board employee, means the pay to which he would be entitled if he held the post substantively and were performing the duties but it does not include special pay unless the Board employee performs or discharges the work of responsibility on consideration of which the special pay was sanctioned.

Note : The first part of the definition is intended to facilitate the use of the term in relation to a Board employee who has been absent from a post for sometime but still retains a lien on it.

2.50 'probationer' means a Board employee employed on probation in or against a substantive vacancy in the cadre of the Board. This term does not, however, cover a Board employee who holds substantively a permanent post in a cadre and is merely appointed "on probation" to another post :

Note 1. The status of a probationer is to be considered as having the attributes of a substantive status except where the regulations prescribe otherwise.

Note 2. No person appointed substantively to a permanent post in a cadre is a probationer unless definite conditions of probation have been attached to his appointment, such as the conditions that he must remain on probation pending the passing of certain examinations.

Note 3. The provisions of this regulation and Note 2 above are to be taken as complementary and not as mutually exclusive. Taken together, they contain the essence of the tests for determining when a Board employee should be regarded as a probationer or as merely "on probation" irrespective of whether he is already a permanent Board employee or is merely a Board employee without a lien on any permanent post. While a probationer is one appointed in or against a post substantively vacant with definite conditions of probation, a person on probation is one appointed to a post (not necessarily vacant substantively) for determining his fitness for eventual substantive appointment to that post. There is nothing in this regulation to prevent a Board employee substantive in one cadre from being appointed as a probationer in or against a post borne on another cadre, when definite conditions of probation such as the

passing of departmental examinations are prescribed. In such a case, the Board employee should be treated as a probationer, and (subject to specific regulation, if any to the contrary) allowed only, as initial and subsequent pay, the rates of pay prescribed for the probationary period, irrespective of whether these rates are actually included in or shown separately from the time-scales of the services concerned. The case of departmental candidates promoted by selection, is, however, different. If the Board consider it expedient, these promoted 'men may properly be put on 'probation' for a period to see if they make good in the actual work of the post to which they are promoted and have liens (active or suspended) retained for them on their former posts meanwhile to provide for their possible reversion ; whatever the departmental arrangements be to test their capacity, etc. during the 'on probation' period, their initial pay should be fixed under the operation of the normal regulations regulating pay fixation.

2.51 'Public Conveyance' means a train, steamer or other conveyance which plies regularly though not necessarily at fixed intervals, a regular course for the conveyance of passengers and does not deviate therefrom according to the wishes of passengers. Cabs, cars and horses are not regarded as public conveyances.

2.52 'Special Pay' means an addition, of the nature of pay, to the emoluments of a post or of Board employee, granted in consideration of :-

- (a) the specially arduous nature of the duties :
- (b) a specific addition to the work or responsibility and includes non-practising allowance granted to Doctors in lieu of private practise.

Explanation : The circumstance which justify the grant to a Board employee of special pay are entirely different in character from those which justify the grant of a Compensatory Allowance, a difference emphasised in the definition of those terms embodied in Regulations 2.16 and 2.52. These definitions should be strictly construed and an exact compliance required with the conditions stated in them as antecedent to the grant of either Special Pay or Compensatory Allowance. There is no necessary inter-dependence between special pay and compensatory allowance. It is not intention of the regulations either that where the cost of living would justify the grant to a Board employee of a Compensatory Allowance, he should be rendered ineligible for such allowance, because he has already been granted special pay in recognition of the duties and responsibilities of his post or that if the attachment of special pay to a post is justified under the terms of the regulations, it should be subject to reduction because for reasons essentially different, a compensatory allowance as defined in Regulations 2.16 is subsequently granted.

Note 1. The reasons for the grant special pay and compensatory allowance should be recorded in the sanctioning orders so that their classification may be duly watched in audit. In cases in which an official record in an open letter is considered undesirable, it should be possible to communicate the reason confidentially to the Chief Accounts Officer.

Note 2. A provision in the contract of a Board employee appointed to a particular post that he should "also do all things that may be required of him" does not contemplate his being required to perform onerous additional duties in another post without remunerations.

2.53 'Sphere of duty of a Board employee' is the local area outside which he cannot travel without special orders of competent authority. (See Sr. No 3 Chapter XV)

2.54 'Subsistence Grant' means a monthly grant made to a Board employee who is not in receipt of pay or leave salary.

2.55 'Substantive Pay' means the pay, other than special pay, personal pay or emoluments classed as pay by the competent authority under Regulation 2.45 (b), to which a Board 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.

Note 1. Substantive pay includes the pay drawn by a probationer in a post to which he has been appointed on probation.

Note 2. Substantive pay does not include 'overseas' pay.

2.56 -- Omitted --

2.57 -- Omitted --

2.58. 'Temporary Post' means a post carrying a definite rate of pay sanctioned for a limited time. Such a post can either be held substantively or in an officiating capacity.

Note : An extension of a temporary post necessary to cover the period of leave granted to its holder, is expedient only when the grant of leave involves 'no expense to Board', but improper in the absence of this condition.

2.59. 'Tenure Post' means a permanent post which an individual Board employee may not hold for more than a limited period.

2.60 (a) 'Time Scale Pay' means pay which, subject to any conditions prescribed in these regulations, rises by periodical increments from a minimum to a maximum. It includes the class of pay previously known as progressive.

(b) 'Time Scales' are said to be identical if the minimum, the maximum, the period of increment and the rate of increment of the time-scales are identical.

(c) A post is said to be on the same time-scale as another post on a time-scale if the two time-scales are identical and the posts fall within a cadre, or a class in a cadre, such cadre or class having been created in order to fill all posts involving duties of approximately the same character or degree of responsibility in a service or establishment or group of establishments; so that the pay of the holder of any particular post is determined by his position in the cadre or class, and not by the fact he holds that post.

Note 1. Identical time scales, one governed by the Civil Service Rules and the other by these regulations can be treated as identical for the purpose of the pay Chapter of these regulations. When two posts are on identical time-scales, it is reasonable to hold that the duties and responsibilities of the posts are not very different in nature, irrespective of the fact whether the pay of the posts is governed by the Civil Service Rules or these regulations. Duty rendered in one of them may, therefore, be allowed to count towards increment in the other.

Note 2. Two Time-scales of pay should be treated as identical within the meaning of regulation 2.60 (b) even though the scales may differ in the matter of provision of efficiency bars.

2.61 'Transfer' means the movement of a Board employee from one headquarters station in which he is employed to another such station, either :-

- (a) to take up the duties of a new post ; or
- (b) in consequence of a change of his headquarters.

2.62 'Travelling Allowance' means an allowance granted to a Board employee to cover the expenses which he incurs in travelling in the interests of the Public service. It includes allowances granted for the maintenance of conveyances.

SCHEDULE TO CHAPTER - II **[Referred to in Regulation 2.19 (b)]**

I. A Board employee is treated as on duty under the following circumstances :-

- (i) When he is following out a duly authorised course of training or instruction in India.

- Note 1.** The period of Military training of Board employees admitted to the Army in India Reserve of officers or the Indian Territorial Forces is treated as duty.
- Note 2.** The period spent by Board employees, whether paid from the Defence Services Estimates or Board funds, on training at pre cadet provincial school with the permission of the Head of Office is treated as duty. This concession is also admissible to temporary Board employees only for so long as they would have continued in service but for their training.
- Note 3.** The authorities competent to appoint the Board employee to the post for which the training is essential are empowered to treat the period of training or instruction in India of the Board employee as 'duty' for the purpose of Regulation 2.19 subject to the following conditions:-
- (a) The training or instruction should be in India ;
 - (b) the training or instruction should be in public interest and connected with the post which the Board employee is holding at the time of placing him on training or instruction and should cover such a course where a Board employee does not secure any academic degree or diploma or does not become eligible for securing admission to a course leading to the award of such degree or diploma ;
 - (c) It is obligatory on the part of the Board to send the persons for such training or instruction;
 - (d) the training should not be in professional or technical; subjects which are considered in public interest and which are normally covered under the provisions relating to study leave, such as a course by which a Board employee secures academic degree or diploma or becomes eligible for securing admission in a course leading to the award of such degree or diploma; and
 - (e) the period of training should not exceed one year.

The cases which do not fall in the above category shall be rejected summarily but in cases in which the course is considered of great public importance, there is dearth of Board employees trained in it and ordinarily Board employees are not enthusiastic to undergo such a course of their own volition. Board may sponsor names of Board employees for training in such a course only with the prior consent of the Finance Section of the Board.

Exception :- Teachers in Board's service who are untrained or who being trained are desirous of undergoing a further course of training shall not be regarded as on duty during the course of training. They may be granted leave therefore under the ordinary regulations with such leave salary as may be admissible.

(iii) In the case of a Board employee who has been substantively appointed to a post or cadre in a Board's service during any course of instruction or training which he may be required or permitted to undergo in accordance with the terms of any general or special orders of the competent authority.

(iv) The period of compulsory waiting by a Board employee returning from leave for orders of Board posting him to a particular post.

(v) During the period occupied in attending obligatory examinations including the time reasonably necessary for the journeys to and from the place of examination. (See Sr. No. 4 of Chapter XV).

(vi) During the period occupied in attending optional examinations at which a Board employee is permitted to appear by competent authority and during the time reasonably necessary for the journey to and from the place of examination.

(vii) For the treatment of the periods of periodical military training of Reservists of the Indian Army in Board's employ as duty. See Explanation 2 under Regulation 4.2.

(viii) **The period spent by newly appointed Engineer Officers** from the day they report for duty to the day they complete taking over charge of posts involving verification and inspection of stores etc. It is not necessary to create new posts to accommodate the direct recruits since treating the period as duty is by itself a sufficient sanction in this regard.

(ix) In all cases of enforced halts occurring enroute on tour journeys necessitated by break down of communications due to blockade of roads on account of floods, rains, heavy snowfall, land slides, etc.

II. A Board employee is not on duty during any time he may spend beyond his sphere of duty except in the following circumstances:-

- (1) Under the conditions laid down in clause I above.
- (2) If authorised by competent authority, by general or special order, (See Sr. No. 5 Chapter XV).
- (3) If a ministerial Board employee or a peon, accompanying Recessing Officer to his recess station.

Clarification :- It is not the intention of the regulation to

keep an employee returning from leave waiting for his posting orders for an inordinately long period and to place an avoidable burden on the Board funds. Action should be initiated for the posting of an employee expected to report for duty well in advance and formal posting orders should invariably be issued well before the date of return of the employee to duty.

ANNEXURE 'A'

(Referred to in Regulation 2.7 and Note 3 thereunder)

1. In regard to the date of birth a declaration of age made at the time of or for the purpose of entry into the Board Service shall, as against the Board employee in question, be deemed to be conclusive unless he applies for correction of his age as recorded within two years from the date of his entry into Board service. The Board, however, reserves the right to make a correction in the recorded age of a Board employee at any time against the interests of the Board employee when it is satisfied that the age recorded in his service book or in the History of service of Gazetted Board employee is incorrect and has been incorrectly recorded with the object that the Board employee may derive some unfair advantage therefrom.
2. When a Board employee, within the period allowed, makes an application for correction of birth as recorded, a special enquiry should be held to ascertain his correct age and reference should be made to all available sources of information such as certified copies of entries in the Municipal birth register, University or School Age Certificate, Janam Patries or Horoscopes. It should, however, be remembered that it is entirely discretionary on the part of the sanctioning authority to refuse or grant such application and no alteration should be allowed unless it is satisfactorily been proved that the date of birth as originally given by the applicant was a bonafide mistake and that he has derived no unfair advantage therefrom.
3. The result of every such enquiry should, in the case of Gazetted/Non-Gazetted Board employees be briefly stated in their service cards, service books and if a correction is sanctioned, the fact should be reported to the Chief Accounts Officer.

**CHAPTER III
GENERAL CONDITIONS OF SERVICE
CONDITIONS REGARDING HEALTH AND AGE**

(i) Medical Certificate of Fitness on First Entry into Board's Service.

3.1 Except as provided in Regulations 3.2 and 3.3 no person may be appointed in Board's service without a medical certificate of health, to be arranged by him at his own cost in the following form. In the case of Non-gazetted staff, a declaration in the form appended as an Annexure at the end of this Chapter shall be obtained from the candidates at the time of medical examination required by this regulation, or on re-employment to Board's service. This declaration form should be filled in by the candidate concerned in the presence of the Medical Officer.

"Signature of applicant"

"I hereby certify that I have examined A.B., a candidate for employment in the Punjab State Electricity Board whose signature is given above, and cannot discover that _____ has any disease (communicable or otherwise), constitutional weakness or bodily infirmity, except _____"

I do not consider this disqualification for employment in the office of _____ A.B.'s age is, according to _____ own statement, _____ years and by appearance about _____ years, _____ has been vaccinated within the last 12 months.

or has been re-vaccinated within the last 12 months or has already had small-pox and shows obvious scars thereof."

"Marks of identification _____"
Impressions of left hand.

Thumb and fingers

Exception (1) : The appointing authority may authorise the drawal of pay and allowances for a period not exceeding two months in respect of fresh recruits to Board service without a medical certificate of health, subject to the condition that if the person concerned is subsequently found medically unfit his services should be terminated after the expiry of the period of one month from the date of communication to him of the findings of the Medical

Officer/Board if no appeal for second medical examination is made by him during this period or after the case for second medical examination is finally decided if such an appeal is made and accepted. This condition should be clearly stated in the initial letter of appointment.

The appointing authority shall, however, exercise this power sparingly and in exceptional circumstances only e.g., when it is considered necessary in the public interest that a selected person should be appointed immediately in anticipation of his medical examination.

EXCEPTION (2) :The Board may authorise the drawal of pay and allowances without production of fitness certificate in respect of Board employees, other than those covered by clause (a) and (b) of Note (v) below Regulation 3.4 who are promoted to hold Gazetted Posts and who are required to undergo medical examination by the appropriate Medical authority, for a period not exceeding two months subject to the condition that if the person concerned is subsequently found medically unfit, he should be reverted to the lower post from which he had been promoted, after the expiry of one month from the date of communication to him of findings of the examining authority if no appeal for 2nd medical examination is made by him during this period or after the case for second medical examination is finally decided, if such an appeal is made and accepted. This condition should clearly be stated in the relevant orders of promotion to the Gazetted Post.

Note 1. In the case of literate persons who can sign in English, Punjabi and Hindi it will be sufficient if the examining Medical Officer or Board obtains on the Medical Certificate only the Signature of the candidate in his or its presence which should be verified by the Head of Office by comparison with that in the Service Book.

Note 2. In the case of Gazetted Officers, Medical Certificate for first entry into Board's service shall be furnished by Heads of Officers concerned to the Chief Accounts Officer who will require it before drawal of officer's pay for the first month, whereas in the case of Non-gazetted and class IV establishment this medical certificate shall be pasted inside fly cover of the employee's Service Book/Service Record after recording necessary entry on its page 2.

Note 3. The following fees shall be charged for medical examination of candidates selected for fresh appointment to posts under the Board:-

- (a) Rs. 16 in case of appointment to Gazetted Posts.
- (b) Rs. 8 and Rs.2 in case of appointment to Class III and Class IV posts, respectively.

Provided that in the case of candidates belonging to Scheduled

Castes or Scheduled Tribes appointed to Class III and Class IV posts a fee of Rs. 4 and Rs. 1 shall be levied, respectively.

Note 4. The following fee shall be charged for appeals against Medical Examination of Board employees who have been declared unfit by the Principal Medical Officer or Deputy Chief Medical Officer (Medical) / Standing Medical Board.

- (1) The fee in case of appeal by a Non-Gazetted Board employee against the decision of a Principal Medical Officer or Deputy Chief Medical Officer (Medical) declaring him/her unfit whether on account of visual acuity or otherwise should be Rs. 10.
- (2) The fee in case of appeal by a Gazetted Officer of the Board against the decision of Standing Medical Board declaring him/her unfit whether on account of visual acuity or otherwise should be Rs. 48.
- (3) The fee for the second appeal in the case of rejection on account of visual acuity which is permissible in doubtful cases will be the same as the fee in case of first appeal.
- (4) There should be no additional charges for the inclusion of second Ophthalmologist in the Special Medical Board in cases of appeals against rejection on account of visual acuity. It is the responsibility of the Govt./Board to constitute the special Medical Board with two Ophthalmologists and it is an internal arrangement as to where the second Ophthalmologist is called from.
- (5) The successful appellant may be refunded the fee of appeal and also be paid travelling allowances by the Board for his attendance before the Board on the analogy of the practice in case of appeal against invalidment.

The Travelling Allowance should be granted equal to actual railway fare (of class of accommodation to which they are entitled) without any allowance for incidental expenses and daily allowance for the journey to be undertaken to appear before the Medical Board which is constituted to have another opinion about fitness.

3.2 The Board may, in individual cases, dispense with the production of a Medical Certificate and may, by general order, exempt any specified class of Board employees from the operation of Regulation 3.1.

Note : Once a person is asked to produce a Medical Certificate of fitness for entry into Board's service and has actually been examined and declared unfit, it is not open to the competent authority to use his discretion to ignore the certificate.

3.3 Except where the Board by general or special order direct otherwise, the following classes of Board employees are exempted from producing a Medical Certificate of health :-

(1) A Board employee appointed in a temporary vacancy for a period not exceeding six months.

(2) A temporary employee of the Board/Government who has already been medically examined in one office if transferred to another office without a break in his service. The person concerned should, however, obtain a certificate from the Head of Office from which he is transferred to the effect that he had already produced the requisite Medical Certificate of health.

(3) A retired Board employee re-employed immediately after retirement.

Note 1. The Production of a Medical Certificate is necessary when :-

- (i) a Board employee is promoted from a non-qualifying service to a post in superior Board Service ;
- (ii) a person is re-employed after resignation or forfeiture of past service. A person re-employed after resignation shall be exempted from producing a medical certificate of fitness if the resignation was for taking up another appointment under Government or quasi-Government/ body for which he applied with the approval of and through the appropriate departmental authority, provided that he was medically examined by the competent Medical Authority and declared fit according to the medical standards not lower than those required in his new post.

Note 2. In the case of Board employees referred to in clause (2) of the regulation, the appointing authorities should, in any case, satisfy themselves that the candidate is protected against small pox.

3.4 (1) The Medical Certificate of health shall be signed by a Medical Board in the case of a Gazetted Board employee and by a Principal Medical Officer or Deputy Chief Medical Officer (Medical) or a Medical Officer of equivalent status in the case of a Non-Gazetted Board employee other than Class IV.

(2) (a) In the case of a female candidate appointed to a gazetted post, the medical certificate shall be signed by a Medical Board consisting of a Woman Doctor possessing Medical qualification included in one of the Schedules to the Indian Medical Council Act, 1956, as one of its members and

(3) In the case of Class IV Board employees, the Medical certificate shall be signed by the Dy. Chief Medical Officer/ Authorised Medical Attendant possessing a medical qualification included in one of the Schedules to the Indian Medical Council Act, 1956 and where there is no such Authorised Medical Attendant by a Board's Medical Officer of the nearest dispensary or hospital possessing such qualification.

(4) A candidate who is likely to be employed in a temporary capacity continuously for a period exceeding three months shall produce either before or within a week from the date of employment, the certificate from the competent medical authority as prescribed in this regulation. When, however, a Board employee initially employed in an office in a temporary capacity for a period not exceeding six months, is subsequently retained in that office or is transferred without a break to another office and the total period of continuous service under Board is expected to last for a period exceeding six months he shall produce such a certificate within a week from the date of orders sanctioning his retention in that office or joining the new office.

- Note**
- (i) A person who is appointed to Board service a fresh after a break in service not exceeding one year should be treated as in continuous service for the purpose of these orders. The period of break not being counted. If however, the period of break exceeds one year, he should be regarded as a fresh entrant to Board's service.
 - (ii) A person who is in continuous service of the Board but in different posts should be deemed for the purpose of these orders to have been in continuous service in the same post.
 - (iii) A permanent Government employee/Board employee holding a Gazetted post in Centre or under any other State Government/Board when appointed to a Gazatted post under the Punjab State Electricity Board need not be subject to a fresh Medical examination by a Medical Board.
 - (iv) A permanent Government employee holding a Non-Gazetted post in the Centre or under any other State Government/Board when appointed to a Gazetted post under the Punjab State Electricity Board will be required to undergo a fresh Medical examination by a Medical Board, but when appointed to a Non-Gazetted post, no Medical examination will be necessary; and
 - (v) In cases where the regulations for recruitment to new appointments prescribe a fresh Medical examination in respect of all candidates, all directly recruited/selected candidates irrespective of the fact whether they already in permanent or quasi-permanent Government/Board service or fresh appointees, should undergo a Medical examination by the prescribed standard and by the prescribed Medical authority.

Provided that a fresh Medical examination will not be necessary in the case of :-

- (a) a person who is already in permanent or quasi/permanent employ of the Board/Government and has already undergone a Medical examination by a standard and by a Medical authority which are recognised by the Appointing authority as equivalent to those prescribed

for the new appointment for which he is recruited/ selected; and

- (b) a person who is already in permanent or quasi/ permanent employ in the same line, and being eligible for promotion to the new appointment against a promotion quota of vacancies, is actually so promoted.
- (vi) The Gazetted staff posted at Delhi is permitted to produce certificates of health and age signed by the Medical Board, Delhi.
- (vii) A candidate recruited to a Gazetted post from a Non-Gazetted ministerial post should not be required to undergo medical examination if he was medically examined and declared fit on appointment to Government/Board service.

3.5 When a Board employee in whom a defect has been noticed by the examining Medical Officer but which defect is not considered to be a disqualification for employment in the particular office/post in which he is serving, is subsequently transferred to another office or post the duties of which are of a different character, the transfer shall not be regarded as permanent until the Principal Medical Officer or Deputy Chief Medical Officer (Medical) or other Medical authority referred to in Regulation 3.4 has, at the written request of the Head of the new office, certified either that the defect previously noticed has disappeared or that it does not constitute a disqualification for the new duties entrusted to the Board employee.

3.5-A The appointing authority shall have power require a Board employee to appear before a Medical Board to test his physical fitness for the efficient discharge of the duties of his post, whenever, it has reason to believe that Board employee is not physically fit to carry out his duties satisfactorily. The Board employee concerned shall however, have a right of appeal to an appellate Medical Board, against the decision of the first Medical Board.

(ii) Age of entry into Board service

3.6 The upper age limit for entry into Board service will be 27 years in case of all non-technical services and 30 years in case of technical services subject to the following conditions :-

- (a) The relaxation of 5 years in the upper age limit for recruitment in respect of Scheduled Castes/Scheduled Tribes and

Backward Classes will continue as heretofore. In other words the candidates of these classes may be recruited upto the age of 32 years (27+5) in non-technical service and 35 years in technical services.

(b) If for recruitment in any service, a competitive examination is prescribed and for appearing in such examination certain number of chances have been fixed than they will continue as such.

Note 1. This regulation will not apply to the employment in civil capacities of pensioners and reservists of the Indian Army.

Note 2. The question of relaxing the age-limit for entry into Board service laid down in Regulation 3.6 should be considered at the time of first appointment to a post whether such appointment is of an officiating/ temporary or permanent nature, through formal sanction may be accorded at the time the person is confirmed in Board Service.

3.7 Except where otherwise expressly provided in the Service Regulations, the restriction in Regulation 3.6 may be waived in special circumstances by the competent appointing authority in the case of Non-Gazetted Board employees.

Note : Power to relax age limit for first entry into Board's Service in respect of persons appointed in Board's Head Quarters Offices will be enjoyed by Dy. Secretary for Class IV employees and by the Secretary for class III employees

(iii) Vaccination and re-vaccination

3.8 Every Board employee shall get himself vaccinated and re-vaccinated at any time when so directed by the Board/Govt. by general or special order.

WHOLE TIME OF A BOARD EMPLOYEE AT THE DISPOSAL OF THE BOARD

3.9 The whole time of a Board employee is at the disposal of the Board which pays him and he may be employed in any manner required by proper authority, without claim or additional remuneration.

SUBSTANTIVE APPOINTMENT AND LIEN

3.10 Omitted

3.11 (1) A Board employee confirmed on a post, acquires a lien on that post. If such a Board employee is appointed by direct recruitment or by transfer in an-other department or in a different cadre in the same department, as the case may be, he shall give

an option to acquire the lien on the post, presently held by him within a period of six months after the completion of his probation period, and on exercise of such an option, he shall cease to hold the lien on the post in the parent cadre or department, as the case may be, from the date he is confirmed against the post presently held by him. If such an option is not exercised by him within the aforesaid stipulated period, he shall be reverted back to the parent cadre or department, as the case may be.

(2) In the case of a temporary Board employee, who is appointed by direct recruitment or by transfer in an-other department or in a different cadre in the same department, he shall not be allowed to retain any lien on the post held prior to this his new appointment after the expiry of a period of two years from the date of his joining against the new post.

Note : If a Board employee, who is confirmed against a post in a department, has been appointed by direct recruitment or by transfer in another department or in a different cadre in the same department and has also completed his probation period, but has not been confirmed on the new post up-to the date of publication of PSEB MSR, 1972 Vol.1, Part-I (3rd amendment Re-print edition 1995), he shall give an option to acquire lien on the post presently held by him within a period of six months from the date of publication of the said Regulations. If such an option is not exercised by him within the aforesaid stipulated period, he shall cease to hold the lien on the post in the parent cadre or post or department, as the case may be, from the date he is confirmed against the new post presently held by him.

3.12 Omitted

3.13 Omitted

3.14 A Board employee's lien on a post shall, in no circumstances, be terminated, even with his consent, if the result will be to leave him without a lien on any post.

3.15 Omitted

3.16 (a) The Board may transfer a Board employee from one post to another; provided that except :-

- (1) on account of inefficiency or misbehaviour, or
- (2) on his written request,

a Board employee shall not be transferred substantively to or, except in a case covered by regulation 4.22, appointed to officiate in a post carrying less pay than the pay of the permanent post on which he holds a lien.

Regulation.

Note 3. In cases in which it is desired to give to a Board employee an extension of service on the condition that he voluntarily agrees to accept a post in a lower grade, so as not to interfere with the legitimate expectations of his juniors to promotion ; the only method is to create a temporary post. Such a step can only be permitted under most exceptional circumstances. It must be regarded as the normal course of events that an extension of service involve delay of promotion to juniors and no proposal for the creation of a temporary post to satisfy legitimate expectations will be considered unless it has been submitted to the competent authority before the extension of service is granted.

SUBSCRIPTION TO PROVIDENT FUND

3.17 A Board employee may be required to subscribe to a provident fund, a family pension fund or other similar fund in accordance with such regulations as the competent authority may by order prescribe.

DATE OF RECKONING PAY AND ALLOWANCES

3.18 (1) Subject to any exceptions specifically made in these regulations, a Board employee commences or ceases to be entitled to the pay and allowances of a post with effect from the date he assumes or relinquishes charge of the duties of that post, if he assumes or relinquishes charge of those duties in the forenoon of that date; otherwise from the following day.

CHARGE OF OFFICE

3.19 Except as provided in Regulation 3.20, 3.21 and 8.24 to 8.31, the charge of an office must be made over at its headquarters, both the relieving and relieved Board employees being present.

Note 1. Every relieving Board employee is responsible for informing the Board employee to be relieved, at the earliest possible moment of the date when he will be in a position to receive charge and it is the duty of the Board employee to be relieved to be in readiness to deliver charge on that date.

Note 2. When more than one day is occupied in making over charge, the

last date should be entered in the Charge Report and an explanation should be submitted.

3.20 A competent authority (See Sr. No. 8 Chapter XV) may permit the provisions of Regulation 3.19 to be relaxed either as to the place of making over charge or the condition that both Board employees shall be present, or both; provided :-

- (a) both Board employees must be present unless the transfer or assumption of charge does not involve the handing or taking over of securities or of moneys other than a permanent advance;
- (b) if the Board employee relieved departs before the arrival of his relief, his early departure shall not entail a correspondingly early transfer from another station of Board employee to perform his duties ; and
- (c) If the relieving Board employee arrives or returns from leave after departure of the Board employee to be relieved, the delay in his arrival or return shall not involve a corresponding delay in the transfer to another station of the Board employee who was performing his duties during his absence or in the discharge from Board service of a person temporarily appointed to it.

EXPLANATION :-In deciding whether the absence of a Board employee involves the transfer of a Board employee from another station for the purpose of the provisos (b) and (c) of this regulation, account should be taken only of the substitute who takes the place of the absent Board employee, not of all Board employees in the chain of arrangements arising from one Board employee's absence on leave.

Note 1. For regulations regarding the prefixing and affixing of holidays and vacation to joining time and leave see Regulation 8.25 to 8.31

Note 2. In cases involving transfer and charge of an office elsewhere than its headquarters, the exact nature of the reasons should be expressed on the face of the orders for the information of the Audit Officer.

3.21 On condition that the departing Board employee remains responsible for the moneys in his charge, a competent authority (See Sr. 9 Chapter XV) may declare that proviso (a) under Regulation 3.20 is not applicable to any particular case.

Note : The handing over of a permanent advance is not a transfer of money, but the Board employee going on leave continues to be responsible for the money till the formal assumption of charge by his successor.

CONTINUOUS ABSENCE FROM DUTY

3.22 (1) Unless the competent authority in view of the exceptional circumstances of the case, otherwise determine, no Board employee shall be granted leave of any kind for a continuous period exceeding five years.

(2) Where a Board employee does not resume duty after remaining on leave for a continuous period of five years, or where a Board employee after the expiry of his leave remains absent from duty, otherwise than on foreign service or on account of suspension, for any period which, together with the period of leave granted to him, exceeds five years, he shall, unless the competent authority, in view of the exceptional circumstances of the case, otherwise determine, be removed from service after following the procedure laid down in P.S.E.B. Employees (Punishment and Appeal) Regulations.

Note : This regulation does not relate to cases where a Board employee is restrained from resuming duty by an order placing him under suspension. Sanction of the competent authority in terms of this regulation, in such a case is not, therefore, necessary. It is essential, however, in the interests of Board as well as of the concerned officer that disciplinary proceedings against an officer under suspension should be expedited and final orders passed as soon as possible.

RETIREMENT

3.23 (a) Except otherwise provided in these Regulations, the date of retirement of all Class I, II, and III Board employees shall be the date on which one attains the age of 58 Years. After the age of retirement no Board employee ordinarily be retained in service except in exceptional circumstances with the sanction of the Board on public grounds only, which must be recorded in writing.

(b) The employees in Class IV service will, however, retire at the age of 60 Years and in their case no extension of service will be permissible except under very exceptional circumstances to be recorded by the Board.

(c) (1) Engineering Officers must retire on reaching the age of 58 Years and may be required by the Board to retire on reaching the age of 50 Years if they have not attained the rank of Superintending Engineer.

(2) The Board may, in special circumstances, to be recorded in writing, grant an extension of service, not exceeding three months' to a Chief Engineer.

(3) No Chief Engineer shall, without re-appointment hold the post for more than five years, but re-appointments to the posts may be made as often, and in each case for such period not exceeding five years as the Board may decide: Provided that the term of re-appointment shall not extend more than three months beyond the date on which the Board employee attains the age of 58 years.

(4) (1) A retiring pension is also granted to a Board employee other than a Class-IV servant :-

- (i) who is retired by the appointing authority on or after he attains the age of 55 years by giving him not less than three months' notice;
- (ii) who retires on or after attaining the age of 55 years by giving not less than three month's notice of his intention to retire, to the appointing authority ;

Provided that where the notice is given before the age of fifty five years is attained, it shall be given effect to from a date not earlier than the date on which the age of 55 years is attained.

(2) Appointing authority retains an absolute right to retire any Board employee, except Class-IV employee, on or after he has attained the age of 55 years, without assigning any reason. A corresponding right is also available to such a Board employee to retire on or after he has attained the age of 55 years.

(3) In computing the notice period of three months the date of service of the notice shall be included.

(d) Notwithstanding any-thing contained in this regulation a Board employee whose date of birth falls on any day of month other than the first of that month, shall on attaining the age of superannuation determined in accordance with the provision of clauses (a), (b) or (c) as the case may be, retire on the last day of that month, which will be a working day.

Explanation : A Board employee whose date of birth is the first of the month shall retire on the after-noon of the last day of the preceding month.

Note 1. Officiating service unless followed by confirmation without interruption in such service, does not count towards the period of five years mentioned in sub-clause (c) (3). This period shall, however, include any period which the holder of the post may spend on deputation or special duty.

- Note 2.** Clauses (a), (b) and (c) (1) of this regulation apply to all Board employees to whom these regulations as a whole apply, whether they be holding temporary or permanent posts substantively or in an officiating capacity. When a Board employee holding a permanent post substantively is officiating in another post, this regulation should be applied according to the character of the post in which he is officiating and not according to the character of the permanent post held substantively by him.
- Note 3.** The grant, under Regulation 8.22, of leave extending beyond the date on which a Board employee must retire, or beyond the date up to which a Board employee has been permitted to remain in service, shall not be treated as sanctioning an extension of service, for the purposes of pensionary or Contributory Provident Fund benefits or the retention of lien. The Board employee shall become eligible, from the date of expiry of such leave, for all pensionary benefits as due to him on the date of retirement, or if an extension of service is granted, on such other later date up to which his service is extended or on which he is actually relieved whichever is earlier.
- Note 4.** Regarding the day of attaining a specified age, see Regulation 2.7
- Note 5.** This regulation is applicable to re-employed personnel and the rules in Chapter VII of Punjab CSR Vol II till the Board frames its own Regulations and there after the relevant regulations thereof are subject to the conditions laid down in this regulation. Rule 7.17 of Punjab CSR Vol. II till the Board frames its own regulations and thereafter the relevant regulations thereof form the nature of its concession and conditions puts the re-employment of a person in receipt of a superannuation or retiring pension in a special class outside this regulation and subject to the conditions stated in that regulation itself which must be observed with every renewal of sanction.

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ANNEXURE

(Referred to in Regulation 3.1)

CANDIDATE'S STATEMENT AND DECLARATION

The candidate must make the statement required below prior to his Medical Examination and must sign the declaration appended thereto. His attention is specially directed to the warning contained in the Note below :-

1. State your Name (in full in block letters)_____
2. State your age and place of birth_____
3. (a) Have you ever had small - pox, intermittent or any other fever, enlarge-ment or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks, rheumatism, appendicitis? _____

OR

- (b) Any other disease or accident requiring confine-ment to bed and medical or surgical treatment ? _____
4. When were you last vaccinated? _____
5. Have you or any of your near relations been afflicted with consumption, scrofula, gout, asthma, fits, epilepsy or insanity? _____
6. Have you suffered from any form of nervousness due to over work or any other cause? _____
7. Have you been examined and declared unfit for Board/ Govt. service by a Medical Officer/ Medical Board, within the last three years? _____

8. Furnish the following particulars concerning your family :-

Father's age if living and state of health	Father's age at death and cause of death.	Number of brothers living, their ages and state of health.	Number of brothers dead, their ages at death and cause of death.
Mother's age if living and state of health.	Mother's age at death and cause of death	Number of sisters living their ages and state of health.	Number of sister dead, their ages at death and cause of death

9. Please state whether you have deposited the prescribed Medical Examination fee, stating the amount, Receipt No. and date and with whom?

I declare all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received a disability certificate pension on account of any disease or other condition

Candidate's Signature _____

Signed in my presence _____

Signature of Medical Officer. _____

Note :- The candidate will be held responsible for the accuracy of the above statement. By wilfully suppressing any information he will incur the risk of losing the appointment and, if appointed, of forfeiting all claims to superannuation allowance or gratuity.

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CHAPTER IV-PAY

GENERAL

4.1 (1) Subject to the regulations contained in this chapter a competent authority (See Sr. No 12 Chapter XV) may fix the pay of a Board employee, but his pay shall not be so increased as to exceed the pay sanctioned for his post without sanction of the authority competent to create a post in the same cadre on a rate of pay equal of his pay when increased.

Note : It is not the intention of this clause that it should give an authority power to grant less pay than or to grant pay in excess of what is permissible under Regulations 4.3 to 4.6. But once an initial pay is fixed under Regulation 4.3 Regulation 4.10 enables an authority mentioned therein to grant advance increments. Thus, in fact, Regulations 4.3 and 4.10 read together, enable a competent authority to fix initial pay in excess of the amount permissible by Regulation 4.3 only.

(2) Notwithstanding the restriction referred to in or imposed by clause (1) above, a competent authority may grant to any Board employee :-

- (i) personal pay as defined in clause (a) of Regulation 2.48 or
- (ii) special pay as defined in Regulation 2.52, or
- (iii) both personal pay and special pay.

Note (a) The following principles should be strictly observed for the grant personal pay as defined in Regulation 2.48 :-

No application for the grant of compensatory personal pay should be entertained unless ;

- (i) the Board employee's service has consistently been of exceptional merit;
 - (ii) the Board employee is fit for promotion, but there is no normal avenue of promotion within his line, and
 - (iii) the Board employee has been atleast 5 years on the same pay, or if his pay is progressive, on the maximum pay of his post that he must have put in 20 years of continuous Board service.
- (b) The mere fulfilment of the conditions mentioned above should not be regarded as securing a personal pay to a Board employee as a matter of course, the purpose of the conditions being to enable obviously weak claims to be summarily rejected.

- (c) Individual cases of Board employees who hold isolated posts which form a cadre by themselves in a particular office, will not be covered normally under this regulation.

4.2 In respect of any period treated as duty under Regulation 2.19 (b), a Board employee may be granted such pay as the Board may consider equitable but in no case exceeding the pay which the Board employee would have drawn had he been on duty under Regulation 2.19 (b).

EXPLANATION--1. Board employees while undergoing training in the Army in India will draw the following rates of pay, in addition to their military pay and allowances :-

- (i) when proceeding to carry out their training from their duty posts, the pay and allowances they would have drawn in their civil appointments but for the training, for the whole period of absence on such training inclusive of the time spent in transit to and from :
- (ii) while on leave in India, the civil leave salary and allowances which they would have drawn but for the training ;

The period spent in training and on the journey to and from the place of training will be treated as duty for the purpose of civil leave and increments in civil pay.

EXPLANATION--2. A reservist of the Indian Armed Forces (excluding the reserves of Officers) in Board's employ will, when called up for periodical military training, receive military pay and allowances. He will also receive the excess, if any, of the civil pay over his military pay; provided that this concession is specifically sanctioned by the Board.

The period spent in training and on the journey to and from the place of training will be treated as duty for purpose of civil leave, pension and increments of civil pay.

Note : The expressions "pay of his substantive appointment" and "pay equivalent to what he would have drawn had he been holding the officiating appointment" occurring in this regulation, should be taken to mean " the pay which the Board employee drew in the post which he held substantively" and "the pay which the Board employee drew in the post in which he officiated" respectively. In neither case is there any restriction on the kind of "pay" to be drawn, and the expression should, therefore, be held to include special pay, if any, which the Board employee drew in the post which he held substantively or in officiating capacity.

FIXATION OF INITIAL PAY

4.3 The initial substantive pay of a Board employee who is appointed substantively to a post on a time-scale of pay is regulated as follows:-

(a) If he holds a lien on a permanent post, other than a tenure post, or would hold a lien on such a post had his lien not been suspended :-

- (i) when appointment to the new post involves the assumption of duties or responsibilities of greater importance (as interpreted for the purposes of Regulation 4.14) than those attaching to such permanent post, he will draw as initial pay the stage of the time-scale next above his substantive pay in respect of the old post ;
- (ii) when appointment to the new post does not involve such assumption, he will draw as initial pay the stage of the time-scale which is equal to his substantive pay in respect of the old post, or, if there is no such stage, the stage next below that pay plus personal pay equal to the difference; and in either case will continue to draw that pay until such time as he would have received an increment in the time-scale of the old post or for the period after which an increment is earned in the time-scale of the new post, whichever is less. But if the minimum of the time-scale of the new post is higher than his substantive pay in respect of the old post he will draw that minimum as initial pay;
- (iii) when appointment to the new post is made on his own request under Regulation 3.16 (a) and maximum pay in the time scale of that post is less than his substantive pay in respect of the old post, he will draw that maximum as initial pay.

Note : The expression "if he holds a lien on a permanent post" occurring in this clause should be held to include the lien on a permanent post to which a Board employee is appointed in a provisional substantive capacity under Regulation 3.13 (d), and the expression "substantive pay in respect of the old post" occurring in it should be held to include his substantive pay in respect of that provisional substantive appointment. This clause should, therefore, be held to permit the substantive pay in respect of a provisional substantive appointment being taken into account in determining his initial pay in another post to which he is appointed. When the initial pay of a Board employee in a post is thus fixed, it will not be affected even if during the tenure of his appointment to that post he reverts from his provisional appointment.

(b) If the conditions prescribed in clause (a) are not fulfilled, he will draw as initial pay the minimum of the time-scale:

Provided both in cases covered by clause (a) and in cases, other than cases of re-employment after resignation or removal or dismissal from the public service, covered by clause (b), that if he either :-

- (1) has previously held substantively or officiated in :-
 - (i) the same post, or
 - (ii) a permanent or temporary post on the same time-scale,

or

(iii) a permanent post other than a tenure post or a temporary post (including a post in a body, incorporated or not, which is wholly or substantially owned or controlled by the Govt./ board) on an identical time scale ; or

(2) is appointed substantively to a tenure post on a time-scale identical with that of another tenure post which he has previously held substantively or in which he has previously officiated, then the initial pay shall not be less than the pay, other than special pay, personal pay or emoluments classed as pay by the competent authority under Regulation 2.45 (b), which he drew on the last such occasion, and he shall count for increments the period during which he drew that pay on such last and any previous occasions for increment in the stage of the time-scale equivalent to that pay. If however, the pay last drawn by the Board employee in a temporary post has been inflated by the grant of premature increments the pay which he would have drawn but for the grant of these increments shall, unless otherwise ordered by the authority competent to create the new post, be taken for the purposes of this proviso to be the pay which he last drew in the temporary post. The service rendered in a post referred to in proviso (1) (iii) shall, on reversion to the parent cadre, count towards initial fixation of pay, to the extent and subject to the conditions indicated below:-

- (i) the Govt. employee/ Board employee should have been approved for appointment to the particular grade/post in which the previous service is to be counted ;
- (ii) all his seniors, except those regarded as unfit for such appointment, were serving in posts carrying the scales of pay in which benefit is to be allowed or in higher posts, whether in the department itself or elsewhere,

and at least one junior was holding a post in the Department carrying the scale of pay in which the benefit is to be allowed ; and

- (iii) the service will count from the date his junior is promoted and the benefit will be limited to the period the Board employee would have held the post in his parent cadre had he not been appointed to the ex-cadre post.
- (c) (i) Notwithstanding anything contained in these regulations, where a Board employee holding a post in a temporary or officiating capacity is promoted or appointed in a substantive, temporary or officiating capacity to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him; his initial pay in the time scale of the higher post shall be fixed at the stage next above his pay drawn by him in the lower post provided it is certified by the Head of the Department in which the Board employee was holding the lower post that he would have continued to officiate in the lower post but for his promotion / appointment to the higher post :-

Provided that if a Board employee either :-

(a) has previously held substantively or officiated in :-

- (i) the same post, or
- (ii) a permanent or temporary post on the same time scale,

or

- (iii) a permanent post other than a tenure post, or a temporary post (including a post in a body, incorporated or not which is wholly or substantially owned or controlled by the Government) on a identical time-scale;

or

- (b) is appointed substantively to a tenure post on a time scale indential with that of another tenure post which he has previously held substantively or in which he has previously officiated ; then proviso to Regulation 4.3 (b) shall apply in the matter of the initial fixation of pay and counting of previous service for increment.

- (ii) The provisions of sub-regulation 2 of Regulation 4.15 shall also be applicable in any case where the initial pay is fixed under this clause. In cases, where a Board employee is, immediately before his promotion or appointment to a higher post, drawing pay at the maximum of the time scale of the lower post, his initial pay in time scale of the higher post shall be fixed in the same manner as provided in sub-clause (i) above.

Note 1. The provision of the above regulation will be applicable even in case of promotions to ex-cadre posts : provided that the Board employee is entitled to draw pay in scale of pay attached to the higher ex-cadre post in accordance with the terms of deputation or transfer sanctioned for him. Where, however, according to the terms of deputation or transfer the Board employee is given his grade pay of the post held by him in his own cadre plus a deputation allowance or special pay at a fixed rate or related to such grade pay, the question of applying the above provisions shall not arise.

Note 2. Similarly in case of a Board employee who draws pay in the scale of pay attached to an ex-cadre post, if he reverts to his parent cadre and is appointed in that cadre to a post higher than the ex-cadre post immediately held before reversion, his pay shall be fixed in accordance with the above Regulation 4.3 (c). In these cases also this regulation shall not be applicable, if in the ex-cadre post, Board employee has been allowed to draw pay on the basis of his pay in his parent cadre and a deputation allowance or special pay.

4.4 The initial substantive pay of a Board employee who is appointed substantively to a post on a time scale of pay which has been reduced for reasons other than a diminution in the duties or responsibilities attached to posts thereon and who is not entitled to draw pay on the time scale as it stood prior to reduction, is regulated by Regulation 4.3

Provided, in cases, other than cases of re-employment after resignation or removal or dismissal from the service, covered by clause (a) or (b) of that regulation if he either :-

(1) has previously held substantively or officiated in :-

- (i) the same post prior to reduction of its time scale, or
- (ii) a permanent or temporary post on the same time-scale as the unreduced time scale of the post, or
- (iii) a permanent post other than a tenure post, or a temporary post, on a time-scale of pay identical with the unreduced time-scale of the post, such temporary post being on the same time-scale as a permanent post,

(2) is appointed substantively to a tenure post, the time-scale of which has been reduced without a diminution in the duties or responsibilities attached to it, and has previously held substantively or officiated in another tenure post on a time-scale identical with the unreduced time-scale of the tenure post, than the initial pay shall not be less than the pay, other than special pay, personal pay or emoluments classed as pay by the competent authority under Regulation 2.45 (b), which he would have drawn under Regulation 4.3 on the last such occasion, if the reduced time-scale of pay had been in force from the beginning and he shall count for increments the period during which he would have drawn that pay on such last and any previous occasions;

Provided that service rendered on pay at a stage in a time-scale which is less than the minimum of the revised scale shall not count for increment in that scale.

Note :- A Board employee held at an efficiency bar in the old scale will not be entitled to initial pay in the reduced scale at a stage higher than the corresponding efficiency bar in the reduced scale, when there is only one efficiency bar in the old scale and more than one in the new scale; he will be held up at the first bar unless he is declared fit to cross it by the competent authority.

4.5 (1) Notwithstanding any thing contained in these regulations, the following provisions shall govern the pay of a board employee who is appointed as a probationer in another service or cadre, and subsequently confirmed in that service or cadre --

- (a) during the period of probation he shall draw pay at the minimum of the time-scale or at the probationary stages of the time-scale of the service or post, as the case may be;

Provided that if the presumptive pay of the permanent post, other than a tenure post, on which he holds a lien or would hold a lien had his lien not been suspended, should at any time be greater than the pay fixed under this clause, he shall draw the presumptive pay of the permanent post;

- (b) on confirmation in the service or post after expiry of the period of probation, the pay of the Board employee shall be fixed in the time-scale of the service or post in accordance with the provisions of Regulation 4.3.

... shall draw the presumptive pay of the permanent post ;

- (b) on satisfactory completion of the Apprenticeship and regular appointment to a post in the service or cadre, the pay as fixed in the time-scale of the Service or post under Regulations 4.3 or 4.3 (c) or 4.15 as the case may be, of these regulations

4.6 The holder of a post the pay of which is changed shall be treated as if he were transferred to a new post on the new pay; subject to such restrictions as the competent authority may in each case lay down.

Note 1. This regulation applies to an officiating as well as to a substantive holder of a post.

Note 2. If the maximum pay of a post is altered with no change in the rate of increment and the minimum, the initial pay of the holder of that post should be fixed under Regulation 4.3 (a) (ii) and not under Regulation 4.3 (a) (i) even though he may be holding the post substantively. See also Note 4 below,

Note 3. For the purpose of Regulation 4.3 and 4.6, a temporary post on a certain rate of pay (fixed or time-scale) which is converted into a permanent post on the same or different rate of pay is not the "same post" as the permanent post even though the duties remain the same. In other words, in view of Regulation 2.58 the temporary post is to be regarded as having ceased to exist and to have been

replaced by the permanent post. The incumbent of the temporary post is, thus entitled only to the pay of the permanent post if it is on a fixed rate of pay or to the minimum pay of the time-scale of the permanent post if it is on a time-scale unless his case is covered by the concession admissible under provision (i) (ii) and (iii) to Regulation 4.3. Consequently, service in a temporary post, created on a certain scale of pay when converted into a permanent post, on a different scale or pay, will not count for increments in the latter scale.

Note 4. The orders in Note 3 above do not refer to cases of transfer from one temporary post to another such post or from a temporary post to a permanent post. Nor do they debar service in a temporary post, created as an addition to a cadre, and on the same time-scale from counting towards increments in a permanent post in that cadre even after such a temporary post has been abolished.

INCREMENTS

4.7 An increment shall ordinarily be drawn as a matter of course, unless it is withheld. An increment may be withheld from a Board employee by a competent authority (See Sr. No.10 Chapter XV) if his conduct has been not good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding, authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increments.

Note :-In the case of an officer/ official who does not fulfil the basic condition laid down in the respective Service Regulations/ instructions regarding the minimum number of years of service, in the lower rank and who is promoted to a higher post by invoking an alternative provision in the relevant regulations/ instructions, specifying the extent of relaxation of the basic condition, referred to above, the initial pay in his case would be the minimum of the post to which he is promoted / appointed till he fulfils the condition of completing the basic minimum period of service prescribed and the first annual increment will be granted after one year of the date of the completion of the minimum length of qualifying service/ experience, necessary for appointment to the service, cadre or post. In other words for the purpose of 1st increment his appointment shall be deemed to have started on the date on which he completes the minimum qualifying service/ experience, as is necessary for appointment to the service, cadre or the post concerned. This restriction will, however, not apply in cases where the officer/official was drawing pay more than the minimum of the higher post. In such cases pay shall be fixed in accordance with the provisions of Regulations 4.3 of these Regulations. The first annual increment in such a case also will, however, be granted after one year of the date of completion of the minimum length of qualifying service/ experience.

4.8 Where an efficiency bar is prescribed in a time-scale the increment next above the bar shall not be given to a Board

employee without the specific sanction of the authority empowered to withhold increments under Regulation 4.7 or the relevant disciplinary regulations applicable to the Board employee or any other authority whom the Board may, by general or special order, authorise in this behalf.

Provided that in the case of Non-Gazetted employees, crossing of efficiency bar shall be automatic unless specific orders to the contrary are issued by the due date of crossing of efficiency bar by the Competent Authority except that where condition of stopping an employee at the efficiency bar for not having passed the requisite Departmental Examination has been laid down, that condition shall continue.

- Note 1.** When a board employee is allowed to pass an efficiency bar which had previously been enforced against him, he should come on to the time scale at such stage as the authority competent to declare the bar removed may fix for him, subject of course, to the pay admissible according to his length of service. The next increment above that stage will, however, accrue to him on the usual date of drawal of increment. If otherwise admissible and not after rendering one year's service at that stage.
- Note 2.** The application of the efficiency bar in the junior time-scale should not affect a Board employee's pay in the senior time-scale; he should be paid in the latter scale according to his length of service, unless his pay in such scale is itself effected by the operation of an efficiency bar or by a disciplinary order passed against him.
- Note 3.** The cases of all employees held up at the efficiency bar should be reviewed annually with a view to determine whether the quality of their work has improved and generally whether the defects for which they were stopped at the bar have been remedied to an extent sufficient to warrant the removing of the bar.

4.9 The following provisions prescribe the conditions on which service counts for increments in a time-scale :-

- (a) All duty in a post on a time-scale counts for increments in that time-scale; provided that, for the purpose of arriving at the date of the next increment in that time-scale the total of all such periods as do not count for increment in that time-scale shall be added to the normal date of increment.

- Note 1.** See also clause (e) of this regulation.
- Note 2.** In the case of a Board employee who, while officiating in a post, proceeds on training or to attend a course of instruction and who is treated as on duty while under training, these periods of such duty will count for increment in the post in which he was officiating prior

ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ
ਸਕੱਤਰ ਰੈਗੂਲੇਸ਼ਨ ਭਾਗ ਪਟਿਆਲਾ ਸਰਕੂਲਰ ਨੰ: 13 / 2007

ਵੱਲ

1. ਸਾਰੇ ਇੰਜ: ਇਨ:ਚੀਫ/ਜਨਰਲ ਮੈਨੇਜਰ/ਵਿੱਤ, ਪੰ:ਰਾ:ਬਿ:ਬੋ ਡੀ. ਜੀ ਪੀ ਵੀ ਤੇ ਐਸ. ਪੰ:ਰਾ:ਬਿ:ਬੋ।
2. ਸਾਰੇ ਮੁੱਖ ਇੰਜ: ਪੰ:ਰਾ:ਬਿ:ਬੋ/ਬੀ. ਈ. ਐਮ. ਬੀ ਸਮੇਤ ਹਾਈਡਲ/ਚੀਫ ਆਈ. ਆਰ. ਡਬਲਯੂ।
3. ਸਾਰੇ ਮੁੱਖ ਲੇਖਾ ਅਫਸਰ/ਮੁੱਖ ਆਡੀਟਰ, ਪੰ:ਰਾ:ਬਿ:ਬੋ।
4. ਓ. ਐਸ. ਡੀ. ਟੂ ਚੇਅਰਮੈਨ ਪੰ:ਰਾ:ਬਿ:ਬੋ ਪਟਿਆਲਾ।
5. ਮੁੱਖ ਕਾਸਟ ਕੰਟਰੋਲਰ ਅਤੇ ਰੀਡਕਸ਼ਨ ਪੰ:ਰਾ:ਬਿ:ਬੋ ਪਟਿਆਲਾ।
6. ਐਸ. ਈ. ਟੀ ਟੂ ਸੈਂਸਰਜ਼ ਪੰ:ਰਾ:ਬਿ:ਬੋ ਪਟਿਆਲਾ।
7. ਸਾਰੇ ਨਿਗ: ਇੰਜ: / ਡਾਇਰੈਕਟਰਜ਼, ਪੰ:ਰਾ:ਬਿ:ਬੋ ਪਟਿਆਲਾ।
8. ਮੁੱਖ ਖਰੀਦ ਅਫਸਰ ਪੰ:ਰਾ:ਬਿ:ਬੋ ਪਟਿਆਲਾ।
9. ਲੇਖਾ ਅਤੇ ਵਿੱਤ ਮੈਨੇਜਰ, ਜੀ. ਐਨ. ਡੀ. ਟੀ. ਪੀ ਬਠਿੰਡਾ।

ਮੀਮੋ ਨੰ: 67309/67509 / ਆਰ: ਈ: ਜੀ: 246/ਲੂਜ
 ਮਿਤੀ 25.6.2007

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਪੈਟਰਨਿਟੀ ਲੀਵ ਦੇਣ ਬਾਰੇ।

ਇਸ ਦਫਤਰ ਦੇ ਮੀਮੋ ਨੰ: 71795/72005 / ਆਰ: ਈ: ਜੀ: 246/ਲੂਜ ਮਿਤੀ 21/6/2006 (ਸਰਕੂਲਰ ਨੰ: 3/2006) ਦੀ ਲਗਾਤਾਰਤਾ ਵਿਚ ਪੰਜਾਬ ਸਰਕਾਰ ਵਿੱਚ ਵਿਭਾਗ (ਵਿੱਤ ਪ੍ਰਸ਼ਨ-11 ਸ਼ਾਖਾ) ਚੰਡੀਗੜ੍ਹ ਦੇ ਪੱਤਰ ਨੰ: 1/10/98-3 ਵਿਖੇ 2/3587 ਮਿਤੀ 8/5/2007 ਦੀ ਕਾਪੀ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ਨੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦਾ ਉਪਰੋਕਤ ਪੱਤਰ ਇਸ ਵਿਚ ਦਿੱਤੀਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਬੋਰਡ ਵਿਚ ਇੰਨ-ਬਿੰਨ ਪਾਲਣਾ ਕਰਨ ਲਈ ਅਪਣਾ ਲਿਆ ਹੈ।

ਨੱਥੀ/ਉਪਰੋਕਤ ਅਨੁਸਾਰ

(Signature)
 ਉਪ ਸਕੱਤਰ/ਪੀ ਤੇ ਆਰ,
 ਪੰ:ਰਾ:ਬਿ:ਬੋ ਪਟਿਆਲਾ।
 ਮਿਤੀ 25/6/07

67510/68210

/ ਆਰ: ਈ: ਜੀ: 246/ਲੂਜ

ਮਿਤੀ: 25.6.2007

ਪਿੱਠੇ ਮੰਕਣ ਨੰ:

ਉਪਰੋਕਤ ਦਾ ਉਤਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸਮੇਤ ਸਹਿੱਲਗ ਸੂਚਨਾ ਅਤੇ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਮੈਂਬਰ ਪਾਵਰ ਬੀ. ਈ. ਐਮ. ਬੀ. ਮੈਕਟਰ-9 ਚੰਡੀਗੜ੍ਹ।
2. ਸਕੱਤਰ ਬੀ. ਈ. ਐਮ. ਬੀ. ਮੈਕਟਰ-9 ਚੰਡੀਗੜ੍ਹ।

ਪਰਤੇ ਜੀ

25/6/07

ਨੰ: 1/10/98-3 ਵਿਖ 2/3587
ਪੰਜਾਬ ਸਰਕਾਰ ਵਿੱਤ ਵਿਭਾਗ
(ਵਿੱਤ ਪ੍ਰਸ਼ੋਨਲ 2 ਸ਼ਾਖਾ)

ਸੇਵਾ ਵਿਖੇ,

ਸਮੂਹ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ,
ਰਜਿਸਟਰਾਰ ਪੰਜਾਬ ਅਤੇ ਹਰਿਆਣਾ ਹਾਈ ਕੋਰਟ,
ਡਵਿਜ਼ਨਾਂ ਦੇ ਕਮਿਸ਼ਨਰਜ਼ ਅਤੇ
ਸਮੂਹ ਰਾਜ ਦੇ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ਼।

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 8/5/2007

ਵਿਸ਼ਾ: ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਪੈਟਰਨਿਟੀ ਲੀਵ ਦੇਣ ਬਾਰੇ।

ਸ੍ਰੀ ਮਾਨਜੀ,

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਸਰਕਾਰ ਦੇ ਪੱਤਰ ਨੰ: 1/10/98-3 ਵਿਖ 2/3187 ਮਿਤੀ 9/4/2002 ਦੇ
ਰਾਹੀਂ ਪੁਰਸ਼ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਉਹਨਾਂ ਦੇ ਘਰ ਬੱਚਾ ਪੈਦਾ ਹੋਣ ਤੇ 15 ਦਿਨਾਂ ਦੀ ਪੈਟਰਨਿਟੀ ਲੀਵ (30 ਦਿਨਾਂ ਦੀ
ਅੱਧੀ ਤਨਖਾਹ ਛੁੱਟੀ ਨੂੰ ਕਮਿਊਟ ਕਰਨ) ਦੇਣ ਲਈ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਹੋਈਆਂ ਹਨ। ਵੱਖ ਵੱਖ ਵਿਭਾਗਾਂ ਦੇ
ਕਰਮਚਾਰੀਆਂ ਵੱਲੋਂ ਵਿੱਤ ਵਿਭਾਗ ਪਾਸੇ ਪੈਟਰਨਿਟੀ ਲੀਵ ਦੇ ਸਮੇਂ ਬਾਰੇ ਪੁਛ ਪੜਤਾਲ ਕੀਤੀ ਜਾਂਦੀ ਰਹੀ ਹੈ। ਸੋ ਇਸ
ਸਬੰਧ ਵਿਚ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਫੈਸਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਪੁਰਸ਼ ਕਰਮਚਾਰੀਆਂ ਵੱਲੋਂ ਪੈਟਰਨਿਟੀ ਲੀਵ ਲੈਣ ਦਾ ਸਮਾਂ
ਬੱਚੇ ਦੇ ਜਨਮ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਤੁਰੰਤ ਬਾਅਦ ਦਾ ਰੱਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿਉਂਕਿ ਭਲਿਵਰੀ ਹੋਣ ਤੋਂ ਤੁਰੰਤ ਬਾਅਦ
ਜੱਚ/ਬੱਚਾ ਦੋਹਾ ਨੂੰ ਫੌਰੀ ਮੌਦਦ ਦੀ ਲੋੜ ਹੁੰਦੀ ਹੈ।

2/10/19/6

ਵਿਸ਼ਵਾਸਪਾਤਰ

ਸਹੀ/-
(ਗਿਆਨ ਦੇਵੀ ਚਾਠੋਰ)
ਅਧੀਨ ਸਕੱਤਰ ਵਿੱਤ(ਆਰ)

to his being sent, for training or instruction for which he is allowed the pay of the officiating post during such period.

Note 3. A period of overstay of leave does not count towards increments in a time-scale unless under Regulations 8.71 and 8.55 (1) (b) it is converted into extraordinary leave or if it is specially allowed to count for increments.

Note 4. For counting of service rendered in a time-scale governed by Punjab State Electricity Board Service Regulations for increment in an identical time-scale governed by these regulations, (see Note Under Regulation 2.60)

Note 5. If a probationer is confirmed at the end of a period of probation exceeding twelve months, he is entitled to claim retrospectively the increments, which but for his probation he would have received in the ordinary course. This provision is applicable only to cases where the normal probationary period itself is more than twelve months and not to the type of cases where the normal probationary period of a probationer is extended on account of his failure to pass the Departmental Examination within the time limit prescribed for the purpose. In other words, in cases where the normal probationary period is itself more than twelve months, on confirmation the employee may be given the increments which he would have drawn but for his probation, and arrears in this regard may also be allowed to him. On the other hand, in cases where the period of probation is extended on account of failure to pass the Departmental Examination, while there is no objection to the pay and increments being regulated on confirmation at the end of the extended probationary period on the basis of what the employee would have drawn but for his probation, no arrears on this account should be allowed to him for the period prior to the date of confirmation. This would mean that the increment of the employee is withheld without cumulative effect for failure to pass the Departmental Examination and cannot be considered as a penalty within the meaning of Regulation 5 of Punjab State Electricity Board Employees (Punishment and Appeal) Regulations, 1971.

- (b) (i) Service in another post other than a post carrying less pay referred to in clause (a) of Regulation 3.16, whether in a substantive or officiating capacity, service on deputation out of India and leave except extraordinary leave taken otherwise than on Medical Certificate counts for increments in the time scale applicable to the post on which the Board employee holds a lien, as well as in the time-scale applicable to the post or posts, if any, on which he would hold a lien had his lien not been suspended.
- (ii) All kinds of leave except extraordinary leave taken otherwise than on medical certificate and the period of deputation out of India shall count for increment in the time-scale applicable to a post in which a

Board employee was officiating at the time he proceeded on leave or deputation out of India and would have continued to officiate but for his proceeding on leave or deputation out of India.

Provided that the competent authority may in any case in which it is satisfied that the extraordinary leave was taken for any cause beyond the Board employee's control or for prosecuting, higher scientific and technical studies, direct that extraordinary leave shall be counted for increments under clause (i) or (ii).

- Note 1.** In the case of Non-Gazetted Board employees, whenever the requisite certificate under this regulation is issued by the Administrative authority, a very concise entry such as "Certificate under Regulation 4.9 (b) (ii) of the Punjab State Electricity Board, Main Services Regulations, Volume-1, Part I issued or the period from.....to....." should be recorded after the entry regarding leave in the Service Book.
- Note 2.** In the case of officers who are given contracts without specifying any particular posts and other contract officers, who, though appointed initially in specific posts, are transferred in an officiating capacity to other posts, and who proceed on leave thereafter the certificate under Regulation 4.9 (b) (ii) will be necessary to count the period of such leave for increments in the posts which they hold in an officiating capacity immediately prior to proceeding on leave.
- Note 3.** In the case of a Board employee proceeding on leave, where no officiating arrangement is made in the leave vacancy and Board employee is likely to return to the same post after leave, the certificate that he would have actually continued to officiate in the post but for his proceeding on leave shall be issued by the leave sanctioning authority at the time of grant of leave. In all other cases, the certificate shall be issued by the Appointing Authority.
- Note 4.** In the case of temporary/ officiating Board employees, a certificate that Board employee concerned would have continued to officiate in that post but for his proceeding on extraordinary leave is necessary and period of extraordinary leave would count for increment only to the extent covered by the certificate.
- Note 5.** Quasi permanent Board employees will be treated in the same way as permanent Board employees in respect of the specified post in which they have been declared quasi-permanent, but in respect of other posts in which they may be officiating, the certificate of continued officiation as envisaged in clause (b) (ii) would be necessary as in the case of temporary Board employees.
- (c) (i) If a board employee, while officiating in a post or holding a temporary post on a time-scale pay, is appointed to officiate in a higher post or to hold a higher temporary post, his officiating or temporary service in the higher post, shall, if he is re-appointed

to the lower post or is appointed or re-appointed to a post on the same time-scale of pay count for increments in the time-scale applicable to such lower post. The period of officiating service in the higher post which counts for increment in the lower is, however, restricted to the period during which the Board employee would have officiated in the lower post but for his appointment to the higher.

This clause applies also to a Board employee who is not actually officiating in the lower post, at the time of his appointment to the higher post, but who would have so officiated in such lower post or in a post on the same scale of pay had he not been appointed to the higher post.

- (ii) If a board employee on reversion from ex-cadre post to the parent cadre is appointed to a post on a scale lower than that of the ex-cadre post but not on the same time-scale as the post held at the time of his transfer to the ex-cadre post, the service rendered on the higher scale in the ex-cadre post shall count for increments in the time-scale applicable to the cadre post subject to the same conditions as are laid down for cases falling under proviso (1) (iii) to Regulation 4.3 (b);

Note 1. The intention of this regulation is to allow the concession, irrespective of whether the higher post is within or outside the Board.

Note 2. For the purpose of this clause, the officiating and temporary service in the higher post will also include the period of leave on average pay for four months or earned leave up to a maximum of 120 days taken at a time, provided it is certified by the appointing authority that the Board employee concerned would have actually officiated in the lower post but for proceeding on leave from the higher post.

Note 3. These benefits shall also be extended to Board employees officiating in higher posts or holding higher temporary posts under the other Boards/ States/ Central Govt.

(d) Foreign service counts for increments in the time-scale applicable to --

- (i) The post in Board's service on which the Board employee concerned holds a lien as well as the post or posts, if any, on which he would hold a lien had his lien not been suspended, and

- (ii) any post in the parent cadre on a lower scale of pay to which the Board employee is appointed on reversion from the ex-cadre post subject to the fulfilment of the conditions mentioned in proviso (1) (iii) to Regulation 4.3 (b)
- (iii) The post in Board's service in which the Board employee was officiating immediately before his transfer to foreign service, for so long as he would have continued to officiate in that post or a post on the same time-scale but for his going on foreign service .
- (e) Joining time counts for increment --
 - (i) If it is under clause (a) or clause (c) of Regulation 9.1 in the time-scale applicable to the post on which a Board employee holds a lien or would hold a lien, had his lien not been suspended as well as in the time-scale applicable to the post, the pay of which is received by a Board employee during the period ; and
 - (ii) If it is under clause (b) of Regulation 9.1 in the time-scale applicable to the post/posts in which the last day of leave before the commencement of the joining time counts for increment.
- (f) Period spent by the Board Employees (Sportsmen) :-
 - (i) The period spent by the Board employees who are sportsmen and take part in sporting events, tournaments and matches of National and Inter-National importance held either in India or abroad either as a sportsmen or in connection with coaching and instructing other teams participating in sporting events, including the Inter-District matches and preliminary tests for selection to Punjab Teams for Inter-state, Inter-Zonal or Inter-Circle basis or All-India Electricity Sports events etc. shall be treated to be having spent on duty for the period the Sportsmen are permitted by the Sports Officer.
 - (ii) The maximum period of training camp shall be 21 days for each event which will be treated as duty. The actual period of training shall be determined by the Sport Officer and if the period is to be extended beyond 21 days, the approval of the Secretary or A.M./Competent Authority, as the case may be, shall be taken.

Note 1. The term 'period' shall be taken on the day of departure of the team and will end on the day of arrival of the team. The departure and arrival is to be certified by the Sports Officer.

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Note 2. The above concession will apply to the regular as well as the adhoc employee (Sportsmen) of the Board.

Note 3. The above regulation shall also apply in the case of employees who are appointed as workcharged/ Regular T. Mates/ Apprentices/ Contingents etc. on 6/3 months basis.

4.9 - A Notwithstanding anything contained in the foregoing regulation, the annual increments shall be allowed with effect from the first day of the month in which they fall due under the normal rules regulating increments.

Note 1. The increment of an employee on leave due on the first day of the month will be drawn from the date of resuming his duty on return from leave, because during leave the employee gets leave salary only.

Note 2. In cases in which there is postponement due to employees proceeding on leave without pay which is not counted for increment, normal increment will be granted from the first day of the month in which the postponed increment, as worked out under the existing rules and orders falls.

Note 3. In a case where the date of appointment of an employee is 19th December, 1975 he will be given increment on 1st December, 1976, before completing 12 months service. Similarly, when he is promoted to a higher grade on 19th December, 1976 he will get increment on 1st December, 1977, before completing 12 months service in officiating grade.

Note 4. The periods of service at the same stage count for increment. In regard to the point whether increment is to be allowed on the specific date when the employee completes one year's service at the same stage or on the first day of the month, when by counting those broken periods the date of next increment falls on a date later than the first day of the month the increment will be payable from the first day of the month in which the next increment falls due. In case he is not holding the post on the first day of the month, the increment will be granted from the date it falls due.

Note 5. Where the normal increment is withheld for specific period and the period of such penalty expires after first day of the month, increment will be granted or restored from the date of the penalty ceases.

Note 6. The regulation is not applicable to advance or enhanced increments which are allowed as a result of passing of certain examinations. Such increments if permissible, will be governed by separate regulations and orders.

4.10 The Board may grant a premature increment to a Board employee on a time-scale of pay.

Note 1. A proposal to grant an increment in advance of the due date should always be scrutinized with special jealousy as it is contrary to the

principal of a time-scale of pay to grant an increment before it is due. Such a grant should not be made or advised except in very rare circumstances which would justify a personal pay to a Board employee whose pay is fixed.

- Note 2.** The expression "scale of pay" represents the maximum of the scale which is to be taken into account for determining the authority competent to sanction increments rather than the stage of it
- Note 3.** In the case of increments granted in advance, it is usually the intention that the Board employee should be entitled to increments in the same manner as if he had reached his position in the scale in the ordinary course and in the absence of special orders to the contrary he should be placed on exactly the same footing, as regards future increments as a Board employee who has so risen.

TRANSFER FROM A HIGHER TO A LOWER GRADE OR FROM A HIGHER STAGE TO A LOWER STAGE

4.11 The authority which orders the transfer of a Board employee as a penalty from a higher to a lower grade or post may allow him to draw any pay, not exceeding the maximum of the lower grade or post, which it may think proper.

Provided that the pay allowed to be drawn by a Board employee under this regulation shall not exceed the pay which would have drawn by the operation of Regulation 4.4 read with clause (b) or (c) , as the case may be, of Regulation 4.9.

4.12 (1) If a board employee is reduced as a measure of penalty to a lower stage in his time-scale, the authority ordering such reduction shall state the period for which it shall be effective and whether, on restoration the period of reduction shall operate to postpone future increments, and if so, to what extent.

(2) If a Board employee is reduced as a measure of penalty to a lower service, grade or post, or to a lower time-scale , the authority ordering the reduction may or may not specify the period for which the reduction shall be effective ; but where the period is specified , that authority shall also state whether ,on restoration, the period of reduction shall operate to postpone future increments, and if so, to what extent.

- Note 1.** Having regard to the principle underlying Regulation 4.12, the question as to whether an increment falling due during the period of reduction should or should not be allowed is one necessarily to be decided with reference to the exact terms of the order of the punishing authority. If the Audit Office feels any doubt about the intention underlying the orders of the punishing authority, he has simply to ascertain it and act accordingly.

Note 2. If the reduction to a lower post or grade is for an unspecified or indefinite period, the pay of the Board employee on reappointment to the higher post or grade shall be regulated under the normal regulations and not under Regulation 4.12.

Note 3. (a) -Every order passed by the authority imposing on a Board employee the penalty of reduction to a lower stage in a time-scale should indicate :-

- (i) the date from which it will take effect and the period (in terms of years and months) for which the penalty shall be operative ;
- (ii) the stage in the time-scale (in terms of rupees) to which the Board employee is reduced ; and
- (iii) the extent (in terms of years and months), if any , too which the period referred to at (i) above should operate to postpone future increments.

It should be noted that reduction to a lower stage in a time-scale is not permissible under the regulation either for an unspecified period or as a permanent measure . Also when a Board employee is reduced to a particular stage, his pay will remain constant at that stage for the entire period of reduction . The period to be specified under (iii) should in no case exceed the period specified under (i)

(b) The question as to what should be the pay of a Board employee on the expiry of the period of reduction should be decided as follows :-

- (i) If the order of reduction lays down that the period of reduction shall not operate to postpone future increments, the Board employee should be allowed the pay which he would have drawn in the normal course but for the reduction. If, however, the pay drawn by him immediately before reduction was below the efficiency bar, he should not be allowed to cross the bar except in accordance with the provisions of Regulation 4.8
- (ii) If the order specifies that the period of reduction was to operate to postpone future increments for any specified period the pay of the Board employee shall be fixed in accordance with (i) above but after treating the period for which the increments were to be postponed as not counting for increments.

(c) In order to ensure that the object underlying Regulation 4.12 (1) of not allowing increments during the period of reduction is achieved, every order passed by a competent authority imposing on a Board employee the penalty of reduction to a lower stage in a time-scale should invariably specify that stage in terms of rupees to which the Board employee is reduced as in the following forms :-

"The _____ has directed that
 Shri _____ should be reduced to a
 pay of Rs. _____ for a period of
 _____ with effect from _____"

4.13 Where an order of penalty of withholding of increment of a Board employee or his reduction to a lower service, grade or post, or to a lower time-scale, or to a lower stage in a time-scale, is set aside or modified by a competent authority on appeal or review, the pay of Board employee shall, notwithstanding anything contained in these regulations, be regulated in the following manner:-

- (a) If the said order is set aside, he shall be given, for the period such order has been in force, the difference between the pay to which he would have been entitled had that order not been made and the pay he had actually drawn ;
- (b) If the said order is modified, the pay shall be regulated as if the order as so modified had been made in the first instance.

Explanation :- If the pay drawn by a Board employee in respect of any period prior to the issue of the order of the competent authority under this regulation is revised , the leave salary and allowances (other than travelling allowance), if any, admissible to him during that period shall be revised on the basis of the revised pay.

Note :- In respect of cases falling under clause (a) of this regulation, service rendered by the Board employee in the lower service, grade or post or lower time-scale or lower stage in the time-scale or at the stage the increment was withheld , from the date of imposition of such penalty by the disciplinary authority to the date on which the order of penalty is set aside by the competent appellate or reviewing authority shall count for increment or for other purposes in the post which he was holding immediately before the imposition of the penalty provided that he would have continued to hold that post but for the order of penalty . In respect of cases falling under clause (b) of this regulation, such service from the date of imposition of the penalty by the disciplinary authority to the date on which the order is modified by the appellate or reviewing authority shall be counted for the purpose of increment or for other purposes in the post which he was holding immediately before the imposition of the penalty or any other post which he would have held but for the order of penalty, to the extent, the modified order permits of such counting. For

example, if an officer of a Class I service in the senior scale (625-1275) is reduced to a class II service (Rs. 250-750) for a period of, say, two years, and if after six months, the order is modified by the appellate authority as reduction to the Class I Service in the Junior Scale (375-925) the period of six months will count for increment in the Junior Scale. If, on the other hand, the order of penalty is modified as reduction to a lower stage in the time-scale (Rs. 625--1275) for a specified period or withholding of increment in that time-scale for a specified period, the period that has already elapsed since the date of imposition of the original penalty shall be taken into account only for the purpose of computing the specified period of penalty under the modified order.

Administrative Instruction – A permanent post vacated by reduction of a Board employee to a lower service, grade or post or to a lower time-scale, should not be filled substantively until the expiry of a period of one year from the date of such reduction.

Where on the expiry of the period of one year, the permanent post is filled and the original incumbent of the post is reinstated thereafter, he should be accommodated against any post which may substantively vacant in the grade to which his previous substantive post belonged.

If there is no such vacant post, he should be accommodated against a supernumerary post which should be created in this grade with proper sanction and with the stipulation that it would be terminated on the occurrence of the first substantive vacancy in that grade."

PAY OF OFFICIATING BOARD EMPLOYEES

4.14 (1) Subject to the provisions of Regulations 4.22 to 4.24, a Board employee who is appointed to officiate in a post shall not draw pay higher than his substantive pay in respect of a permanent post, other than a tenure post, unless the officiating appointment involves the assumption of duties and responsibilities of greater-importance than those attaching to the post, other than a tenure post on which he holds a lien or would hold a lien had his lien not been suspended :

Provided that the competent authority (See Sr. No. 11 Chapter XV) may exempt from the operation of this regulation any service which is not organised on a time-scale basis and in which a system of acting promotions from grade to grade is in force at the time of the coming into force of these regulations ;

Provided further that the competent authority (See Sr. No. 11 Chapter XV) may specify posts outside the ordinary line of a

service the holders of which may, notwithstanding the provisions of this regulation and subject to such conditions as the competent authority may prescribe, be given any officiating promotion in the cadre of the service which the authority competent to order promotion may decide and may thereupon be granted the same pay (whether with or without any special pay, if any attached to such posts) as they would have received if still in the ordinary line.

(2) The Board employee who is appointed to a post involving the assumption of duties and responsibilities of greater importance than those attaching to his existing post and cannot join his promoted post due to administrative reasons will be allowed to count for increment in the promoted post, the period of service between the date and hour of his joining to the date and hour when his junior joined as such. He will, however, not be entitled to pay and allowance of the promoted posts for the intervening period.

(3) For the purpose of this regulation, the officiating appointment shall not be deemed to involve the assumption of duties or responsibilities of greater importance if the post to which it is made is on the same scale of pay as the permanent post, other than a tenure post, on which he holds a lien or would hold a lien had his lien not been suspended, or on a scale of pay identical therewith.

Note 1. The words 'duties' and 'responsibilities' used in this regulation are to be interpreted in a wide sense as including besides the works to be performed the general responsibilities and liabilities incidental to being member of a particular service.

Note 2. With reference to the 2nd proviso in clause (1) of this regulation it has been decided not to issue a list of the posts of the kind referred to therein, but to deal on it merits, with each case as it arises. In each case so dealt with, adequate safeguards should be laid down so as to prevent the tenure of posts outside the ordinary line of a service by unduly senior Board employees which might cause undue expense and be in other ways contrary to public interest and also to prevent Board employees from receiving the rate of pay attached to selection posts which they would have been regarded as unfit to hold if present in the ordinary line. This point should be carefully kept in view by the authority recommending a case for the declaration by the competent authority.

Note 3. (i) The following are the guiding principles for purpose of clarifying the position and for working of the convention usually known as the "next below regulation":-

(1) A Board employee out of his regular line should not suffer by

forefeiting officiating promotion which he would otherwise have received, had he remained in his regular line.

- (2) The fortuitous officiating promotion of some one junior to a Board employee who is out of the regular line does not in itself give rise to a claim under the next below regulation.
 - (3) Before such a claim is established, it should be necessary that all the Board employees senior to the Board employee who is out of the regular line have been given officiating promotion.
 - (4) It is also necessary that the Board employee next below him should have been given promotion, unless in any case the officiating promotion is not given because of inefficiency, unsuitability or leave.
 - (5) In the event of one or more of the three bars mentioned above, of being applicable to the Board employee immediately below the Board employee outside his regular line, the same Board employee even more junior should have received officiating promotion and the Board employees, if any, in between that should have been passed over for one of these reasons.
- (ii) The holders of special posts should be ready to accept loss of officiating promotion in higher scale or grade to higher-posts in the ordinary line in consequence of their incumbency of special posts, and that when the stage is reached at which their retention involves loss of substantive or lengthy officiating promotions the proper course would be to make arrangements to enable them to be released from the special post rather than to compensate them for the loss of officiating promotion under the next below regulation.
 - (iii) In cases where an employee is deprived of officiating promotion to a higher paid post owing to it being impracticable for the time being to release him from the post no compensation shall be granted in respect of the first three months of his retention in the lower paid post unless the conditions of the next below regulation are satisfied.
 - (iv) In cases where the period for which officiating promotion is lost exceeds three months, the employee concerned may be granted the pay of the higher paid post for excess period but arrangements should be made wherever possible to avoid depriving employees of lengthy period of officiating promotions.
 - (v) Save in exceptional circumstances, no employee to whom the next below regulation would apply should be retained in a lower paid post for more than six months beyond the date on which he becomes entitled to officiate continuously in a higher post.
 - (vi) The expression "posts outside the ordinary line of a service" in the second proviso to regulation also includes, besides ex-cadre posts, special post outside the ordinary line, which are borne on the cadre of a service. Holders of such posts can be given the benefit of a declaration under that regulation provided that the conditions precedent

to the applicant of the next below regulation are fulfilled in their case.

- (vii) Cases of these holders of posts in the ordinary line, who may suffer loss of Officiating promotion owing to it being impracticable to release them from their posts, can also be dealt with under the second proviso to Regulation - 4.14 if the conditions precedent to the application of the next below regulation are satisfied in any case.
- (viii) In the case of employees, who in the public interest have to be deprived of officiating promotions whether they are serving outside the ordinary line or in the ordinary line and in which case the conditions laid down in the next below regulation are not satisfied, the instructions contained in clause (ii) above will apply.
- (ix) The benefits of officiating promotion under the next below regulation should be allowed subject to the fulfilment of the conditions, only against promotions in a cadre in vacancies of more than 90 days duration. In other words, the initial vacancy as well as subsequent vacancies on the basis of which the Benefits is to be continued should each be of more than 90 days duration. The benefit should not be allowed in respect of promotions against a chain of vacancies which taken together extend beyond 90 days.
- (x) In some instances claims may have been supported and preferred for the protection of more than one employee in respect of a single officiating appointment in cases where a consecutive series of two more employees in a cadre are on deputation to posts outside the regular line, and the employee next below them is promoted to officiate in a higher post in the cadre. In order to eliminate any doubt in the matter, it is desired, that one employee and one employee only, namely, the most senior fit employee who is not debarred by the condition prescribed for the application of the regulation should be allowed the benefit under the next below regulation.

It may happen that the senior most employee serving outside the regular line does not require to be protected under the "next below" regulation by his belonging to one or other of the types indicated below :--

- (A) An employee serving outside the ordinary line holds a post carrying a scale of pay identical with that of an administrative post in the ordinary line, and is, by virtue of a declaration in terms of the exception below Regulation 4.14, eligible for the pay and incremental benefits of the higher post in the ordinary line and also for the benefit of special additional pension by virtue of a declaration under Rule 6.15 of Pb. C.S.R. Volume II, till the Board frames its own regulations and thereafter the relevant regulations thereof.

- (B) An employee outside the regular line holds a post (generally temporary) carrying better pay than the 'identical' scale and qualifying per se or by special declaration, for special additional pension as for the higher post in the ordinary line.

In such cases, the protection under the "next below" regulation in respect of any one vacancy occurring in the regular line may go to the next senior most fit employee of the series serving outside the cadre who is not independently protected in respect of pay, increment or pension by belonging to one or other of these types.

Note 4. In the case of ministerial and other establishment in which there are no grades in the sense in which the word was used in the Punjab State Electricity Board Service Regulations the proviso in clause (1) of this regulation is intended to cover, where necessary, all cases of the grant of officiating allowances from one fixed rate of pay to another without change of duty.

Note 5. (i) It is not intended that the phrase "outside the ordinary line of service" in the second proviso to clause (1) of this regulation should be rigidly interpreted either as "outside the cadre of a service" or as "outside the ordinary time-scale." The form of words adopted in this regulation gives discretion to the competent authority in regard to a case where exceptional circumstances which could not be foreseen and provided for by regulation might arise.

- (ii) The specification of a post under this proviso will enable a Board employee to count service in that post for increment in the grade in which he would have officiated, had he not been holding the specified post.

Note 6. The pay of a Board employee officiating in a post, the pay of which is subject to increase upon the passing of an examination or on the completion of a certain period of service is the pay which he would, from time to time receive if he held the post substantively.

Note 7. The pay of a Board employee officiating in a post, the pay of which has been reduced from the next succession thereto is the reduced pay.

Note 8. It is not the intention behind Regulation 4.15 under which the title to presumptive pay is always subject to the provisions of this regulation that the presumptive pay of the post as determined by Regulation 4.3 (a) (ii) be allowed as a matter of course. According to Regulation 4.14 where the officiating appointment does not involve the assumption of duties and responsibilities of greater importance, it is not permissible for the Board employee to draw pay higher than his substantive pay (if any) in respect of permanent post. In other words, while the Punjab State Electricity Board Service Regulations are not prohibitive in respect of officiating promotions in such circumstances they, undoubtedly restrict the officiating pay to the substantive pay, from time to time of the Board employee concerned.

The case of a Board employee without a permanent post and, therefore, having no substantive pay in respect of such post is, however, different, Regulation 4.14 being inapplicable in such cases, he is entitled to have his pay regulated exclusively under Regulation 4.15 read with regulation 4.3 (b) but to check any extravagance in officiating pay in such cases, it is always open to the competent authority to take resort to the provisions of Regulation 4.17.

- Note 9.** Though no change of duties is involved deputation pay in a foreign country may be enhanced on account of officiating promotion in India.
- Note 10.** A declaration by Board that a particular post involves more important duties or duties of a different character justifies the grant of officiating pay to a Board employee appointed to the post from another post in the same cadre.
- Note 11.** Normally no pay higher than the substantive pay is admissible on an officiating appointment to a selection grade post which does not involve assumption of duties or responsibilities of greater importance except where such a post has been included in the schedule to Regulation 4.14 but it has been permitted in relaxation of the provisions of regulation 4.14 *ibid* that --
- (i) officiating appointments to the Selection Grade may be permitted in such cases ;
 - (ii) the pay in such cases may be fixed in the Selection Grade under the provisions of Regulations 4.3 (a) (ii) and that;
 - (iii) the benefit of the "Next below Regulation" may be extended in such cases, subject to all the conditions of that regulation being satisfied.
- * (iv) Pay of a Board employee, who on the date of his placement in the selection grade, was drawing pay,
- (i) At the maximum of the ordinary scale, or
 - (ii) At the maximum of the ordinary scale plus ex-gratia biennial increment, shall be regulated as follows, namely :-
 - (a) Pay shall be fixed at the next stage in the selection grade where pay at the maximum of ordinary scale plus ex-gratia biennial increment, as the case may be, has been drawn for one year or more than one year;
 - (b) Period of service amounting to less than one year rendered at the maximum of the ordinary scale or at the maximum of the ordinary scale plus ex-gratia biennial increment, as the case may be, shall be counted for the purposes of increment in the selection grade; and
 - (c) the next increment in the selection grade shall accrue after rendering the requisite qualifying service in the selection grade.

* Proviso (iv) is effective from 1-4-84

4.15 (1) Subject to the provisions of Regulations 4.14 and 4.17 a Board employee who is appointed to officiate in post shall draw the presumptive pay of that Post.

(2) On an enhancement in the substantive pay, as a result of increment or otherwise, the pay of such Board employee shall be re-fixed under sub-regulation (1) from the date of such enhancement as if he was appointed to officiate in that post on that date where such refixation is to his advantage.

Note 1. See also Notes 6 and 7 below Regulation 4.14

Note 2. In the case of a Board employee whose officiating pay on refixation under clause (2) of this regulation carries his pay above the efficiency bar stage in the time-scale of the officiating post, the Board employee concerned should be deemed to have automatically crossed the efficiency bar at the time of refixation of officiating pay and the question of application of efficiency bar shall not arise. In the case of a Board employee officiating in a post and whose pay had been refixed under clause (2) of this regulation, if he is confirmed in that post from a retrospective date, the refixation of pay done under clause (2) above after the date of his confirmation will have to be revised and consequently over payments, if any, should be recovered.

Note 3. In the case of a person proceeding on leave, if the period of leave counts for increment in the officiating post under Regulation 4.9 (b), subject to fulfilment of the conditions and production of the necessary certificates, his officiating pay may be refixed under Regulation 4.15 (2) from the very date of increment or increase in the substantive pay as if he was appointed to officiate in that post, on that date. The benefit of the increase in officiating pay can be had by him only from the date of resumption of duties but his next increment in the officiating post will accrue to him from an earlier date in the next year calculated with reference to the date of refixation of pay.

If, however, the period of leave does not count for increment, in the officiating post the Board employee loses all connection with that post during that period and he will be entitled to get his officiating pay fixed only from the date he returns from leave in which case the next increment will fall due only after completion of the prescribed period of duty from the date of resuming charge unless he becomes entitled to refixation of pay under Regulation 4.15 (2) once again from an earlier date.

Note 4. Where the increment of a Board employee in the post in which he is officiating has been withheld under Regulation 4.7 without any reference to the increments that will accrue to him in the post held by him substantively, the provisions contained in sub-regulation (2) of this regulation shall not apply before the date from which the orders withholding the increment finally cease to be operative. However, the Board employee may be allowed during the period of penalty of with-holding of increment, his substantive pay from time to time if the same happens to be more than the officiating pay. These

provisions shall also apply in respect of a Board employee whose pay in the post held by him in an officiating capacity has been withheld at a particular stage or the efficiency bar stage of time-scale of that post for failure to pass departmental examination.

Note 5. The pay of the Board employee who was not actually officiating at the time of enhancement of his substantive pay, but would have officiated under the next below regulation, but for his deputation to some other post/officiating appointment to a still higher post, shall be refixed under clause (2) above notionally in the post in which he would have continued to officiate, but for his deputation to some other post/ appointment in an officiating capacity to a still higher post. As and when the Board employee reverts to that post, from deputation/ higher post, the actual pay to be given to him on the date of reversion will be arrived at with reference to such notional pay.

4.16 When a Board employee officiates in a post, the pay of which has been fixed at a rate personal to another Board employee, the competent authority may permit him to draw pay at any rate not exceeding the rate so fixed or, if the rate so fixed be a time scale, may grant him initial pay not exceeding the lowest stage of that time-scale and future increments not exceeding those of that sanctioned scale.

Note : This regulation prescribes the initial rate of pay only. If the pay personally fixed is on a time-scale it is not intended that an officiating incumbent should be debarred from drawing increments in that time-scale according to the ordinary regulations.

4.17 The Board may fix the pay of an officiating Board employee at an amount less than that admissible under these regulations.

Note 1. One class of cases falling under this regulation is that in which a Board employee merely holds charge of the current duties and does not perform the full duties of the post.

Note 2. When a Board employee is appointed to officiate in a post on a time scale of pay but has his pay fixed below the minimum of the time-scale under this regulation he must not be treated as having effectually officiated in that post within the meaning of Regulation 4.3 or having rendered duty in it within the meaning of Regulation 4.9. Such a Board employee on confirmation, should have his initial pay fixed under Regulation 4.3 (b) and draw the next increment after he has put in duty for the usual period required, calculate from the date of his confirmation

Note 3. The power conferred by this regulation is not exercisable save by a special order passed in an individual case and on a consideration of the facts of that case.

4.18 A competent authority may issue general or special

orders allowing acting promotions to be made in the place of Board employees who are treated as on duty under Regulation 2.19 (b)

Note : Acting promotions have been permitted under this regulation in place of Board employees, who are treated as on duty under item 1 (i) of the Schedule to Chapter II

PERSONAL PAY

4.19 Except when the authority sanctioning it orders otherwise, personal pay shall be reduced by any amount by which the recipient's pay may be increased, shall cease as soon as his pay is increased by an amount equal to his personal pay

PAY OF TEMPORARY POSTS

4.20 When a temporary post is created which may have to be filled by a person not already in Board's service, the pay of the post shall be fixed with reference to the minimum that is necessary to secure the services of a person capable of discharging efficiently the duties of the post (See Sr. No. 12 Chapter XV)

4.21 When a temporary post is created which will probably be filled by a person who is already a Board employee, its pay shall be fixed by the competent authority (See Sr. No. 12 Chapter XV) with due regard to:-

- (a) The character and responsibility of the work to be performed; and
- (b) the existing pay of Board employees of a status sufficient to warrant their selection for the post.

Note 1. Under these regulations a temporary post will be created for the performance of that duty. If the special duty is to be undertaken in addition to the ordinary duties of the Board employee then Regulation 4.20 and 4.22 will apply.

Note 2. (1) Temporary posts may be divided into two categories, viz, posts created to perform the ordinary work for which permanent posts already exist in a cadre, the only distinction being that the new posts are temporary and not permanent, and isolated posts created for the performance of special tasks un-connected with the ordinary work which a service is called upon to perform. An example of the latter type of post would be a post of an Officer on Special Duty. A distinction by strict verbal definition is difficult, but in practise there should be little difficulty in applying the distinction in individual cases. The former class of posts should be considered to be a temporary addition to the cadre of a service whoever may be the individual appointed to the post; while the latter class of temporary posts should be considered as unclassified and isolated ex-cadre posts.

- (2) Temporary posts which by this criterion should be considered as temporary additions to the cadre of a service should be created in the time-scale of the service, ordinarily without extra remuneration. Incumbents of these posts will, therefore, draw their ordinary time-scale pays. If the posts involved decided increases in work and responsibility in comparison with the duties of the parent cadre generally, it may be necessary to sanction a special pay in addition. Such special pay may only be allowed with the approval of the competent authority.
- (3) For isolated ex-cadre posts, it may occasionally be desirable to fix consolidated rates of pay. Where, however, the post is to be held by members of a service, it will ordinarily be preferable to create the post in time-scale of the holder's service. The observations above will apply with equal force to the ordinary time-scale.

PSEB Main Services Regulations-1972 Vol. I, Part-1 (Reprint edition-2002)
Regulation 4.22 (Page-62) Combination of appointments

o/o no 946/100-246
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"4.22. The competent authority (See Serial No. 13 Chapter XV) may appoint one Government Employee to hold substantively, as a temporary measure or to officiate in, two or more in dependent posts at one time. In such cases, the Government employee shall draw the highest pay to which he would be entitled if his appointment to one of the posts stood alone.
 Provided that the employee must fulfill the requisite qualifications and conditions for services for both the posts".

- (b) for each other post he draws such reasonable pay, in no case exceeding 20% of the presumptive pay (excluding overseas pay) of the post, as the competent authority may fix (see serial No. 14, chapter XV); and

Note : Pay granted under regulation 4.22 (b) is not special pay, but pay under Regulation 2.45 (i)

- (c) If compensatory allowances are attached to one or more of the posts, he shall draw compensatory allowance attached to one of the posts, which are highest (see serial no.14 chapter XV)

Note 1. Clause (b) of this regulation requires that such pay as may be considered "reasonable" in the circumstances may be given; 20% the presumptive pay of the post is not, therefore, to be regarded as the amount normally permissible.

Note 2. Presumptive pay for the purposes of clause (b) of this Regulation should, according to Regulation 2.49, be taken to be what the Board employee, who is placed in additional charge, will draw as initial pay in the time-scale of the additional post under Regulation 4.3, were he formally transferred to it. In cases, however, in which the maximum pay of the lower post is less than the pay of the Board

employee in his substantive post. Regulation 4.3 will not be applicable and accordingly in such a case the maximum of the pay of the lower post should be taken as a presumptive pay for the purpose of clause (b) of this regulation.

4.23 When a Board employee holds charge of the current duties of a post after being relieved of those of his substantive post, he officiates in that post. If it is not considered that he is entitled to the full officiating pay of the post, his pay may be fixed under Regulation 4.17. This should be done whenever the board employee is not carrying out the full duties of the post.

Note below Regulation 4.1 (2).

PSEB Main Services Regulations-1972 Vol. I, Part-1 (Reprint edition-2002)
Regulation 4.24 (Page-63) Combination of appointments

*o/o 10946/REG 244
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4.24. When a Board employee holds current duty charge of an other post, in addition to that of his own substantive post, he does not officiate in the former post and as such is not entitled to any additional remuneration".

BONUS

4.25 It will be payable according to the Provisions of Bonus Act and instructions issued from time to time, in this regard.

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CHAPTER V ADDITIONS TO PAY

I - Compensatory Allowances

GENERAL

5.1 Subject to the provisions of Regulations 5.2, 5.3, 5.4 and 5.5 and to the conditions that the amount of compensatory allowance is so regulated that it is not on the whole a source of profit to the recipient, the Board may by special or general order grant such an allowance to any Board employee.

Unless in this section it be in any case otherwise expressly provided and subject to the provisions of Regulation 4.22 (c), a compensatory allowance attached to a post will be drawn in full by the Board employee actually performing the duties of that post and will not be drawn in whole or in part by any one else. Save as provided by the regulations in this part, a compensatory allowance attached to a post will cease to be drawn by a Board employee when he vacates the post.

Note : The grant of T.A. (which is also a compensatory allowance vide Regulation 2.16) is regulated by the regulations in Vol. III of these regulations.

5.2 In this section :-

- (a) 'Leave' means total leave of all kinds taken for a period not exceeding 120 days, other than leave preparatory to retirement, refused leave or terminal leave.

The title to compensatory allowance will remain intact --

- (i) when the original leave not exceeding 120 days, is not subsequently extended, or if extended, the total does not exceed 120 days, throughout the period ;
- (ii) when the original or extended leave not exceeding 120 days, referred to in sub-clause (i) is subsequently extended and the total period exceeds 120 days, upto the date of expiry of the original or extended leave not exceeding 120 days or the date of sanction to the first subsequent extension which causes the total period of leave to exceed 120 days whichever is earlier.

- (b) 'Temporary Transfer' means a transfer to duty in another station which is expressed to be for a period not exceeding 120 days. For the purpose of this section it includes deputation. Subject to the limit of 120 days, the title to compensatory allowance, if the temporary duty is subsequently extended beyond 120 days in all, will remain intact upto the date of the order of extension.

Note 1. Unless in any case, it be otherwise expressly provided in these regulations, joining time may be added to the period of 120 days provided in this regulation.

Note 2. When vacation is combined with leave, the entire period of vacation and leave should be taken as one spell of leave for the purpose of clause (a) of this regulation

Note 3. "Leave" as defined in this regulation includes "extraordinary leave"

Compensatory Allowance, Other Than A House Rent Allowance or Motor - Car or Motor - Cycle Allowance

5.3 An allowance granted owing to the expensiveness of living, other than a house-rent allowance, may be drawn :-

- (a) during 'leave' at the same rate at which the employee was drawing before proceeding on leave without the production of a certificate prescribed in sub-clause (ii);
- (aa) during leave exceeding 120 days, but not exceeding 240 days--
- (i) in case the employee suffers from T.B., Cancer, or other ailments and furnishes a medical certificate in the form prescribed under Regulation - 8.8, 8.12 or 8.13 as the case may be. The question whether the allowance may be paid to an employee suffering from T.B., Cancer or other ailments during leave on medical certificate exceeding 240 days will be decided on merit by the Administrative Department concerned in consultation with the Finance Section; and
- (ii) in case the employee certifies that he or his family or both resided for the period for which allowance is claimed at the station from which he proceeded on leave or at another station he will be entitled to similar allowance.

Where an employee does not join duty after the expiry of leave, whether on medical grounds or otherwise and resigns, he shall not be eligible for the allowance for the entire period of such leave and the allowance sanctioned earlier will be recovered before the resignation is accepted: Provided that in case of an employee who is granted leave but does not join duty after expiry of such leave, owing to death or invalidity during such leave, the recovery of allowance sanctioned earlier will not be effected.

Note : The provisions of this clause do not apply to Board employees during leave preparatory to retirement upto one hundred and eighty days.

(b) during temporary transfer, if :-

- (i) the authority sanctioning the transfer certifies that the Board employee is likely on expiry of the temporary duty to return to the station from which he is transferred;
- (ii) the Board employee draws no allowance of the same kind in the post to which he is transferred; and
- (iii) the Board employee certifies that he kept his family, for the period for which the allowance is claimed at the station from which he proceeded on transfer.

Note : The underlying intention of Regulation 5.3 is to restrict Board employee's title to compensatory allowance during leave to periods of leave prescribed in Regulation 5.2 (a) of that regulation other than leave preparatory to retirement or refused leave or terminal leave. Authorities empowered to sanction leave should, therefore, scrutinize with special care leave applications from Board employees on the verge of retirement and should in cases where there is an obvious intention to evade the regulation by taking leave for four months or less, returning to duty for a few days only and then retiring refuse to grant leave of any other kind than "leave preparatory to retirement."

HOUSE RENT ALLOWANCE

5.4 A house-rent allowance may be drawn by a Board employee during leave or transfer in the circumstances specified in clauses (a) or (b) (i) and (ii) of Regulations 5.3 : provided that he certifies that his previous rate of expenditure for a house continues during his absence and that he places his house, free of rent, at the disposal of the Board employee, if any, who officiates in his post. The officiating Board employee cannot, in such case, draw the house-rent allowance attached to the post. If however, the officiating Board employee for a reason which a competent authority

(See Sr. No. 16, chapter XV) considers to be sufficient, refuses the accommodation placed at his disposal, he and not the absent Board employee, will draw the allowance.

Note 1. The employee should have continued for the period for which house rent allowance is claimed to retain the house at the same station from which he proceeded on leave; paid for it and did not sublet it.

Note 2. A Board employee on transfer, shall not be allowed house rent allowance at the new station of posting in any case, till official accommodation at the previous station of posting is vacated by him.

OTHER COMPENSATORY ALLOWANCES

5.5 A Compensatory Allowance other than an allowance for the regulation of which provision is made in Regulations 5.3 and 5.4 may be drawn during leave or temporary transfer if:—

- (a) the authority sanctioning the leave or transfer certifies that the Board employee is likely, on expiry of the leave or temporary transfer, to return to the post to which the allowance is attached or to another post carrying a similar allowance; and
- (b) the Board employee certifies that he continued, for the period for which the allowance is claimed, to incur the whole or a considerable part of the expenditure for which the allowance was granted.

Note 1. See Note 1 below Regulation 5.3

Note 2. With reference to clause (b) of this regulation, a Board employee, who desires to avail himself of the benefit of the regulation, should submit his claim with a statement of the relevant expenses to the authority sanctioning the leave or transfer. That authority should then decide, having regard to the provisions of Regulations 5.1 & 5.2 how much of the allowance should be drawn and communicate his decision to the Chief Accounts Officer with a copy of the statement of expenses referred to above. The copy of the statement of expenses may be sent to the Chief Accounts Officer in a confidential cover, if this is considered desirable. It will then be open to the Chief Accounts Officer either to accept the decisions or to challenge such of them. The provisions of this regulation do not apply to Board employees in receipt of the compensatory local allowance sanctioned for Amritsar in whose case the provisions of clause (b) of this regulation will be applicable. In regard to the drawal of similar and other hill compensatory allowances during leave, it will suffice if it is certified by the Board employee concerned that he or his family or both resided at the hill station concerned for the period for which the allowance is claimed.

COMPENSATORY ALLOWANCE DURING JOINING TIME

5.6 If the board employee in his old post drew a compensatory allowance granted on account of special expensiveness of living and the transfer is to another post carrying a similar allowance, he may draw the compensatory allowance during joining time under clause (a) and (b) of Regulation 9.1 : Provided that if the rates differ in the two posts, he may draw the lower rate only.

II-RENT OF BOARD RESIDENCES

GENERAL

5.7 The following regulations govern the allotment to Board employees for use by them as residences of such buildings owned or leased by Board/ Government or such portions thereof as may be made available for the purpose.

Note : When an employee/ Government employee, other than that of the Punjab State Electricity Board, occupies by official arrangement a residence provided by the Punjab State Electricity Board or vice versa, rent shall be recoverable from that official in accordance with the rules in Appendix 4 to the Punjab Financial Rules.

5.8 Nothing contained in these regulations shall so operate as to require payment of rent, for the occupation of residences supplied by the Board , by those Board employees who have been exempted from such payment under the provisions of law or to affect the amount of rent or charges payable by those Board employees in whose case the amount so payable is prescribed by law for the time being in force.

Capital Cost of Buildings and Assessment of rents.

(i) *Capital Cost of a Residence.*

5.9 For the Purpose of assessment of rent, the capital cost of a residence owned by the Board shall include the cost or value of sanitary, water supply and electric installations and fittings, but exclude the cost or value of the site (including expenditure on its preparation); and shall be either --

- (a) the cost of acquiring or constructing the residence and any capital expenditure incurred after acquisition or construction or, when this is not known.
- (b) the present value of the residence ;

Provided that, where it is so directed by general or special order, the value of the site and the cost of its preparation shall be included in the capital cost, and the cost of sanitary, water supply and electric installations may be excluded. If the cost of sanitary, water supply and electric installations are ordered to be excluded rent for such installations shall be levied at the rates specified under Regulations 5.14 (d)

Note : For cases in which the above proviso will apply, see paragraph 3.27 Punjab Public Works Department Code, 2nd Edition.

5.10 For the purpose of Regulation 5.9 --

- (i) expenditure incurred on works such as --
 - (a) raising, levelling and dressing sites,
 - (b) construction of revetments and retaining walls unless when incurred in connection with the provision of a tennis court ;
 - (c) Stormwater drains; and
 - (d) boundary pillars; shall be considered as expenditure on preparation of a site; and
- (ii) expenditure incurred on works such as --
 - (a) compound walls, fences and gates;
 - (b) approach roads, culverts and paths within the compound;
 - (c) cost of carriage, irrigation channel and well, if any, shall be included in the capital cost of the residence for the purpose of assessment of standard rent.

5.11 When the present value of a residence and of the site on which it stands is unknown, vide clause (b) of Regulation 5.9, the value of the residence and of the site shall be estimated separately by the Divisional Officer, who shall, if the estimated value of either does not exceed Rs. 25,000, submit the estimate to the Superintending Engineer who shall determine the present value. If the Divisional Officer's estimate of either the site or the residence exceeds Rs. 25,000 he shall submit it to the Superintending Engineer, who shall forward it to the Chief engineer, who shall determine the value of the residence and of the site. The Divisional Officer's estimate shall, in both cases, be accompanied by a report of the Executive Engineer, Civil Work Division / Land Acquisition Officer of the Board in regard to the value of the land and also the value of building with reference to the market value of similar building in the vicinity.

5.12 The board may, for reasons which should be recorded, write-off a specified portion of the capital cost of a residence :-

(1) When a portion of the residence must be set aside, by the Board employee to whom the residence is allotted, for the reception of official and non-official visitors visiting him on business; or

(2) When it is satisfied that the capital cost, as determined under the above regulations, would be greatly in excess of the proper value of the accommodation provided.

Note : See also Regulation 5.28

5.13 In assessing the cost or value of the sanitary , water-supply and electric installations and fittings, -(vide Regulation 5.9) the following shall be regarded as comprising the installation and fittings -

Electric Supply.

- (1) Wiring, including the supply line from the main and all connected apparatus such as fuse boxes and switches.
- (2) Fixed lamps (bracket and pendant) including shades holders but excluding shades and bulbs.
- (3) Wall plugs of table lamps, table fans and electric and water heaters.
- (4) Fan points (excluding ceiling fans and regulators).
- (5) lighting interceptors.
- (6) Meters when supplied by Board.

Sanitary and Water Supply

- (1) Pipe, including service pipe from the main;
- (2) Apparatus for hot water supply;
- (3) Cistern taps and other necessary equipment;
- (4) Baths, basins, and lavatory fittings;
- (5) Meters when provided at the cost of Board;
- (6) Drains, including the main connection with the sewer; and all connected apparatus such as gulleys, channels, traps and vent pipe for the disposal of house wastes and sewage.

- Note 1. The inclusion of these articles in this regulation does not bind Board to provide all or any of them in a residence.
- Note 2. When table lamps, table fans or other electrical appliances not included under "Electric supply" above, have already supplied, their cost should be included in the capital cost of the residence, but on their becoming unserviceable they should not be replaced, the capital cost of the residence being reduced accordingly.

(ii) Standard Rent

5.14 The standard rent of a residence shall be calculated as follows :-

- (a) In the case of leased residence the standard rent shall be the sum paid to the lessor plus an allowance for meeting during the period of lease the probable cost of charges for-
- (i) both ordinary and special maintenance and repairs of the residence as may be charged on Board including maintenance and repairs of any additional work done at the Board expense;
 - (ii) capital expenditure on additions and alterations as may be a charge on Board;
 - (iii) interest on capital expenditure referred to in (ii) above and
 - (iv) the rates or taxes in the nature of house or property tax, if any, payable under any law or custom by the owner to a municipality or other local body (but not recoverable from the Board employee to whom the residence is allotted).
- The allowances for meeting such capital expenditure on additions and alterations as may be a charge on Board and the interest and depreciation in connection there with, shall be as laid down in paragraph 3.24 (3) of the Punjab Public Works Department Code (Second Edition)
- (b) In the case of residence owned by Board the standard rent shall be calculated on the capital cost of the residence , and shall be either-
- (i) a percentage of such capital cost equal to such rate of interest as may from time to time be fixed by the Board plus in addition, for Municipal and other taxes in the

nature of house or property tax in respect of the residence payable by the Board and for both ordinary and special maintenance and repairs, such addition being determined under Regulation 5.18; or

- (ii) Seven and half percent per annum of such capital cost, which ever is less. The restriction of seven and half percent per annum shall not apply in the case of residences the capital cost of which is calculated under proviso to Regulation 5.9.
- (c) In both cases mentioned in clauses (a) and (b) above standard rent shall be expressed, as standard for a calendar month and shall be equal to one-twelfth of the annual rent as calculated above subject to the proviso that, in special localities or in respect of special classes of residences, the respective Chief Engineer may fix a standard rent to cover a period greater than one month, but not greater than one year. Where a competent authority takes action under this proviso standard rent so fixed shall not be a larger proportion of the annual rent than the proportion which the period of occupation as prescribed under Regulation 5.33 below bears to one year,
- (d) when sanitary, water supply and electric installations as defined in Regulation 5.13 are not included in the capital cost of residence rent shall be assessed on the capital value of such installations at the following percentages:-

	Interest	Maintenance	Depreciation
1	2	3	4
Sanitary Installations	As per Regulation 5.16	6½ per cent (ordinary 5 percent and special 1½ percent)
Water supply Installations			
Elecectric Installations	- do -	4 per cent	5 per cent

Note 1. Municipal taxes which by local rule or custom are lieved on the occupant will be payable by the occupant in addition to the rent payable to the Board under these regulations.

Note 2. For the purpose of clauses (a) and (b) above, the additions for both ordinary and special maintenance and repairs shall not include anything for the establishment and Tools and Plant charges. Full departmental charges should, however, be lieved in cases referred to in Note (1) below Regulation 5.9.

5.15 (a) When the standard rent of a residence has been calculated, minor additions and alterations may be made without the rent of residence being increased subject to the following conditions :-

- (i) the total cost of such additions and alterations shall not exceed 5 percent of the capital cost on which the standard rent was last calculated; and
 - (ii) such additions and alterations shall be made within five years after the last calculation on the standard rent.
- (b) When by the reasons of additions and alterations, the capital cost of a residence exceeds by more than 5 percent the capital cost on which the standard rent was last calculated, the standard rent shall be recalculated with effect from the 1st of April next following or from the date upon which a new tenant becomes liable for the payment of rent, whichever is earlier.
- (c) Subject to the provisions of clause (b), the standard rent of a residence shall be recalculated on the expiry of five years from the date of the last calculation and the recalculation shall take effect from the 1st of April next following or from such other date as the competent authority may direct.
- (d) When the portion of a capital cost of a residence is written off under the orders of a competent authority the rent should be recalculated forthwith.

Note 1. It is the duty of the Executive Engineer concerned to give timely notice to the tenant concerned of the increase in rent. Omission, however, on his part to give such intimation in any case will not constitute a reason for the enhancement of rent taking effect from a date later than that on which it is due under the above regulation.

Note 2. In the case of substantial additions or alterations to a residential building, pending sanction of the revised standard rent by the respective Chief Engineer, its rent should be provisionally fixed so as to allow an adequate margin to cover rent in respect of the estimated expenditure of such additions or alterations and unforeseen charges, and recovery of rent from the tenant should be effected at that rate. If the provisional rent is more than the revised standard rent, the amount recovered in excess shall be refunded to the tenant.

5.16 --Omitted--

5.17 The average annual cost of maintenance and repairs will consist of two parts-special and ordinary charges as explained below :-

- (i) Special charges will be those incurred in the renewal floors of roofs, or on other special repairs or replacements occurring at long intervals. Provisions for such charges should be made in the form of percentages on the capital cost of each building. These percentages will vary for different classes of buildings and are laid down in Regulation 5.18. When repairs are necessitated by the occurrence of fire, flood, earthquake, abnormal storm or other calamity; the cost of such special repairs should be shown separately in the Capital and the Revenue Accounts under Revenue Charges during the year, and should not be included in the total charges or taken into account as a basis for the revision of the rent.
- (ii) Ordinary charges will include the cost of ordinary annual repairs together with a proportional share of the expenditure that may be required quadrennially or at other short intervals. The amount of these charges for buildings constructed or acquired by the Board, will be estimated within the limits laid down in Regulation 5.18 by the Executive Engineer of the Division and approved by the Superintending Engineer.

5.18 The following percentages of cost will be assessed on account of ordinary and special repairs in calculating the standard rent under Regulation 5.14 (b) (i) :-

(1) When acquired or constructed through the agency of the Board :-

Class of Buildings	Description	Assessable percentage on the Capital cost of the Building excluding value of site	
		Special repairs	Ordinary repairs
1	2	3	4
A:	Those in good order built by the Board in a semi-permanent style, i.e. with pucca foundation. Kutcha-pucca outside walls, lime-pointed pucca parapets and chimneys terraced jack arch or wooden karri roofs over steel girders.	½	1½

Class of Buildings	Description	Assessable percentage on the Capital cost of the Building excluding value of site	
		Special repairs	Ordinary repairs
1	2	3	4
B:	Those of a similar style of construction but not in good condition either built by the Board or purchased from private individuals and added to and altered after purchase.	¾	2
C:	Temporary buildings, i.e., those with walls of mud masonry with a roof of thatch or tiles or woden karris.	1	--

(2) When aquired or constructed by the Board :-

A...	Those in good order built by the Board in a semi-permanent style, i.e. with pucca foundation. Kutchapucca, outside walls, lime-pointed pucca parapets and chimneys terraced jack arch or wooden karri roofs over steel girders.	½	1 to 3
B...	Those of a similar style of constructions but not in good condition either built by the Board or purchased from private individuals and added to or altered after purchase.	¾	3 to 5
C...	Temporary buildings, i.e., those with walls of mud masonry thatched or tiled roof.	1¼	5 to 7

(3) A charges of 4½ percent of the capital cost will be made in addition to the above to cover the maintenance of water-supply, sanitary and electric installations, where such exist.

Note : With reference to the minimum and maximum rates fixed above for annual ordinary repairs . Superintending Engineers of the Board, should arrange to communicate to the chief Accounts Officer such percentages as are actually applied in fixing the standard rent in each individual case, so that the rents fixed may be susceptible of scrutiny.

CONDITIONS OF TENANCY AND RENT PAYABLE BY BOARD EMPLOYEES

5.19 When the Board supplies a Board employee with a residence leased or owned by it, the following conditions shall be observed :-

- (a) The scale of accommodations supplied shall not, except at the Board employee's own request, exceed that which is appropriate to the status of the occupant;
- (b) unless otherwise expressly provided in these regulations, he shall, except where the residence meant for one Board employee is shared by more than one Board employee, pay-
 - (i) rent calculated at the rate of ten percent of his monthly emoluments; and
 - (ii) municipal and other taxes payable by the Board in respect of the residence not being in the nature of house or property tax.

Note 1. Board employees who have been allotted (without their having asked for such allotment) accommodation of a lower category than to which they were entitled and if that accommodation carries standard rent less than ten percent of their emoluments shall be charged only standard rent for that accommodation. This note shall not apply in case where a board employee has himself asked for an accommodation of a lower category than to which he was entitled. At Chandigarh Board employees (a) who have been allotted accommodation of a lower category than to which they are entitled (b) or who had been allotted accommodation of the category to which they were entitled but with the passage of time due to promotion or otherwise increase in their emoluments have become entitled to accommodation of a higher category which is not given to them and if such accommodation in their occupation in the case of both of categories (a) and (b) carries standard rent less than 10% of their emoluments, shall be charged only standard rent for that accommodation.

in places other than Chandigarh, where the accommodation can be equally shared by two or three Board employees, the principle of charging rent applicable in Chandigarh shall apply and where accommodation cannot be equally shared the rent shall be charged proportionately to the accommodation shared.

In cases falling under category (b) of Note 2 above, the residential accommodation shall be allotted to suitable category of Board employees according to norm of cost and space (to be calculated on the basis of Chandigarh norm and rates) and Board employees shall be liable to pay ten percent of their emoluments irrespective of the standard rent.

The Board employees living in cheap (Katcha) houses or tin sheds, which do not provide the minimum residential amenities, shall be charged standard rent or ten percent of their emoluments, whichever is less.

The leased accommodation shall be treated at par with the Board owned accommodation in the matter of charging of rent and the board employees shall be charged at the rate of ten percent of their emoluments irrespective of the rent paid for it by the Board to the owner.

Board's employee on his transfer can retain Board's

Note 2. Shared accommodation has been categorised as follows :

- (a) where the portions do not have independent amenities like kitchen, bathroom and lavatory, etc. as in the case of sharing being done at Chandigarh; and
- (b) where a big residential building has been converted into independent portions provided with essential amenities like bath room, lavatory and kitchen, etc.

Note 3. In cases falling under category (a) of Note 2 above :-

- (1) at Chandigarh, where accommodation is shared by :-
 - (i) two Board employees, each Board employee shall be charged rent at the rate of five percent of his monthly emoluments; and
 - (ii) three Board employees, each Board employee shall be charged rent at the rate 3 1/3 percent of his monthly emoluments.
- (2) at places other than Chandigarh, where the accommodation can be equally shared by two or three Board employees, the principle of charging rent applicable in Chandigarh shall apply and where accommodation cannot be equally shared the rent shall be charged proportionately to the accommodation shared.

Note 4. In cases falling under category (b) of Note 2 above, the residential accommodation shall be allotted to suitable category of Board employees according to norm of cost and space (to be calculated on the basis of Chandigarh norm and rates) and Board employees shall be liable to pay ten percent of their emoluments irrespective of the Standard rent.

Note 5. The Board employees living in cheap (Katcha) houses or tin sheds, which do not provide the minimum residential amenities, shall be charged standard rent or ten percent of their emoluments, whichever is less.

Note 6. The leased accommodation shall be treated at par with the Board owned accommodation in the matter of charging of rent and the board employees shall be charged at the rate of ten percent of their emoluments irrespective of the rent paid for it by the Board to the owner.

Note 7. A Board's employee on his transfer can retain Board's accommodation under his possession for a period of two months at the normal rent. After two months, penal rent at the double rate for next six months and thereafter the market rent will be payable by the Board's employee till the accommodation is vacated by him provided that exemption in that behalf is not allowed by the competent authority. Disciplinary proceedings will be processed against the official who fail to comply with the above instructions.

Note 8. A Board's officer/official on his retirement can retain Board's accommodation under his possession for a period of four months at normal rent and thereafter rent at the market rate will be payable.

Retiree will not be paid gratuity and any other herefit payable to him (except pension and leave encashment) till he/she vacates Board's accomdation.

5.20 Notwithstanding anything contained in clause (b) of Regulation 5.19 above the Board may :-

- (i) at any time, after the standard rents have been calculated, under the provision of Regulation 5.14 above, group a number of residences, whether in a particular area or of a particular class or classes , for the purpose of assessment of rent, subject to the following conditions being fulfilled :-
 - (1) that the basis of assessment is uniform; and
 - (2) that the amount taken from any Board employee shall not exceed 10 percent of his monthly emoluments;
- (ii) by the general or special order provided for taking a rent in excess of that prescribed in Regulation 5.19 (b) above from a Board employee :-
 - (1) who is not required or permitted to reside on duty at the station at which the residence is supplied to him; or
 - (2) who, at his own request, is supplied with accommodation which exceeds that which is appropriate to the status of the post held by him, or
 - (3) who, is in receipt of a compensatory allowance granted on account of dearness of living, or
 - (4) who is permitted to sublet the residence supplied to him; or
 - (5) who sublets without permission the residence supplied to him, or
 - (6) who does not vacate the residence after the cancellation of allotment.

Note 1. Under clause (ii) of this regulation, rent may be recovered in excess of 10 percent of a Board employee's emoluments but not in excess of the standard rent as defined in Regulation 5.14.

Note 2. If the rent of a building allotted to a Board employee is enhanced from a previous date, nothing shall prevent the Board from effecting recovery at the enhanced rate with retrospective effect.

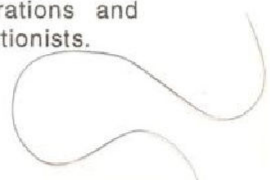
5.21 A Board employee who, at his own request, is supplied with a residence owned or leased by the Board of a class higher than that for which he is eligible or affording accommodation in excess of that which is appropriate to his status, shall unless otherwise decided by the competent authority, be charged the full standard rent as calculated under Regulation 5.14 et seq and shall not be given the benefit of the 10 percent concession afforded by Regulation 5.19 (b).

5.22 Non-migratory Board employees permitted to recess in the hills shall pay, for houses provided in the hills, 10 percent of emoluments, or the standard rent, whichever is less, for the period of allotment. This rent, shall be paid in addition to the rent assessable under the regulations, for a residence supplied at the Board employee's headquarters.

5.23 For the purpose of clause (b) of Regulation 5.19 above 'emoluments' means :-

- (i) pay ;
- (ii) payment from Board revenues and fees if such payments or fees are received in the shape of a fixed addition to monthly pay and allowances as part of the authorised remuneration of a post ;
- (iii) compensatory allowances other than travelling allowance, uniform allowance, clothing allowance, outfit allowance, special outfit allowance and uniform grant drawn from the general revenues;
- (iv) pension, other than a pension drawn under the provisions of Chapter VIII of Punjab C.S.R. Volume II or compensation received under the Workmen's Compensation Act, 1923, as subsequently amended;
- (v) in the case of a Board employee under suspension and in receipt of a subsistence grant, the amount of the subsistence grant, provided that if such Board employee is subsequently allowed to draw pay for the period of suspension the difference between the rent recovered on the basis of the subsistence grant and the rent due on the basis of the emoluments ultimately drawn shall be recovered from him.

It does not include allowances attached to Decorations and Medals conferred on Board Employees including Deputationists.



- Note 1.** The emoluments of a Board employee paid at piece-work rates shall be determined in such manners as the Board may prescribe.
- Note 2.** The emoluments of a Board employee on leave mean the emoluments drawn by him for the last complete calendar month of duty performed by him prior to his departure on leave.
- Note 3.** The amount of pension to be taken into account will be the amount originally sanctioned, i.e., before commutation if any, and will also include the pension equivalent of death-cum-retirement gratuity and other forms of retirement benefits, if any e.g., Board's contribution to a Contributory Provident Fund, commuted value of pension etc.
- Note 4.** Whole deduction on account of house rent from the Board employees in receipt of sterling overseas pay should be made in India and the sterling overseas pay should be converted into rupees at 1s 6d to the rupee for the purposes calculating house rent if the amount of house rent due has to be determined with reference to pay of the occupier.
- Note 5.** Under clause (ii) above, fees received by a Board employee in shape of a fixed addition to monthly pay and allowances as a part of the authorised remuneration of a post count as emoluments for the purpose of clause (b) of Regulation 5.19, where under Regulation 5.41 a part of any fee is required to be credited by the Board employee concerned to Board revenues and the remaining fee is retained by him, only that portion of the fees received by a Board employee which he is allowed to retain under the regulations, will count as "emoluments" for the purpose of clause (b) of Regulation 5.19.

5.24 The Board employee to whom a residence is allotted, _____ vide Regulation 5.31 et seq is responsible for the rent recoverable under the regulations during the period of allotment unless exempted by competent authority under the provisions of Regulation 5.25.

Rent shall be recovered monthly in areas for the period of allotment.

RENT FREE ACCOMMODATION AND WAIVING OR REDUCING THE AMOUNT OF RENT

5.25 In special circumstances, for reasons which should be recorded, the Board :-

- (a) may, by general or special order, grant rent-free accommodation to any Board employee or class of Board employees;

or

- (b) may, by special order, waive or reduce the amount of rent to be recovered from any Board employee or class of Board employees; or
- (c) may, by general or special order, waive or reduce the amount of municipal and other taxes, not being in the nature of house or property tax, to be recovered from any Board employee or class of Board employees.

Note 1. The following are types of cases in which such exemption or reduction may be sanctioned :--

- (a) When a Board employee is performing the duties of a post in addition to those of his substantive post and already pays rent for a house.
- (b) When a Board employee, in addition to the duties of a post, carries on those of another post which preclude him from occupying the house.
- (c) When a Board employee has been promoted or transferred to a post in the same station and it is not considered necessary that he should change his residence.
- (d) When a board employee officiating in a post for a period not exceeding two months is actually prevented from occupying the house provided for him by circumstances which the Board considers sufficient to warrant an exception being made in his favour.

Note 2. When rents are fixed in accordance with the Regulation 5.14 and when one or more Board employees supplied with residence in the particular areas are granted a house free of rent or at reduced rent, the proper course is to apply Regulation 5.14 first and Regulations 5.25 afterwards that is, the ordinary rent of the occupant of each house should be fixed under Regulation 5.14 and any reduction necessary should then be made under this regulation.

Note 3. A list of Board employees who have been granted rent-free accommodation under this regulation is given in Appendix 3 of the PSEB M.S.R/ 1975 Vol-I, part-II

5.26 When, under clause (a) of Regulation 5.25 a Board employee is provided with quarters free of rent the exemption from rent shall, in the absence of any orders of the Board to the contrary, be considered to be complete, i.e., no additional charge shall be made in respect of the rent of special services, i.e., sanitary, water-supply and electricity, in the building the cost of which has been included in the capital cost of the building.

The concession of rent-free quarters does not carry with it the free supply of water and electric energy, the cost of which must be defrayed by the Board employee himself. The rent of water and electric meters the cost of which has not been included in

the capital cost of the building is also payable by the Board employee.

Note : See also Regulation 5.29

5.27 The Board may sanction remission of rent due for the occupation of a Board's building when the building is rendered uninhabitable by reason of extensive repairs being in progress; or from any other cause ;

Provided that if the occupier finds that the house has become uninhabitable he shall at once report the matter to the Executive Engineer incharge of the building, who will immediately inspect it and forward a report on the subject to the Superintending Engineer. The latter will take such steps in the matter as he considers necessary, reporting his action to the concerned Chief Engineer, who will then decide whether partial or total remission of rent is to be allowed.

Note : Inconvenience caused by petty or ordinary annual repairs is insufficient to warrant remission of rent which should be granted only when extensive structural repairs justifying in the opinion of the concerned Chief Engineer the vacation of the building, are carried out.

5.28 When a building is occupied partly as a residence and partly as an office the capital value of the portion occupied as a residence should be separately estimated for the purpose of Regulation 5.14. The cost of maintenance of the residential portion should also be separately estimated and accounted for. This is usually done on the basis of plinth area.

Note : When (a) separate office accommodation is provided for the occupant, and (b) the use of part of his residence for office or business purposes is optional, no deduction from the rent is permissible on this account. Where, however, a Board employee though provided with office accommodation elsewhere than in his residence is, in the opinion of the competent authority, obliged to set apart a portion of his residence, for the reception of visitors both official and non-official on business, a deduction from the rent is permissible on this account to the extent of half the assessed rent of the accommodation so used.

RENT FOR SPECIAL SERVICES

5.29 If a residence is supplied with services other than water-supply, sanitary or electric installation and fittings such as furniture, fans, tennis courts or garden, the cost of which is not taken into account in calculating the standard rent of the residence under Regulation 5.14 and which are maintained at the cost of the Board, rent shall be charged for these in addition to the rent payable

under Regulations 5.19 to 5.22. The tenants will also be required to pay the cost of water, electric energy, etc. consumed. The additional rents and charges will be fixed and recovered in full as below. A competent authority may, however, in very special circumstances and for reasons which should be recorded, waive or reduce the additional rent and charges for any of the special amenities referred to above.

Note 1. The value of the site shall not be taken into account in calculating the rent of special services under this regulation.

Note 2. Where however, it is so directed by general or special order :-

- (a) The value of the site and the cost of its preparation, shall be included in the capital cost of tennis courts and gardens.
- (b) Departmental charges shall be included in the capital cost of furniture, ceiling fans, tennis courts and gardens as well as their maintenance, depreciation and storage charges. The percentages rates for maintenance, depreciation and storage shall not be levied on the capital cost after the additional of departmental charges but before such addition. Interest shall, however, be calculated on the capital cost including departmental charges.
- (c) The cost of sanitary, water-supply and electric installations may be excluded from the capital cost of tennis courts and gardens.

Should the cost of sanitary, water-supply and electric installations be ordered to be excluded, rent for such installations shall be levied at the rates specified under Regulation 5.14 (d)

For cases in which the above provisions will apply, see paragraph 3.27 of the Punjab Public Works Department Code under furniture.

(a) FURNITURE

The rent shall be recovered at the rate of 15 percent per annum on the capital cost as detailed below :-

(a)	Maintenance	Rs. 4 percent
(b)	Interest	Rs. 5 percent
(c)	Depreciation		
	including renewals		
	and replacement	Rs. 6 percent
	Total		<u>15 percent</u>

CEILING FANS

The rent shall be recovered at the rate of 17 percent per annum on the capital cost as detailed below and shall be recovered during the whole of the year

(a)	Interest	Rs. 4 percent
(b)	Depreciation	Rs. 6½ percent
(c)	Maintenance	Rs. 4½ percent
(d)	Storages charges	Rs. 2 percent
	Total		----- 17 percent -----

(b) TENNIS COURT

Rent to be recovered for a tennis court should cover both interest on the capital outlay involved at the rate prescribed by the competent authority for the purposes of Regulation 5.14 (b) and average actual maintenance charges for the past three years. The charges which may be incurred in connection with the provision and maintenance of tennis courts are:-

A. In regard to tennis courts in the plains:-

- (1) construction of the tennis court and of retaining walls where necessary;
- (2) surfacing of the tennis court with bajri, grass, cement, etc. at the time of construction.

B. In regard to tennis courts in the hills :-

- (1) and (2) as in section A above;
- (3) provision and erection of posts and wire-netting for the purpose of enclosing the tennis court and of permanently fixed posts for suspending lawn-tennis nets;
- (4) provision and erection of fixture and appurtenances for hanging screens; and
- (5) maintenance of items 3 and 4 only.

Note 1. The cost of providing and renewing tennis-nets, the marking of tennis

courts, the provision of screens, the maintenance of the surface of the tennis courts and also the maintenance of item (3) and (4) in section B above, in so far as they relate to the tennis courts in the plains, should, on no account, be admitted as a charge against the Board.

Note 2. For the purpose of these regulations the maintenance charges shall be revised after every three years.

Note 3. See also note under the head "Garden" below :-

(c) GARDEN

Both interest on the outlay incurred at the rate prescribed by the competent authority for the purpose of Regulation 5.14 (b) and actual maintenance charges should be recovered.

The cost of planting shade trees, shrubs and hedges in the compounds of residential buildings, of transporting soil in a portion of the compound meant for a garden, if the nature of the existing surface soil renders such transportation necessary in order to form a garden, of grassing plots, of sinking a well and of providing irrigation channels may be debited to Board funds as capital expenditure on the residence and included in the capital cost thereof for the purpose of assessment of standard rent. The maintenance of shrubs and hedges and of grass plots shall be a liability of the tenant. The sale proceeds of timber shall be credited to the Board.

Note : If the capital outlay on the $\frac{\text{tennis court}}{\text{gardens}}$ is not known, it may be determined by the Divisional Officer with reference to the market value of similar value of similar $\frac{\text{tennis court}}{\text{gardens}}$ in the vicinity.

(d) WATER CHARGES

Charges for water supplied to tenants of Board's residential buildings are assessed as follows :-

- (a) Every official occupying a Board's quarter with a separate water connection must pay water charges including the meter rent as fixed by a municipality, District Board or the Public Health Department. No exception shall be granted in such cases.
- (b) Where quarters have not been provided with separate water connections and the occupants have to use outside and technically public taps; no water charges

should be recovered from them.

- (c) Where water tax as distinct from water charges is levied such tax is payable by the tenants.

CLASSIFICATION OF RESIDENCES

5.30 Board buildings intended for occupation as residences are divided into two classes :--

Class I - Buildings which will ordinarily be occupied by Board employees liable to pay the full standard rent subject to the limit of 10 percent of their emoluments.

Class II - Buildings from which recovery of the full standard rent is not expected, that is, buildings which will ordinarily be occupied by Board employees who are entitled to accommodation rent free or at reduced rents under the sanction of competent authority.

Note 1. The fact that a building in class I is occasionally occupied by a Board employee who is entitled to accommodation rent free, or at reduced rents, will not justify its removal from class I to class II, and similarly a building in class II should not be transferred to class I whenever it is occupied by a Board employee who may be required to pay the full standard rent (subject to 10 percent of emoluments). Buildings should be transferred from one class to the other only when there is a permanent change in the conditions under which they will ordinarily be rented. Transfers should be made under the orders of the competent authority and should have effect in all cases from the commencement of a financial year.

Note 2. When a building in Class II is occupied by any person who is not entitled to quarters rent free, the rent to be paid shall be fixed by the competent authority in general accordance with the regulations in this Chapter.

GENERAL INSTRUCTIONS REGARDING ALLOTMENT OF RESIDENCE

5.31 The expression "allotted" means "provided" and a Board employee residing in a Board's residence before definite allotment may be regarded as having been allotted that residence. Subject to provisions of Regulation 5.35, an incumbent, permanent or temporary, of a post for whose benefit a residence has been constructed, bought or leased is allotted that residence.

Note. A residence will not be held to have been allotted to a Board employee who shares it by private arrangement till it is vacated by another Board employee to whom it has been allotted.

5.32 A Board employee shall not be considered to be in occupation of a residence when he proceeds on leave unless the competent authority otherwise directs. (See. Sr. No.17 Chapter XV)

5.33 The period of allotment is determined as follows :

- (a) If the house has been constructed, purchased or leased for the benefit of a particular post, it is the period of incumbency, permanent or temporary, of each Board employee in that appointment; except in the case provided for in Regulation 5.35.
- (b) Otherwise it is for twelve months at a time, but terminates on his transfer from the place where he is stationed, except in the case of a house in the hill occupied by a Board employee who is permitted to recess in the hills under the regulations in force. In this case, the period of allotment is the period of recess enjoyed.

5.34 When, during a twelve months tenancy, a Board residence is vacated; owing either to the occupant's appointment having been altered or to his proceeding on leave, the residence should, when this is possible and always when occupation of the residence is a condition of the tenure or the appointment, be allotted to his successor in office and rent recovered accordingly.

When a Board employee takes over charge of an office entitling him to occupy Board residential building, he should, apart from the usual charge certificate on assumption of office, sign supplementary certificate stating that he becomes responsible for the rent of the building from a given date. The relieved Board employee should similarly state that his responsibility for rent has ceased.

A copy of this certificate should be sent to the Chief Accounts Officer of the P.S.E.B. and the Executive Engineer concerned to enable the former to exercise a Check on the prompt recovery of rent and the latter to complete his records etc. A Board employee will be held responsible for the rent until such date as he vacates the building and:-

- (a) after informing the Executive Engineer of the Division in which the house is situated of the vacation, hands over the key to him ; or
- (b) in the case of relief by another official , furnishes the Executive Engineer concerned with the certificate referred to above.

If an office does not carry with it any responsibility for the rent of a building, the supplementary certificate will be blank and will be signed with a line drawn across it.

5.35 If a Board employee to whom a residence is allotted dies, is dismissed from the service or retires from the service, the allotment to him of the residence shall be cancelled, with effect from one month after the date of his death, dismissal or retirement, as the case may be, or with effect from any date after such death, dismissal or retirement, on which the residence is actually vacated, whichever is earlier. In such cases the recovery of rent should be governed by Regulation 5.19 (b) i.e., while the original allotment subsists, rent should be charged at the same concessional rate as was being paid by the Board employee before his death, dismissal or retirement as the case may be. Similarly the concession of rent free quarters, if it was granted in any case, should continue during the period of grace.

III--COMPENSATION

5.36 Claims to compensation made by Board employees will ordinarily be considered only in the cases in which :-

- (i) the exposure of the property to risk is directly connected with the duties on which the Board employee is employed at the time, e.g., when the action of an enemy or insurgents or of raiders or wild tribes on the frontier causes the loss of the property of the Board employee employed in the area affected; or
- (ii) the property is lost in consequence of endeavours on the part of the Board employee to save the property of Board which was also endangered at the time; or
- (iii) the property is destroyed under the orders of competent authority;

Provided that the mere fact, at the time of accident the Board employee is technically on duty or is living in Board's quarters in which he is forced to reside for the performance of his duties will not be considered as a sufficient ground for the grant of compensation. Compensation will not be granted to a Board employee for any loss of his property :-

- (a) which is caused by an act of God, e.g., earth-quake, floods, etc., or
- (b) which is due to an ordinary every day accident which

may occur to any citizen, e.g., loss by theft, even when accompanied by violence or the result of a railway accident, fire, etc., or

- (c) which is due in any way to negligence or other default on the part of claimant.

Note 1. Claims for compensation will be considered in respect of animals:

- (1) which are killed, captured or stolen by the enemy,
- (2) which are destroyed by order of competent authority to prevent the spread of infectious or contagious diseases, or
- (3) When the loss of the animal is due to exposure of excessive work necessitated by use in the public service or to an accident directly due to such use.

Note 2. Compensation is not admissible where, as a matter of ordinary prudence the owner of the property could and should have insured it. The question whether the property ought to have been insured is one of fact for the decision of the sanctioning authority. Failure to insure motor cars by their owners will, however, be considered as negligence within the meaning of this regulation and no compensation is admissible for any loss sustained by a Board employee who has omitted to insure his car. The kind of insurance contemplated in this case is the ordinary form of insurance which most motorists take out the kind which a Board employee who buys a car with an advance from Board is required to take out. The ordinary policy provides fully against malicious damage, fire or theft, and it is not considered necessary that Board employees should cover their cars against any but the risks provided against in ordinary insurance policies.

5.37 When any one of the conditions in Regulation 5.36 is satisfied, a competent authority may, as an act of grace and at its discretion, grant compensation to the Board employee upto the then value of the necessaries lost by him (See Sr. No. 18 Chapter XV)

Explanation : The question whether the articles lost are "necessaries" within the meaning of this regulation will be determined by the sanctioning authority with reference to the Board employee's personal standing and circumstances. Care should be taken not to admit claims for articles which could clearly be regarded as unessential in the circumstances in which the Board employee was situated when the claim arose, or which, as a matter of ordinary prudence Board employees might have been expected to refrain from taking into situation.

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- (c) which is due in any way to negligence or other default on the part of claimant.

Note 1. Claims for compensation will be considered in respect of animals:

- (1) which are killed, captured or stolen by the enemy,
- (2) which are destroyed by order of competent authority to prevent the spread of infectious or contagious diseases, or
- (3) When the loss of the animal is due to exposure of excessive work necessitated by use in the public service or to an accident directly due to such use.

Note 2. Compensation is not admissible where, as a matter of ordinary prudence the owner of the property could and should have insured it. The question whether the property ought to have been insured is one of fact for the decision of the sanctioning authority. Failure to insure motor cars by their owners will, however, be considered as negligence within the meaning of this regulation and no compensation is admissible for any loss sustained by a Board employee who has omitted to insure his car. The kind of insurance contemplated in this case is the ordinary form of insurance which most motorists take out the kind which a Board employee who buys a car with an advance from Board is required to take out. The ordinary policy provides fully against malicious damage, fire or theft, and it is not considered necessary that Board employees should cover their cars against any but the risks provided against in ordinary insurance policies.

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IV-HONORARIA AND FEES**HONORARIA**

5.38. Subject to the conditions prescribed in Regulation 5.39, a competent authority (See Sr. No.19 Chapter XV) may grant or permit a Board employee to receive an honorarium as remuneration for work performed which is occasional or inter mittent in character and either so laborious or of such special merit as to justify a special reward . Except when special reasons, which should be recorded in writing, exist for a departure from this provision, sanction to the grant or acceptance of an honorarium should not be given unless the work has been under taken with the prior consent of the competent authority and its amount has been settled in advance.

Note 1. In case where an honorarium is to be granted to a Board employee there must first be an order of competent authority permitting acceptance of the honorarium by the Board employee, and there must also be an order sanctioning the grant of honorarium.

EXCEPTION : A Board employee may accept remuneration upto any amount for work connected with an examination or examinations conducted by the Board / the Union Public Service Commission, the Punjab Public Service Commission or Subordinate Service Selection Board, Punjab or the Director, Technical Education, and Industrial Training, Punjab, with the prior sanction of the competent authority to permit the acceptance of a fee or honorarium by him, as laid down in Regulation 15.1.

Note 2. The sanctioning authority shall record in writing that due regard has been paid to the general principle enunciated in Regulation 3.9 and shall record also the reasons which in his opinion justify the grant of the extra remuneration

Note 3. Note 2 above requires that the reasons for the grant should be recorded in writing as it is intended that the grant of an honorarium should be carefully controlled by the Board and scrutinized by audit and that audit should be given an effective opportunity of comment if it be deemed necessary. Chief Accounts Officer may, therefore, require that the reasons for the grant of an honorarium should be communicated to him in each case.

Note 4. The amount of an honorarium must be fixed with due regard to the value of the service in return of which it is given.

Note 5. Temporary increase in work due to the holding of special conference under the auspices of a department or subordinate authority or of interdepartmental committees are normal incidents of Board service and from part of the legitimate duties of Board employees according to the general principle enunciated in Regulation 3.9. Those so employed have, therefore, no claim to extra remuneration.

Note 6. The grant of honorarium to the heirs of a deceased Board employee for work done by him is un-objectionable in audit.

Note 7. No honorarium should be granted to gazetted officers engaged on work in connection with the setting up of important jobs/works, which forms a part of their normal duties; even if they work beyond office hours.

5.39 When the service rendered falls within the course of ordinary duties of the Board employee performing it, the test of special merit prescribed in Regulation 5.38 must be very strictly applied.

Note : The expression "within the course of ordinary duties" has been defined as follows :-

A service rendered by a Board employee is said to be within the course of the duties of that Board employee when it is of the same nature as that for which his regular employment exists. The test that should be applied in deciding any particular case is to determine whether the service rendered is such as the Board employee habitually performs in the course of his ordinary duties. A service does not cease to be within the course of duties of the Board employee because it has been rendered for an object not concerned with the usual operations of his post or involves an unusual expenditure of labour.

FEES

5.40 A competent authority may permit a Board employee if it be satisfied that this can be done without detriment to his official duties or responsibilities, to perform a specified service or series of service or a private person or body or for a public body including a body administering a local fund and to receive as remuneration, therefore, if the service by material, a non-recurring or recurring fee. (See Sr. Nos. 20 and 21 Chapter XV)

Note 1. Notes 2 to 4 under Regulation 5.38 apply mutatis mutandis in the case of fees also.

Note 2. The personal Assistants/Private secretaries/Stenographers, etc., attached to the officers/ Members nominated as arbitrator or as Chairman and Members of any Committee / Board should not be allowed any additional remuneration from Corporations, Companies or their agencies, when the officers with whom they are attached are allotted duties as part of their normal functions.

5.41 Unless the Board by special orders otherwise directs, one-third of any fees in excess of Rs. 500 or if a recurring fee, of Rs.250 a year, paid to a Board employee, shall be credited to general revenues: Provided that the fee to be retained by the Board employee concerned will not be reduced below Rs. 500 if non-

recurring or Rs.250 a year if recurring and provided further that where a fee is paid for work done during the time which would otherwise be spent in the performance of official duties, the entire fee must be credited to board, unless the competent authority for special reasons which should be recorded, directs otherwise.

Note 1. Fees received by the Board employees for giving expert evidence on technical matters before a court of law should also be governed by this regulation.

Note 2. Non-recurring and recurring fees should be dealt with separately and should not be added for the purpose of crediting one third to general revenues under this regulation. In the case of the former, the limit of Rs.500 prescribed in this regulation should be applied in each individual case and in the case of the latter the limit of Rs.250 should be applied with reference to the total recurring fees for the financial year.

Note 3. The fee received by a Superintending Engineer of the P.S.E.B. for acting as an arbitrator in a dispute arising between contractors and a Local body relating to a contract, shall be apportioned between the Board, the officer and the staff employed in that connection as follows :-

P.S.E.B.	35 percent
Superintending Engineer	55 Percent
Staff (Clerical employed)	10 percent

In case no staff is employed, the fee shall be distributed as follows :-

P.S.E.B.	40 percent
Superintending Engineer	60 percent

No Superintending Engineer shall, however, be allowed to draw more than Rs.500/- (Rupees five hundred only) in any one arbitration case without the prior approval of Board.

Note 4. Any Scholarship or Stipend received, during study leave or otherwise, by a Board employee from a source other than the Board or the Consolidated Fund of India or Consolidated Fund of a State for the purposes of prosecuting a course of studies or receiving specialised training in professional or technical subjects will not be subject to a cut under the provisions of this regulation.

However, this regulation will continue to apply, unless specially relaxed, to the payments received by such Board employees as a result of full-time or part-time employment undertaken by them.

Note 5. This regulation will not apply to the income derived by a Board employee from ex-ploitation of a patent for an invention taken out by him with the permission of competent authority under Regulation 5.43.

Note 6. This regulation will not apply to the fees which Board employees may receive from a university or other examining bodies in return for their services as examiners, paper setters, Suptd., Invigilators, Checkers etc. The examining body covers only those institutions which are semi-Govt. i.e., bodies which are financed wholly or substantially by Govt. Grants/ Loans etc.

Note 7. The operation of this regulation may be exempted, with the concurrence of Finance Section, for the income derived by a Board employee from sale or royalties of a book written by him with the aid of the knowledge acquired by him during the course of his service, provided the Board certifies that such book is not a mere compilation of Board regulations or procedure but reveals the author's scholarly study of the subject.

Note 8. This regulation will not apply to the income derived by a Board employee :-

- (a) from writing of reports, papers or study reports on selected subjects for International bodies like U.N.O., UNESCO etc., and
- (b) delivering of lectures on literary, cultural, artistic, technological and scientific subjects including management sciences which are treated as literary pursuits.

5.42 Any Board employee is eligible to receive, and except as otherwise provided by a general or special order of the Board, to retain without special permission;

- (a) the premium awarded for any essay or plan in public competitions;
- (b) any reward offered for the arrest of a criminal, or for information or special service in connection with the administration of justice;
- (c) any reward payable in accordance with regulation or rules framed there under;
- (d) any reward sanctioned for services in connection with the administration of the customs and excise laws; and
- (e) any fees payable to a Board employee for duties which he is required to perform in his official capacity under any special or local law or by order of the Board/ Government.

Note : A fee payable to a Board employee under Regulation 5.42 (e) can be retained by him without special permission. In other words Regulation 5.41 which required that 1/3rd of all fees received by Board employees from private source should be credited to Board, does not apply to such remuneration. It is not considered desirable

that Board employee who in his official capacity, is nominated as a Chairman or Member of a Government or quasi Government body or governing body of an institution which receives a grant from Government, should be made eligible for any fee or other remuneration (except Travelling Allowance) which is admissible to non Board employees for attending a meeting of the institution concerned or for performing other work thereof. This object can be served by making a suitable provision in the Articles of Association or other regulations of the body concerned or any Act relating to its institution without having recourse to an amendment of Regulation 5.42.

5.43 A Board employee whose duties involve the carrying out of scientific or technical research shall not apply for or obtain, or cause or permit any other person to apply for or obtain, a patent for an invention made by such Board employee except with the permission of the Board and in accordance with such conditions as the competent authority may impose.

If a question arises whether any employee of the Board is covered by this regulation or not the decision of the Board shall be final.

Note : The payment of honoraria as remuneration for the use by Board of inventions patented by persons in Board service whose duties do not involve the carrying out of scientific or technical research should be regulated by the provisions of Section 17 of the Inventions and Designs Act, 1888 and Section 21 of the Indian Patents and Designs Act, 1911, and not by Regulation 5.38 or 5.43. The terms on which an invention may be used for the services of the Union should be settled with the approval of the Union Government before any payment is made to the patentee.

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CHAPTER VI DEPUTATION OUT OF INDIA

6.1. No deputation of a Board employee out of India shall be sanctioned without previous approval of the Board.

6.2. (1) When a Board employee is, with proper sanction, temporarily deputed for duty out of India either in connection with the post held by him in India or in connection with any special duty on which he may temporarily be placed, he may be allowed by the Board to draw during the period of deputation the same pay which he would have drawn had he remained on duty in India.

Provided that a Board employee, who is placed on deputation while already on leave out of India on average pay or earned leave may be required by the competent authority to continue to be on leave, in which case he shall be given during that period, in addition to his leave salary, an honorarium of one-sixth of the pay which he would have drawn had he remained on duty in India, the cost of passage from and to India shall be borne by him.

Note :- The portion of the pay which a Board employee may be permitted to draw in foreign currency while on deputation abroad will be determined in accordance with the orders issued by the Board in this regard from time to time.

(2) A Board employee on deputation may also be granted a compensatory allowance in a foreign country of such amount as the Board may think fit.

(3) The foreign exchange equivalent of the pay, honorarium or compensatory allowance admissible under sub-regulation (1) or sub-regulation (2) shall be calculated at such rate of exchange as the Union Government may by order prescribe.

(4) The grant of free passages, and of subsistence and travelling allowance to Board employees on duty abroad is governed by the regulations in Chapter XIII of this Volume and Appendix 4 of Part II of this Volume, respectively.

Note 1. The period of deputation runs from the date on which the Board employee makes over charge of his office in India to the date on which he resumes it, or, if the Board employee is on leave out of India at the time he is placed on deputation the period of the deputation is the time actually occupied by the duty.

Note 2. The term "pay" in the expression "pay which he would have drawn had he remained on duty in India" occurring in this regulation should be interpreted literally with reference to the definition in Regulation

2.45 and the pay which a Board employee would have drawn while on duty in India should be determined, for the purpose of this regulation, with reference to what the Board employee's pay would have been if he were on duty in India. It will, therefore, be necessary for the Chief Accounts Officer to intimate through state Government to the High Commissioner in each case after consultation with Board, the pay which a Board employee would have drawn if on duty in India.

As overseas pay is included in "pay" and as a Board employee would draw overseas pay under Regulation 6.2 (1) (if entitled to it) had he remained on duty in India, it should be taken into account for the purposes of calculation of the deputation pay under that regulation.

- Note 3.** In the case of a Board employee proceeding on deputation, the grant of return passage to India on conclusion of a deputation is conditional on his return to duty forth-with on the conclusion of the deputation, unless an arrangement to the contrary effect is specially permitted at the time the deputation closes or is about to close, and the proposed leave is begun.
- Note 4.** The provision of 1st class ordinary or P and O. "Special" rate to the place of deputation and back will be at the discretion of the Board.
- Note 5.** For terms to be granted to Board employees sent on training abroad under various training schemes, see Appendix 10 of P.S.E.B. Main Services Regulations-1975 Vol. I, Part II.

6.3. When a Board employee is, with proper sanction, deputed for duty out of India to hold a regular constituted permanent or quasi-permanent post, other than a post borne on the cadre of the service to which he belongs, his pay shall be regulated by the orders of the competent authority viz: Board.

Chapter VII

**DISMISSAL, REMOVAL, SUSPENSION
AND RESIGNATION****CESSATION OF PAY AND ALLOWANCES ON REMOVAL
OR DISMISSAL**

7.1. The pay and allowances of a Board employee who is dismissed or removed from service cease from the date of such dismissal or removal.

ALLOWANCES DURING PERIOD OF SUSPENSION

7.2. (1) A Board employee under suspension shall be entitled to the following payments, namely :-

In the case of Board employees -

- (a) a subsistence allowance at an amount equal to the leave salary which the Board employee would have drawn if he had been on leave on half pay, and in addition dearness allowance, if admissible, on the basis of such leave salary :-

Provided that where the period of suspension exceeds six months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first six months as follows:-

- (i) the amount of subsistence allowance may be increased by a suitable amount not exceeding 50 percent of the subsistence allowance admissible during the period of the first six months, if, in the opinion of the said authority, the period of suspension has been prolonged for reasons to be recorded in writing, not directly attributable to the Board employee;
- (ii) the amount of subsistence allowance may be reduced by suitable amount, not exceeding 50 percent of the subsistence allowance admissible during the period of the first six months; if in the opinion of the said authority, the period of suspension has been prolonged due to reasons to be recorded in writing, directly attributable to the Board employee;
- (iii) the rate of dearness allowance will be based on the

increased, or as the case may be, the decreased amount of subsistence allowance admissible under clauses (i) and (ii) above :

- (b) any other compensatory allowances admissible from time to time on the basis of pay of which the Board employee was in receipt on the date of suspension subject to the fulfilment of other conditions laid down for the drawal of such allowances.

(2) No payment under sub-regulation (1) shall be made unless the Board employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation:

Provided that in the case of Board employee dismissed, removed or compulsorily retired from service, who is deemed to have been placed or to continue to be under suspension from the date of such dismissal or removal or compulsory retirement and who fails to produce such a certificate for any period or periods during which he is deemed to be placed or to continue to be under suspension, he shall be entitled to the subsistence allowance and other allowances equal to the amount by which his earning during such period or periods as the case may be fall short of the amount of subsistence allowance and other allowances that would otherwise be admissible to him, where the subsistence and other allowances admissible to him are equal to or less than the amount earned by him, nothing in this proviso shall apply to him.

Note 1. The initial grant of subsistence allowance payable at an amount equal to leave salary on half pay shall be subject to the maximum and minimum limits prescribed in regulation 8.56 (2). In the event of an increase or decrease in the subsistence allowance after the first twelve months of suspension, under the proviso to sub-regulation (1) (a) of this regulation, however, the increase or decrease shall be calculated on the amount of subsistence allowance initially fixed and will not be subject to any maximum or minimum limits.

Note 2. It is obligatory under this regulation that in sufficient time before the expiry of the first 6 months of suspension the competent authority should review each case in which the period of suspension is likely to exceed six months and even if it comes to the conclusion that the rate is not to be altered having regard to all the circumstances of the case, specific orders to that effect are to be passed placing on record the circumstances under which the decision had to be taken.

ALLOWANCES ON REINSTATEMENT

7.3. (1) When a Board employee, who has been dismissed, removed, compulsorily retired or suspended, is reinstated, or would

have been reinstated but for his retirement on superannuation while under suspension, the authority competent to order the reinstatement shall consider and make a specific order -

- (a) regarding the pay and allowances to be paid to the Board employee for the period of his absence from duty, or for the period of suspension ending with the date of his retirement on superannuation, as the case may be; and
- (b) whether or not the said period shall be treated as a period spent on duty.

(2) Where the authority mentioned in sub-regulation (1) is of opinion that the Board employee has been fully exonerated or, in the case of suspension, that it was wholly unjustified, the Board employee shall be given the full pay and allowances to which he would have been entitled, had he not been dismissed, removed, compulsorily retired or suspended, as the case may be.

(3) In other cases, the Board employee shall be given such proportion of such pay and allowances as the Board may prescribe:

Provided that the payment of allowances under clause (2) or clause (3) shall be subject to all other conditions under which such allowances are admissible:

Provided further that such proportion of such pay and allowances shall not be less than the subsistence and other allowances admissible under Regulation 7.2.

(4) In a case falling under clause (2) the period of absence from duty shall be treated as a period spent on duty for all purposes.

(5) In a case falling under clause (3) the period of absence from duty shall not be treated as a period spent on duty unless such competent authority specifically directs that it shall be so treated for any specified purpose.

Provided that if the Board employee so desires, such authority may direct that the period of absence from duty shall be converted into leave of any kind due and admissible to the Board employee.

Note 1. This regulation is absolute and unconditional and so the question of lien does not arise in the case of a Board employee who is dismissed from service and re-instated on appeal when the period of unemployment between the date of dismissal and reinstatement is declared by the appellate authority as duty.

Note 2. Sub clause (1) (b) of this regulation does not forbid the period spent under suspension being regarded as leave, and it is open to the revising or appellate authority to prescribe, as the proportion of pay and allowances to be paid the leave salary which would be permissible if the Board employee were on leave.

ADMINISTRATIVE INSTRUCTION – A permanent post vacated by the dismissal, removal or compulsory retirement of a Board employee should not be filled substantively until the expiry of the period of one year from the date of such dismissal, removal or compulsory retirement, as the case may be. Where, on the expiry of the period of one year, the permanent post is filled and the original incumbent of the post is reinstated thereafter, he should be accommodated against any post which may be substantively vacant in the grade to which his previous substantive post belonged. If there is no such vacant post, he should be accommodated against a supernumerary post which should be created in this grade with proper sanction and with the stipulation that it would be terminated on the occurrence of the first substantive vacancy in that grade.

Note 3. The term "revising authority" as used in this regulation includes an authority revising its own orders.

Note 4. The period spent under medical treatment by a Board employee under suspension, shall be treated as spent under suspension and the subsistence allowance as admissible under the regulations shall be given for that period. On reinstatement, it shall be specified whether it is to be treated at 'duty' or non-duty with reference to the provisions of the above regulation, unless the Board employee concerned desires that it may be converted into leave of the kind due and admissible.

Note 5. The order of the competent authority regarding the treatment of the period of absence from duty passed under the proviso to sub-regulation (5) above is absolute and no higher sanction would be necessary for the grant of extraordinary leave in excess of six months in so far as temporary Board employees are concerned.

Note 6. The term "Proportion" used in clause (3) of this regulation does not mean "Whole".

Note 7. If no order is passed under clause (5) of this regulation directing that the period of absence be treated as duty for any specified purpose, the period of absence should be treated as 'non-duty'. In such event, the past service (e.g. service rendered before dismissal, removal, compulsory retirement or suspension) will not be forfeited.

Note 8. Where a Board employee under suspension is acquitted by a Court of Law and the order reinstating him is passed some time after the date of acquittal, full pay and allowances have to be paid from the date of acquittal to the date of re-joining duty and the period counted as duty for all purposes whereas for the period from the date of

suspension/removal/dismissal to the date of acquittal he is to be allowed pay and allowances as directed by a competent authority under clause (2) or clause (3) of this regulation and the period treated as duty or non-duty under clause (4) or clause (5) of this regulation, as the case may be.

- Note 9.** As this regulation, is absolute, the law of limitation need not be invoked at the time of paying the arrears of pay and allowances for the period from the date of dismissal/removal/compulsory retirement/suspension to the date of reinstatement in respect of cases where the pay and allowances are regulated on reinstatement in accordance with the provisions contained in clause (2) or clause (3), as the case may be.
- Note 10.** Where any amount is earned by a Board employee through an employment during any period between the date of dismissal/removal/compulsory retirement and the date of reinstatement; and the emoluments admissible under this regulation, exceed those earned during such employment, the former shall be reduced by the latter. Where, however, the emoluments admissible under this regulation are equal to or less than those earned during the employment, nothing shall be paid to the Board employee.
- Note 11.** There is no bar to the conversion of any portion of a period of suspension into extra-ordinary leave. In the case of persons who are not fully exonerated, the conversion of the period of suspension into leave with or without allowance has the effect of removing the stigma of suspension and all the adverse consequences following there from. The moment the period of suspension is converted into leave, it has the effect of vacating the orders of suspension and it will be deemed not to have been passed at all. Therefore, if it is found that the total amount of subsistence and compensatory allowance that an officer received during the period of suspension exceeds the amount of leave salary and allowances, the excess will have to be refunded and there is no escape from the conclusion.

7.3-A Notwithstanding anything contained in Regulation 7.3, where a Board employee under suspension dies before the disciplinary or court proceedings instituted against him, are concluded, the period between the date of suspension and the date of death shall be treated as spent on duty for all purposes and his family shall be paid full pay and allowances for that period to which he would have been entitled, had he not been suspended, subject to adjustment, in respect of subsistence allowance already paid.

LEAVE TO A BOARD EMPLOYEE UNDER SUSPENSION

7.4. Leave may not be granted to a Board employee under suspension, See also Note 2 under Regulation 7.3.

- Note 1.** A suspension vacancy should be treated as filled by a reservist, if one is available at the time a Board employee belonging to an

establishment containing a leave reserve is placed under suspension. If no reservist is available at the time, an outsider may be appointed but replaced by a reservist as soon as one is available.

Note 2. In an establishment where provision for leave reserve exists, any vacancy caused on account of suspension of a Board employee should be filled by a 'reservist' and where a 'reservist' is not available, the post should be filled by an officiating appointment. It is, however, not necessary to create an extra post.

Note 3. No Casual Leave should normally be allowed to the persons under suspension. However, in very exceptional circumstances leave of absence may have to be allowed for un-avoidable reasons e.g. serious illness etc. This period of absence while under suspension, will be treated as continued suspension and the employee will be paid for this period of absence on the same basis as his other period of suspension is treated under the orders of competent authority. It will be incorrect to call this absence as Casual leave.

FORFEITURE OF SERVICE ON RESIGNATION

7.5. (1) Resignation from a service or a post, unless it is allowed to be withdrawn in public interest by the appointing authority, entails forfeiture of past service.

(2) A resignation shall not entail forfeiture of past service if it has been submitted to take up, with proper permission, another appointment, whether temporary or permanent, under the Board where service qualifies for pension.

(3) Interruption in service in a case falling under sub-regulation (2), due to the two appointments being at different stations, not exceeding the joining time permissible under the regulations of transfer, shall be covered by grant of leave of any kind due to the Board employee on the date of relief or by formal condonation to the extent to which the period is not covered by leave due to him.

(4) The appointing authority may permit a person to withdraw his resignation in public interest on the following conditions, namely :-

- (i) that the resignation was tendered by the Board employee for some compelling reasons which did not involve any reflection on his integrity, efficiency or conduct and the request for withdrawal of the resignation has been made as a result of a material change in the circumstances which originally compelled him to tender the resignation.
- (ii) that during the period intervening between the date on which the resignation became effective and the date on

which the request for withdrawal was made, the conduct of the person concerned was in no way improper;

- (iii) that the period of absence from duty between the date on which the resignation became effective and the date on which the person is allowed to resume duty as a result of permission to withdraw the resignation is not more than ninety days;
- (iv) that the aforementioned period of ninety days shall be observed in the manner that the employee concerned should put in his application for withdrawal of resignation within two months of being relieved and the same should as far as possible be processed within a period of one month; and
- (v) that the post, which was vacated by the Board employee on the acceptance of his resignation or any other comparable post, is available.

(5) Request for withdrawal of a resignation shall not be accepted by the appointing authority where a Board employee resigns his service or post with a view to taking up an appointment in or under a private commercial company or in or under a corporation or company wholly or substantially owned or controlled by the Government or in or under a body controlled or financed by the Government.

(6) When an order is passed by a appointing authority allowing a person to withdraw his resignation and to resume duty, the order shall be deemed to include the condonation of interruption in service but the period of interruption shall not count as qualifying service.

CHAPTER VIII-LEAVE

SECTION I- GENERAL CONDITIONS
AND EXTENT OF APPLICATION

I- SERVICE COUNTING FOR LEAVE

8.1. Leave is earned by duty only. For the purpose of this regulation, a period spent in foreign service counts as duty if contribution towards leave salary is paid on account of such period.

Note : See also Note below Regulation 2.19 (b).

8.2. (a) If a Board employee, who quits the Board service on compensation or invalid pension or gratuity, is re-employed and if his gratuity is thereupon refunded or his pension is held wholly in abeyance, his past service thereby becoming pensionable on ultimate retirement, he may, at the discretion of the Board sanctioning the re-employment and to such extent as the Board may decide, count his former service towards leave.

Note : Resignation of the Board service, even though it is followed immediately by re-employment should entail forfeiture of past service for the purpose of leave under the regulations in this chapter and should, therefore, constitute an 'interruption of duty'.

(b) A Board employee who is dismissed or removed from the Board service, but is reinstated on appeal or revision, is entitled to count his former service for leave. (See Sr. No. 22 Chapter XV).

Note : The re-employment of a person who has retired on a superannuation or retiring pension is generally an exceptional and temporary expedient. The service of such a re-employed pensioner, should, therefore, be regarded as temporary and his leave during the period of re-employment, should be regulated by the regulations applicable to temporary Board employees.

II. APPLICATION FOR AND GRANT OF LEAVE

(I) GENERAL

8.3. Subject to any instructions issued by the Board the following regulations govern the procedure for making applications for leave and for granting leave in India.

Note : The instructions contained in paragraph 1 to 5 of Part - I of Appendix 5 of Punjab State Electricity Board, Main Services Regulations, 1975 Vol.I, Part II may also be referred to.

(2) APPLICATION FOR LEAVE
(a) TO WHOM TO BE SUBMITTED

8.4. An application for leave, or for an extension of leave, shall be made to the authority competent to grant such leave or extension.

Note : Application for leave should be made on form Punjab C.S.R. No.2 till the Board prescribes its own form and thereafter that form.

8.5. A Board employee on foreign service in India should submit all applications for leave, other than leave not exceeding 120 days, if he is subject to the leave regulations in Section II of this Chapter, with the report of Head of his office, to the authority competent to sanction the leave.

(b) PROCEDURE IN CASE OF LEAVE ON
MEDICAL CERTIFICATE
INSTRUCTIONS FOR MEDICAL OFFICERS

8.6. Medical Officers must not recommend the grant of leave in any case in which there appears to be no reasonable prospect that the Board employee concerned will ever be fit to resume his duties. In such cases, the opinion that the Board employee is permanently unfit for Board's service should be recorded in the Medical Certificate.

8.7. Every certificate of a medical committee or Board or a Medical Officer recommending the grant of leave to a Board employee must contain a proviso that no recommendation contained in it shall be evidence of a claim to any leave not admissible to the Board employee under the terms of his contract or of the regulations to which he is subject.

8.8 to 8.12 -- Omitted --

MEDICAL CERTIFICATE FOR BOARD EMPLOYEES

8.13. (a) Every application for leave on medical grounds made by a Board employee shall be accompanied by a medical certificate given by a registered medical practitioner or a Vaid or Hakim or a Homoeopathic Practitioner defining as nearly as possible the nature and probable duration of the illness or by a request for the issue of a requisition for examination by a medical officer authorised/approved by the Government/Board :

Provided that the authority competent to sanction leave may, at its discretion, waive the condition of producing a medical

certificate in the case of a gazetted Board employee if the leave applied for does not exceed three days at a time and such leave shall not be treated as leave on medical certificate and shall be debited against leave due other than the leave on medical grounds.

(b) The authority competent to sanction leave may at its discretion, secure a second medical opinion by requesting the Principal Medical Officer or Assistant to the Civil Surgeon to have the applicant examined. If it decides to do so it must arrange for the second examination to be made at the earliest possible date after the date on which the first medical opinion was given.

(c) The Principal Medical Officer or Assistant to the Civil Surgeon shall express his opinion both as regards the facts of the illness and as regards the necessity for the amount of leave recommended, and for this purpose he may require the applicant for leave to appear either before himself or before a medical officer nominated by him.

Note 1. The possession of a certificate as prescribed in this regulation does not itself confer upon the Board employee concerned any right to leave.

Note 2. A registered medical practitioner means a medical practitioner registered under the provisions of the Punjab Medical Registration Act, 1916 and includes a medical practitioner :-

- (i) whose name appears in the latest annual medical list, and
- (ii) who having been registered after the closing of the latest medical list, certifies his registration number.

Note 3. The term Valid, Hakim or Homoeopathic Practitioner means any practitioner registered under the provisions of the Punjab Ayurvedic and Unani Practitioners Act, 1963 or the Punjab Homoeopathic practitioners Act, 1965.

Note 4. The Board employee should obtain a medical certificate in the following form or as nearly in that form as the circumstances may permit :-

"Medical Certificate for Board employees recommended for leave, extension of leave or commutation of leave :-

- (1) Name (to be filled in by the applicant in the presence of the registered medical practitioner/Vaid/Hakim/Homoeopathic Practitioner).
- (2) Appointment
- (3) Age

- (4) Signature of the applicant
- (5) Total Service
- (6) Previous period of leave or of absence on medical certificate.

(Columns 5 and 6 to be filled in by the applicant in the presence of the registered medical practitioner/Vaid/Hakim/Homoeopathic Practitioner).

I..... after careful personal examination of the case hereby certify that..... whose signature and particulars are given above, is suffering from and I consider that a period of absence from duty of..... with effect from..... is absolutely necessary for the restoration of his health.

Authorised Medical Attendant or Registered
Medical Practitioner, Vaid, Hakim or
Homoeopathic Practitioner.

Dated the.....

(Second medical opinion if called for by the authority competent to sanction leave).

Principal (Authorised) Medical Officer
or Assistant to Civil Surgeon."

8.14. In support of an application for leave, or for an extension of leave, on medical certificate, from a Board employee in Class IV service, the authority competent to grant the leave may accept such certificate as it may deem sufficient.

(3) GRANT OF LEAVE (a) GENERAL

8.15. Leave cannot be claimed as of right. When the exigencies of the Board services so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

The nature of leave due and applied for by a Board employee, cannot be altered at the option of the sanctioning authority. So, while it is open to the sanctioning authority to refuse or revoke leave due and applied for under this regulation it is not open to him to alter the nature of such leave.

8.16. The grant of a certificate under Regulation 8.10, 8.12,

8.13 or 8.14 does not in itself confer upon the Board employee concerned any right to leave. The certificate should be forwarded to the authority competent to grant the leave, and the orders of that authority should be awaited. A Board employee who absents himself from his duty without permission of the competent authority is liable to have his absence treated as absence from duty without leave.

8.17. In case where all applications for leave cannot, in the interests of public service, be granted, an authority competent to grant leave should, in deciding which application should be granted, take into account following considerations :-

- (a) The Board employees who can, for the time being, best be spared.
- (b) The amount of leave due to the various applicants.
- (c) The amount and character of the service rendered by each applicant since he last returned from leave.
- (d) The fact that any such applicant was compulsorily recalled from his last leave.
- (e) The fact that any such applicant have been refused leave in the public interest.

8.18. When an authorised Medical Officer has reported that there is no reasonable prospect that a particular Board employee will ever be fit to return to duty, leave should not necessarily be refused to such a Board employee. It may be granted, if due, by a competent authority (See Sr. No. 23 Chapter XV) on the following conditions :-

- (a) If the authorised medical committee or Board is unable to say with certainty that the Board employee will never again be fit for service, leave not exceeding twelve months in all may be granted. Such leave should not be extended without further reference to a Medical Committee or Board/an Authorised Medical Officer.
- (b) If the medical authority declares the Board employee to be completely and permanently incapacitated for further service, he should, except as provided in clause (c) below, be invalided from the service, either on the expiration of the leave already granted to him if he is on leave when examined by the Authorised Medical Officer or, if he is not on leave, from the date of Medical Officer's report.

- (c) A Board employee declared by the Authorised Medical Officer to be completely and permanently incapacitated may, in special cases, be granted leave, or an extension of leave, not exceeding 180 days as debited against the leave account if such leave be due to him. Special circumstances justifying such treatment may be held to exist when the Board employee's breakdown in health has been caused in and by Board service, or when he has taken a comparatively small amount of leave during his service or will complete at an early date an additional year's service for pension.

8.19. Leave shall not be granted to a Board employee whom a competent authority has decided to dismiss, remove or compulsorily retire from Board service.

8.20. Leave to a Gazetted Board employee must not be granted without obtaining a report from the C.A.O. upon his title to leave, except in cases of emergency, and on the responsibility of the Board employee for the consequence of the leave asked for being inadmissible. Such a report from the C.A.O. is not required in the case of a Non-Gazetted employee.

Note : The admissibility of leave in the case of a Board employee officiating in a Gazetted post should be certified by the C.A.O.

8.21. It is contrary to accepted principles in the case of a Board employee on leave preparatory to retirement, either to grant an extension of leave on Medical Certificate on full pay or to permit the conversion of leave on half pay already granted, to leave on full pay on the production of a medical certificate.

(b) LEAVE BEYOND THE DATE OF RETIREMENT

8.22. (a) Leave at the credit of a Board employee in his leave account shall lapse on the date of his retirement ;

Provided that the Board employee :-

- (A) retiring on superannuation on or after the 30th day of September, 1977, or
- (B) retiring prematurely, voluntarily or on invalidation; or
- (C) retiring compulsorily as a measure of punishment and in whose case cut in the amount of pension has not been ordered by the competent authority ; shall, subject to the provisions of sub regulation (c), be entitled to

cash payment in lieu of the unutilised leave due as leave preparatory to retirement as under :-

- (i) the cash payment shall be equivalent to leave salary limited to a maximum of 180 days earned leave and in the case of a Board employee who had opted for the revised orders contained in the instructions issued by the Board vide Finance Section letter No. 137/ Fin/ PRC-1988 dated 5.1.89 and No. 155/Fin. dated 9.5.89 (hereinafter referred to as the said instructions) and also in the case of those Board employees who joined service on or after 1st Dec. 1988 to a maximum of 240 days earned leave.
- (ii) the cash payment shall become payable on retirement on superannuation in lump sum as a one time settlement;
- (iii) the leave salary for the purpose of this regulation shall not include city compensatory allowance or house rent allowance; and
- (iv) no deduction on account of pension, pensionary benefits equivalent of other retirement benefits, and the graded relief on pension shall be made from the cash thus paid;

Provided further that a Board employee, who attained the age of superannuation before the 30th day of September, 1977, and was on extension of service there-after shall not be entitled to the aforesaid benefit of cash payment for the unutilised leave due as leave preparatory to retirement;

Provided further that a Board employee who was on leave preparatory to retirement on the 30th day of September, 1977, and was allowed to return to duty by the competent authority on or after that date shall be entitled to the aforesaid benefit of cash payment for the unutilised leave due as leave preparatory to retirement;

Provided further that a Board employee, who has been prematurely or voluntarily retired or has retired on invalidation, shall be entitled to the aforesaid benefit of cash payment for the unutilised leave due notwithstanding that as a result of it the period between date of his retirement as aforesaid and the date on which he would have retired in the normal course on superannuation

exceeds the date of retirement on superannuation. (Effective from 25th August, 1983).

- (aa) Notwithstanding anything contained in Sub-Regulation (a) the authority competent to grant leave may withhold whole or part of cash equivalent of earned leave in the case of Board employee who retires from service on superannuation while under suspension or while disciplinary or criminal proceedings are pending against him, if in the opinion of such authority, there is a possibility of some money becoming recoverable from him on conclusion of the proceedings against him and on conclusion of the proceedings, he will become eligible to the amount so withheld after adjustment of Board dues, if any.
- (b) In the case of a Board employee who is granted extension of service after the date of retirement on superannuation, on or after the 30th day of September, 1977, the benefit of cash payment admissible under clause (a) shall be granted to such Board employee on the expiry of such extension to the extent of earned leave at his credit on the date of retirement on superannuation plus the earned leave, earned by him during the period of extension in service, reduced by the earned leave availed of during such period, subject to a maximum of 180 days earned leave and in the case of a Board employee who had opted for the revised orders contained in the said instructions and also in the case of those Board employees who joined service on or after first Dec. 1988 subject to a maximum of 240 days earned leave.
- (c) Notwithstanding anything to the contrary contained in clause (a), on or after the 14th day of May, 1981 the cash payment for the utilised leave preparatory to retirement admissible under the aforesaid clause (a) shall be calculated as under :-

Pay admissible on the date of retirement plus dearness allowance admissible on the date.

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Number of days unutilised earned leave at credit on the date of retirement subject to a maximum of 180 days and in the case of a Board employee who had opted for the revised orders contained in the said

instructions and also in the case of those Board employees who joined service on or after 1st Dec. 1988 subject to a maximum of 240 days.

- (d) A Board employee retained in service after the date of retirement shall earn leave on full pay, at the rate of 1/16th of duty performed after that date and shall be allowed to add thereto any amount of leave, the benefit of which would have been granted to him under clause (a) had he retired on that date. The total period of leave which he may take on each occasion shall not exceed 180 days and in the case of a Board employee who had opted for the revised orders contained in the said instructions and also in the case of those Board employees who joined service on or after 1st Dec. 1988, 240 days or the amount of earned leave, due whichever is less. The Board employee may be granted leave preparatory to retirement upto a maximum of 180 days and in the case of a Board employee who had opted for the revised orders contained in the said instructions and also in the case of those Board employees who joined service on or after 1st Dec. 1988, 240 days or earned leave, as the case may be as follows :

- (i) the balance, after deducting the amounts of leave, if any, taken during the period of extension, from the amount of leave, the benefit of which could have been granted to him under clause (a), had he retired on the date of retirement, plus
- (ii) the amount of leave earned under this clause.

Note 1. In the case of the person re-employed after retirement the provisions of these regulations shall apply as if he had entered Board service for the first time on the date of his re-employment.

Note 2. When a Board employee, who is already on an extension of service, applies for leave during the period of his extended service the conditions for the grant of such leave should be the same as for the grant of leave in an ordinary case after the age of retirement.

Note 3. A Board employee retained in service after the age of retirement is entitled to earned leave under clause (d) of this regulation and a debit balance if any, on the date he attained that age should be considered as wiped off.

- Note 4.** The period of 180 days and in the case of a Board employee who had opted for the revised orders contained in the said instructions and also in the case of those Board employees who joined service on or after 1st Dec. 1988, 240 days mentioned in this regulation includes any period of vacation with which leave is combined.
- Note 5.** See also note under clause (d) of regulation 3.23
- Note 6.** A deduction under regulation 8.53 on account of vacation enjoyed should also be made in the case of Board employees whose leave is regulated under clause (d) of this regulation.
- Note 7.** The authority competent to grant the earned leave admissible and at the credit of Board employee on the date of his retirement; would be competent to issue an order granting cash equivalent of such earned leave as also the authority to whom the powers to grant earned leave have been delegated under the relevant delegation orders.

(4) AUTHORITIES COMPETENT TO GRANT LEAVE

8.23. Appendix 6 of Punjab State Electricity Board, Main Services Regulations-1975 Vol.I, Part II specifies the authorities by whom leave admissible under these regulations, other than leave on Medical Certificate under Regulation 8.18, leave after the date of compulsory retirement under Regulation 8.22, special disability leave under Regulations 8.57 and 8.58, study leave under Regulation 8.59 and extraordinary leave under Regulation 8.71 of these regulations, may be granted:

Provided that the authorities specified in Appendix-6, in Part-II of this Volume may further delegate their powers to grant leave to any authority subordinate to them subject to such conditions and limitations as they may deem fit to impose: provided further that when the grant of leave involves :-

- (a) the creation of an additional post requiring the sanction of a higher authority; or
- (b) reference to higher authority for a substitute;

the sanction of the higher authority competent to create the additional post or to sanction a substitute will be necessary. Special disability leave and study leave and leave after the date of compulsory retirement can be sanctioned only with the consent of the Finance Section of the Board.

Before leave preparatory to retirement is refused in any case, concurrence of the Finance Section must be obtained.

III-COMMENCEMENT AND EXPIRY OF LEAVE AND COMBINATION OF HOLIDAYS WITH LEAVE

(1) Commencement and expiry of leave.

8.24. Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which charge is resumed. When joining time is allowed to a Board employee returning from leave out of India, the last day of his leave is the day before the arrival of the vessel in which he returns at her moorings or anchorage in the port of debarkation, or, if he returns by air, the day on which the aircraft in which he returns arrives at its first regular post in India.

(2) Combination of holidays with leave.

8.25. An authority competent to grant leave may permit Sundays, other recognised holidays or vacation to be prefixed to leave or affixed to leave or to be both prefixed and affixed to leave :

Provided that prefixing and suffixing Sundays or other holidays to leave, other than leave on medical certificate, shall be allowed automatically except in cases where for administrative reasons, permission for prefixing and suffixing Sundays or other holidays to leave is specifically withheld. In case of leave on medical certificate if the day on which an employee is certified medically fit for rejoining duties happens to be Sunday or other holiday, he shall automatically be allowed to suffix such a holiday, to his medical leave and such day shall not be counted as leave.

Note : See also regulations 3.20 and 3.21.

8.26. When the day (or days) immediately preceding the day on which the leave of a Board employee begins is a holiday (or series of holidays), and a competent authority has permitted under Regulation 3.20, the said Board employee to make over charge (and the Board employee relieving him to receive charge) on the afternoon of the day immediately preceding the holiday or series of holidays, the leave of the Board employee making over charge and any consequent arrangement of pay and allowances shall, unless the competent authority in any case otherwise, directs, take effect from the first day after the holidays. (See Sr. No. 24 Chapter XV).

8.27. When the day (or days) immediately following the day on which the leave of a Board employee ends is a holiday (or series of holidays) and a competent authority has permitted the

said Board employee to receive charge (and the Board employee relieved to make over charge) on the forenoon if the day immediately following the holidays or series of holidays, the leave if the Board employee receiving charge, is unless the competent authority in any case otherwise directs, treated as having terminated on, and any consequent re-arrangement of pay and allowances takes effect from the day on which the leave would have ended if holidays had not been affixed. (See Sr. No. 24 Chapter XV).

Note 1. When a competent authority directs otherwise than as in this regulation it should convey the orders in the following form. It is directed under Regulation 8.27 that leave be treated as having terminated on and the consequent re-arrangement of pay and allowances takes effect from the same date.

Note 2. The fundamental principal is that two Board employees cannot be on duty in the same post. Under Regulation $\frac{8.26}{8.27}$, a competent authority cannot accordingly direct that both the relieving and the relieved Board employees shall be considered as on duty in the same post during the period of holidays. A competent authority can under the regulation direct that the leave of the Board employee $\frac{\text{Proceeding on}}{\text{returning from}}$ leave and the consequent arrangement of pay and allowances shall take effect from the first day $\frac{\text{after}}{\text{before}}$ the holidays or from some day during the holidays. If a holiday comes at the $\frac{\text{beginning}}{\text{end}}$ of leave the Board employee $\frac{\text{going on}}{\text{returning from}}$ leave can be allowed under Regulation $\frac{8.26}{8.27}$ during that holiday, where ordinarily no work is required of him to $\frac{\text{go}}{\text{remain}}$ off and count the holiday as duty, as it would have counted had he $\frac{\text{not been going on leave}}{\text{returning to duty before holiday}}$. The Board employee $\frac{\text{going on}}{\text{returning from}}$ leave does not then make over till the holiday is over then takes over before the holiday commences. If a competent authority decides that in the circumstances of the case some one must be on the spot in charge than either (1) the Board employee $\frac{\text{going on}}{\text{returning from}}$ leave must $\frac{\text{remain}}{\text{return}}$ during the holiday or (2) the relieving Board employee must $\frac{\text{be appointed to}}{\text{retain}}$ the charge during the whole or part of the holidays according to the orders and he must do the work without drawing the pay of the post, the $\frac{\text{outgoing}}{\text{incoming}}$

man being allowed to be away from the station though being treated as on duty during the whole or part of the holidays.

8.28. In the case of Board employees serving in vacation institutions, vacations may be prefixed or affixed to leave or both prefixed and affixed or allowed to intervene between two periods of leave subject to the conditions mentioned in Regulations 3.20, 3.21, 8.26, 8.27 and 8.53 (c). The previous approval of the Finance Section of the Board should be obtained in cases where combination of vacation with leave involves extra expense to Board.

Note : Recognised holidays intervening between leave and vacation or vice versa should be treated as part of the vacation and such holidays should be taken into account for the purpose of calculating the maximum amount of leave on average pay or earned leave admissible to a Board employee at any one time.

8.29. When a Board employee is permitted to prefix vacation to leave; he will report before leaving headquarters, or if for urgent reasons, the leave is granted during vacation as soon as it is granted, that he makes over charge with effect from the end of the vacation, and the relieving Board employee will then take over charge, and the leave and any consequent re-arrangement of pay will have effect from the end of the vacation.

8.30. Where a Board employee is permitted to affix vacation to leave the Board employee to be relieved will make over charge before the vacation, and any consequent re-arrangement of pay will have effect from the beginning of the vacation.

8.31. Where the application of the above regulations as to prefixing and affixing holidays to leave or joining time is doubtful, or inequitable, a competent authority will decide which Board employee shall be held to have been incharge, and to which the pay of the post for the holiday or holidays shall be paid. (See Sr. No. 25 Chapter XV).

8.32. Every Board employee proceeding on leave must record on his application for leave, the address at which letters will find him during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the Head of the Office.

IV-ACCEPTANCE OF EMPLOYMENT DURING LEAVE

8.33. A Board employee on leave may not take any service or accept any employment (including the setting up of a private professional practice as accountant, consultant, or legal or medical practitioner), without obtaining the prior approval of the competent authority. (See Sr. No. 26 Chapter XV).

- Note 1. This regulation should not be construed as permitting a Board employee who avails himself of leave on medical certificate to undertake regular employment during such leave.
- Note 2. No permission for accepting employment during leave preparatory to retirement shall be granted;
- Provided that in exceptional circumstances, the competent authority or the Board, as the case may be, may permit the Board employee to accept employment with any public sector undertaking and on grant of such permission, the leave salary shall not be restricted to that admissible during half-pay leave.
- Note 3. The leave salary of a Board employee permitted to take up employment during terminal leave granted under Regulation 8.75 shall not be restricted to the amount of leave salary admissible during the half-pay leave but shall be subject to reduction on account of pension and pension equivalent of other retirement benefits and such a Board employee shall be paid in lump sum the amount equivalent to leave salary and allowances, for the entire period of such leave as one-time settlement.
- Note 4. A Board employee who volunteers for premature retrenchment in order to take up private employment, should be treated as having resigned his post of his own volition and granted terminal leave not exceeding half the amount of earned leave at his credit and his leave-salary restricted to the amount of leave-salary admissible in respect of half pay leave.
- Note 5. Re-employed pensioners and specialists/contract officers can be permitted to take up employment/service during the currency of terminal leave, but in that case their leave salary should be restricted to the amount of leave salary admissible in respect of half pay leave.
- Note 6. This regulation does not apply where a Board employee has been allowed to take up a limited amount of private practice and receives fees therefore as part of his conditions of service, e.g. where a right of private practice has been granted to a Medical Officer.

8.34. The following are the terms granted to officers on appointment in Board during leave preparatory to retirement :-

- (1) When a Board employee who has proceeded on leave preparatory to retirement before the date of compulsory retirement is required for employment during such leave in any post under the Board, and he is agreeable to return to duty, he will be recalled to duty and the unexpired portion of his leave from the date of rejoining duty will be cancelled, The leave so cancelled will be treated as leave refused and, subject to the provisions of Regulation 8.22; it may be granted from the date of compulsory retirement of the Board employee. Such recall will be treated as optional for the purposes of Regulation 8.35.

(2) When a Board employee is employed in any post under any other Board; while he is on leave under Regulation 8.22, he may continue to enjoy his leave concurrently with such employment but his leave salary may be drawn in addition to pay of the post in which he is employed, will be restricted as follows:-

- (i) In the case of a Board employee eligible for pension, to the amount of pension; inclusive of pension equivalent of any retirement gratuity admissible under the new pension regulations, which it is anticipated, will be admissible to him on retirement. (No subsequent readjustment will be made on the basis of the actual amount of the pension inclusive of gratuity finally sanctioned); and
- (ii) in the case of a Board employee not eligible for pension, to the leave salary admissible in respect of leave on half average pay.

In respect of the fresh employment during leave, the pay of the Board employee will be regulated according to the latest scale of pay attached to the new post in which he is re-employed as if he were in temporary employ. No leave will be earned in respect of such period of employment during leave.

During such employment he may also be granted dearness and compensatory allowances, if any, admissible on the basis of pay. These allowances will neither be admissible on leave salary, nor will the leave salary be taken into account in calculating the allowances.

(3) The leave salary of a Board employee who is permitted during leave preparatory to retirement before attaining the age of superannuation, or during leave granted after the date of compulsory retirement, under Regulation 8.22 to take up employment under the Government of India, or a State Government or under a private employer or employment payable from the Local Fund, will also be restricted during such employment as in (2) above.

Note 1. The intention underlying clause (2) is not to fetter the discretion of the competent authority to recall a Board employee from leave preparatory to retirement granted under Regulation 8.22 and the grant to him, if necessary, of further extension of service. When a Board employee, who has proceeded on leave preparatory to retirement under Regulation 8.22, is recalled to duty during the period of such leave and is granted further extension of service the unexpired portion of his leave will be cancelled and the leave already availed of treated as leave taken during the period of extension under Regulation 8.22 (b).

Note 2. In partial modification of Clause (2) and (3) above the leave salary shall in future be restricted to the amount of leave salary admissible in respect of leave on half pay in all such cases (including the case of a Board employee eligible for pension).

V - RECALL FROM LEAVE

8.35. In case a Board employee is recalled to duty before the expiry of his leave, he is entitled :-

- (a) If the leave from which he is recalled is out of India -
- (i) to receive a free passage to India; and provided that he has not completed half the period of his leave by the date of leaving for India on recall, or 90 days, whichever period is shorter, to receive a refund of the cost of his passage from India;
 - (ii) to count the time spent on the voyage to India as duty for purposes of calculating leave; and
 - (iii) to receive leave-salary during the voyage to India and for the period from the date of landing in India to the date of joining his post to be paid leave salary at the same rate at which he would have drawn it, had he not been recalled but returned in the ordinary course on the termination of his leave and for the latter period travelling allowance under the Punjab State Electricity Board, Main Services Regulations, Vol. III (Travelling Allowance Regulations).
- (b) if the leave from which he is recalled is in India to be treated as on duty from the date on which he starts for the station to which he is ordered, and to draw travelling allowance under the Punjab State Electricity Board Travelling Allowance Regulations for the journey, but to draw until he joins his post leave-salary only.

Note 1. Orders recalling a Board employee on leave out of India should in all cases be communicated to him.

Note 2. The 'concession' referred to in the second sentence of his regulation is a concession of the category permitted by the regulation. The concessions under this regulation are clearly not intended to affect the privileges of Board employees which are admissible under other regulations, the concessions may be availed of when they happen to prove additional to or better than the ordinary privileges.

Note 3. The expression "on the termination of his leave" in clause (a) (iii) of this regulation means "on the termination of the period of leave as

determined by his recall as opposed to the whole of the leave he was originally granted". The effect of this interpretation will be to make the same leave-salary admissible for the period of transit in India as would be admissible had the return to duty been voluntary and the period of voyage been leave proper and the period of transit in India been leave proper or joining time under Regulation 9.1 as the case may be.

VI RETURN FROM LEAVE

(1) BEFORE EXPIRY OF LEAVE

8.36. (1) A Board employee on leave may not return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the authority which granted him leave.

(2) Notwithstanding anything contained in sub-regulation (1), a Board employee on leave preparatory to retirement shall be precluded from withdrawing his request for permission to retire and from returning to duty, save with the consent of the authority empowered to appoint him.

(2) RETURN FROM LEAVE ON MEDICAL CERTIFICATE

8.37. A Board employee who has taken leave on Medical Certificate may not return to duty until he has produced a Medical Certificate of fitness.

(3) REPORT OF RETURN FROM LEAVE

8.38.* A gazetted Board employee, on return from leave, must report his return to Board.

8.39. A Board employee returning from leave is not entitled, in the absence of specific orders to that effect, to resume, as a matter of course, the post which he held before going on leave. He must report his return to duty and await orders.

VII OVERSTAYAL OF LEAVE

8.40. A Board employee who remains absent after the end of leave is entitled to no leave-salary for the period of such absence and that period will be debited against his leave account as though it were leave on half pay unless his leave is extended by the competent authority. (See Sr. No. 27 Chapter XV).

Wilful absence from duty after the expiry of leave may be treated as misbehaviour for the purpose of Regulation 3.16.

VIII LEAVE SALARY
PAYMENT OF LEAVE SALARY

8.41. Unless the Board by general or special order otherwise directs, leave salary shall be drawn in rupees.

IX LEAVE ACCOUNTS

8.42. The leave account of Board employees subject to the leave regulations in Section II of this chapter should be maintained in form(s) given in Appendix-5 of P.S.E.B, Main Service Regulations 1975 Volume I, Part II.

Note : The balance of earned leave or half pay leave at the credit of a Board employee shall invariably be indicated in the order sanctioning such leave to that employee.

8.43. The leave account of a Gazetted Board employee is maintained by the Chief Accounts Officer and that of a Non-Gazetted Board employee by the Head of the Office in which he is employed.

8.44. Leave admissible to Board employees engaged on contract will be determined by the terms of their contract :

Provided that no leave will be admissible in excess of the leave which would be admissible to a Board employee holding a permanent post.

Note : Model Leave Terms for Board employees engaged on contract are given in Appendix 7 of P.S.E.B. Main Services Regulation, Vol. I, Part II.

8.45. Leave on medical certificate to Board employees subject to Regulations 8.67 and 8.68 shall not be granted for a period extending beyond the term of the Board employee's contract unless or until it has been decided to retain him in permanent employment.

Note : The provisions of Regulation 8.22 apply mutatis-mutandis to Board employees engaged on contract.

PERIODS OF OFF DUTY WHICH ARE NOT TREATED AS
REGULAR LEAVE

(a) Vacation

8.46. Unless the contrary appears from the context vacation counts as duty and not as leave.

The educational institutions of the Board are allowed vacation. The official shall be considered to have availed himself of vacation or a portion of vacation unless he has been required by general or special order by a higher authority to forego such vacation or

a portion of vacation; provided if he has been prevented by such an order from enjoying more than 15 days he shall be considered to have availed himself of any portion of the vacation.

Note : The orders issued under this regulation are given in the Annexure-I to this Section.

(b) Casual and Quarantine leave

8.47. A Board employee on casual leave or on quarantine leave is not treated, as absent from duty and his pay and allowances are not intermitted, as such leave is not recognised regular leave and is not subject to the regulations in this Chapter.

8.48. Regulations regulating the grant of casual leave and quarantine leave are given in Appendix 8 in Part II of this Volume.

ANNEXURE-I

(See Regulation 8.46)

1. A Vacation Institution is a Institution or part of a Institution to which regular vacations are allowed during which Board employees serving in the Institution excluding Librarians, Clerical staff, Restorers and Class IV employees are permitted to be absent from duty.

2. (i) Educational Institutions run by the Board at various places are termed as Vacation Institutions.

(ii) The following classes of Board employees serve in vacation Institution when the conditions of paragraph 1 are fulfilled :-

Any class of Board employee which a competent authority may declare to be so serving.

(iii) In case of doubt, a competent authority may decide whether or not a particular Board employee is serving in a vacation institution.

Note : A Board employee who has routine duties to discharge during a vacation which do not require his presence at his place of duty and which can be performed, either by himself at some other place or by some other Board employee shall be considered to have availed himself of a vacation or a part of it. A Board employee, who absents himself from his place of duty during any part of vacation is expected to arrange for and is responsible for the performance, without any cost to Board, of such routine duty. Should a Board employee, who is absent from the place of duty during any portion of a vacation be recalled thereto, he will not be entitled to Travelling Allowance unless the vacation is combined with leave.

CHAPTER - VIII

SECTION II - LEAVE REGULATIONS

DEFINITIONS

- 8.49. In these regulations in this section -
- (i) "Leave" includes earned leave, half pay leave, commuted leave, leave not due and extraordinary leave;
 - (ii) "Earned leave" means leave earned in respect of periods spent on duty;
 - (iii) "Half pay leave" means leave earned in respect of completed years of service;
 - (iv) "Earned leave due" means the amount of earned leave to the credit of Board employee under the regulations in force on that date.
 - (v) "Half pay leave due" means the amount of half pay leave calculated as prescribed in Regulation 8.54 for the entire service diminished by the amount of leave on private affairs and leave on medical certificates.
 - (vi) "Commutated leave" means leave taken under clause (c) of Regulation 8.54.
 - (vii) "Board employee in a permanent employ" means a Board employee who holds substantively a permanent post or holds a lien on a permanent post or who would hold a lien on a permanent post had his lien not been suspended. It also includes a provisionally permanent Board employee;
 - (viii) "Completed years of service" and "one year's continuous service" means continuous service of the specified duration under the Punjab State Electricity Board and includes period spent on duty as well as on leave including extraordinary leave.

GENERAL REGULATIONS AND CONDITIONS

8.50. Any kind of leave under these regulations may be granted in combination with or in continuation of any other kind of leave.

8.51 The authority which granted leave to a Board employee

can commute it retrospectively into leave of a different kind which may be admissible but the Board employee concerned cannot claim it as a matter of right.

**PART-A. LEAVE TO BOARD EMPLOYEES IN
PERMANENT EMPLOY
GENERAL PROVISIONS**

(i) EARNED LEAVE

8.52. The earned leave at the rate of 1/16th of the period spent on duty will be admissible to the employees of the Board (Class, I, II, III, IV).

Note 1. For the purpose of assessing the "Length of service" under this sub-regulation break in service caused as a result of retrenchment shall not entail forfeiture of previous service. Further in the case of women Board employee, break in service due to resignation as a result of family circumstances of the Board employee concerned, shall also be condoned by the re-appointing authority provided that duration of break does not exceed 10 years.

Note 2. The period spent on duty shall include all kinds of leave, except extra-ordinary leave, for the purpose of calculation of earned leave.

(2) Accumulation of earned leave shall be permissible to any extent but in the case of a Board employees who had opted for the revised order contained in Board Finance Section letter No. 137 dt. 5.1.89 and No. 155 dated 9.5.89 (therein after called the said instructions) and also in the case of those Board employees who joined service on or after 1st Dec. 1988, the accumulation of earned leave shall be restricted to 360 days and there will be no restriction on availing of earned leave at a time.

(3) Leave preparatory to retirement may be allowed upto 180 days on full pay and in the case of a Board employee who had opted for the revised orders contained in the said instructions and also in the case of those Board employees who joined service on or after 1st Dec. 1988, such a leave may be allowed upto 240 days on full pay provided it is due.

Note : See proviso to regulation 8.22(a).

(4) Amendment as per Item No. 4 under rule 8.116 mentioned in the above said notification of the Punjab Govt. is not required to be made as the original notes 3. and 4 mentioned therein were not incorporated under Regulation 8.52 sub-rule-2 of PSEB, MSR Vol. I, Part-I, 1972.

8.53 (a) Earned leave is not admissible to a Board employee serving in a vacation institution in respect of duty performed in any year in which he avails himself of the full vacation.

(b) The earned leave admissible to such Board employee in respect of any year in which he is prevented from availing himself of the full vacation is such proportion of the following periods as the number of days of vacation not taken bears to the full vacation :-

- (i) to a Board employee with 10 years service or less; 15 days
- (ii) to a Board employee with more than ten years service but not exceeding 20 years service; 20 days
- (iii) to a Board employee with over 20 years service; 30 days

Note : If in any year the Board employee does not avail himself of the vacation, earned leave will be admissible in respect of that year in accordance with the provisions of Regulation 8.52.

(c) Vacation may be taken in combination with or in continuation of any kind of leave under the regulations in this section; provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the Board employee at a time under Regulation 8.52.

(ii) HALF PAY LEAVE, COMMUTED LEAVE AND 'LEAVE NOT DUE'

8.54. (a) The half pay leave admissible to an officer in permanent employ in respect of each completed year of 'service' is 20 days.

(b) The half pay leave due may be granted to a Board employee on Medical Certificate or on private affairs.

(c) Commuted leave not exceeding half the amount of half pay leave due may be granted to a Board employee on medical certificate only subject to the following conditions :-

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
- (ii) when commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due;
- (iii) Omitted.
- (iv) Half pay leave upto a maximum of 180 days shall be

allowed to be commuted during the entire service where such leave is utilised for an approved course of study certified to be in the public interest by the leave sanctioning authority:

Provided that no commuted leave may be granted under this regulation unless the authority competent to sanction leave has reason to believe that the Board employee will return to duty on its expiry, and provided further that no commuted leave may be granted unless it has been applied for at least 30 days at a time. This restriction of maximum quantum of leave to be taken at a time does not apply in the case of Vacation Department whose employees are not entitled to earned leave.

Note 1. The option once exercised will be final and debars a Board employee from claiming re-conversion, as a matter of right, though the authority which granted leave can (if so disposed) allow it.

Note 2. When commuted leave is granted to a Board employee under this regulation and he intends to retire subsequently, the commuted leave should be converted into half pay leave and the difference between the leave salary in respect of commuted leave and half pay leave should be recovered. An undertaking to this effect should, therefore, be taken from the Board employee who avails himself of commuted leave, but the question whether the Board employee concerned should be called upon to refund the amount drawn in excess as leave salary should be decided on merits of each case, i.e. if the retirement is voluntary, refund should be enforced, but if the retirement is compulorily thrust upon him by reason of ill-health, incapacitating him for further service or in the event of his death, no refund should be taken.

(d) Save in the case of leave preparatory to retirement 'leave not due' may be granted to a Board employee in permanent employ for a period not exceeding 360 days during his entire service, out of which not more than 90 days at a time and 180 days in all, may be otherwise than on medical certificate. Such leave will be debited against the half pay leave the Board employee may earn subsequently.

Note 1. 'Leave not due' should be granted only if the authority empowered to sanction leave is satisfied that there is reasonable prospect of the Board employee returning to duty on the expiry of the leave and should be limited to the half pay leave he is likely to earn thereafter.

Note 2. The balance of additional leave earned during the last war in terms of paragraph 1.8 of the Punjab Government letter No. 4552-FR-45, dated the 5th December, 1945, will be allowed to be carried forward subject to the following maximum limits and added to the earned leave accumulated under this regulation :-

- (i) In the case of any other officer (whether permanent or temporary) in Class I, II or III Service - 36 days.
- (ii) In the case of an officer in permanent Class IV-10 days. The total earned leave thus accumulated can be taken at any one time and will be treated as leave for the purposes of Rule 4.7 of the Punjab Civil Service Rules, Volume II.

- Note 3.** The half pay leave earned by a Board employee in respect of a completed year of service can be availed of by him during the course of a spell of leave or during an extension thereof within which the date of anniversary of service falls.
- Note 4.** Where a Board employee who has been granted 'Leave not due' under this clause applies for permission to retire voluntarily, the 'leave not due' shall, if the permission is granted, be cancelled and his retirement shall have effect from the date on which such leave commenced. An undertaking to this effect should, therefore, be taken from Board employee who avail of 'Leave not due'. But the question whether a Board employee should be called upon to refund the amount of leave salary should be decided on merits of each case, e.g., if the retirement is voluntary refund should be enforced; if it is unavoidable by reason of ill-health in incapacitating him for further service or in the event of his death no refund should be insisted upon.
- Note 5.** When "leave not due" is granted to a Board employee under this clause and he applies for permission to retire voluntarily or resign of his own volition at any time after returning to duty, the question of refund of leave salary in respect of the leave not due already availed of before return to duty shall, to the extent it has not been subsequently wiped off, be treated in the same way as laid down in Note 4 above.
- Note 6.** Where a Board employee who having availed himself of the "leave not due" returns to duty and is retired from service under sub regulation (1) of Regulation-3 of the PSEB Services (Premature Retirement) Regulations, 1982 and has not been able to earn half pay leave to the extent of the 'leave not due' granted to him before such retirement, he shall not be called upon to refund the amount of leave salary in respect of that 'leave not due.'

(iii) EXTRAORDINARY LEAVE

8.55. (1) Extraordinary leave may be granted to any Board employee in special circumstances :-

- (a) When no other leave is by regulation admissible; or
- (b) When other leave is admissible, but the Board employee concerned applies in writing for the grant of extraordinary leave.

(2) The authority empowered to grant leave may commute retrospectively:-

- (a) Periods of absence without leave into extraordinary leave
- (b) Extraordinary leave granted into leave of a different kind if the latter type of leave was admissible at the time of extraordinary leave was granted.

Note 1. The power of commuting retrospectively periods of absence without leave into extraordinary leave, under clause (2) is absolute and not subject to the conditions mentioned in clause (1); in other words such commutation is permissible even when other leave was admissible to the Board employee concerned at the time his absence without leave commenced.

This concession cannot, however, be claimed by the Board employee as a matter of right.

Note 2. The concession admissible under clause (2) cannot be claimed by a Board employee as a matter of right.

Note 3. Extraordinary leave granted to a Board employee on medical certificate may be commuted retrospectively into 'leave not due' at the discretion of the authority competent to sanction leave in respect of extraordinary leave taken on medical certificate. Such a commutation is also permissible in a case where extraordinary leave is granted to a Board employee on medical certificate during temporary service but is subsequently confirmed or declared quasi-permanent with effect from a date earlier than the commencement of the extraordinary leave.

Note 4. Extraordinary leave taken by a Board employee otherwise than on medical certificate, may also be commuted into 'leave not due' at the discretion of the authority competent to sanction leave.

LEAVE SALARY

8.56. (1) An officer on earned leave shall be entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.

(2) An officer on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-regulation (1).

(3) An officer on commuted leave is entitled to leave salary equal to the amount admissible under sub-regulation (1).

(4) An officer on extraordinary leave is not entitled to any leave salary.

(5) (a) A Board employee who is granted leave beyond the date of compulsory retirement or quitting of service, as the case may be, shall be entitled during such leave to leave salary as admissible

under this regulation, reduced by the amount of pension and pension equivalent of other retirement benefits.

- (b) Where such Board employee is re-employed during such leave, the leave salary shall be restricted to the amount of leave salary admissible while on half pay leave and further reduced by the amount of pension and pension equivalent of other retirement benefits;

Provided that it shall be open to the Board employee not to avail himself of the leave but to avail of full pension.

- (c) If during such re-employment he is granted leave earned by him during the period of re-employment, the leave salary shall be based on the pay drawn by him exclusive of the pension and pension equivalent of other retirement benefits.

(6) In the case of a person to whom the Employees' State Insurance Act, 1948 (34 of 1948) applies, leave salary payable during leave, other than earned leave, shall be reduced by the amount of benefits payable under the said Act for the corresponding period.

(7) Leave salary up to one month may be allowed in advance to all Board employees proceeding on earned leave subject to the following conditions :-

- (a) No advance may be granted when the leave taken is less than thirty days;
- (b) The amount of the advance should be restricted to the net amount of leave salary for the first month of leave that is clearly admissible to the Board employee after deduction on account of income tax, provident fund, house rent, repayment of advances etc.
- (c) The advance should be adjusted in full in the leave salary bill in respect of the leave availed of where the advance cannot be adjusted full, the balance should be recovered from the next payment of pay or and leave salary;
- (d) The advance may be sanctioned by the Head of office or by any other subordinate officer to whom the power

may be specially delegated, both in the case of gazetted and non-gazetted officers who are Heads of Offices may sanction the advances themselves;

- (e) The amount of advance will be debited to the head of account to which the pay etc. of the employee is debited and the adjustment of the advance will be watched through objection book by the Accounts Officer.
- (f) Advances shall be sanctioned in whole rupee.

(8) In case a Board employee including a military pensioner re-employed in civil service dies while in service, the cash equivalent of the leave salary (carrying the appropriate amount of dearness allowance) in respect of earned leave at his credit subject to a maximum of 180 days shall be paid to his family and in the case of a Board employee who had opted for the revised orders contained in the Board's Finance Section letter No. 137 dt. 5.1.89 and No. 155 dt. 9.5.89 (Therein after called the said instructions) subject to a maximum of 240 days shall be paid to his family.

Provided that in the case of employees governed by Contributory Provident Fund Rules, no deduction on account of Board contribution to Contributory Provident Fund shall be made out of the cash equivalent of leave salary payable to the family of a deceased employee.

- Note 1.** The leave salary of the Board employee who is reinstated after a period passed under suspension and who proceeds on leave shortly after or immediately on reinstatement should be calculated on the basis of the pay actually drawn by or allowed to him immediately before the leave commenced. The leave salary of a Board employee who is allowed to draw pay under Regulation 4.2 or 4.17 of these regulations should also be calculated similarly, i.e. on the basis of the pay actually drawn by him.
- Note 2.** In respect of any period spent on foreign service out of India, the pay which the officer would have drawn if on duty in India but for foreign service out of India shall be treated as pay drawn immediately before proceeding on leave for the purpose of leave salary.
- Note 3.** In the case of person to whom the Employees State Insurance Act, 1948, applies leave salary admissible during leave other than earned leave shall be reduced by the amount of benefit admissible under the pay said, Act, for the corresponding period.
- Note 4.** The Army/Navy/Air Force reservists, employed in Board, on recall to the colours on mobilisation, will be allowed if they so desire, the pecuniary benefit of earned leave to their credit, upto a maximum of 120 days admissible under Board leave Regulation, as under in addition to Army/Navy/Air Force pay and allowances:-

- (a) For first month..... Full Leave Salary.
 (b) Thereafter..... half leave salary.

The charges on account of this benefit will be payable by the Board direct.

The pecuniary benefit of the leave will be calculated in terms of full or half pay worked out on the basis of the civil emoluments which were actually drawn or which would have been drawn but for the reservist being called to the colours on mobilisation immediately before the leave commences.

Note 5. In the case of leave preparatory to retirement or refused leave an under-taking for recovery of leave salary, if any, paid in excess shall be taken from the Board employee.

Note 6. The leave salary payable under these regulations shall be drawn in rupees in India.

ADDITIONAL KINDS OF LEAVE IN SPECIAL CIRCUMSTANCES

(i) SPECIAL DISABILITY LEAVE

8.57 (1) Subject to the conditions hereinafter specified a competent authority may grant special disability leave to a Board employee who is disabled by injury intentionally inflicted or caused in, or in consequence of, the due performance of his official duties or in consequence of his official position.

(2) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice. But the competent authority if it is satisfied as to the cause of the disability, may permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

(3) The period of leave granted shall be such as is certified by the Authorised Medical Attendant of the Board employee to be necessary. It shall not be extended except on the certificate of that authority, and shall in no case exceed 24 months.

(4) Such leave may be combined with leave of any other kind.

(5) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a latter date, but not more than 24 months of such leave shall be granted in consequence of any one disability.

(6) Such leave shall be counted as duty in calculating service for pension, but half the amount of such leave on full pay taken under clause (8) below shall be counted as "earned leave" taken.

(7) Leave salary during such leave including a period of such leave granted under clause (5) above shall be equal to full pay for the first 120 days in case of Board employee of Class I, II, III or IV.

(8) For the remaining period of any such leave, to half pay, or at the Board employee's option for a period not exceeding the period of earned leave otherwise admissible to him under Regulation 8.52 or 8.53 to full pay.

(9) (i) In the case of a person to whom the Workmen's Compensation Act, 1923, applies, the amount of leave salary payable under this regulation shall be reduced by the amount of compensation payable under section 4 (i) (d) of the said Act.

(ii) In the case of a person to whom the Employees' State Insurance Act, 1948 (34 of 1948) applies, the amount of leave salary payable shall be reduced by the amount of benefit admissible under the said Act, for the corresponding period.

(10) The provision of this regulation apply to a Board employee disabled in consequence of service with a military force, if he is discharged as unfit for further military service, but is not completely and permanently incapacitated for further Board service and to a Board employee, not so discharged who suffers a disability which is certified by a Medical Board to be directly attributable to his service with a military force; but in either case, any period of leave granted to such a person under military rules in respect of that disability shall be reckoned as leave granted, under this regulation for the purpose of calculating the period admissible.

Note 1. Leave salary during special disability leave will be regulated under Regulation 8.56.

Note 2. The intention of clause 10 above is not that special disability leave should be given to cover any portion of a Board employee's military service, but that it should be admissible only after the Board employee's discharge as unfit for further military service.

8.58 A competent authority may extend the application of the provision of Regulation 8.57 to a Board employee who is disabled by injury accidentally incurred in or in consequence of the due performance of his official duties or in consequence of his official

position, or by illness, incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post in the PSEB which he holds, The grant of this concession is subject to further conditions :-

- (i) That the disability if due to disease, must be certified by the Authorised Medical Committee of the Board to be directly due to the performance of the particular duty; and
- (ii) that, if the Board employee has contracted such disability during service, otherwise than with a military force, it must be, in the opinion of the competent authority exceptional in character; and
- (iii) that, if the period of absence recommended by the Authorised Medical Committee of the Board may be covered in part by leave under this regulation and in part by other leave ;
- (iv) that, the amount of special disability leave granted on full pay should be less than 120 days in the case of Board employees Class I, II, III and IV services.

(ii) STUDY LEAVE

8.59 Leave may be granted to Board employees on such terms as may be prescribed by general or special orders of the competent authority to enable them to study scientific, technical or similar problems or to undergo special courses of instruction. Such leave is not debited against the leave account.

Note 1. For general orders issued under this Regulation See Appendix 9 in Part II of this volume.

MATERNITY LEAVE

8.60 The competent authority under Regulation 8.23 may grant to a female Board employee maternity leave on full pay for a period not exceeding 180 days without the necessity of production of a Medical certificate and the grant of such a leave shall be so regulated that the date of confinement falls within the period of this leave and the leave so granted shall not be debited against the leave account of the female Board employee ;

Provided that no leave under this Regulation shall be granted to a female Board employee who has three or more living Children.

Note Extension in leave, if any, on the expiry of maximum period of 180 days maternity leave shall be permissible by the grant of leave of the kind due.

Note 1. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. The term 'pay' in this regulation includes officiating pay; provided that authority sanctioning leave certifies that the Board employee would have continued to officiate had she not proceeded on leave.

Note 2. Where a female Board employee has less than two living Children maternity leave under this regulation may also be granted in case of miscarriages and abortion including abortion induced under the Medical termination of Pregnancy Act, 1971 subject to the conditions that the leave does not exceed six weeks and the application for leave is supported by a certificate from a Registered Medical Practitioner and in case of doubt, certificate of a Principal Medical Officer or Asstt. to Civil Surgeon or Gazetted Medical Officer may be called for :-

Provided that a female Board employee having two or more children shall not be entitled to avail of this concession, but if required, can be sanctioned leave of the kind due, on the production of a Medical certificate.

Note 3. In the case of a person to whom the provisions of 'Employees' State Insurance Act, 1948 apply, leave salary payable under this regulation shall be reduced by the amount of benefit admissible under the said Act for the corresponding period.

8.61 Any other kind of leave may be permitted to be prefixed to maternity leave without insisting on a medical certificate. But any leave applied for a continuation of the maternity leave may be granted only if the request is supported by a medical certificate.

Note 1. This regulation does not preclude the grant of maternity leave in continuation of leave of any other kind.

Note 2. Leave on average pay to the extent admissible excluding special disability leave under Regulation 8.57 (7) may be granted in continuation of maternity leave, if the condition laid down in this regulation viz that the request for the grant of leave should be supported by a medical certificate is fulfilled.

Note 3. The female gazetted employees applying for grant of leave under the above regulation, should like, all gazetted Board Employees applying for leave on Medical Certificate produce the required certificate from a Medical Committee or Board in accordance with Regulation 8.9-8.10 unless this requirement is relaxed under Regulation 8.12 by the authority competent to grant leave.

Note 4. Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female Board employee producing a Medical Certificate from the authorised Medical Attendant to the effect that the condition of the ailing baby warrants

mother's personal attention and her presence by the baby's side is absolutely necessary.

(iv) HOSPITAL LEAVE

8.62 The competent authority under Regulation 8.23 of these regulations may grant hospital leave to a Class IV Board employee and such Class III Board employee whose duties involve handling of dangerous machinery, explosive materials, poisonous drugs, etc. or the performance of hazardous tasks while under medical treatment for illness or injury if such illness or injury is directly due to risks incurred in the course of their official duties.

Note 1. In the case of persons to whom the Workmen's Compensation Act, 1923 applies the amount of leave salary shall be reduced by the amount of compensation payable under section 4 (i) (d) of the said Act.

Note 2. Industrial and Workcharged staff will also be entitled to Hospital Leave in the same manner as other Board employee.

Note 3. Hospital leave should be granted on the production by the Board employee concerned of a medical certificate from a superior officer, not below the rank of Gazetted officer to the effect that the illness or injury was directly due to risks incurred in the course of official duties and also that the leave recommended is necessary to effect a cure. The period of the leave shall be such as may be certified by the Authorised Medical Attendant to be necessary and shall not exceed the maximum laid down in Regulation 8.65.

8.63 Hospital leave may be granted on leave salary equal to either average or half average pay as the authority granting it may consider necessary for such period.

8.64 Hospital leave is not debited against the leave account and may be combined with any other leave which may be admissible : provided that the total period of leave, after such combination, shall not exceed 28 months.

8.65 Hospital leave shall in no case exceed three months on full pay in any period of three years, whether such leave is taken at one time or by instalments.

Note : The word "Pay" in this regulation means the pay on the last day of duty prior to commencement of leave.

LEAVE TO BOARD EMPLOYEES ON DEPUTATION OUT OF INDIA.

8.66 Unless the Board in any case otherwise directs, the following provisions apply to Board employees placed on deputation

out of India, under conditions declared to be quasi-European, if the period of the deputation exceeds one year :

The amount of leave which can be earned by the deputation shall be determined by the competent authority. Such leave can only be taken during the period of deputation and will not be credited or debited in the Board employee's leave account.

Leave salary during such leave shall be equal to the rate of deputation pay.

Provided that where a deputation originally sanctioned for one year or less is subsequently extended so that the total period exceed one year, these provisions shall apply only in respect of the period in excess of one year.

PART B - LEAVE TO PROBATIONERS AND APPRENTICES.

LEAVE TO PROBATIONERS

8.67 During the period of probation, a probationer is entitled to leave as follows :-

(i) If appointed under contract, to such leave as is prescribed in his contract; or

(2) (i) If there be no such prescription in the contract; or

(ii) If appointed otherwise, to such leave as would be admissible to him under the leave regulations which would be applicable to him if he held his post substantively otherwise than on probation. If for any reason it is proposed to terminate the services of a probationer, any leave which may be granted to him should not extend beyond the date on which the probationary period as already sanctioned or extended expires, or any earlier date on which his services are terminated by the order of an authority competent to appoint him.

LEAVE TO APPRENTICES

8.68 During the period of Apprenticeship, an Apprentice is entitled to leave as follows :-

(1) If appointed under contract, to such leave as is prescribed in his contract; or

- (2) (i) If there be no such prescription in the contract; or
(ii) if appointed otherwise;
- (a) to leave on medical certificate on leave salary equivalent to half of the pay on the last day of duty prior to commencement of leave for a period not exceeding one month in any year of Apprenticeship. If the period of Apprenticeship is less than one year, proportionate leave will be admissible, viz for nine/six/three months period of Apprenticeship, leave admissible will be twenty-one/fifteen/seven days, respectively; and
- (b) to extraordinary leave under Regulation 8.55.

Note 1. This regulation has reference to leave earned or taken during the apprentice period only and not afterwards. See also Regulation 2.19 (a) (1).

Note 2. Paid candidates will be treated as Apprentices for the purpose of this regulation.

Note 3. The leave at the credit of a Board employee on the date of his appointment as an Apprentice under P.S.E.B. should not lapse but may be allowed to be carried forward on his appointment to a post under the P.S.E.B. on the expiry of the period of Apprenticeship.

PART C- LEAVE EARNED BY TEMPORARY AND OFFICIATING SERVICE.

LEAVE TO BOARD EMPLOYEES NOT IN PERMANENT EMPLOY.

- (i) **Earned leave, half pay leave, commuted leave and 'leave not due'**

8.69 The provisions of Regulation 8.52 to 8.54 apply also to a Board employee not in permanent employ, provided that :-

- (a) no half pay leave shall be granted unless the authority competent to sanction leave has reason to believe that the officer will return to duty on its expiry; and
- (b) leave not due for a period not exceeding 360 days during the entire service shall not be granted to such an employee unless he is suffering from T.B., Leprosy, Cancer or mental illness and the following conditions are fulfilled :-

- (i) that the Board employee has put in a minimum of one year's service;
- (ii) that the post from which the Board employee proceeds on leave is likely to last till his return to duty; and
- (iii) the request for the grant of such leave is supported by a medical certificate of the Authorised Medical Attendant.

8.70. No leave is admissible to temporary establishment paid from contingencies on contingent bills. Such establishment may, however, be allowed extraordinary leave under Regulation 8.71.

(ii) EXTRAORDINARY LEAVE.

8.71 The provision of Regulation 8.55 shall also apply to a Board employee not in permanent employment but the period of extraordinary leave on any one occasion does not exceed :-

- (i) Two years in the case of a Board employee who has been in continuous Board's service for a period exceeding one year; and
- (ii) One year in the case of a Board employee whose service is less than one year.

Note 1. Where a Board employee, who is not a permanent employee, fails to resume duty on the expiry of the maximum period of extraordinary leave granted to him or where such a Board employee who is granted a lesser amount of extraordinary leave than the maximum amount admissible remains absent from duty for any period which together with the extra-ordinary leave granted exceeds the limit upto which he could have been granted such leave under the rule, he shall be liable to be removed from service in accordance with the procedure laid down in the PSEB employees (Punishment appeal) Regulations, 1971.

Note 2. The period of extraordinary leave when separated by a spell of vacation will be treated as one continues spell of extraordinary leave for applying the limits specified in this rule.

(iii) MATERNITY LEAVE.

8.72 The provisions of Regulation 8.60 apply *mutatis mutandis* to the temporary and officiating Board employees, whose leave is regulated by the regulations in this part.

8.73 Any other kind of leave may be permitted to be prefixed

to maternity leave without insisting on a medical Certificate. But any leave applied for in continuation of the maternity leave may be granted only if the request is supported by a medical certificate.

(iv) SPECIAL DISABILITY LEAVE

8.74 The provisions of Regulation 8.57 and 8.58 apply mutatis mutandis to temporary and officiating Board employees, whose leave is regulated by the regulations in this part.

(v) TERMINAL LEAVE

8.75 (1) Earned leave to the extent due and admissible at a time can be granted to temporary employees (other than those employed on a contract basis) at the discretion of the sanctioning authority on the termination of service on account of retrenchment or on the abolition of posts before attaining the age of superannuation, even when it has not been applied for and refused in the public interest. In all cases, however, where any notice of termination of service is required to be given under the terms of employment of the temporary employee concerned, and that employee is relieved before the expiry of the notice, such notice or the unexpired portion thereof should run concurrently with the leave granted.

- (2) Such terminal leave may also be granted to--
- (a) re-employed pensioners who are treated as "new entrants" in the matter of leave, subject to the condition that such pensioners will not be entitled to draw their pension during the terminal leave if the pension was held in abeyance during the period of re-employment;
 - (b) unqualified persons who may have to vacate their temporary posts to make room for qualified candidates;
 - (c) persons whose services may have to be dispensed with, as a matter of administrative convenience as an alternative to the initiation of disciplinary proceedings against them.

Note 1. This regulation shall not apply to Apprentices and persons in non-continuous employment of Board who will continue to be governed by the normal regulations applicable to them.

Note 2. Terminal leave under this regulation will not be admissible in the following circumstances :-

- (i) where the employee concerned has been dismissed or removed

from service, or where service is terminated in the interest of national security; or

- (ii) where the employee concerned resigns his post of his own volition unless the resignation is for reasons of ill-health or for other reasons beyond his control. Leave not exceeding half the amount of earned leave which the Board employee concerned can avail of at a time may, however, at the discretion of the sanctioning authority be allowed in this case;
- (iii) where the services of a temporary Board employee are lent on terms which include the payment of leave salary contribution, the grant of leave on termination of the employment under Board will in such cases, be at the cost and within the discretion of the parent employer.

Note 3. It will not be necessary to extend the temporary post to cover the period of the leave granted to a Board employee at the end of his temporary employment.

Note 4. Retrenched Board employees, who are re-employed before the expiry of their terminal leave with no break in service are to be deemed to be in continuous Board service and allowed the benefit of their previous service for calculating causal and earned leave due to them their re-employment.

Note 5. A temporary Board employee continues in service during that part of terminal leave only which runs concurrently with the notice period and ceases to be in Board service on the expiry of the notice period, the leave to the extent it goes beyond the notice period being treated as a terminal benefit only.

(vi) LEAVE BEYOND THE DATE OF COMPULSORY RETIREMENT

8.76 The provisions of Regulation 8.22 apply mutatis mutandis to temporary and officiating Board employees whose leave is regulated by the regulation in this part.

(vii) LEAVE SALARY

8.77 The provisions of Regulation 8.56 shall apply mutatis mutandis in the case of Board employees governed by the regulations in this part.

Note :- During re-employment after retirement from pensionable service, an officer's pension is either held in abeyance or is allowed to be drawn separately, a suitable reduction being made in the re-employed pay where ever necessary. An officer whose pension is drawn separately during re-employment and who proceeds on earned leave or half pay leave or commuted leave will be entitled to leave salary based on the net reemployed pay (i.e., exclusive of the pension and/or pension equivalent of gratuity) and will continue to draw the pension separately in addition. An officer whose

pension has been held in abeyance will draw the leave salary based on the net re-employed pay (i.e., pay minus the amount of the uncommuted pension and/or pension equivalent of gratuity) and in addition an amount equivalent to the pension which was held in abeyance. In either case the leave salary (exclusive of the pension or the amount equivalent to pension which was held in abeyance, and/or pension equivalent of gratuity) admissible during half pay leave or commuted leave will be subject to the monthly maximum of Rs.750/- and Rs. 1500/-, respectively.

During the period of extraordinary leave, an officer whose pension has been held in abeyance will be allowed to draw only an amount equivalent to the pension which was held in abeyance. Where the pension is drawn separately it will continue to be so drawn during the period of extraordinary leave also.

The leave salary in respect of earned leave, half pay leave and commuted leave of officers, who were governed by the Contributory Provident System prior to retirement, will be based on their net re-employed pay. They will not draw any leave salary during the period of extraordinary leave.

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CHAPTER IX - JOINING TIME

CONDITIONS UNDER WHICH ADMISSIBLE

9.1 Joining time may be granted to a Board employee to enable him-

- (a) to join a new post either at the same or a new station, without availing himself of any leave on relinquishing charge of his old post;
- (b) to join a new post in a new station on return from--
 - (i) earned leave not exceeding 180 days, in respect of Board employees subject to the leave regulations in Section II of Chapter VIII;
 - (ii) leave, other than that specified in sub clause (i) when he has not had sufficient notice of his appointment to new post;
- (c) (i) to proceed on transfer or on the expiry of leave from a specified station to join a post in a place in a remote locality which is not easy of access;
- (ii) to proceed, on relinquishing charge of a post on transfer or leave, in a place in a remote locality which is not easy of access to a specified station.

Note 1. The authority which granted the leave will decide whether the notice referred to in clause (b) (ii) was insufficient.

Note 2. The time reasonably required for journeys between the place of training and the station to which a Board employee is posted immediately before and after the period of training should be treated as part of the training period. This does not apply to probationers holding "training post" which they may be considered as taking with them on transfer. Such probationers are entitled to joining time when transferred.

Note 3. When a Board employee holding a temporary post is offered through his official superior another such post at some other station at any time before the abolition of his post, he is entitled to joining time.

Note 4. No joining time, joining time pay or travelling allowance shall be granted to an employee of another Board/ Government who is appointed to a post under this Board after termination of his employment thereby resigning or other wise, unless the employment of a particular employee under this Board is in the wider public interest. If joining time is allowed in any particular case it should be the minimum necessary and should in no case exceed the actual transit period.

Note 5. Joining time, joining time pay and travelling allowance of Board employees appointed to posts under the Board on the results of a Competitive Examination, which is open to both Board employees and others, is regulated as under :-

- (a) travelling allowance, joining time and joining time pay should ordinarily be allowed to all Board employees who hold permanent post in the substantive capacity ; and that,
- (b) no travelling allowance, joining time pay should be granted in the case of those who are employed in a temporary capacity without the sanction of the Board.
- (c) for the purpose of clause (a) above provisionally permanent and quasi permanent board employees shall be treated as on par with the permanent Board employees.

9.2 No joining time is allowed in cases when a Board employee is transferred from one post to another in the same office establishment.

9.3 (a) A Board employee on transfer during a vacation may be permitted to take joining time at the end of the vacation.

(b) If vacation is combined with leave, joining time shall be regulated under Regulation 9.1 (b) (i), if the total period of earned leave and vacation combined is of not more than 180 days duration.

9.4 If a board employee takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post must be included in his leave. On expiry of the leave, the Board employee may be allowed normal joining time.

CALCULATION OF JOINING TIME

9.5 The joining time of a Board employee, in cases involving a transfer from one station to another; neither of which is in a remote locality not easy of access, is subject to a maximum of 30 days. Six days are allowed for preparation and in addition, a period to cover the actual journey calculated as follows :-

- (a) A Board employee is allowed :-
 - (i) For the portion of the Actual time occupied
journey which he travels in the journey.
by air-craft.
 - (ii) For the portion of the One day for each.
journey which he travels
or might travel.

- (a) By Railway ...500 Kilometres.
- (b) by ocean steamer 350 Kilometres } Or any longer
time actually
occupied in
the journey.
- (c) By river steamer ...150 Kilometres }
- (d) By motor vehicle or horse-drawn conveyance. ...150 Kilometres.
- (e) In any other way ...25 Kilometres.
- (b) (i) For purpose of journey by air under clause (a)
(i) a part of day should be treated as one day;
- (ii) a day is also allowed for any fractional portion of any distance prescribed in clause (a) (ii).
- (c) When part of the journey is by steamer, the limit of six days for preparation may be extended to cover any period unavoidably spent in awaiting the departure of the steamer.

Note : If a steamer is not due to start immediately after the expiry of six days from the day when the Board employee gives over charge, the Board employee may add to his joining time the number of days intervening between the expiry of the six days and the departure of the next steamer, whether he actually starts during the first six days or by the next boat after their expiry.

- (d) Travel by road not exceeding 8 Kilometres to or from a railway station or steamer Ghat at the beginning or end of a journey does not count for joining time.
- (e) A Sunday does not account as a day for the purpose of the calculations in this regulation but Sundays are included in the maximum period of 30 days.

EXCEPTION: The authority sanctioning the transfer may in special circumstances reduce the period of joining time admissible under this regulation.

9.6 Not more than one day is allowed to a Board employee in order to join a new post when the appointment to such post does not necessarily involve a change of residence from one station to another. A holiday counts as a day for the purpose of this regulation.

9.7 When holiday(s) follow(s) joining time, the normal joining time, may be deemed to have been extended to cover such holiday(s).

9.8 Except in the case of a journey performed by air which will be governed by the provisions in clause (a) (i) of Regulation 9.5 by whatever route a Board employee actually travels his joining time shall, unless a competent authority for special reasons otherwise order, be calculated by the route which travellers ordinarily use. (See Sr. No. 29 Chapter XV)

9.9 (a) The joining time of a Board employee under clause (b) (i) and (ii) of Regulation 9.1 will be counted from his old station or from the place at which he receives the order of appointment, whichever calculation will entitle him to less joining time. If, however, such a Board employee actually performs the journey to his old headquarters for winding up his personal affairs, etc., his joining time will be calculated from the old headquarters to the new headquarters, irrespective of the place where he spends leave or receives posting orders. A certificate to the effect that the Board employee had actually performed the journey from the station where he was spending leave to the old headquarters for winding up personal affairs should be furnished by the officer concerned with his charge report for assumption of the post at the new headquarters. The responsibility for obtaining the certificate from a gazetted officer would rest with the Accounts Officer concerned and for Non-Gazetted staff, with the head of office.

(b) A Board employee taking joining time under clause (b) (i) of Regulation 9.1 who receives, while on leave (whether spent in or out of India); order of transfer to a station other than that from which he took leave, will be granted full joining time admissible under clause (a) above, without reference to the authority which granted the leave and irrespective of the date on which the orders of transfer are received by him. Should he join his new appointment before the expiry of such leave plus the joining time admissible, the period short taken should be considered as leave not enjoyed, and a corresponding portion of the leave sanctioned should be cancelled without any reference to the authority which granted the leave. If in any case, the Board employee desires not to avail himself of the full period of joining time admissible the period of leave and joining time should be adjusted with reference to such option.

9.10 If a Board employee is authorised to make over charge

of a post elsewhere than at his headquarters his joining time shall be calculated from the place at which he actually makes over charge.

9.11 If the headquarters of a Board employee, while on tour is changed to the tour station itself, or a temporary transfer is converted into permanent transfer by the competent authority, his joining time may be calculated from the old headquarters to the new headquarters, in case he actually performs the journey to his old headquarters for winding up his household etc.

9.12 If a Board employee is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the order of appointment.

Note : A second period of six days for preparation should not be included in calculating the joining time of a Board employee whose appointment is changed while he is in transit.

9.13 When a board employee under the administrative control of the Board is transferred to the control of another Board/ Government, his joining time for the journey to join his post under that Board/ Government and for the return will be governed by the regulations/ rules of that Board/Government.

PAY DURING JOINING TIME

9.14 A Board employee on joining time shall be regarded as on duty, and shall be entitled to be paid as follows :-

- (a) where joining time is granted under clause (a) of Regulation 9.1 the pay which he would have drawn if he had continued in the old post; or the pay which he will draw on taking charge of the new post, whichever is less;
- (b) where the joining time is granted under clause (b) of Regulation 9.1 :-
 - (i) If it is in continuation of leave which included a period of earned leave pay equal to the leave salary which he last drew during such leave at the rate prescribed for payment of leave salary, - and
 - (ii) If it is in continuation of leave which did not include a period of earned leave-pay equal to the leave salary which the Board employee would have drawn under the leave regulations applicable to him as if he had been on earned leave for the period of joining time;

- (c) where joining time is granted under clause (c) of Regulation 9.1 the pay which he would draw in his post in the remote locality .

Provided that :-

- (i) a Board employee on transfer shall not be entitled to any pay for the period of joining time unless his transfer is in the interest of public service;
- (ii) no joining time pay shall be granted to a Board employee who does not hold a permanent post under the Board in a substantive capacity or a post under the Board in a quasi-permanent capacity, when he is appointed to a new post on the results of a competitive examination or interview which is open to both Board employees and others.

Note : A Board employee on transfer is not entitled to be paid while on joining time unless his transfer is made in the public interest.

In such cases the Board employee may be granted regular leave by the competent authority under the leave regulations admissible to him even if the transfer is at his own request to cover the period after handing over charge at the old station and before taking over at another, if the Board employee applies for it and the competent authority is willing to sanction it. In case, however, where the Board employee does not apply for leave to cover the period spent in transits, this period should be treated as "dies-non" for purposes of leave, increment and pension.

9.15 No extra pay (where the transfer involves the grant of extra pay) can be drawn in any case by a relieving Board employee, until the transfer is complete, but as far as ordinary pay and allowances are concerned an exception may be made to the general regulation. In all cases in which the charge to be transferred (whether a Division, a Sub-Division or other charge) consists of several scattered works which the relieving and the relieved Board employees are required, by the orders of a superior officer, to inspect together before the transfer can be completed. The relieving Board employee will be considered as on duty if the period taken in carrying out these inspections is not considered by the Superintending Engineer to be excessive. While so taking over charge the relieving Board employee will draw :-

- (i) if he is transferred from a post which he holds substantively his presumptive pay in that post;
- (ii) If he is transferred from a post which he has held in an officiating capacity, the officiating pay admissible in

that post; provided it is not more than the pay he would draw after the transfer is complete; otherwise his presumptive pay in the permanent post on which he had a lien prior to transfer;

- (ii) if he returns from leave, his pay during the period of taking over charge be regulated as follows -
- (a) if he went on leave while working in the post held by him substantively, the presumptive pay of that post; and
- (b) if he went on leave while working in a post in an officiating capacity, the officiating pay of that post or the pay which will be admissible to him in the new post, after taking over charge, whichever is less.

Note 1. The concession of house-rent allowance or free quarter ordinarily admissible to a Board employee should be treated as "ordinary pay and allowances" with in the meaning of this regulation and is admissible to both the relieved and the relieving Board employees during the period occupied by them in handing over and taking over charge.

Note 2. In each case where it has been decided to treat the period of taking over charge of a relieving officer as "duty" under the provisions of this regulation, a declaration in the following proforma should be issued :-

DECLARATION

I, _____
(Name) (Designation)

declare that Shri _____
(Name & designation of the officer to be relieved)

and Shri _____
(Name of the relieving officer)

_____ were engaged in joint
(Designation)

inspection of serval scattered work and /or stores during the period from _____ to _____ in connection with handing over and taking over charge and I do not consider the above period as excessive during which Shri _____ shall be treated as on duty.

Station _____ (Name of relieving officer)
Date _____ Designation

PERIOD FOR HANDING/TAKING OVER CHARGE

9.16 The period for handing over/taking over charge be allowed to the various categories of employees as under :-

(1) Head Draftsman	1 day	Subject to maximum of 4
(2) Sub Divisional Clerk	2 days	months under all circumstances.
(3) Record Keeper	2 days	S.E. will be competent to grant'
(4) Divisional Head Clerk	2 days	approval of the handing over/ taking over period upto 3 .
(5) Revenue Accountant	2 days	months and the time taken in
(6) Assistant Revenue Accountant	2 days	excess will be sanctionable by the C.E. on the recommendation
(7) Line Superintendent (Field)	2 days	of the S.E. with full justification.
(8) Central stores.....	20 Items	of stores per day including heavy items
(9) Divisional Stores	25	----do----
(10) Sub Divin : Stores	30	----do---

Sub Office Stores

OVERSTAYAL AND EXTENSION OF JOINING TIME

9.17 A Board employee who does not join his post within his joining time is entitled to no pay or leave-salary after the end of the joining time. Wilful absence from duty after the expiry of joining time may be treated as misbehaviour for the purpose of Regulation 3.16.

9.18 (a) A competent authority may, in any case extend the joining time admissible under these regulations, provided that the general spirit of the regulations is observed . (See Sr. No. 30 Chapter XV)

(b) Within the prescribed maximum of thirty days, the appointing authority may, in the case of Board employees under their control, extend the joining time admissible under the regulations to the extent necessary in the following circumstances:-

- (i) when the Board employee has been unable to use the ordinary mode of travelling or., notwithstanding due diligence on his part, has spent more time on the journey than is allowed by the regulations; or
- (ii) when such extension is considered necessary for the public convenience or for the saving of such public

expenditure as is caused by unnecessary or purely formal transfers;

- (iii) when the regulations have, in any particular case, operated harshly, as for example when a Board employee has through no fault on his part missed a steamer or fallen sick on the journey.

**JOINING TIME TO PERSONS NOT IN BOARD SERVICE ON
JOINING THE BOARD SERVICE AND ON
REVERSION FROM IT**

9.19 A person in employment other than Board service or on leave granted from such employment, if in the interest of Board, he is appointed to a post under another Board/ Government, may at the discretion of the Board be treated as on joining time while he prepares for and makes the journey to join the post under the Board, and while he prepares for and makes the journey on reversion from the post under Government/Board to return to his original employment. During such joining time he shall receive pay equal to the pay, or, in the case of joining time immediately following leave granted from the private employment, to the leave salary, paid to him by his private employer prior to his appointment to Board's service or pay equal to the pay of the post in another Board/ Government service, whichever is less.

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CHAPTER -X

FOREIGN SERVICE AND DEPUTATION IN INDIA

10.1 **Meaning of Foreign Service** :-- As for definition given in Regulation 2.24 Foreign Service means service in which a Board employee receives his pay with the sanction of the Board from any source other than the revenues of the Board.

GENERAL CONDITIONS FOR FOREIGN SERVICE

10.2 (a) A competent authority may sanction the transfer of a Board employee to foreign service in or out of India:

Provided no Board employee may be transferred to foreign service against his will:

Provided further that a Board employee may, in public interest, be transferred without his consent to foreign service under a Company, a Corporation or a Body whether incorporated or not, which is wholly or substantially owned or controlled by the State Government or under a Municipal Corporation or a local body within the State of Punjab or under the Bhakra Beas Management Board or the Beas Construction Board :

Provided further that no Board employee shall be transferred to a post carrying pay which is less than or a pay scale the maximum of which is less than the basic pay he would have drawn but for his transfer to foreign service :

Provided further that no Board employee shall be transferred to foreign service unless the foreign employer undertakes to afford him, as far as may be, privileges not inferior to those which he would have enjoyed under the Punjab Services (Medical Attendance) Rules, 1940, as amended from time to time, if he had been employed in the service of the Punjab State Electricity Board.

10.2 (aa) A Board employee may, in public interest, be deputed without his consent to a post under the Administration of Union Territory, Chandigarh;

Provided that no Board employee shall be deputed under this clause to a post carrying pay which is less than or a pay scale the maximum of which is less than the basic pay he would have drawn but for this deputation.

(b) The Board which will be entitled to recover pension contribution on behalf of a Board employee lent to foreign service

should be regarded as the Board competent to sanction the transfer.

10.3 A transfer to foreign service is permissible, if the following conditions are fulfilled :--

- (a) the duties to be performed after the transfer are such as should, for public reasons, be rendered by a Board employee;
- (b) the Board employee transferred holds, at the time of his transfer to foreign service a post paid from Board revenues, or holds a lien on a permanent post, or would hold a lien on such a post had his lien not been suspended. Transfer of a temporary Board employee to foreign service who fulfils this condition of lien is also permissible ;
- (c) A Board employee transferred to foreign service shall remain in the cadre or cadres in which he was included in a substantive or officiating capacity immediately before his transfer.

PAY AND JOINING TIME

10.4 (a) A Board employee in foreign service shall draw pay from the foreign employer from the date on which he relinquishes charge of his post in Board service. The amount of his pay, the amount of joining time admissible to him and his pay during such joining time will be fixed by the authority sanctioning the transfer in consultation with the foreign employer (See Sr. No. 31 Chapter XV)

The competent authority may by general order impose such restrictions in regard to the admissibility of pay to an employee transferred to foreign service, as it may deem fit. Annexure 'A' contains the restrictions regulating the amount of remuneration to be paid to Board employees on foreign service in India.

10.5 A Board employee transferred to foreign service if appointed to officiate to a post in Board service, before his term of foreign service expires or before he reverts to his parent service in normal course shall draw pay calculated on the pay of the post in which he holds a lien or would hold a lien had his lien not been suspended and that of the post in which he officiates. In other words his foreign service will be taken into account in fixing his pay on appointment as above.

Note : In case of foreign service out of India the entitlement of the Board

employee to sterling overseas pay is to be decided in consultation with the foreign employer and keeping in view the rupee value of the sterling pay (Also see note 1 below article 229 of the Account Code, Volume IV)

PENSION AND LEAVE SALARY

- 10.6 (a) A Board employee transferred to foreign service may not, without the sanction of the competent authority, accept a pension or gratuity from his foreign employer in respect of such service.
- (b) When any Board employee whose services are lent on *foreign service conditions* retires from Board service, without at the same time, retiring from the service of his foreign employer, the Chief Accounts Officer shall communicate to the foreign employer through the usual authorities a statement showing the date of retirement and the amount of pension drawn from the Board so as to give the foreign employer the opportunity, if he be so inclined, of revising the existing terms of employment.
- (c) The employee on foreign services out of India, if he so chooses, may accept gratuity from the foreign Government but the service rendered by him with that Government shall not qualify for pension under the Punjab State Electricity Board. The gratuity so accepted shall be credited into the General Provident Fund or the Contributory Provident Fund account, as the case may be, of the employee concerned.
- 10.7 (a) While a Board employee is in foreign service, contribution towards the cost of his pension shall be paid to Board revenues on his behalf.
- (b) If the foreign service is in India, contributions shall be paid on account of the cost of leave salary also.
- (c) Contribution due under sub-regulations (a) and (b) above shall be paid by the Board employee himself, unless the foreign employer consents to pay them. They shall not be payable during leave taken while in foreign service.

- (d) (i) A Board employee in foreign service out of India may be granted leave by his employer on such conditions as the employer may determine. In any individual case the authority sanctioning the transfer to foreign service may determine before hand in consultation with the foreign employer the conditions on which leave will be granted by such employer. The leave salary in respect of leave granted by said employer will be paid by him and the leave will not be debited against the Board employee's leave account.

Note : Leave granted under this sub-regulation should be treated as leave and not as duty for the purpose of pension.

- (ii) In special circumstances, the authority sanctioning transfer to foreign service out of India may make an arrangement with the foreign employer under which leave may be granted to the Board employee in accordance with the regulations applicable to him as a Board employee, if the foreign employee pays leave contribution at the prescribed rate.

RATE OF CONTRIBUTIONS PAYABLE ON ACCOUNT OF PENSION AND LEAVE SALARY

10.8 (1) The rates of contribution payable on account of pension and leave salary shall be such as the competent authority may by general order specify with a view to :--

- (a) to secure to the Board employee the pension that he would have earned by service under Board, if he had not been transferred to foreign service; and
- (b) to secure to Board employee leave salary on the scale and under the conditions applicable to him.

(2) A competent authority may remit the contributions due in any specified case or class of cases as is done in the case of transfer of Assistant Medical Officers to foreign service in Local Fund Charitable Hospitals and Dispensaries.

(3) While calculating the rate of leave salary admissible in the case of Board employee entitled to a lien in a post and paying his own contributions, the pay drawn in foreign service shall account for the purpose of pay on the last day of duty.

Note : The rates of contributions prescribed under this regulation and the

method of their calculation are given in Annexure 'B' appended to this Chapter.

TIME LIMIT FOR PAYMENT OF CONTRIBUTIONS

10.9 The payment leave salary and pension contribution in respect of Board employee in foreign service shall be made (Separately as they are creditable to different heads of accounts) by the foreign employer or by the employee concerned as specified in the terms of transfer to foreign service within fifteen days from the end of the financial year or at the end of the term of the foreign service, whichever is earlier. No dues recoverable from Board on any account, shall be set off against these contributions.

INTEREST ON OVERDUE CONTRIBUTIONS

10.10 In case the contribution is not paid within the specified period, interest shall be paid to Board on unpaid contribution, according to the terms of foreign service at the rate of two paise a day for one hundred rupees from the date of expiry of that period upto the date on which the contribution is finally paid. Where contributions are paid not in cash but by book adjustments in the accounts made by Chief Accounts Officer any interest levied on overdue contributions should be charged up to the date on which the adjustment is finally made in the accounts.

REMISSION OF INTEREST

10.11 The competent Authority may remit interest on overdue contributions in exceptional circumstances when for instance the payment of the contribution has been delayed through no fault of Board employee or the foreign employer concerned. Interest will not be remitted in consequence of delay on the part of the C.A.O. to make a claim, if the facts on which the claim is based were within the knowledge of the Board employee or the foreign employer concerned.

10.12 If a Board employee transferred to foreign service withholds the contributions, he shall forfeit the right to count as duty in Board service the time spent in foreign service. The contribution paid on his behalf maintains his claim to pension or/and leave salary, as the case may be in accordance with the regulations of service of which he is a member. Neither the Board employee nor the foreign employer has any right of property in a contribution paid and no claim for refund can be entertained.

LEAVE WHILE ON FOREIGN SERVICE

10.13 A Board employee transferred to foreign service shall before taking up his duties in foreign service, acquaint himself with the rules/ Regulations or arrangements which will regulate his leave during such service.

10.14 A Board employee transferred to foreign service in India may not be granted leave otherwise than in accordance with the regulations applicable to the service of which he is a member, and any may not take leave or receive leave salary from Board unless he actually quits duty and goes on leave.

10.15 A Board employee transferred to foreign service in India shall be personally responsible, for the observance of regulation 10.14. By accepting leave to which he is not entitled under the regulations he renders himself liable to refund leave salary irregularly drawn and in the event of his refusing to refund, to forfeit his previous service under Board, and to cease to have any claim on Board in respect of either pension or leave salary.

10.16 (a) A Board employee in foreign service out of India may be granted leave by his employer on such conditions as the employer may determine. In any individual case the authority sanctioning the transfer to foreign service may determine before hand in consultation with the foreign employer, the conditions on which leave will be granted by such employer. The leave salary in respect of leave granted by the said employer shall be paid by him and the leave shall not be debited against the Board employee's leave account. Leave granted under this clause should be treated as leave and not as duty for the purpose of pension.

(b) In special circumstances, the authority sanctioning transfer to foreign service out of India may make an arrangement with the foreign employer under which leave may be granted to the Board employee in accordance with the regulations applicable to him as a Board employee, if the foreign employer pays leave contribution at the rate prescribed under regulation 10.8 or otherwise specified.

10.17 The grant of leave preparatory to retirement to a Board employee coupled with permission to remain in the service of the foreign employer shall be regulated in the following manner :--

- (1) In the case of a Board employee, who is already on foreign service in or out of India under a body corporate, owned or controlled by Govt. applies for leave preparatory to retirement, the leave applied for can be

granted only if the body corporate, owned or controlled by Govt. is prepared to release him from its employment to enable him to enjoy the leave.

- (2) In the case of a Board employee who is transferred to foreign service in or out of India under a Body other than a body corporate, owned or controlled by Govt. who applies for leave preparatory to retirement, such a leave shall be admissible only where the Board employee quits duty under the foreign employer. In other words he will not be permitted to continue in employment under the foreign employer while on leave preparatory to retirement. If he is allowed to continue in the employment of the foreign organisation after the date of superannuation, he shall be treated purely as on private employment.

REVERSION FROM FOREIGN SERVICE :

10.18 A Board employee reverts from foreign service to Board service on the date on which he takes charge of his post in Board service; provided that if he takes leave on the conclusion of foreign service before rejoining his post, his reversion shall take effect from such date as the competent authority may declare.

10.19 When a Board employee reverts from foreign service to board service, his pay shall cease to be paid by the foreign employer, and his contributions shall be discontinued, with effect from the date of reversion.

RECOVERIES IN THE CASES OF ADDITIONS TO REGULAR ESTABLISHMENT

10.20 (1) The following regulations shall govern recoveries in the cases of additions made to a regular establishment from the persons for whose benefit the additional establishment is created on the condition that its cost or a definite portion of its cost shall be recovered from the persons concerned :-

- (a) The amount to be recovered shall be the gross sanctioned cost of the service or of the portion of the service as the case may be, and shall not vary with the actual expenditure of any month.
- (b) The cost of the service shall include contributions at such rates as may be laid down under regulation 10.8 and the contributions shall be calculated on the sanctioned rates of pay of the members of the establishment.

- (c) A competent authority may reduce the amount of recoveries or may entirely forego them.
- (2) The following procedure shall be adopted in applying the rates of contribution prescribed under regulation 10.8 to cases falling under this regulation :--
- (i) **Pension Contribution :-** In the case of a Board employee of one of the Provincial Service, Class I, or holding a special post of corresponding rank, the amount to be recovered as contribution shall be the average of the rates prescribed in column 2 of the table in Annexure B to this Chapter.

In the case of employees of other services or those holding special posts of corresponding ranks a fraction of the total maximum monthly pay of all the sanctioned posts equal to the average of the percentages laid down in columns 3 and 4 of the table referred to above shall be levied.

- (ii) **Contribution of leave salary :-** The rate of calculating the amount to be levied as contribution in respect of a member of one of the Provincial Services, Class I, or holding a special post of corresponding rank shall be the average of the rates prescribed for Board employees subject to ordinary leave regulations in Chapter VIII, whereas the actual percentage prescribed for other board employees shall be levied on the total sanctioned cost, or in the case of time-scale or pay on the average cost of all the posts concerned.

(3) The procedure laid down in sub-regulation (2) above shall also be applicable to all Board commercial concerns in which leave and pensionary charges are adjusted on contribution basis in their regular commercial accounts or in which pensionary charges are taken into account calculating the issue price of goods manufactured or fees for service rendered or to any other department in which pensionary charges are adjusted in the regular accounts on the basis of foreign service contribution rates.

GENERAL CONDITIONS OF DEPUTATION AND DEPUTATION ALLOWANCE

GENERAL CONDITIONS

- 10.21 (1) (i) The term 'deputation' covers only appointment made by transfer on temporary basis. Appointments

of Board employees made either by promotion or by direct requirement in competition with candidates from the open market, whether on a permanent or temporary basis shall not be regarded as deputation. Similarly, permanent appointments made by transfer shall not be treated as deputation.

(ii) The transfer of an employee from one department to another department under the Punjab State Electricity Board will not be considered as deputation and no deputation allowance will be admissible.

(iii) The term 'Basic Pay' for this for this purpose shall mean the pay drawn in the scale of pay of the substantive appointment held or the pay in the scale of pay of the officiating appointment in an employee's present cadre provided the officiating appointment so held was not in a tenure post and it is certified by the appointing authority that but for the deputation the employee concerned would have continued to hold the officiating appointment indefinitely.

(iv) Personal pay, if any, drawn by an employee on the post in his parent department may be allowed in addition and will not be absorbed in the deputation allowance, but will be absorbed in other increases in pay e.g. increments or increase of pay by promotion or for any other reason.

DEPUTATION ALLOWANCE

10.21 (2) The grant of deputation allowance to Punjab State Electricity Board employees who are transferred on deputation or to foreign service to other State Govts. or the Central Govt., or bodies (incorporated or not), wholly or substantially owned or controlled by Govt.; provided the transfer is outside the regular line and is in the public interest shall be regulated as under :—

(1) The deputation allowance shall be at the uniform rate of ten percent of the employee's basic pay and shall be subject to a maximum of three hundred rupees per mensem :

Provided that a board employee on deputation or on foreign service on or after the first day of January, 1978, but before the notification of amendment in PSEB

M.S.R. Vol. I, Part I, vide Office Order No.468 dated 4.12.82, may, at his option to be exercised within a period of sixty days of such notification draw deputation allowance at the uniform rate of twenty percent of his unrevised pay till the expiry of the existing term of his deputation;

Provided further that the basic pay plus the deputation allowance shall in no case exceed three thousand rupees per mensem.

- (2) The deputationist shall either be allowed special pay or deputation allowance on his basic pay and not both, irrespective of the fact whether the special pay has been sanctioned for the parent post in lieu of higher time scale or otherwise. Similarly special pay, if any, attached to a deputation post shall also not be admissible along with deputation allowance.
- (3) Any project allowance admissible in a project area may be drawn in addition to the deputation allowance.
- (4) Where a special rate of deputation allowance is admissible in any area on account of conditions of living there being particularly arduous or unattractive, such a special rate being more favourable than that admissible under these regulations, the Board employees deputed to such area will be given the benefit of the special rate.
- (5) The deputation of an employee to the Union Territory of Chandigarh or transfer of an employee to foreign service under the Bhakra Beas Management Board or the Beas Construction Board, shall be treated as service in the interest of the Pb. State Electricity Board and no deputation allowance shall be admissible.

PAY ON DEPUTATION TO UNIVERSITIES, CORPORATIONS, LOCAL BODIES AND OTHER CORPORATE BODIES

10.22 (1) The board employees who go on deputation on foreign service to the Universities, Corporations, Local Bodies and other corporate bodies shall not be allowed to get higher start. In case a board employee wants to take advantage of a higher scale of pay advertised by the Universities, Corporations, Local bodies and other corporate bodies he can do so after resigning from service.

(2) A Board employee placed on deputation may opt to draw either the pay in the scale of pay of the new post, as may be fixed under the normal regulations, or his basic pay in the Board plus personal pay, if any, under regulation 10.21 plus deputation allowance. For determining the pay under the normal regulations for this purpose in case of deputation to autonomous bodies, it may be assumed that the Board regulations apply. The option once exercised shall be final except that on each occasion when such an employee receives proforma promotion in his parent Board under the next below regulation or is reverted to a lower grade in the parent Board or is appointed to another grade by the borrowing agency a fresh option shall be allowed to him.

(3) The employee on deputation may be given the benefit of the 'next below' regulations.

(4) No Board employee shall receive an abnormal increase in pay because of his deputation. In cases in which a Board employee is sent on deputation against a post the minimum scale of pay of which plus deputation allowance substantially exceeds the emoluments normally admissible to the deputationist, viz, the pay which he draws in the post from which he proceeds on deputation plus deputation allowance. The authority ordering the deputation shall restrict the pay in a suitable manner to curtail the substantial excess thereof.

(5) (i) These regulations also apply in other cases of deputation or appointments of employees of other State Governments and the Central Govt., to posts under the Punjab State Electricity Board. Where, however, special orders may exist in respect of appointments of a specific category of employees to a specified class of posts, those orders will continue to be applied instead of these orders.

(ii) If a Central Govt. or any other State Govt. employee on deputation to the Punjab State Electricity Board or a Punjab State Electricity Board employee on deputation to Central Govt. or any other State Govt. is allowed to retain the scale of pay, admissible to him in his parent Board plus deputation allowance, if any, dearness allowance should also be allowed under the rules/regulations of the parent Board or organisation. Local allowances such as compensatory (city) and house rent allowances will, however, be payable under the rules/regulations of the borrowing Govt./Board. If, however, the deputationist is appointed in the scale of pay prescribed for the post by the borrowing body, he should be allowed to draw all allowances including dearness allowance under the rules/regulations of the borrowing body. This sub-regulation

shall not be applicable to cases where separate orders are issued or where special terms of deputation are fixed in consultation with Finance Section.

(6) In a case, a person already on deputation is desired to be promoted to a higher post in the borrowing body, the borrowing Agency shall obtain the concurrence of the lending Board prior to that promotion. The lending Board shall in such a situation also decide how the pay in the higher post shall be regulated.

(7) This regulation shall not apply to cases of deputation to posts outside India.

HOW TO TREAT DEPUTATION ALLOWANCE

10.23 The deputation allowance admissible to PSEB employees transferred on deputation or to foreign service to any other State Government or the Central Government or bodies (incorporated or not) wholly or substantially owned or controlled by the State Government shall not count as emoluments for any purpose other than pension. In case of pension too it shall count as emoluments only if it is mutually agreed upon between the two bodies that it shall so count for the purpose of pension and the sharing of additional liability is also settled before hand.

Note : The Rules regarding leave salary and pension contribution as laid down in Appendix 3 to the Account Code, Volume I shall apply in cases where a permanent Board employee is appointed under a different body through open competition, provided he is not required to resign his previous appointment and the Board under whom he was employed prior to his appointment under a different Body through open competition agrees to retain his lien until he is finally absorbed by the latter Body.

RESTRICTION ON GRANT OF EXTRA-ORDINARY CONCESSIONS

10.24 The grant of extraordinary attractive concessions in the shape of higher pay scales, additional remuneration, conveyance allowance, free residential accommodation, free use of electricity and water, free use of car, use of servants for private purposes, samptuary allowance and bonus or award for good work shall not be allowed to Board employees deputed on foreign service to private bodies without the prior approval of the Finance Section.

PERIOD OF DEPUTATION

10.25 The initial period of deputation may be extended upto five years by the Board and if in rare case of special nature, the

exigencies so require in public interest, such period may be extended beyond five years by the Board.

Provided that where the Board agrees to extend the period of deputation of an employee beyond a period of five years, the deputation allowance and other benefits available in the borrowing department or organisation in addition to those available in the Parent Department shall not be admissible during the period of deputation so extended.

TRAVELLING ALLOWANCE AND DAILY ALLOWANCE DURING DEPUTATION

10.26 A deputationist, or a Board employee on transfer to foreign service shall be entitled to the Travelling & Daily Allowance at the rates applicable in the borrowing organisation.

HOUSE RENT ALLOWANCE DURING DEPUTATION

10.27 House Rent Allowance will be admissible to a deputationist at the same rates as is admissible to the other Board employees of equivalent categories. A deputationist who may be already occupying a Board's residential accommodations will be required to vacate the same;

Provided that a Board employee on deputation or foreign service before the notification of amendment in the PSEB M.S.R. Vol I, Part-I vide Office Order No. 468 dated 4-12-82, may, at his option to be exercised within a period of sixty days of such notification, draw House Rent Allowance on the existing terms on the basis of his un-revised pay till the expiry of his existing term of deputation.

CONDITIONS TO BE OBSERVED WHILE SANCTIONING THE CASES OF DEPUTATION OR FOREIGN SERVICE

- 10.28 (1) A Board employee who has served on deputation or on foreign service should not be allowed to proceed on deputation or on foreign service again unless he has worked for a minimum period of two years on a post in his Board on reversion from deputation or foreign service from the first assignment so that Board may be able to make the best use of his service.
- (2) The Board has an inherent power to terminate deputation arrangements earlier than the period specified in the order of terms and conditions of

deputation when exigencies so demand. Board may, of its own motion or on the request of the borrowing organisation or authority, recall a Board employee at any time before the expiry of the period of deputation. However, to make it more clear and to remove any doubt in this behalf, a specific condition empowering the Board to recall a board employee before the expiry of the period of deputation shall invariably be incorporated in all orders transferring employees on deputation or to foreign service.

10.29 Any relaxation of the conditions and principles of deputation or foreign service laid down in this chapter will require prior concurrence of the Finance Section.

Part- A DEPUTATION TO PRIVATE EMPLOYER

10.30 A Board employee may be allowed to proceed on deputation to Private employer on the condition that such period of deputation will not be counted towards service and the private employer do not have any business dealings with the Punjab State Electricity Board. Further the Board can consider individual cases for deputation to private employer on merit basis keeping in mind the above points (conditions).

ANNEXURE 'A'

[REFERRED TO IN REGULATION 10.4 (a)]

The amount of remuneration to be granted to a Board employee transferred to foreign service in India be regulated by the following principles:-

- (1) When the transfer of a Board employee to foreign service in India is sanctioned, the pay which he shall receive in such service must be precisely specified in the order sanctioning the transfer. If it is intended that he shall receive any remuneration or enjoy any concession of pecuniary value, in addition to his pay proper, the exact notice of such remuneration or concession must be similarly specified. No Board employee will be permitted to receive any remuneration or enjoy, any concession which is not so specified, and, if the order is silent as to any particular remuneration or concession, it must be assumed that the intention is that it shall not be enjoyed.

(2) The following two general principles must be observed in sanctioning the conditions of transfer :

- (a) The terms granted to the Board employee must not be such as to impose an unnecessarily heavy burden on the foreign employer.
- (b) The terms granted must not be so greatly in excess of the remuneration which the Board employee would receive in Board service as to render foreign service appreciably more attractive than Board service.

Note : The intention of this principle is to prevent undue increase in the emoluments of the individual Board employee transferred to foreign service. His pay in foreign service should, therefore, be fixed with reference to the post which he would have held under Board, had he not been transferred and not with reference to the post in India corresponding to that held by him in foreign service.

(3) If the two principles laid down in paragraph (2) above are observed, a competent authority may sanction the grant of the following concessions by the foreign employer. Such concessions must not be sanctioned as a matter of course but in those cases only in which their grant is in accordance with local custom and the wishes of the foreign employer, and is, in the opinion of the competent authority, justified by the circumstances. The value of the concessions must be taken into account in determining appropriate rate of pay for the Board employee in foreign service :-

- (a) The payment of contribution towards leave salary and pension under the ordinary rules/regulations regulating such contributions.
- (b) The grant of conveyance allowance under the ordinary travelling allowance regulations of the PSEB or under the local rules/regulations of the foreign employer.
- (c) The use of tents, boats, and transport on tour; provided that this is accompanied by a corresponding reduction in the amount of travelling allowance admissible .
- (d) The grant of free residential accommodation which may be furnished , in cases in which the competent authority considers this to be desirable, on such

scale as may seem proper to that authority:

- (e) The use of motors, carriages and animals.
 - (f) Payment by the foreign employer of such compensatory allowance as would be paid by Board at the station at which he is employed in foreign service, to the Board employee in the service of that Board.
- (4) The grant of any concession not specified in paragraph (3) above requires the sanction of Finance Section.
- (5) Specific terms in regard to travelling allowance to be allowed to Board employees for journeys on transfer to foreign service, and on reversion therefrom, should invariably be prescribed by sanctioning authorities in consultation and agreement with the foreign employer, i.e., it should be made clear in the orders sanctioning the transfer whether the travelling allowance for such journeys, which is payable by the foreign employer is to be regulated by the Punjab State Electricity Board Main Services Regulations, Vol.III (Travelling Allowance Regulations) or by the rules/regualtions framed by the foreign employer.
- (6) The foreign employers should in the case of a Board employee transferred to foreign service accept liability for leave salary in respect of disability leave granted on account of disability incurred in and through foreign service, even though such disability manifests, itself after the termination of foreign service. The leave salary charges for such leave should be recovered direct from foreign employers. The foreign employer is liable to pay leave salary charges, if it is medically certified that the disability has been incurred in or through foreign service irrespective of the period that has elapsed between the date of reversion and the date of manifestation of the disability.

ANNEXURE-B

(Referred to in note below Regulation 10.8)

The following rates of contributions on account of Pension and Leave Salary have been prescribed by Board under regulation 10.8 :-

1. Rates of monthly contributions for pension payable during active foreign service :-

1		2			
Length of Service		Percentage of the maximum monthly pay of the post in the officiating or substantive grade, as the case may be, held by the officer at the time of proceeding on foreign service or to which he may receive pro-forma promotion while on foreign service in case of :-			
		Class I Board employee	Class II Board employee	Class III Board employee	Class IV Board employee
0-1	years	7	5	5	4
1-2	years	7	6	6	4
2-3	years	8	7	6	5
3-4	years	8	7	7	5
4-5	years	9	8	7	5
5-6	years	10	8	7	6
6-7	years	10	9	8	6
7-8	years	11	9	8	6
8-9	years	11	10	9	7
9-10	years	12	10	9	7
10-11	years	12	11	10	7
11-12	years	13	11	10	8
12-13	years	14	12	10	8
13-14	years	14	12	11	8
14-15	years	15	13	11	9
15-16	years	15	13	12	9
16-17	years	16	14	12	9
17-18	years	16	14	13	10
18-19	years	17	15	13	10
19-20	years	17	15	13	10
20-21	years	18	16	14	11
21-22	year	19	16	14	11
22-23	years	19	17	15	11
23-24	years	20	17	15	12
24-25	years	20	17	16	12
25-26	years	21	18	16	12
26-27	years	21	18	16	13

	Class I Board employee	Class II Board employee	Class III Board employee	Class IV Board employee
27-28 years	22	19	17	13
28-29 years	23	19	17	13
29-30 years	23	20	18	13
over 31 years	23	20	18	14

(Effective from 1-7-1985)

2. Rates of monthly contribution for leave salary payable during active foreign service in respect of Board employees subject to leave regulations in Section II of Chapter VIII shall be at 11 percent of pay drawn in foreign service.

Note 1. In the cases of contract officers governed by the leave terms contained in Appendix 7 to the PSEB M.S.R. Vol I, Part-II, and who are transferred to foreign service, the leave salary contribution should be recovered at the rates prescribed for Board employees subject to the leave Regulations in Section II of Chapter VIII, respectively.

Note 2. Recovery of leave contribution in respect of joining time taken under regulation 9.1 (b) while proceeding to foreign service should be based on the pay that the Board employee would draw on the assumption of office on foreign service.

3. The following instructions should be observed in the calculation of the amounts of contribution :-

- (i) The term "active foreign service" in paragraphs 1 and 2 above is intended to include the period of joining time which may be allowed to a Board employee both on the occasion of his proceeding to and reverting from foreign service and accordingly contributions are leviable in respect of such periods.
- (ii) "Length of Service" means the total period running from the date from which service for pension commences or is likely to commence.
- (iii) The leave salary contribution for the period of joining time taken by a Board employee in continuation of leave under clause (b) of Regulation 9.1 before reversion from foreign service should be calculated on the pay he was getting immediately before he proceeded on leave.
- (iv) When a temporary Board employee is transferred to foreign service, pension contributions should be recovered as in the case of permanent Board employees.

In such cases the recovery of contributions for leave salary does not present any difficulty, the amounts being calculated on the pay actually drawn in foreign service.

- (v) In the case of Board employees mentioned in rule 4.2 of Punjab C.S.R. Volume II, the period which they are entitled to add under that rule to their service qualifying for superannuation pension should be taken into account in reckoning "length of service" for determining the rates of foreign service contribution on account of pension prescribed.
- (vi) For purpose of recovery of pension contribution a Board employee on foreign service should be deemed to be a member of the service to which he belongs substantively.

Note : The expression "length of service" occurring in this paragraph should be taken to mean the entire continuous service of the board employee concerned including temporary service in a pensionable post.

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**CHAPTER XI
SERVICE UNDER LOCAL FUNDS**

11.1 The transfer of Board employee to service under local funds which are not administered by Government will be regulated by the regulation in Chapter X.

11.2 Persons transferred to Board's service from a local funds which is not administered by Government will be treated as joining a first post under the Board and their previous service will not count as duty performed. The Board may, however, allow previous service in such cases to count as duty performed on such terms as it thinks fit.

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CHAPTER XII RECORD OF SERVICE

12.1 Service record of each Board employee shall be maintained by the Head of Department or Office in such form and manner as Board may prescribe from time to time.

Provided that the maintenance of service record may be dispensed with in the case of Board employees whose service particulars are recorded in the history of service or a service register maintained by the office of the Chief Accounts Officer.

Note : The Form presently prescribed is Form-1 as reproduced in Appendix 5 of PSEB main Service Regulations, 1975 Vol.I, Part II.

12.2 (1) All the incidents relating to the official career of a Board employee, which have a bearing on pay, promotion, leave, pension etc. shall be recorded in the service record of such a Board employee particularly in respect of the following incidents alongwith the dates and the relevant authentication/ orders :--

- (i) Appointment and joining.
- (ii) Grant of increment or withholding of increment.
- (iii) Grant of Selection Grade.
- (iv) Crossing of efficiency bar.
- (v) Fixation of pay.
- (vi) Grant of leave.
- (vii) Deputation/transfer.
- (viii) Suspension or interruption in service alongwith details of the period thereof.
- (ix) Reinstatement.
- (x) Resignation
- (xi) Termination of service along with its reasons.
- (xii) Promotion
- (xiii) Compulsory/Premature/Voluntary Retirement.
- (xiv) Removal or dismissal from service.
- (xv) Reversion.
- (xvi) Reduction in rank or pay alongwith the precise reasons thereof viz. whether reduction is on account of

inefficiency or reduction in establishment or abolition of the post held by the employee.

(xvii) Retirement on superannuation.

(2) Each entry in the service record shall be neatly made and duly attested by the Head of Department or Office, as the case may be. However, where an employee himself is the Head of the Department or Office, the attestation of the entries in his service record shall be made by the next higher authority.

The attesting officer shall ensure that the entries are made regularly and in proper manner.

(3) Erasure, overwriting or interpolation in the service record are not permissible and all corrections where necessary shall be made under proper attestation by the attesting officer.

(4) The Head of Department or Office as the case may be may authorise any responsible official, preferably who supervises the office, under him not below the rank of, the Board employee to whom the service record pertains to attest the entries made in that record from time to time. Such authorisation will, however not absolve him of any responsibility for ensuring accuracy of the entry so attested.

12.3 It shall be the duty of every Head of Department or Office, as the case may be, to initiate action to show the service book. Every financial year within its first quarter, to the Board employee, concerned under his administrative control and obtain his signatures thereon in respect of each entry in token of his having seen the service book. A certificate to the effect that necessary action in this behalf has been taken in respect of the preceding financial year shall be submitted by the concerned Head of Department or Office as the case may be, to the next higher authority by the end of every September. Before affixing his signatures the Board employee concerned shall ensure that his service has been duly verified and certified as required by the regulations.

12.4 (1) The service record including the service book required to be maintained under the preceding regulations shall be kept in the custody of the Head of Department or office as the case may be, in which the Board employee concerned is serving and it shall be transferred to the office to which such a Board employee may be transferred. The service record so maintained shall in no case be made over to the Board employee concerned.

(2) If the Board employee is transferred to foreign service his Head of Department or Office, as the case may be, shall note therein the order sanctioning the transfer, effect of the transfer in regard to leave admissible during the foreign service and such other particulars as he may consider necessary in connection with the transfer. On re-transfer of the Board employee from foreign service to Board service the Head of his Department or office, as the case may be, shall note in it all necessary particulars connected with his foreign service, including the facts of recovery of leave and pension contributions.

12.5 A Board employee shall be entitled to have a certified copy of his service book on payment of such amount as may be fixed by the Board by a general or special order as copying fee and cost of the service book and also to have all subsequent events and entries recorded therein under proper attestation by the Attesting Officer.

Note : The fee presently prescribed for the purpose of this regulation is five rupees.

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CHAPTER XIII – PASSAGES**1-GENERAL**

13.1 A competent authority may sanction a free passage for any Board employee entitled to return passages on the termination of his agreement, whose services are retained in the public interest beyond the original period of his engagement. The competent authority may also sanction an extension of an original concession in regard to free passages home for an officer's family.

13.2 (i) A competent authority may sanction the following terms for any Board employee deputed out of India --

- (a) If the period of deputation is not expected to exceed one year-
 - (1) for the journey from his headquarters to the port of embarkation, Travelling Allowance at the rate which would be admissible to him were the journey one in tour;
 - (2) free passage (with diet) to the port debarkation;
 - (3) Travelling Allowance at the rates admissible under the regulations in Appendix 4 of Punjab State Electricity Board Main Services Regulations, 1975, Vol. I, Part II from the port of debarkation to destination ;
 - (4) actual expenses incurred on account of dock dues and passport fees subject to production of receipts;
 - (5) similar terms for the return journeys.
- (b) If the period of deputation is expected to exceed one year:-
 - (1) for the journey from his headquarters to the port of embarkation. Travelling Allowance at the rates which would have been admissible to him were the journey one on transfer;
 - (2) free passage (with diet) to the port of debarkation for himself and each member of his family entitled to Travelling Allowance under sub clause (1);
 - (3) actual cost of transport of excess luggage from the port of embarkation to the port of debarkation up

to a maxima prescribed under Regulation 29 of Pb. State Electricity Board Main Services Regulations Vol. III (Travelling Allowance Regulations) the maximum admissible to an employee who does not take his family with him being determined with reference to the maxima prescribed;

- (4) for himself and family as prescribed in sub clause (2) Travelling Allowance at the rates admissible under the regulations in Appendix 4 of P.S.E.B. Main Services Regulations 1975, Vol.1, Part II from the port of debarkation to destination;
- (5) actual cost of transporting luggage from the approved port of debarkation to destination within the limit laid down in sub clause (3);
- (6) actual expenses incurred on account of dock dues and passport fees subject to production of receipts;
- (7) similar terms for the return journey.

Note : Return tickets for steamer journeys should be purchased in cases where the period of deputation is not expected to exceed the period for which such tickets are available.

(ii) The board may, in exceptional circumstances sanction a passage by air from or to India, to a Board employee deputed out of India, and grant to him the terms detailed in clause (i) other than those relating to his own passage and travelling Allowance for himself in India, in lieu of which the Board employee may be granted:--

- (1) (a) in cases covered by clause (i) (a) Travelling Allowance for the journey from his headquarters to the air-port from which the passage has been sanctioned at the rate which would be applicable were the journeys be on tour;
- (b) in cases covered by clause (i) (b), a single mileage by road and /or railway from his headquarters to the airport from which the passage has been sanctioned in addition to two railway fares of the appropriate class of accommodation from his headquarters to the sea-port at which he would have embarked had he travelled by the sea;
- (2) free air passage to the air-port of debarkations;

- (3) In case covered by clause (i) (a), the actual cost of transporting luggage :--
- (a) from his headquarters to the sea-port at which he would have embarked had he travelled by sea, subject to a limit of one-fourth of the rail fare between those two places of the class to which he is entitled ; and
 - (b) from the sea-port above mentioned to the port at which he would have disembarked had he travelled by sea, subject to a maximum of the charges payable for conveyance by sea of the amount of luggage which he would have carried free had a sea passage been sanctioned for him ; and
- (4) similar terms for the return journey.

Note : A free passage granted for Board purposes ought not to be used mainly or largely to enable a man to charge private expenses to Board. The grant of a return passage to India on conclusion of a deputation is conditional on Board employee's return to India forthwith; unless an arrangement to the contrary effect should be specially permitted at the time the deputation closes, or is about to close, and any leave is begun.

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CHAPTER-XIV

CLASSIFICATION OF SERVICE (INCLUDING METHOD OF RECRUITMENT AND APPOINTMENT THERETO AND NUMBER AND CHARACTER OF POSTS), CONDUCT AND DISCIPLINE AND PUNISHMENT AND APPEALS

SECTION I-CLASSIFICATION OF SERVICES

(a) GENERAL

14.1 Besides the officers sent to the Board on deputation by the Punjab/Central Government, the services under the administrative control of the Punjab State Electricity Board shall be classified as follows :-

- (i) the PSEB Board Services, Class I;
- (ii) the PSEB Board Services, Class II;
- (iii) the PSEB Board Services, Class III;
- (iv) the PSEB Board Services, Class IV;

14.2 The Board may make regulations regulating (1) the method of recruitment to the different services; (2) the strength (including both the number and character of posts) of such services; and (3) the making of first appointment to the different services.

Note 1. Regulations relating to the different categories of services mentioned above are being issued separately.

Note 2. This regulation in so far as it provides for the number and character of posts and their rates of pay, to be determined by regulation, cannot suitably be applied in respect of all ministerial and petty officers and class IV employees. Accordingly, these Board employees have been excluded from the operation of this regulation to that extent.

Note 3. The extent up to which the various exercise powers in respect of the creation or abolition of both permanent and temporary posts and the varying of emoluments of posts are given in Chapter XV. (See Sr. No. 32 Chapter XV)

Note 4. (a) Short term vacancies, the duration of which exceeds two months by an appreciable margin may be filled up in the normal manner by the authorities competent to make appointments against the posts.

(b) Officiating promotions in vacancies of two months duration or less continuous chain of vacancies in the same grade, each of a duration of two months or less but which taken together extend beyond two months, should not, as a rule be made save in very exceptional circumstances with the prior approval of the Board in the case of gazetted appointments and of the Head of Deptt. In the case of non-gazetted appointments.

**(b) BOARD SERVICES CLASS-I AND II, AND
SPECIALIST SERVICES**

14.3 The Board Services Class I and II, consist of such services as the board may from time to time declare by notification for inclusion in Class I and II Services.

Note : For the list of services declared as Board Services Class I and II, see Schedule at the end of this Chapter.

14.4 The Specialist Services shall consist of such services (other than All India and Provincial Services, Class I and II) as the Board may from time to time declare to be such by notifications.

(c) OTHER SERVICES

14.5 Board Services Class III and IV include persons to whom these regulations apply and who are not already included in any of the services comprised in Class (i), (ii) and (iii) of Regulation 14.1.

SECTION -II--CONDUCT AND DISCIPLINE

14.6 The Board may make regulations to regulate the conduct of the members of the Board services, Class I, II and III and holders of Special posts.

Note : Punjab State Electricity Board employees Conduct Regulations, 1971 have been issued in the form of a separate booklet.

SECTION III-PUNISHMENT AND APPEALS

14.7 The Board may frame regulations specifying the penalties which may be imposed on members of the services and the procedure for preferring appeals against the imposition of such penalties.

Note : The Punjab State Electricity Board Employees (Punishment and Appeal) Regulations, 1971 have been issued in the form of a separate booklet.

SCHEDULE

(See Note below Regulation 14.3)
CATEGORIES OF BOARD OFFICERS

1. Punjab State Electricity Board Service of Engineers (Electrical) Class I & II.
2. Punjab State Electricity Board Service of Engineers (Civil) Class I & II
3. Punjab State Electricity Board Service of Officers on Accounts side Class I & II.
4. Punjab State Electricity Board Service of Officers on General side Class I & II.

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CHAPTER XV

**AUTHORITIES WHICH EXERCISE THE POWERS
OF A COMPETENT AUTHORITY UNDER THE
VARIOUS REGULATIONS**

15.1 With reference to Regulation 2.17 the following authorities shall exercise the powers of a competent authority under the various regulations.

Note 1. The following provisions apply in the matter of the creation of posts :-

- (i) The power to create a permanent post may, unless there exists a specific power in respect of similar temporary posts, be held to cover a temporary post within the same limits.
- (ii) The term "pay" does not include "special pay"
- (iii) The powers to create posts do not refer to class IV establishment, the pay of which is debitable to "Contingencies". These are governed by the rules given in the Punjab Financial Rules Volume I.
- (iv) The powers in regard to the creation of posts are intended to be exercised in individual cases only. Proposals involving a general addition to the establishment of a number of offices should be referred to Finance Section of the Board. In respect of delegations for creation of posts, fees or commission which are the authorised emoluments of the post, should be considered as pay or part of pay of the post for the purposes of determining the authority competent to create the post.

Note 2. The Board and the secretary, Chief Engineers and Chief Accounts Officer, Financial Advisor may re-delegate the powers, delegated to them in the table below this regulation, to any officer under them at their head-quarter offices on their own over-all responsibility and subject to such conditions and restrictions as they may like to impose. Copies of such orders should invariably be endorsed to the Finance Section of the Board and the Chief Accounts Officer. They may also re-delegate their powers in respect of the following items in the manner indicated below :-

Serial number of the table below this regulation,	Authority to whom power may be re-delegated.
1,3,4,8,9,16,17,19,24,26,27,	To any officer subordinate to them. The powers in respect of item No. 23 may however, be re- delegated only in respect of non- gazetted officers.
6,7,12,13,20,21,23,25 28, and 30	to authorities competent to make appointments.

Sr. No.	No. of Regulation	Nature of Power	Authority to which the power is delegated	Extent of Power delegated
1	2	3	4	5
1	2,30	Power to declare a Board employee's headquarters	Secretary, C.Es. C.A.O., and F.A. S.Es.	Full powers in case of Board employees under their control. Full powers in case of Non-Gazetted employees under their control.
2	2,43	Power to appoint a Board employee to officiate in a vacant post.	Authority Competent to make a substantive appointment to the post.	Full Powers
3	2,53	Power to define the limits of a Board employee's sphere of duty.	C.Es, C.A.O., F.A., Secretary S.Es. Xens/R.Es.	Full Powers in case of Class III and IV employees in Head Office. Full powers in case of Class III and IV Board employees within the circle, -- do-- within the Division.
4	Schedule to Chapter II, Paragraph I (V)	Power to permit a Board employee to appear in an optional Examination	Secretary, C.Es., C.A.O., and F.A.	Full powers in respect of Non-Gazetted Board employees and Class II Gazetted Officers.
5	Schedule to Chapter II, paragraph II (2)	Power to sanction the absence of a Board employee on duty beyond his sphere of duty.	Heads of Deptt. S.Es. Dy.C.As	Full powers in individual cases; Provided the absence does not exceed 60 days in each cases. Full powers within the Pb. State; Provided the absence does not exceed 60 days in each case. Full Powers within the Pb. State; provided the absence does not exceed 60 days in each case. Dy. C.A./Revenue and Dy. C.A./Works shall also

1	2	3	4	5
			Xens/R.Es.	exercise these powers in respect of A.O./Field and A.O./Works respectively.
6	Deleted	Deleted	Deleted	Full Powers in individual cases within the Division; Provided the absence is for reason of a public nature which should be stated, and does not exceed 60 days in each case in respect of employees under their control.
7	Deleted	Deleted	Deleted	Deleted
8	3.20	Power to relax the provisions of Regulation 3.19 regarding making over charge of office.	Secretary, C.Es. C.A.O., and F.A. or other authorities competent to grant leave.	In respect of Board employees to whom they are competent to grant leave.
9	3.21	Power to declare that proviso (a) to Regulation 3.20 regarding presence of both the relieving/relieved Board employees is not applicable in any particular case.	Secretary C.Es. C.A.O., and F.A. or other authorities competent to grant leave.	In respect of Board employees to whom they are competent to grant leave.
10	4.7	Power to with hold increments	<ol style="list-style-type: none"> 1) Authorities specified in the service regulations. 2) Authorities competent to make substantive appointment to the post which the Board employee holds where no service regulations have been issued 3) Appointing Authority 	<p>To the extent specified in the Service Regulations.</p> <p>Full Powers.</p> <p>In the case of Class IV Board employees up to a maximum period of three years.</p>

1	2	3	4	5
11	Proviso to Regulation 4.14	Power to decide whether officiating pay should or should not be given in case of Clerical and Sub-ordinate posts not borne on Board's Cadre.	Heads of Offices.	Subject to the principles laid down in Regulation 4.14.
12	4.1 4.20 & 4.21	Power to fix pay	Secretary, C.Es., C.A.O., and F.A. Dy. Secretary	Full powers in respect of temporary posts which they are specifically authorised to create. Pay fixation of all Class III & IV Estt. with the concurrence of Finance Section.
13	4.22	Power to appoint a Board employee to hold temporarily or to officiate in more than one post.	Secretary, C.Es. C.A.O., and F.A.	Full powers in respect of Non-Gazetted Board employees.
14	4.22	Power to fix the initial pay of a Board employee appointed to hold temporarily or to officiate in more than one post.	Secretary C.A.O., F.A. and C.Es.	Full powers in respect of Non-Gazetted Board employees subject to the principles laid down below :- (a) The highest pay to which the Board employee would be entitled if his appointment to one of the posts stood alone. (b) In respect of the other post, if the additional post is lower than his own post, no additional pay should be allowed. If, however, the post is higher than his own post, he may be allowed the difference between his own pay and the pre-sumptive pay of the higher post, which should not be less than 10% of the minimum of the other post. In case the other post is

1	2	3	4	5
15	4.24	Power to appoint and grant honorarium to Board employees appointed to hold charges of the current duties of another post in addition to their own duties.	Secretary, C.E.s., C.A.O. and F.A.	<p>equivalent, he may be allowed 10% of the minimum of the additional post :</p> <p>Provided that a claim for additional pay should be entertained only, if the period involved exceeds 14 days and there is a formal order of appointment of the Board employee concerned to hold full charge of the additional post, in addition to his own duties.</p> <p>(c) The dual charge allowance shall be admissible for 3 months only. Thereafter fresh sanction of the competent authority would be necessary. While granting fresh sanction, the competent authority shall satisfy itself that necessity of other post still exists and such arrangements is not likely to continue beyond 6 months.</p> <p>(d) If such arrangement continues for more than 6 months, nothing shall be payable beyond six months and it shall be examined if the other post should not be abolished.</p> <p>Full power in respect of Non-Gazetted Board employees subject to the principles laid down below :</p> <p>(a) that the period of the additional charge is not less than 14 days ;</p> <p>(b) -- Deleted --</p>

1	2	3	4	5
				<p>(c) that the current charge of the additional post is of such strenuous nature as to justify the grant of a honorarium ; and</p> <p>(d) --Deleted--</p> <p>(e) The honorarium shall be admissible for three months only. Thereafter fresh sanction of the competent authority would be necessary. While granting fresh sanction, the competent authority shall satisfy itself that necessity of the other post still exists and such arrangement is not likely to continue beyond 6 months.</p> <p>(f) If such arrangement continues for more than six months nothing shall be payable beyond 6 months and it shall be examined, if the other post should not be abolished.</p>
16	5.4	Power to accept an officiating Board employee's reason for refusing to occupy the house placed at his disposal by the permanent incumbent while on leave or transfer.	Secretary, C.Es., C.A.O. and F.A.	<p>Full powers in respect of :-</p> <p>a) Non-Gazetted Board employees;</p> <p>b) Class II Gazetted Officers; and</p> <p>c) Class I Gazetted Officers up to Xen's level.</p>
17	5.32	Power of direct that a Board employee on leave shall be in occupation of a residence.	Secretary C.Es., C.A.O. and F.A.	<p>Full powers in respect of :-</p> <p>a) Non-Gazetted Board employees ;</p> <p>b) Class II Gazetted Officers; and</p> <p>c) Class I Gazetted officers up to Xen's Level.</p>

1	2	3	4	5
			S.Es.	Full powers in respect of residences under their control occupied by Non-Gazetted employees.
18	5.37	Power of grant compensation to Board employees for the accidental loss of their property.	Secretary, C.Es., C.A.O., and F.A.	Upto a limit of Rs. 500/- or a month's pay of the Board employee, which ever is less.
19	5.38	Power to grant or permit a Board employee to receive honorarium.	Secretary, C.Es., C.A.O., C.A., and F.A.	Upto a maximum of Rs. 250/- in each individual case during financial year provided the service rendered does not fall within the course of the ordinary duties of a Board employee.
19 A	5.38	Power to grant honorarium for conducting stenography/ type test and evaluation of papers.	A.F.M. Secretary Dy. Secretary,	Above Rs. 500/- Above Rs. 100 and upto Rs. 500/- Upto Rs. 100/-
19 B	5.38	Power to grant honorarium for setting, evaluating Departmental Accounts Examination papers and other work relating to Departmental Account Examinations.	Secretary	Full Powers. Subject to the terms and conditions and rates fixed for setting/ evaluation of papers/Answer Books for various Departmental Accounts Examinations by the Board from time to time and the service rendered does not fall within the course of ordinary duties of the Board employees.
19 C	5.38	Power to grant honorarium for setting, evaluating papers regarding initial recruitment examinations including shorthand/ type test papers for direct recruitment to various posts	Secretary, Secretary Staff Selection Committee.	Above Rs. 500/- subject Up to Rs. 500/- to the terms and conditions and rates fixed for setting/ evaluation of papers/Answer Books for various initial recruitment examinations including shorthand/type test papers by the Board from time to time and the service rendered does not fall within the course of ordinary duties of the Board employees.

1	2	3	4	5
20	5.40	<p>Power to sanction the taking of work for which a fee is offered, and the acceptance of fees there of,</p> <p>(i) to non Gazetted employees serving under them</p> <p>(ii) to Gazetted Officers.</p>	<p>Head of Departments</p> <p>Member-incharge.</p>	<p>Full Powers.</p> <p>Full Powers.</p>
21	Deleted	Deleted	Deleted	Deleted
22	8.2 (b)	Power to declare that the former service of a reinstated Board employee shall not count for leave in whole or in part.	Secretary, C.Es., C.A.O and F.A.	Full powers in respect of Non-Gazetted Board employees.
23	8.18	Power to grant leave to a Board employee in respect of whom a Medical Committee has reported that there is no reasonable prospect that he will ever be fit to return to duty.	Secretary, C.Es., C.A.O., and F.A.	Full power in respect of Non-Gazetted Board employees.
24	8.26 8.27	Power to direct in any case otherwise than as laid down in those regulations.	Secretary, C.A.O., F.A., and C.Es.	Full powers in respect of Board employees to whom they are competent to grant leave or appoint.
25	8.31	Power to decide in doubtful or in equitable cases which Board employee shall be held to have been incharge and to whom the pay of the post for Sunday or holidays shall be paid.	Secretary, C.Es., C.A.O., and F.A.	Full powers in respect of Non-Gazetted Board employee and Class II Gazetted Officers.

1	2	3	4	5
26	8.33	Power to grant permission to a Board employee on leave to accept employment or to take up service.	Secretary, C.Es., C.A.O. and F.A.	Full powers in respect of Non-Gazetted Board employees.
27	8.40	Power to extend leave overstayed.	Secretary, C.Es., C.A.O. and F.A.	Full powers in the case of Non-Gazetted employees to whom they are competent to sanction leave.
28	8.71	Extra ordinary leave.	Member-in-charge. Heads of Deptt. i.e. Secretary, C.Es, C.A.O., Chief Controller/ Finance, C.A. etc. etc.	Upto two years. Upto one year.
29	9.8	Power to permit the calculation of joining time by a route other than that which travellers habitually use.	Secretary, C.Es., C.A.O., and F.A.	Full power in the case of Non-Gazetted employees in whose case they are Appointing Authority.
30	9.18 (a)	Power to grant extension of joining time	Secretary, C.Es., C.A.O. and F.A. Dy. Secretary	Full powers in respect of Non-Gazetted employees, in whose case they are Appointing Authority. Full powers in case of class IV employees.
31	10.4	Power to fix pay in foreign service.	Secretary, C.Es., C.A.O. and F.A.	Full powers in the case of those Board employees whom they can appoint & subject to the principles contained in Annexure - 'A' to Chapter X and provided that :- a) the pay fixed :- i) does not exceed Rs. 1,000 per mensem. ii) does not exceed the pay other than special pay, personal pay and emoluments classed as pay under Regulation 2.45

1	2	3	4	5
32	Note 2 under Regulation 14.2	(a) Creation of temporary posts.	Secretary, C.Es., C.A.O. and F.A.	<p>iii) which the Board employee would draw from time to time ; if he were in Board service by more than 20 percent of that pay exclusive of overseas pay.</p> <p>(b) No concessions are sanctioned in addition to pay except :-</p> <p>i) Travelling Allowance under the Travelling Allowances Rules / Regulations in force.</p> <p>ii) Payment by the foreign employer of leave and pension contributions and in the case of Board employees eligible to contribute to wards the Punjab State Electricity Board Contributory Provident Fund the payment by the foreign employer of Board's share of contribution to wards the fund.</p> <p>iii) Payment by the foreign employer of such compensatory allowance as would be paid by the Board at the station at which he is employed in the foreign service were the Board employee in the Service of the Board.</p> <p>For posts according to the yardstick laid down by the Board and where specifically authorised by the Board.</p>

