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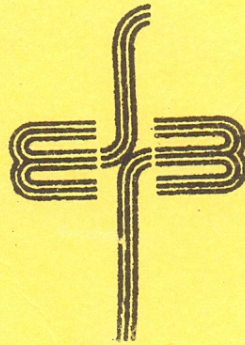
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Punjab State Electricity Board

SERVICE OF STENOGRAPHERS CLASS-III
Regulations, 1988

ਪੰਜਾਬ ਟ੍ਰਿਕਿਟ ਬੋਰਡ
ਪਟਿਆਲਾ



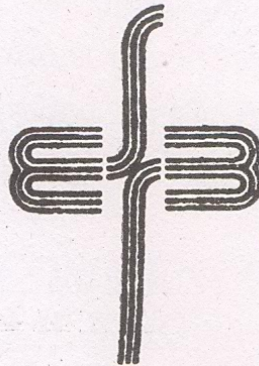
(Reprint Edition)
(Incorporating Amendments upto 31-12-2001)

Published by :-
THE SECRETARY
PUNJAB STATE ELECTRICITY BOARD,
PATIALA
2002

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2002

Price:-

- (c) "Board " means the Punjab State Electricity Board constituted under Section -5 of the Act.
- (d) "Constitution" means the Constitution of India.
- (e) "Direct Appointment " means an appointment made otherwise than by promotion of a member of the Service or by transfer of an official already in service of any other State Elec. Board or Govt. or any other undertaking of the Government.
- (f) "Government" means the Government of the State of Punjab.
- (g) "Recognised University" means any university incorporated by law in India / or any other University recognised by the Government for the purpose of these regulations.
- (h) "Service" means the Punjab State Electricity Board Stenographers Service Class-III.
- (i) "Selection Committee" means the Committee constituted by the Board for the purpose of selection of candidates for direct appointment to the service.
- (j) "Secretary" means the Secretary of the Board appointed under Section 15 of the Act and includes any other officer so authorised by the Chairman to perform the duties of the Secretary in the absence of the Secretary for a short period.

**CADRE OF SERVICE AND CHARACTER OF
POSTS COMPRISING IT :**

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

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

APPOINTING AUTHORITY :

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

**NATIONALITY, DOMICILE AND CHARACTER OF
CANDIDATES APPOINTED TO SERVICE:**

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

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

- (2) A candidate, in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Selection Committee but the offer of appointment shall be given only after the necessary eligibility certificates has been issued to him by the Government of India.
- (3) No person shall be recruited to any service by direct appointment, unless he produces a certificate of character from the Principal academic officer of the University, College, School or Institution last attended, if any, and similar certificates from two responsible persons, not being his relatives who are well acquainted with him in his private life and are unconnected with his University, College, School, or Institution.

(1) "NO PERSON"

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

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

- (2) The Appointing Authority shall satisfied itself that the character and antecedents of the person are such as make him eligible for appointment to the service.

GOVT./any State Electricity Board / any Uni
of India or any State Govt. or a person convi
involving moral turpitude.

"AGE LIMIT"

7.

No person shall be recruited to the service
ment if he is less than 18 years and more tha
on date of the 1st of January of the year immo
the last date for submission of application or u
such range of minimum and maximum age a
cally fixed by the Board from time to time .

Provided that the appointing authority may for
corded in writing relax the upper age limit
class of persons.

Provided further that the age concessions, a
above the age limit prescribed for appointme
be available for the categories as mentioned age

5 years

Scheduled Castes/
Tribes/Backward

(a)

Classes.

Ex-Servicemen

(b)

For recruitment

whether reserved

serviceman shall

deduct the period

the Armed Force

from his actual

re-resultant age

the maximum age

for direct appoi

vacancy by mor

he shall be de

condition regard

(d) bil-
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acted
shall
been
nt-
Prin-
l or
n two
l ac-
with

- (c) Physically handicapped person. 10 Years.
- (d) Released Armed Forces personnel. His age at the time of joining military service or training prior to the Commission as the case may be does not exceed the upper age limit prescribed for direct recruitment to such post.
- (e) Adhoc employees. To the extent of service rendered on adhoc basis in Pb. State Electricity Board plus three years.
- (f) (i) A member of the family of the deceased Board employees or retired on medical grounds. To the extent the age does not cross 45 years.
- (ii) A member of the family of the defence services personnel killed in action or who are severely disabled and totally unfit for re-employment. -do-
- (g) (i) Widows, divorced or legally separated women. To the extent the age does not cross 40 years.
- (ii) Women, whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them. To the extent the age does not cross 40 years.

(iii) Women, who have -do-

because of their
desertion, been living
separately from their
husbands for more than
two years.

(iv) Women, whose hus- -do-

bands have re-married;

and -do-

(v) Wives of serving mili-

tary personnel or those

who are disabled while

in military services.

(h) The candidates posse-

ssing the requisite

qualifications who

are already in the

service under the Pb.

Govt. or Pb. State Elec.

Board.

NOTE:-

Age concession given above for various categories

can be clubbed with the concession given to the

Scheduled Castes/Tribes.

APPOINTMENT TO THE SERVICE:

8. Appointment to the service shall be made in following man-

ners:-

(i) By direct appointment as provided in Regulation 8-A

(ii) By promotion as provided in Regulation 8-A.

(iii) By transfer of an official already in service of any other State

Electricity Board or Govt. or any other Undertaking of the

Govt., if a suitable candidate is not available by the aforemen-

tioned two methods.

ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ

ਸਰਕੂਲਰ ਨੰਬਰ 14/2004

ਦਫਤਰੀ ਹਕਮ ਨੰ 921 ਆਰ ਈ ਜੀ 295 ਮਿਤੀ 27.8.04

ਬਿਜਲੀ ਸਪਲਾਈ ਐਕਟ 1948 ਦੀ ਧਾਰਾ 79 ਖੰਡ "ਸੀ" ਅਧੀਨ ਦਿੱਤੇ ਅਖਤਿਆਰਾਂ ਦੀ ਵਰਤੋਂ ਕਰਦੇ ਹੋਇਆਂ, ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ਆਪਣੇ ਹੇਠ ਲਿਖੇ ਰੈਗੂਲੇਸ਼ਨਾਂ ਵਿਚ ਨਿਮਨ ਅਨੁਸਾਰ ਸੋਧ ਕਰਨ ਵਿਚ ਪ੍ਰਸੰਨਤਾ ਅਨੁਭਵ ਕਰਦਾ ਹੈ :-

AMENDMENTS

I (A) SERVICE OF STENOGRAPHERS CLASS-III REGULATIONS, 1988

AMENDMENT OF REGULATION 8 (A)- QUALIFICATIONS AND MODE OF APPOINTMENT

- i) Amendment of Column No.1 (Sr.No.1-Page 8) ----
In. Column No.1 the word small 'a' alongwith brackets shall be deleted.
- ii) Amendment of Column No.2 (Name of Post-Page 8) ----
The word and numeral 'Gr.II' after the word 'Stenotypist' shall be deleted.
- iii) Amendment of Columns No.1 to 6 (Page-9) ----
The entire text juxaposed under Columns bearing No.1,2,3,4,5 & 6 in respect of the post of Stenotypist Gr.I shall be deleted.
- iv) Amendment of Column No.1 (Sr.No 2 - Page 10) ----
In Column No.1, the small letter 'a' alongwith brackets shall be deleted.
- v) Amendment of Column No.2 (Name of Post - Page 10) ----
In Column No.2, the word and numeral "Gr.II" after the word 'Stenographer' shall be deleted.

Contd..2.....

- vi) **Amendment of Column No. 3 Page-10 -----**
In Column No.3, the word small 'i' alongwith brackets shall be deleted. The word 'qualified' shall be inserted between the word 'amongst' and the word 'stenotypists'.
- vii) **Amendment of Column No. 5 (Min.Experience-Page 10)**
In Column No.5 for the words and figure "2 years as steno typist Gr.I" shall be substituted by the words and figure " 5 years service as steno typist".
- viii) **Amendment of Columns No.1 to 6 (Page-11) -----**
The entire text juxaposed under columns bearing No.1,2,3,4,5, & 6 in respect of the post of Jr.Scale Stenographer Gr.I (English/Punjabi) shall be deleted.
- ix) **Amendment of Column No.3 against Sr.No.3 (Page 11) -----**
In Column No.3, against Sr.No.3, the words 'amongst qualified' shall be inserted after the word 'from' and before the word 'Jr'.Similarly word and numeral 'Gr.I' after the word 'Stenographer' shall be deleted.
- x) **Amendment of Column No.5 against Sr.No.1 (Page-11)**
In Column No.5 in respect of the post of Sr.Scale Stenographer the words and numeral "2 years service as Jr.Scale Stenographer Gr.I" shall be substituted by the words and numeral " 5 years service as Jr.Scale Stenographer"

I (B)

AMENDMENT OF APPENDIX-'A' (PAGE-20)

Existing Appendix-'A' shall be substituted by the following Appendix-'A'

APPENDIX 'A'

(Page-20)

(Referred to in Regulation-3 & 12)

Sr. No.	Name of the Post	Scale of pay
1.	Personal Assistant	(7000-250-8000-275-9100-300-10000-350-11750)+ 300/- S.P
2.	Sr.Scale Stenographer	(6300-200-6500-250-8000-275-9100-300-10000-350-10700)+240 /-S.P.
3.	Jr.Scale Stenographer	(4300-150-4600-175-5300-200-6500-250-7500 with initial start of Rs.4600) + 120/- S.P.
4.	Steno typist	(3480-130-4000-150-4600-175-5300-200-6500 with initial start of Rs.3610) + 120/- S.P. (4600-175-5300-200-6500-250-7250) + 120/- S.P.

Note: This scale is to be given upto 80% of the Total No. of posts of Stenotypists in a cadre after a minimum period of 7 years of service as Steno typist in the cadre. The fraction shall be ignored.

Contd...3...

QUALIFICATIONS AND MODE OF APPOINTMENT :

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

Sr. No	Name of Post	Method of appointment	Minimum Education & other qualifications	Minimum experience	Remarks
1	Stenotypist Gr.-II (English/ Punjabi)	By direct recruitment <i>Deleted vide Sr. No. 921 dt. 27.8.94. 14/2004</i>	i) Matric 2nd Division OR 10+2 OR Graduate ii) Must possess minimum speed of 80 W.P.M. in short-hand in English/Punjabi (as the case may be) & 20 W.P.M in transcribing the same. Selected Candidates will have to qualify stenography test in Punjabi/English(as the case may be) at a speed of	--	While holding written test for testing the proficiency of Candidates in academic qualifications, their proficiency in computer discipline shall also be put to test through composite test to be conducted by the recruitment Section of PSEB.

Sr. No.	Name of post	Method of Appointment	Minimum Educational & othe Qualifications	Minimum Experience	Remarks
1	2	3	4	5	6

40 W.P.M. and 10 W.P.M, in

Sr. No.	Name of post	Method of Appointment	Minimum Educational & other Qualifications	Minimum Experience	Remarks
1	2	3	4	5	6

Handwritten notes in blue ink:
 1. 051/04/25/051
 2. 051/04/25/051
 3. 051/04/25/051
 4. 051/04/25/051
 5. 051/04/25/051
 6. 051/04/25/051

40 W.P.M. and 10 W.P.M, in transcribing the same within two years of their appointment and the candidates should have passed three months computer course relating to Windows and M.S. Office from any firm of international repute having ISO-9000 Series Certificate and having more than 100 branches all over India or any Institute of repute which have been reconginzed by the Punjab Government/Centre Government.

(b) Steno Typist
 Gr-I (English/
 Punjabi)
 By promotion from
 amongst Stenotypis-
 ts Gr-II.

5 years service This Scale is to
 as stenotypist be given upto
 Gr. II 80% of total
 number of

Handwritten notes:
 Deleted
 Date 921/278
 14/2004
 04

Sr. No.	Name of post	Method of Appointment	Minimum Educational & other Qualification	Minimum Experience	Remarks
1	2	3	4	5	6

of posts of Stenotypists in a cadre after a minimum period of 5 years of service taken together as Stenotypist Gr. II & Steno-typist Gr. I as were in the existing scale viz. Rs 400/660 and Rs. 510/800 in the cadre. The fraction shall be ignored.

2(a) Jr. Scale Stenographer (English/Punjabi)

(i) By promotion from amongst stenotypists

i) Matric 2nd Division or 10+2

5 years service as steno typist

ii) After qualifying prescribed test of Jr. Scale Stenographers at a minimum speed of 100W.P.M. in shorthand in English/Punjabi (as the cases may be) and 20 W.P.M. in transcribing the same. He shall also have to qualify Stenography test in

(i) In the event of non availability of suitable candidates for promotion, the vacancies shall be filled up by direct recruitment/appointment.

(ii) Candidates who are Ist division Matriculate or possess higher qualifications shall be preferred.

Del. in vide Rs. no. 921/14/2004

W.P.M. in transcribing the same. He shall also have to qualify Stenography test in

possess higher qualifications shall be preferred.

Sr. No.	Name of post	Method of Appointment	Minimum Educational & other Qualification	Minimum Experience	Remarks
(b)	Jr. Scale Stenographer Gr. I (English/ Punjabi)	By promotion from amongst stenographers Gr. II.	2nd language at a minimum speed of 50 W.P.M in Punjabi /English (as the case may be) & 10 W.P.M. in transcribing the same.	5 years service as Jr. Scale Stenographer Gr. II	This scale is to be given upto 50% of the total No of posts of Jr. Scale Stenographers in a cadre after a minimum period of 5 yrs. of service as Jr. Scale stenographer Gr. II in the cadre. The fraction shall be ignored.
3	Sr. Scale Stenographer.	By promotion from Jr. Scale Stenographer.	-----	5 years service as Jr. Scale stenographer Gr. I	-----
4	Personal Assistant.	By promotion from senior scale stenographer.	-----	5 years service as Sr. Scale stenographer.	-----

Deletel (b) *Deletel*

Amongst qualified

921/27.8.04

14/2004

11

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11

NOTE:

- (i) In the case of recruitment to all the posts in the service by direct recruitment, the candidates must have passed Punjabi upto matric or its equivalent standard.
- (ii) All appointments to the service by promotion shall be made on the basis of seniority-cum-merit and no person shall have any right of promotion on the basis of seniority, alone.

9. **PROCEDURE FOR SELECTION BY WAY OF DIRECT RECRUITMENT :**

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

PROBATION OF PERSONS APPOINTED TO SERVICE :

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

(a) any period after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;

(b) in the case of an appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the service, may, in the discretion of the appointing authority, be allowed to count towards the period of probation; and.

(c) any period of officiating appointment to the service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed against a permanent vacancy.

(2) if, in the opinion of the appointing authority, the work and/or conduct of a person during the period of probation is not satisfactory, it may:-

(a) if such person is recruited by direct appointment, dispense with his services; and

(b) if such person is appointed otherwise:-

(i) revert him to his former post; or

(ii) deal with him in such other manner as the terms and conditions of his previous appointment permit.

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

is promoted earlier than another member of that class who is senior to him and the latter has been passed over on the score of un-suitability or ineligibility for promotion in which case the member of the lower class first promoted shall take rank in the higher class above such other member of the lower class. if and when latter is promoted.

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

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

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

Provided, sixthly, that in case two or more members from different cadres become eligible for promotion to the rank of Junior Scale Stenographer, their seniority for appointment as Junior Scale Stenographer shall be determined as under at the time of consideration for promotion :-

- (a) Those working in higher ranks shall be senior to those working in lower ranks.
- (b) Those working in the same cadre, in the order of

their respective seniority in the rank from which they are to be promoted.

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

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

- (2) After qualifying the prescribed test in English/Punjabi (as the case may be) and on his/her promotion as junior scale Stenographer, he/she shall be assigned seniority in the cadre of Junior Scale Stenographer from the date of passing the second language test as Junior Scale Stenographer. He/She shall have to qualify the test in the second language i.e. English/Punjabi (as the case may be) to get next promotion.

Note:- Even if the Junior Scale Stenographer referred in Clause 11(2) fails to qualify the test prescribed above, he/she will be entitled to earn annual increment(s) as Junior scale Stenographer. The past cases prior to coming into force of above amendment shall not be reopened in any way whatsoever.

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

PAY OF MEMBERS OF SERVICE:

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

LEAVE, PENSION AND OTHER MATTERS:

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

DISCIPLINE, PENALTIES AND APPEALS :

14. (i) In the matter of discipline, punishment and appeal, members of the service shall be governed by the PSEB employees (Punishment & Appeal) Regulations, 1971, as amended from time to time.

Provided that these Regulations shall not apply to Govt. employees who were holding substantive permanent pensionable posts in the erstwhile Electricity Branch of the Punjab Public Works Department on 31-1-59 including those on 'Probation' against permanent posts under Punjab Govt. in the said Branch while they were on 'foreign service' with the Board or when their services were transferred to the Board. Such employees will be governed by the regulations contained in Appendix-'A' of PSEB Employees (Punishment & Appeal) Regulations, 1971 till such time, they opt to come under these Regulations.

20. If any question arises as to the interpretation of the regulations the Board shall decide the same.

INTERPRETATION OF THE REGULATIONS:

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

POWER TO RELAX:

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

OATH OF ALLEGIANCE :

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

LIABILITY TO SERVICE:

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

LIABILITY OF MEMBERS OF SERVICE TO TRANSFER :

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

LIABILITY FOR VACCINATION AND REVACCINATION :

(ii) The authority empowered to impose penalties under the Punjab State Electricity Board Employees (Punishment & Appeal) Regulations, 1971/Pb. Civil Sriviges (Punishment & Appeal) Rules, 1970 and the Appellate Authority there under in respect of the members of the service shall be as specified in Appendix-'B' to these Regulations.

APPENDIX - 'A'

(Referred to in Regulation-3 and 12)

I (B)

AMENDMENT OF APPENDIX-'A' (PAGE-20)

Existing Appendix-'A' shall be substituted by the following Appendix-'A'

APPENDIX 'A'

(Page-20)

(Referred to in Regulation-3 & 12)

Sr. No.	Name of the Post	Scale of pay
1.	Personal Assistant	(7000-250-8000-275-9100-300-10000-350-11750)+ 300/- S.P
2.	Sr. Scale Stenographer	(6300-200-6500-250-8000-275-9100-300-10000-350-10700)+240 /-S.P.
3.	Jr. Scale Stenographer	(4300-150-4600-175-5300-200-6500-250-7500 with initial start of Rs.4600) + 120/- S.P.
4.	Steno typist	(3480-130-4000-150-4600-175-5300-200-6500 with initial start of Rs.3610) + 120/- S.P. (4600-175-5300-200-6500-250-7250) + 120/- S.P.

Note: This scale is to be given upto 80% of the Total No. of posts of Stenotypists in a cadre after a minimum period of 7 years of service as Steno typist in the cadre. The fraction shall be ignored.

Contd...3...

Gr.-II.	2100)+ 60/-S.P.
5. Steno Typist Gr.I.	(1200-30-1560-40-2000-50-2100)+50/- S.P.
Note: This Scale is to be given upto 80% of the total No. of posts of Stenotypists in a cadre after a minimum period of 5 yrs. of service as Stenotypist Gr.II in the cadre. The fraction shall be ignored.	
6. Steno-Typist Gr. II.	(950-25-2000-30-1560-40-1800) with initial start of Rs. 1000/-)+ 50/- S.P.

80 no. 921/27.8 2004
14/2004

I-C

AMENDMENT OF APPENDIX-B

(Referred to in Regulation 4 & 14)

In Appendix-B (Pages 21 to 25) the following amendments shall be carried

out :-

- i) Amendment of Column No.2 (Page-21) -----
In Column No.2 the words and numerals 'Gr.I & Gr.II' (Page-21) after the words 'Junior Scale Stenographers' and before the word 'Stenotypist' shall be deleted. Similarly words and numerals 'Gr.I & Gr.II' appearing before the words 'working' in Column 2 against Sr.No.1 and after the word 'Stenotypist' shall be deleted.
- ii) Amendment of Column No.2 (a) & Column No.2 (b) Minor Penalties (Page-24)-(a))
In Column No.2 the words & numerals

5 _____ P 2222

18:34 : 12:00 '2004 22/11/04

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Authority Competent to impose penalty	5	Appellate Authority	6
---------------------------------------	---	---------------------	---

Secretary/Chief Engineer/Chief Accounts Officer/Chief Auditor/Chief Controller/ Finance DIG/V&S.	Administrative Member.	21
--	------------------------	----

Secretary

Administrative Member.

1 2 3 4 5 6

stage in the time scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, there deduction will or will not have the effect of postponing the future increments of his pay; (vi) reduction to a lower time scale of pay, grade, post or service, which shall ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service, from which he was reduced with or

without further direc-
tions, regarding condi-
tions of restoration to the
grade or post or service
from which the employee
was reduced and his sen-
iority and pay on such
restoration to that grade,
post or service;
(vii) compulsory retirement;
(viii) removal from service
which shall not be a dis-
qualification for future
employment under the
Board
ix) dismissal from service
which shall ordinarily be
a disqualification for fu-
ture employment under
the Board.

1	2	3	4	5	6
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Minor Penalties.

(For a & b)

(a) Stenotypist
Gr.I. and
Stenotypist
Gr.II working
in field offices.

(i) Censure;
(ii) With holding of
his promotions.

(a) Superin-
tending
Engi -
neer.

(a) Superintending
Engineer.

(a) General
Manager/
Chief
Engineer.

(b) Stenotypist
Gr.I & II work
ing in field
offices under
the control of
Chief Auditor

(iii) recovery from
his pay of the
whole or part of
any pecuniary
loss caused by
him to the Board
by negligence or
beach of orders;

(b) Chief
Auditor.

(b) Chief Auditor.

(b) Adminis-
trative
Member.

Deleted

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921 dtk 27.8.04.
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(iv) Withholding of
increments of
pay without
cumulative
effect.

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Major Penalties
(For a & b)

2. ~~(a)~~ Stenotypist ~~Gr. I and Stenotypist~~ ~~Gr. H~~ working in field offices.
- (a) Superintending Engineer.
- (b) Chief Auditor.
- (v) Withholding of increments of pay with cumulative effect or reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;
- (a) Superintending Engineer.
- (b) Chief Auditor
- (a) General manager/ Chief Engineer.
- (b) Administrative Member.
- ~~(b)~~ Stenotypist ~~Grade-I&II~~ working in field offices under the Control of Chief Auditor.

(vi) reduction to a lower time scale of pay, grade,

1 2 3 4 5 6

post or service which shall ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service, form which he was reduced with or without further directions, regarding conditions of restoration to the grade or post or service from which the employee was reduced and his seniority and pay on such restoration to that grade, post or service;

- (vii) Compulsory retirement;
- (viii) removal from service which shall not be a disqualification for future employment under the Board;
- (ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Board.

Amesbury

810 no

921/278.04

Circular no

14/2004

Pages:

8, 9, 10, 11, 20, 21, 24, 25.