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*For Official use only*

# Punjab State Electricity Board

## First Supplement to the Manual OF INSTRUCTIONS ON SERVICE MATTERS

VOLUME I  
(From 1-12-1982 to 31-5-1989)



1982

Dy. Secretary/Tech-1  
P.S.E.B., Patiala

Published By :-

**SECRETARY**  
**PUNJAB STATE ELECTRICITY BOARD, PATIALA**  
(REGULATION SECTION)

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## CHAPTER I

### CONFIRMATION OF EMPLOYEES

Copy of Circular memo No. 75283/763/EB-37/A-7 dated 1-4-85 from Secretary Estt. Section Gazetted-IV P.S.E.B., Patiala.

Subject :- Instructions regarding confirmation.

The following instructions for treatment of confirmation cases are hereby issued in supersession of all previous instructions on this subject.

- (i) It shall be ensured that the employee concerned has completed the probationary period/extended probationary period satisfactorily and his antecedents have been got verified and found satisfactory.
- (ii) The employee concerned should have passed the prescribed Department Examination, test etc., if any, prescribed for the category and which is required to be passed before confirmation according to the service rules/instructions.
- (iii) The case of confirmation of employees against whom disciplinary proceedings for serious allegations are pending shall be deferred till the finalisation of proceedings.
- (iv) The upto-date work and conduct/record of the employee who is due for, confirmation according to seniority and availability of permanent posts, shall be taken into consideration. In case the overall record is considered satisfactory, the employee shall be confirmed if due on the basis of seniority and availability of permanent vacancy even if, some minor punishment or letter of advice etc., were awarded to him at some stage. However, the employees, whose integrity has been reported as doubtful and

the reporting Officer has supported these remarks with substantial material and these remarks were not expunged after consideration of his representation shall not be considered suitable for confirmation. In such cases action shall be initiated under the Punishment & Appeal Regulations for his removal from service.

(v) In case the confirmation of an employee is to be afforded in the rank lower than he may be holding at the time of confirmation on the basis of his seniority, he can be confirmed in the lower post straightaway on the availability of vacancy without consulting his record.

(vi) The confirmation of an employee in a particular rank should be automatic in case they have worked continuously in that rank for 5 years or more unless proceedings for award of major punishment are pending against him or he has not cleared any Departmental Examination which, according to the service regulations, is required to be cleared prior to confirmation.

For removal of doubts it is clarified that procedure as per instructions (iv) above is to be followed in detail in all cases where the confirmation of an employee in a particular rank becomes due before completion of promotion in that rank or his promotion to the next rank. In the cases covered by instructions (v) or (vi), however, the procedure mentioned in instructions (iv) is not required to be followed. No consultation of record would be necessary for employees covered under instruction (v) while for employees covered under instruction (vi) consultation of record would be required only to the extent it is necessary to establish that no major punishment case is pending against them or that they have passed the Departmental Examination if any, prescribed in their service regulations.

-0-

Copy of circular No. 185492/186062/EB-37/A-7 Dt. 5-10-88

Secretary/Estt. Section gazetted-IV P.S.E.B., Patiala

Subject:—Instructions regarding confirmation.

Reference this office Memo No. 75283/763/EB-37-A-7 Dated 1.4.87 which detailed instructions regarding confirmation had been issued.

2. Para 1 (vi) of the above instructions is hereby amended as under :  
 "The confirmation of an employee in a particular rank should be ordered without consulting his record on the basis of seniority and availability of permanent post in case he has worked continuously in that rank for 5 years or more unless proceedings for award of major punishment are pending against him or he has not cleared any Departmental Examination which, according to the service regulations, is required to be cleared prior to confirmation."

-0-

Copy of circular memo No. 6849/8059/EG-IV/Sty-131 dated 6.1.89 from Secretary, Estt. Section Gazetted-IV PSEB, Patiala

Subject : Fixation of Seniority.

Attention is invited to Sub-Regulation (3) (i) of Regulation-19 of PSEB Service of Engineers (Electrical) Regulation, 1965, which is reproduced below :-

"They will not be considered for promotion unless they have passed the Departmental Accounts Examination. On passing the examination and on promotion to Class-I, they shall rank junior to all those who have been promoted earlier to them, provided that none would lose his original seniority if he clears the Departmental Accounts Examination within six chances as prescribed."

(this provision remained into effect from 20-3-72 to 10/87)

2. The intention behind the above regulation is to grant seniority to the junior above his senior, if the former passed the Departmental Accounts Examination earlier than the latter and is promoted before him. This Regulation does not visualise that a senior officer will rank junior to those officers also who passed the Departmental Accounts Examination after him and are promoted alongwith or after him.

Dy. Secretary/Tech.-1  
 P.S.E.B., Patiala



The above correct interpretation of the Regulation *ibid* is brought to knowledge of all concerned for information. In case any officer feels his seniority has not correctly been fixed, he may submit his representation direct to this office within a period of one month at the latest, from the date of issue of this communication, along with the information desired in Annexure-A to this letter, for consideration on merits.

ANNEXURE—A

#### ANNEXURE—A

Particulars to be supplied along with the representation, for re-fixation of seniority.

Name, present designation, with place of posting of the representationist and seniority number as A.E.

Seniority number in not known, Gradation number and the year of the graduation list.

Year/session of passing the Departmental Accounts Examination in full, number of chances in which DAE passed in full.

Office order No. & date vide which promoted as AEE.

Seniority number as AEE.

Code/File Number.

Seniority number as Xen, if so promoted.

Similar above particulars of the officers above whom seniority is claimed, are also to be supplied, by the representationist.

Signature of the representationist

## CHAPTER II

### CROSSING OF EFFICIENCY BAR

Copy of circular memo No. 145440/5760/ENG/34 (I) dated 13-7-83 from Secretary (ENG-II) PSEB, Patiala.

Subject :— Policy regarding consideration of cases of crossing of Efficiency Bar, Confirmation, grant of selection grade & promotion to Selection Posts.

It has been brought to the notice of this office that a large number of E.B. cases of the officials are pending in the various offices of the Board for a pretty long period. The delay in clearance of E.B. cases has been viewed seriously by the Board and it has been desired that all the pending E.B. cases be decided immediately for which necessary guide-lines have already been issued vide Board's circular memo No. 151088/151487/Reg-292 dated 29-12-1981.

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Copy of circular memo No. 182136/182516/Reg-292/Vol-I dated 22-8-83 from Secretary, Regulation Section PSEB, Patiala.

Subject : Policy regarding consideration of cases of crossing of Efficiency Bar, Confirmation and Grant of Selection Grade.

Consequent upon the decision taken by the PSEB in its meeting held on 9-8-83, the following instructions are hereby issued in supersession of this office circular memo No. 151088/151487/Reg-292 dated 29-12-81 and circular memo. No. 164096/546/Reg-292 dated 15-9-82:—

(1) CROSSING OF EFFICIENCY BAR :

The instructions contained in Punjab Government letter No. 3574-

dated 5.7.1948 (copy enclosed) shall be followed with the addition of average reports without any adverse remarks shall be considered satisfactory for the purpose of allowing an employee to cross the Efficiency Bar existing practice. The other Punjab Government instructions on the subject which were adopted from time to time shall also continue to be observed. The same are summed up below in brief:—

- (i) The cases of crossing of Efficiency Bar shall be taken up well in time so that a decision can be taken by the due date of crossing of Efficiency Bar.
- (ii) The increment above the Efficiency Bar shall not be allowed unless there is good reason to show that the employee concerned is fit to cross it by acquiring the requisite standard of efficiency.
- (iii) The decision regarding crossing of Efficiency Bar shall be based on the consideration of employee's record and conduct upto the date on which the crossing of Efficiency Bar becomes due. His subsequent conduct shall have no effect on it.
- (iv) Stoppage at an Efficiency Bar shall be for general bad work and inefficiency continuing over several years and not for one or two lapses.
- (v) An employee shall not be withheld at the Efficiency Bar by merely taking into account a penalty already awarded. As a matter of principle of natural justice and fairness the record as a whole prior to the due date of crossing of Efficiency Bar shall be taken into consideration so as to determine the suitability of the employee for crossing the Efficiency Bar.
- (vi) When there are two bars in a scale and the second bar is to be crossed, the record subsequent to crossing of earlier Efficiency Bar shall only be kept in view.
- (vii) In case some disciplinary case is pending against the employee at the time of allowing Efficiency Bar and it relates to a period

subsequent to the due date, he can be allowed to cross the Efficiency Bar independent of action which might be taken against him on the finalisation of the disciplinary proceedings. In the orders allowing Efficiency Bar in such cases it shall be clearly mentioned that the same is without prejudice to the decision which will be taken in the disciplinary case pending against the employee concerned.

- (viii) Before an employee is stopped at the Efficiency Bar he shall be given adequate opportunity.
  - (ix) The order of stoppage of Efficiency Bar is appealable under the Employees Punishment & Appeal Regulations, 1971 although it is not a penalty under these regulations.
  - (x) The cases of stoppage at the Efficiency Bar shall be reviewed at the expiry of one year from the date of order and at the same interval thereafter, if necessary.
- (2) CONFIRMATION :
- (i) It shall be ensured that the employee concerned has completed the probationary period/extended probationary period satisfactorily and his antecedents have been got verified and found satisfactory.
  - (ii) The employee concerned should have passed the prescribed Departmental Examination, test etc., if any, prescribed for that category and which is required to be passed before confirmation according to the service rules/instructions.
  - (iii) The cases of confirmation of employees against whom disciplinary proceedings for serious allegations are pending shall be deferred till the finalisation of proceedings.
  - (iv) The upto date work & conduct/record of the employee who is due for confirmation according to seniority and availability of permanent posts shall be taken into consideration. In case the overall record is considered satisfactory, the employee shall be confirmed if due on the basis of seniority and availability of permanent

vacancy, even if, some minor punishments or letter of advice etc. were awarded to him at some stage. However, the employee whose integrity has been reported as doubtful and the reporting officer has supported these remarks with substantial material and these remarks were not expunged after consideration of his representation shall not be considered suitable for confirmation. In such cases action shall be initiated under the Punishment & Appeal Regulations for his removal from service.

- v) In case the confirmation of an employee is to be afforded in the rank lower than he may be holding at the time of confirmation on the basis of his seniority, he can be confirmed in the lower post straight-way on the availability of vacancy without consulting his record.

#### GRANT OF SELECTION GRADE :

The practice/instructions relating to confirmation or promotion on the basis of seniority-cum-merit shall also be followed for the grant of selection grade. The employees who are entitled for the grant of selection grade on the basis of seniority and the availability of posts shall be given this in case their over-all record is satisfactory and they are considered holding heavier charge of the grade. The service record of the employee for the grant of selection grade shall be at least satisfactory on the whole and not 'Below Average'. Adverse remarks, stoppage, increment, letters of warning/advice etc. shall not debar the grant of selection grade in case the work and conduct of the employee is otherwise considered satisfactory for the grant of selection grade.

It is requested that the above instructions should be followed meticulously while deciding cases regarding crossing of Efficiency Bar, Confirmation and Grant of Selection Grade of Board employees.

#### ENCLOSURE

**Copy of Punjab Government letter No. 3574-G-48/35863 dated 5th July, 1948 from the Chief Secretary to Government, Punjab addressed to all Heads of Departments etc.**

Subject :— Efficiency Bars.

1. To ensure uniformity of action by different Departments in the matter of stoppage of officers at efficiency bars, Government consider it necessary to lay down certain general principles for the guidance of all concerned.

2. The crossing of an efficiency bar is to be distinguished from the earning of an annual increment. In the case of the annual increment, onus is on the authority to show cause why it should be withheld, in the case of crossing a bar the onus is on the official, tacitly or otherwise, to show cause why he should cross it.

3. Crossing of an efficiency bar amounts to promotion; stoppage at one is a form of punishment under Rule 49 of the Civil Service (Classification, Control and Appeal) Rules or Rule 14.10 of Civil Services Rules (Punjab) Volume-I (Part-I). It is, however, not necessary before it is decided to stop an officer at a bar, to inform him in writing of the grounds on which it is proposed to take such action. The order is, however, appealable accordingly as the officer concerned is a member of the All-India or Provincial and Subordinate Service and it is desirable that every case should be scrutinised carefully by the Head of the Department and good reasons given in support of an order of stoppage.

4. As the efficiency of a service depends to a great extent on the quality of the officials at the top, it is essential that each case is dealt with care and that the passing of an efficiency bar is not regarded as a mere matter of formality.

Broadly, speaking, efficiency and honesty should, taken together, be the deciding factors. These factors do not always hang together, on the contrary, a dishonest officer is more often efficient than otherwise while a

Secretary/Tech.  
I.S.E.B., Patiala

st officer may not necessarily be efficient.

There are usually two bars in every time-scale, the first at the when an officer may be considered as ceasing to be a 'Junior' and as perform satisfactorily the ordinary duties of his service, and the second stage when he becomes a 'Senior' and may be expected to be fit to perform any of the duties which the service is called upon to undertake. No particular difficulty should arise with regard to the first bar, and in respect of the second bar, Government only desire to lay down that no officer should be expected to pass this bar until he has proved himself competent to perform satisfactorily the ordinary duties of his service.

The second bar presents greater difficulty, and it is clear that, in the absence of definite instructions as to the standard required, number of officers, who are not fit to perform the highest duties that could be allotted to them in their service, have been nevertheless allowed to rise to the high-ways in the ordinary scale. Government consider that in future no officer should be allowed to cross the second and final bar unless he is proved fit to be placed in the charge of the full duties attaching to the higher charges which officers of his rank can be called upon to fill. Heads of Departments will be able to fix in their minds the standard charge which each grade of officer should be expected to be able to fill before passing the bar, but in each case it should be remembered that the charge should be such as which an officer can be called upon to fill in the ordinary course of the duties of his grade.

While Heads of Departments are required to exercise their judgment and discretion in each case, the following instructions will be helpful and should be kept in view :

- (1) The efficiency bars must be real, and recommendations for passing them should not be given as a matter of course to those Government Servants who just manage to avoid getting into trouble ;
- (2) For the purpose of crossing the efficiency bars, Government servants will broadly fall into three divisions as below and their case

will be dealt with as explained against each ;

- (a) GOOD : Are those who consistently earn good reports, and will in the ordinary course be permitted by competent authority to cross the efficiency bars.
- (b) FAIR : Are those who secure at least 50% good reports. They should not be permitted to cross the bar unless the Head of Department is satisfied, on a careful study of the record, that they merit promotion and give promise of satisfactorily filling the heavier charges in the grade.
- (c) POOR : Are the remainder, and they will not be permitted to cross the bar.

8. Heads of Departments while considering each case on the basis of the above classification should take into account the severity or leniency of the officers whose reports are under consideration and the nature of the work on which the Government servant was employed.

9. Stoppage at an efficiency bar should be for general bad work or inefficiency continued over several years and not for one or two lapses in which ordinary stoppage of increment (with or without future effect) should be the punishment.

10. As there is at present no definite provision for periodical review of orders stopping Government servants at efficiency bars Government consider that there should be such a provision and have accordingly decided that cases of stoppage at efficiency bar should be reviewed at the expiration of the period of one year from the date of the order, and, if necessary, at some interval thereafter. In case of an officer who is stopped at the bar by the Provincial Government, the most convenient procedure would be at the time of the passing of the order, to ask for a special report on his work at the end of one year or to require his superior officers to deal with the matter in the annual confidential report on him.

11. The procedure for giving effect to the orders regarding review of cases of officers or services other than the provincial services is

Head of the Department to settle.

These instructions supersede all previous instructions whether mental or general, on the subject.

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**Circular Memo No. 36243/36730/Reg-292/Vol-1 dated 21-2-84 from Secretary, Regulation Section PSEB, Patiala.**

**Policy regarding consideration of cases of crossing of Efficiency Bar, Confirmation and Grant of Selection Grade.**

The policy regarding grant of selection grade has been reconsidered by the Board and it has been decided to substitute para-3 (at page-3) captioned "Grant of Selection Grade" of instructions cited as subject circular in this office circular memo No. 182136/182516/Reg-292/Vol. 1 dated as under :-

**T OF SELECTION GRADE :**

"The practice/instructions relating to confirmation or promotion on the basis of seniority-merit shall also be followed for the grant of selection grade. The cases for the grant of selection grade shall be processed promptly on the occurrence of the vacancy so that future complications are avoided. The work and conduct of the concerned employee upto the date from which he is to get the selection grade only, should be taken into consideration for considering his case for the grant of selection grade. The employees who are entitled for the grant of selection grade on the basis of seniority and the availability of posts shall be given this grade in case their overall record is satisfactory and they are considered fit for holding heavier charge of the grade. The service record of the concerned employee for the grant of selection grade shall be at least satisfactory (Average) on the whole and not 'Below Average'. Adverse remarks, stoppage of increment, letters of warning/advice etc. shall not debar the grant of selection grade in case the work and conduct of the employee is otherwise considered satisfactory for the grant of selection grade."

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ਮੀਮੇ ਨੰ : 62278/62683/ਰੈਗੂ : 292 ਮਿਤੀ 24.5.84 ਦੀ ਕਾਪੀ, ਵਲੋਂ : ਸਕੱਤਰ ਰੋਗੁਲੇਸ਼ਨ ਖਾਸ, ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ, ਪਟਿਆਲਾ ।

ਵਿਸ਼ਾ : ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰਨਾ ।

ਇਸ ਸਮੇਂ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰਨਾ ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ਦੇ ਮੁੱਖ ਸੇਵਾ ਨਿਯਮ ਜਿਲਦ 1 ਖਾਸ 1 ਦੇ ਵਿਨਿਯਮ 4.8 ਦੇ ਅੰਤਰਕਤ ਆਉਂਦਾ ਹੈ ਜਿਸ ਅਨੁਸਾਰ ਜਦੋਂ ਕਦੇ ਵੀ ਸਮਾਂ-ਸਰੋਲ (ਟਾਈਮ ਸਰੋਲ) ਵਿਚ ਨਿਪੁੰਨਤਾ ਰੋਕ ਨਿਰਾਚਾਰ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਤਾਂ ਨਿਪੁੰਨਤਾ ਰੋਕ ਤੋਂ ਉਪਰ ਬੱਝਤ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਅਗਲੀ ਸਲਾਨਾ ਤਰੱਕੀ ਸਮਰਥ ਅਧਿਕਾਰੀ ਦੀ ਵਿਸ਼ੇਸ਼ ਪ੍ਰਫ਼ਾਣਗੀ ਤੋਂ ਬਿਨਾਂ ਨਹੀਂ ਦਿੱਤੀ ਜਾਂਦੀ। ਇਸ ਨਿਯਮ ਅਨੁਸਾਰ ਜੇਕਰ ਬਣਦੀ ਮਿਤੀ ਤਕ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰਨ ਵਾਰੇ ਕੋਈ ਹੁਕਮ ਜਾਰੀ ਨਹੀਂ ਕੀਤਾ ਜਾਂਦਾ ਤਾਂ ਕਰਮਚਾਰੀ ਨੂੰ ਉਸਦੀ ਅਗਲੀ ਸਲਾਨਾ ਤਰੱਕੀ ਨਹੀਂ ਦਿੱਤੀ ਜਾਂਦੀ।

2. ਅਨੁਸਾਰ ਤੋਂ ਪਤਾ ਲਗਾ ਹੈ ਕਿ ਸਾਰੇ ਦਫ਼ਤਰਾਂ ਵਿਚ, ਵਿਸ਼ੇਸ਼ ਕਰਕੇ ਵਿੱਚ ਇਹਨਾਂ ਅਗਲੀ ਅਮਲੇ ਨਾਲ ਸਬੰਧਤ ਹਨ, ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰਨ ਲਈ ਪ੍ਰਫ਼ਾਣਗੀ ਦੇ ਹੁਕਮ ਬਣਦੀ ਮਿਤੀ ਤੋਂ ਮਗਰੋਂ ਕਦੇ ਕਦੀ ਮਹੀਨੇ ਅਤੇ ਕੁਝ ਵਧਾ ਵਿਚ ਕਦੀ ਸਾਲਾ ਡਕ ਜਾਰੀ ਨਹੀਂ ਕੀਤੀ ਜਾਂਦੀ। ਇਸ ਕਰਕੇ ਕਰਮਚਾਰੀ ਨਿਪੁੰਨਤਾ ਰੋਕ ਤੋਂ ਅਟੱਕਿਆ ਰਹਿ ਜਾਂਦਾ ਹੈ ਜਾਂਦਾ ਕਿ ਉਸਦਾ ਤਿਕਾਰਡ ਨਿਪੁੰਨਤਾ ਰੋਕ ਤੋਂ ਵੁਕਟ ਲਈ ਉਥਿਤ ਨਾ ਹੋਵੇ। ਸਚਦੀ ਤਾਂ ਇਹ ਹੈ ਕਿ ਅਜਿਹੇ ਬਹੁਤੇ ਕੇਸ ਵਿਚ ਅੰਤ ਨੂੰ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰਨ ਦੀ ਆਗਿਆ ਦੇ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ ਪਰੰਤੂ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਇਸ ਦੀ ਸਮਝਣ ਵੇਗੀ ਕਰਨੀ ਪੈਂਦੀ ਹੈ ਅਤੇ ਦਫ਼ਤਰ ਤੇ ਵੀ ਬਕਾਏ ਵਧੇਰਾ ਕਰਵਾਉਣ ਦਾ ਬੰਬ ਪੈਂਦਾ ਹੈ।

3. ਇਸ ਸਮੇਂ ਉੱਚੇ ਬੋਰਡ ਦੁਆਰਾ ਵਿਚਾਰ ਕੀਤਾ ਗਿਆ ਹੈ ਅਤੇ ਹੇਠਲਾ ਕੀਤਾ ਗਿਆ ਹੈ ਕਿ ਅਗਲੀ ਅਮਲੇ ਲਈ ਹੁਣ ਤੋਂ ਬਾਦ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰਨ ਲਈ ਸਮਰਥ ਅਧਿਕਾਰੀ ਦੇ ਆਦੇਸ਼ਾਂ ਦੀ ਲੋੜ ਨਹੀਂ ਪਵੇਗੀ। ਸਮਰਥ ਅਧਿਕਾਰੀ ਦੇ ਆਦੇਸ਼ਾਂ ਦੀ ਲੋੜ ਸਿਰਫ਼ ਉਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿਚ ਪਵੇਗੀ ਜਿਥੇ ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ ਨਿਪੁੰਨਤਾ ਰੋਕ ਤੋਂ ਰੋਕਣਾ ਹੋਵੇ। ਇਨ੍ਹਾਂ ਕੇਸਾਂ ਵਿਚ ਕੇ ਨਿਪੁੰਨਤਾ ਰੋਕ ਤੋਂ ਕਰਮਚਾਰੀ ਨੂੰ ਰੋਕਣ ਦੇ ਆਦੇਸ਼ ਸਿਰਫ਼ ਮਿਲੇ ਤਾਂ ਪਹਿਲਾਂ ਜਾਰੀ ਹੋ ਜਾਣੇ ਜ਼ਰੂਰੀ ਹਨ। ਦੂਜੇ ਸ਼ਬਦਾਂ ਵਿਚ ਜੇਕਰ ਨਿਪੁੰਨਤਾ ਰੋਕ ਦੀ ਬਣਦੀ ਮਿਤੀ ਰੋਕ ਸਮਰਥ ਅਧਿਕਾਰੀ ਵਲੋਂ ਕੋਈ ਆਦੇਸ਼ ਜਾਰੀ ਨਹੀਂ ਕੀਤੀ ਜਾਂਦੀ ਤਾਂ ਕਰਮਚਾਰੀ ਦੀ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰ ਦਿੱਤੀ ਜਾਵੇਗੀ।

4. ਪਰੰਤੂ ਜਿਥੇ ਬੱਝਤ ਦੇ ਨਿਯਮ ਅਧੀਨ ਕਰਮਚਾਰੀ ਨੂੰ ਵਿਭਾਗੀ ਪ੍ਰੀਖਿਆ ਪਾਸ ਨਾ ਕਰਨ ਦੀ ਸੂਰਤ ਵਿਚ ਨਿਪੁੰਨਤਾ ਰੋਕ ਤੋਂ ਰੋਕਣ ਦੀ ਵਿਵਧਾ ਹੈ ਉਦੋਂ ਇਨ੍ਹਾਂ ਆਦੇਸ਼ਾਂ ਦੇ ਖਾਣਕੂਬੂ ਬਿਹ ਵਿਧਾਓ ਜਾਰੀ ਨਹੀਂ।

5. ਇਸ ਦੱਲੇ ਅਮਲਾ ਭਾਗ ਵਿਚ ਸਾਰੇ ਕਰਮਚਾਰੀਆਂ ਦੇ ਰਿਕਾਰਡ ਦੀ ਪੜਤਾਲ ਕਰਨੀ ਜ਼ਰੂਰੀ ਹੋ ਜਾਂਦੀ ਹੈ ਤਾਂ ਜੋ ਹੱਦੋਂ ਬੇਸ਼ ਵਿਚ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰਨ ਜਾਂ ਰੋਕਣ ਦੇ ਆਦੇਸ਼ ਦਿੱਤੇ ਜਾ ਸਕਣ। ਪੈਰਾ-3 ਵਿਚ ਦਿੱਤੇ ਸ਼ਬਦੀਆਂ ਨਾਲ ਸਾਰੇ ਕਰਮਚਾਰੀਆਂ ਦੇ ਰਿਕਾਰਡ ਦੀ ਫ਼ਾਟਬੰਠ ਕਰਨ ਦੀ ਲੋੜ ਪਵੇਗੀ। ਜਿਥੇ ਕਰਮਚਾਰੀ ਦੇ ਨਿਪੁੰਨਤਾ ਰੋਕ ਤੋਂ ਰੋਕੇ ਜਾਣ ਦਾ ਸੁਝਾਵਨਾ ਹੈ। ਜਿਥੇ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦਾ ਡੇਟਰੇਲਿੰਗ ਅਕਸਰ ਇਹ ਸਮਝਾਂਦਾ ਹੈ ਕਿ ਉਸਨੂੰ ਨਿਪੁੰਨਤਾ ਰੋਕ ਤੋਂ ਰੋਕਣ ਦੇ ਨਾਂ ਕਾਰਨ ਹਨ ਤਾਂ ਉਹ ਇਸ ਬਾਰੇ ਸਮਰਥ ਅਧਿਕਾਰੀ ਨੂੰ ਪੂਰਨ ਪ੍ਰਫ਼ਾਣਕਤਾ ਨਾਲ ਹਵਾਲਾ ਕੇਂਜ ਸਕਦਾ ਹੈ। ਇਸ ਹਵਾਲੇ ਦੇ ਸਿਲਠ ਤੋਂ ਸਮਰਥ ਅਧਿਕਾਰੀ ਦੇ ਦਫ਼ਤਰ ਵਿਚ ਤਿਕਾਰਡ ਦੀ ਲੱਭੀ-ਦੀ ਫ਼ਾਟਬੰਠ ਕਰਕੇ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰਨ ਵਾਰੇ ਠੋਸਤਾ ਕੀਤਾ ਜਾਣਾ ਚਾਹੀਦਾ ਹੈ। ਕਿਉਂ ਜੋ ਇਸ ਬਾਰੇ ਕੋਈ ਕੀ ਅੰਤਿਮ ਠੋਸਤਾ ਕਰਨ ਤਾਂ ਪਹਿਲਾਂ ਕਰਮਚਾਰੀ ਨੂੰ ਕਾਰਨ ਕੇਂਜ ਠੋਸਤਾ ਹੋਣਾ ਜ਼ਰੂਰੀ ਹੈ ਇਸ ਲਈ ਇਹ ਜ਼ਰੂਰੀ ਹੋ ਜਾਵੇਗਾ ਕਿ ਡੇਟਰੇਲਿੰਗ ਅਕਸਰ ਕਰ

ਸਾ ਨਿਪੁੰਨਤਾ ਰੋਕ ਵੀ ਬਣਦੀ ਮਿਤੀ ਤੋਂ ਘਟ ਤੋਂ ਘਟ 6 ਮਹੀਨੇ ਪਹਿਲਾਂ ਭੇਜਿਆ ਜਾਵੇ।

ਸਿਹਤ ਕੋਸ਼ਾ ਵਿਚ ਕੰਟਰੋਲਿੰਗ ਅਫਸਰਾਂ ਵਲੋਂ ਇਸ ਤਰ੍ਹਾਂ ਦੇ ਹਵਾਲੇ ਅਊਏ ਹਨ ਉਨ੍ਹਾਂ ਦੀ ਫਾਈਨਲ ਡੀ ਸਿਹਤ (ਕਾਰਾਈਏਰੀਆ) ਉੱਚ ਰਹੇਗਾ ਜਿਹੜਾ ਇਸ ਦਫਤਰ ਦੇ ਡਾਕਟਰੀ ਪੱਤਰ ਨੰ: 182136/182516/92-ਜਿਲਦ-1 ਮਿਤੀ 22.8.83 ਰਾਹੀਂ ਜਾ ਚੱਕਾ ਹੈ ਇਸ ਦੇ ਵਿਚ ਸਿਹਤ ਵਿਚ ਫਰਕ ਆ ਜਾਵੇਗਾ ਕਿ ਉਸੇ ਦਾ ਰਿਕਾਰਡ ਬਣਦੀ ਮਿਤੀ ਰੱਕ ਵੇਖਣ ਵੀ ਬਜਾਏ ਡਾਕਟਰੀ ਮਿਤੀ ਤੋਂ 6 ਮਹੀਨੇ ਪਹਿਲਾਂ ਤੱਕ ਦਾ ਵੇਖਣਾ ਚਿੰਨ੍ਹ ਹੈ।

ਅਜਿਹੇ ਬਹੁਤ ਸਾਰੇ ਕੇਸ ਹੋ ਸਕਦੇ ਹਨ ਜਿਨ੍ਹਾਂ ਵਿਚ ਨਿਪੁੰਨਤਾ ਰੋਕਾਂ ਇਸ ਆਦੇਸ਼ ਦੇ ਜਾਰੀ ਹੋਣ ਤੋਂ ਪਹਿਲਾਂ ਪਾਰ ਕਰਨੀਆਂ ਬਣਦੀਆਂ ਹਨ ਪਰ ਅਜੇ ਤੱਕ ਇਨ੍ਹਾਂ ਵਿਚ ਕੋਈ ਵੀ ਆਦੇਸ਼ ਨਹੀਂ ਕੀਤੇ ਗਏ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਹੇਠ ਨਾਲ ਅਜਿਹੇ ਕੋਸ਼ਾਂ ਵਿਚ ਨਿਪੁੰਨਤਾ ਰੋਕਾਂ ਨੂੰ ਬਣਦੀਆਂ ਮਿਤੀਆਂ ਤੋਂ ਪਾਰ ਹੋਇਆ ਸਮਝਿਆ ਜਾਣਾ ਹੈ।

ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਸਖਤੀ ਨਾਲ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ। ਇਨ੍ਹਾਂ ਦੀ ਪਾਲਣਾ ਵਿਚ ਕਿਸੇ ਨੂੰ ਚਿਲ ਨੂੰ ਨਾਲ ਲਿਆ ਜਾਵੇਗਾ।

ਇਸ ਠਲ ਦੀ ਕੋਰ ਤਾਕੀਦ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਇਹ ਹਦਾਇਤਾਂ ਚੰਗੇ ਤਰ੍ਹਾਂ ਅਮਲ ਕੀਤੇ ਗਏ ਤੇ ਕੀ ਲਾਭ ਹਨ। ਡਾਕਟਰੀ ਅਮਲ ਦੇ ਕੋਸ਼ਾਂ ਨੂੰ ਮੌਜੂਦਾ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਹੀ ਨਿਰਠਿਆ ਜਾਣਾ ਚਹੀਦਾ।

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ਪੰਜਾਬ ਸਰਕਾਰ ਡਾਕਟਰੀ ਪੱਤਰ ਨੰ: 16/32/84-2ਪੀਪੀ/9828, ਮਿਤੀ 16 ਜੁਲਾਈ, 1985 ਵਲੋਂ ਉਪ ਪਰਸੋਨਲ, ਪੰਜਾਬ ਸਰਕਾਰ, ਪਰਸੋਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਧਾਰ ਵਿਭਾਗ (ਪ੍ਰਸੋਨਲ ਪਾਲਿਸੀ ਸ਼ਾਖਾ), ਚੌ. ਫਲ ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ।

— ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰਨ ਦੀ ਮਿਤੀ ਤੋਂ ਪਹਿਲਾਂ ਪ੍ਰਿੰਟਿੰਗ ਵਿਭਾਗਾਂ ਦਾ ਤਰੀਖੀ/ਸਿੱਧਾ ਵਿੱਚ ਰੱਖੀ ਰੱਖਣ/ ਸੇਵਾ ਤੋਂ ਸਮਾਂ-ਪੂਰਵ ਨਿਰਠਾਰੀ ਉਏ ਪ੍ਰਭਾਵ।

ਮੈਂ ਨੂੰ ਉਪਰ ਦਿੱਤੇ ਕਿਸੇ ਤੇ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਡਾਕਟਰੀ-ਪੱਤਰ ਨੰ: 6660-7/7/78-2 ਪੀਪੀ/33043, ਮਿਤੀ 17 ਦਸੰਬਰ, 1978 ਦਾ ਹਵਾਲਾ ਦੇਣ ਅਤੇ ਇਹ ਯਕੀਨ ਦੀ ਹਦਾਇਤ ਹੋਈ ਹੈ ਕਿ ਉਸ ਵਿਚ ਇਹ ਲਿਖਿਆ ਗਿਆ ਕਿ ਜਿਸ ਕਰਮਚਾਰੀ ਦੀਆਂ ਸਾਲਾਨਾ ਰੁਪਏ ਰਿਪੋਰਟ ਵਿੱਚ ਪ੍ਰਿੰਟਿੰਗ ਵਿਭਾਗ, ਜੋ ਉਸ ਨੂੰ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕੀ ਮਿਤੀ ਤੋਂ ਪਹਿਲਾਂ ਕਿਸੇ ਸਮੇਂ ਦੇ ਸਬੰਧ ਵਿੱਚ ਮਿਲੇ ਹੋਣ, ਕਿਸੇ ਉਥੇ ਦੀ ਅਸਲੀ ਉਥੇ ਤਰੀਖੀ ਵਾਸਤੇ ਉਸ ਦੀ ਦਾ ਨਿਰਠਾਰ ਕਰਨ ਲਈ ਅਤੇ ਨਾਲੋਂ ਉਸ ਨੂੰ ਸੇਵਾ ਵਿੱਚ ਰੱਖੀ ਰੱਖਣ ਜਾਂ ਉਸ ਨੂੰ ਸੇਵਾ ਤੋਂ ਸਮਾਂ-ਪੂਰਵ ਨਿਰਠਾਰ ਤੋਂ ਪ੍ਰਸ਼ਨ ਦਾ ਟੈਸਲਾ ਕਰਨ ਲਈ ਵਿਚਾਰੇ ਜਾ ਸਕਦੇ ਹਨ।

ਕੁਝ ਵਿਭਾਗਾਂ ਦੁਆਰਾ ਉਕਤ ਹਦਾਇਤਾਂ ਦਾ ਇਹ ਅਰਥ ਕੱਢਿਆ ਗਿਆ ਹੈ ਕਿ ਸਮਾਂ-ਪੂਰਵ ਨਿਰਠਾਰੀ ਲਿਆ ਤੇ ਵਿਚਾਰ ਕਰਨ ਸਮੇਂ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦੁਆਰਾ, ਉਸ ਸਮੇਂ ਤੋਂ, ਇਸ ਨਾਲ ਪ੍ਰਿੰਟਿੰਗ ਵਿਭਾਗ ਸਬੰਧਤ ਹੈ ਕਿ ਕਿਸੇ ਮਿਤੀ ਤੋਂ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰ ਕੁਝ ਵੀ ਚੱਕਾ ਹੈ, ਉਸ ਪ੍ਰਭਾਵ ਨੂੰ ਮਿਲਕੁਲ ਨਿਰਠਾਰ ਕਰ ਲਿਆ ਹੈ ਪ੍ਰਿੰਟਿੰਗ ਵਿਭਾਗ ਦਾ ਸਮਾਂ-ਪੂਰਵ ਨਿਰਠਾਰੀ ਦੇ ਖਾਨ ਉਥੇ ਹੋ ਸਕਦਾ ਹੈ। ਦੂਜੇ ਪਾਸੇ ਕੁਝ ਵਿਭਾਗਾਂ ਨੇ ਉਕਤ

ਹਦਾਇਤਾਂ ਦਾ ਇਹ ਅਰਥ ਕੱਢਿਆ ਹੈ ਕਿ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦੀ ਸਮਾਂ-ਪੂਰਵ ਨਿਰਠਾਰੀ ਦੇ ਮਾਮਲੇ ਤੇ ਵਿਚਾਰ ਕਰਨ ਸਮੇਂ ਇਸ ਤੱਥ ਤੇ ਕਿ ਉਸ ਨੇ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰ ਲਈ ਹੈ, ਮਿਲਕੁਲ ਪਿਠਾਨ ਨਹੀਂ ਦਿੱਤਾ ਜਾਣਾ ਚਾਹੀਦਾ। ਇਸ ਮਾਮਲੇ ਦਾ ਨਿਪਟਾਰਾ ਕਰਨ ਲਈ ਤਰਾਕ ਅਦਾਲਤੀ ਅਠਿਠਿਠਿਠਿਆ ਦੀ ਰੱਖਣੀ ਵਿੱਚ ਇਸ ਵਿਸ਼ੇ ਸਬੰਧੀ ਕਾਨੂੰਨ ਵਿਭਾਗ ਦੀ ਰਾਏ ਲੈ ਲਈ ਗਈ ਹੈ।

3. ਇਸ ਦੁਆਰਾ ਇਹ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦੀ ਸਮਾਂ-ਪੂਰਵ ਨਿਰਠਾਰੀ ਦੇ ਮਾਮਲੇ ਤੇ ਵਿਚਾਰ ਕਰਨ ਸਮੇਂ, ਉਸ ਦਾ ਸਮਾਂ-ਪੂਰਵ ਸੇਵਾ ਰਿਕਾਰਡ ਪੂਰਨ ਤੌਰ ਤੇ ਵਿਚਾਰਿਆ ਜਾਣਾ ਹੋਣਾ ਹੈ। ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ ਮਿਲੀ ਕੋਈ ਪ੍ਰਿੰਟਿੰਗ ਵਿਭਾਗ ਅਤੇ ਇਹ ਤੱਥ ਕਿ ਉਸ ਨੂੰ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰਨ ਦੀ ਵਿਭਾਗਤ ਦੇ ਦਿੱਤੀ ਗਈ ਹੈ ਕੋਸ਼ਾਂ ਸੇਵਾ ਰਿਕਾਰਡ ਦਾ ਡਾਕ ਬਣਨਗੇ, ਜਿਸ ਨੂੰ ਕਿ ਵਿਚਾਰਿਆ ਜਾਣਾ ਹੋਣਾ ਹੈ। ਇਸ ਲਈ ਜਿਸੇ ਅਜਿਹੇ ਮਾਮਲੇ ਹੋਣਾ ਸਿਨ੍ਹਾਂ ਵਿੱਚ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦਾ ਸਮਾਂ-ਪੂਰਵ ਸੇਵਾ ਰਿਕਾਰਡ ਵਿਚਾਰਣ ਤੇ, ਕੋਈ ਵਿਭਾਗ ਨਿਰਠਾਰ ਰੂਪ ਵਿੱਚ ਇਸ ਵਿੱਚ ਸਿਨ੍ਹਾਂ ਵਿੱਚ ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ, ਉਸ ਦੁਆਰਾ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰ ਕੁਝ ਵੀ ਸਮਾਂ-ਪੂਰਵ ਨਿਰਠਾਰ ਤੇ ਪਹੁੰਚੇ ਕਿ ਕਿਸੇ ਕਰਮਚਾਰੀ ਨੂੰ, ਉਸ ਦੁਆਰਾ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕਰ ਕੁਝ ਵੀ ਸਮਾਂ-ਪੂਰਵ ਨਿਰਠਾਰ ਕਰ ਲਿਆ ਜਾਵੇ, ਉਸ ਅਜਿਹੇ ਮਾਮਲੇ ਦੀ ਹੋ ਸਕਦੀ ਹਨ, ਜਿਨ੍ਹਾਂ ਵਿੱਚ ਕਿਸੇ ਕਰਮਚਾਰੀ ਦੁਆਰਾ ਨਿਪੁੰਨਤਾ ਰੋਕ ਪਾਰ ਕ ਕੁਝ ਵੀ ਚੱਕਾ, ਪਹਿਲਾਂ ਮਿਲੀ ਪ੍ਰਿੰਟਿੰਗ ਵਿਭਾਗ ਨੂੰ ਅਠਿਠਿਠੀ ਕਰਨ ਲਈ ਰੱਖਾ ਕਾਠ ਸਮਝੀ ਜਾਵੇ। ਇਸ ਲਾ ਕੁਝ ਵੀ ਚੱਕਾ, ਪਹਿਲਾਂ ਮਿਲੀ ਪ੍ਰਿੰਟਿੰਗ ਵਿਭਾਗ ਨੂੰ ਅਠਿਠਿਠੀ ਕਰਨ ਲਈ ਰੱਖਾ ਕਾਠ ਸਮਝੀ ਜਾਵੇ। ਇਸ ਲਾ ਕੁਝ ਵੀ ਚੱਕਾ ਅਸੂਲ ਨਿਰਠਾਰ ਕਰਨੇ ਸੰਭਵ ਨਹੀਂ ਹਨ ਅਤੇ ਹੋਰ ਮਾਮਲੇ ਦਾ ਟੈਸਲਾ ਉਸ ਦੇ ਠਲ ਵੱਜਾ ਦੇ ਆਧਾਰ ਕਰਨਾ ਪਵੇਗਾ।

4. ਉਕਤ ਸਪਸ਼ਟੀਕਰਣ ਸਬ ਸਬੰਧਤ ਵਿਭਾਗਤੀਆਂ ਦੇ ਨਿਰਠਾਰ ਵਿੱਚ ਲਿਆਉਣ ਦੀ ਹਿਰਪਾ ਕੀਤੀ ਜਾਵੇ।

5. ਇਸ ਪੱਤਰ ਦੀ ਪਹੁੰਚ ਰਸੀਦ ਦੀ ਭੇਜਣ ਦੀ ਤਰ੍ਹਾਂ ਕੀਤੀ ਜਾਵੇ।

(ਸਕੱਤਰ, ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ, ਪਟਿਆਲਾ ਦੇ ਪਿੱਠ ਅੱਕਟ ਨੰ 186046/186846 /ਆਰ.ਈ.ਜੀ./ ਏ.ਡੀ.ਪੀ.-65 ਮਿਤੀ 19-8-85 ਰਾਹੀਂ ਜਾਰੀ ਕੀਤਾ ਗਿਆ)

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Copy of circular memo No. 261695/2040/Reg-47 dated 30-11-85 from Secondary Regulation Section PSEB, Patiala.

Subject : Revision of E.B. From C.A.-101 i.e. Report of an Inspection Sub-Division by Executive Engineer.

As provided in paragraph-6.3 of E.B. Manual of Orders, Xens. (as amended by Divisional Accountant) are required to inspect each Sub-Division office under their administrative control at least once in a year and are required to submit their report to the S.E. concerned, in E. B from 101. Since the introduction of this format, many changes have taken

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the accounting procedure which necessitated the revision of the said format. After careful consideration of the matter, the format of the inspection report has been revised which is under print.

You are, therefore, advised to prepare and submit the requisite reports to the quarter concerned in the revised format in future, after obtaining clearance from the Printing and Stationary Section of the Board.

The receipt of this communication may please be acknowledged.



## CHAPTER III

### ANNUAL CONFIDENTIAL REPORTS

Copy of circular memo No. 1208/1608/Reg-20/Vol-IV dated 3-1-83 from Secretary, Regulation Section PSEB, Patiala.

Subject :- Instructions regarding Annual Confidential Reports.

The Consolidated instructions regarding Annual Confidential Reports circulated vide memo. No. 142376/3426/Reg-20 dated 4.8.76 interalia lay down that the representation against adverse remarks should be considered and disposed of by an authority next higher to the receiving authority (accepting authority) of the Board. As such, in most of the cases relating to non-gazetted staff, the representations against adverse remarks are disposed of at the level of Administrative Member, being the next higher authority. The matter regarding minimising the above work at the level of Administrative Member has been engaging the attention of the Board for some time past and after careful consideration of the matter, it has been decided to substitute sub paras (1) and (2) below note under sub para (16 b) DF paras of the consolidated instructions regarding Annual Confidential Reports circulated vide memo. referred to above with the following :

- “(1) In the Board's Secretariat and offices of the Engineer-in-Chief/General Manager, C.Es/CAO/CA SSP (V & S), the Confidential Reports of the non-Gazetted staff will be written by the Sectional Heads and further remarks shall be added by the concerned under Secretary/Dy. Director and the reports shall be accepted at the level of Dy. Secy./S.E./Directors. The Confidential Reports of the S.A.S. Accountants/Divisional Accountants will be written by the Accounts Officers/Senior Accounts Officers and the reports will be accepted by the Dy. C.A.Os/Dy. C.As.

2) In the field offices, the confidential reports of R.As/A.R.As/J.Es. (Grade I & II) will be written by the S.D.Os., further remarks added by the Xen and reports shall be accepted by the S.E. The Annual Confidential Reports of Divisional Accountants, Head Clerks/Divisional Head Draftsmen will be written by the Xen and the reports shall be accepted by the S.Es. The Annual Confidential Reports of Circle Supdt. and Circle Head Draftsmen will be written by the S.Es and shall be accepted by the C.E. The R.As./J.E. Grade-I & II In-charge Sub-Offices/Head Clerks/Divisional Head Draftsmen/Divisional Accountants/Circle Head Draftsmen/Circle Supdts. will initiate the reports of the staff working under them and further remarks will be added/counter signed by the SDOs/XENs/S.Es., concerned. The Annual Confidential Reports of Linemen, Asstt. Linemen, Sub-Station Attendants, LDCs, Meter Readers and Holders of equivalent posts in the field offices, shall be accepted by the Xens.

The Annual Confidential Reports of J.Es (Grade-I & II) and holders of equivalent posts, Circle Asstts. and holders of equivalent posts, UDCs, and holders of equivalent posts in the field offices shall be accepted by the S.Es.

The Annual Confidential Reports of Internal Auditors will be written by A.O. (Field) and accepted by Dy. C.As. The Confidential Reports of Audit Clerks be written by Internal Auditors, further remarks added by the A.O. field and the Reports shall be accepted by the Dy. C.A."

2. The effect of the above amendment in the existing instructions that in future the representations against the adverse remarks recorded in the Annual Confidential Reports of non-gazetted employees, which henceforth be accepted by the authorities lower than the Heads of Departments, shall now be finally disposed of at the level of the authority, higher to the above revised accepting authorities.

Copy of circular memo No. 316008/6463/Reg-20/Vol-IV dated 2-7-83 from Secretary Regulation Section PSEB, Patiala.

Subject :— Instructions regarding Annual Confidential Reports.

Continuation this office circular memo No. 1208/1608/Reg-20/Vol. IV dated 3-1-83, on the subject noted above.

Sub-Paras (1) and (2) below note under sub para (16-b) of para 5 of the consolidated instructions regarding Annual Confidential Reports circulated vide memo No. 142376/3426/Reg-20, dated 4-8-76 were substituted vide memo. No. 1208/1608/Reg-20/Vol. IV dated 3-1-83. The effect of the aforesaid amendment in the existing instructions is that, in future, the representations against the adverse remarks recorded in the Annual Confidential Reports of non-gazetted employees, which will henceforth be accepted by the authorities lower than the Heads of Departments, shall now be finally disposed of at the level of the authority, next higher to the revised accepting authorities.

Certain offices have sought clarification as to whether due to the above amendment, there would be any change in the existing authorities who are the custodian of ACR files.

It is clarified that no change has been made in para-17 of the consolidated instructions regarding Annual Confidential Reports circulated vide memo No. 142376/3426/Reg-20 dated 4-8-76, which relates to the custody of Confidential Report files and the authorities competent to convey adverse remarks in Confidential Reports. These authorities may authorise any other officer attached to them to convey adverse remarks on their behalf, if so desired. This para does not indicate the "Accepting Authority" (last countersigning authority) or the authority competent to dispose of the representations against adverse remarks. The revised accepting authorities in the case of non-gazetted employees have been defined in the instructions issued by this office vide memo under reference. The representations against adverse remarks in the ACRs are to be disposed of by the authority next higher to the "Accepting Authority". There is thus a clear distinction amongst the



ities i.e. 'Accepting Authority', the authority who is the custodian of ACRs and the authority who is competent to dispose of the representation against adverse remarks notwithstanding the fact that in some cases, the authority, who is the custodian of ACRs, can also be the authority competent to dispose of the representations against adverse remarks by virtue of next higher authority to the accepting authority.

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**Copy of circular memo No. 214518/215078/Reg-20/Vol-IV dated 24-9-85 from Secretary Regulation Section PSEB, Patiala.**

**Subject:— Instructions regarding Annual Confidential Reports.**

It has inter alia been laid down in para 12 (3) of the instructions regarding Annual Confidential Reports issued vide Memo No. 142376/3426/Reg-20 dated 4.8.76 that where an officer/official who wanted to represent against adverse remarks, but could not do so because he was unable to lay hands on the relevant record in order to prepare his representation, should intimate to the authority conveying the adverse remarks that he would be making a detailed representation after examining the relevant record. As far as possible, the detailed representation should also be sent within the prescribed time-limit of three months, but where this is not possible owing to the circumstances beyond an officer's control and the authority dealing with the representation is satisfied about it, the representation may be entertained and dealt with as if it had been received within the prescribed time-limit of three months.

The matter has further been examined and after careful consideration, it has been decided to add the following at the end of Para-12(3) of the instructions issued vide Memo No. 142376/3426/Reg-20, dated 4.8.76 :—

"However, the period of delay required to be condoned on this account will, in no case, exceed one year. In other words, no such representation against adverse remarks shall be entertained, in any

circumstances; after the expiry of one year reckoned from the date of issue of communication conveying the adverse remarks."

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**Copy of circular Memo No. 272239/2769/Reg-20/ Loose dated 10-12-85 from Secretary, Regulation Section PSEB, Patiala.**

**Subject:— Instructions regarding Annual Confidential Reports.**

It has inter alia been laid down in Para-5(16-b) (2) of the instructions regarding Annual Confidential Reports issued vide Memo No. 142376/3426/Reg-20 dated 4.8.76, that J.Es. Grade-I and II Incharge sub-offices will initiate the reports of the staff working under them and the Annual Confidential Reports of Linemen, Asstt. Linemen, Sub-Station Attendants, L.D.Cs., Meter Readers and holders of equivalent posts in the field offices, shall be accepted by the Xens.

The matter has further been examined and it has been decided to give powers to the J.Es. Grade I and II posted in the Sub-Divisional offices also to initiate the A.C.Rs. of the staff working under them. Accordingly, the word "and working in the Sub-Divisions" shall be added after the words "J.Es Grade-I and II Incharge Sub-Offices" appearing in para-5(16-b) (2) of instructions regarding Annual Confidential Reports issued vide Memo No. 142376/3426/Reg-20 dated 4-8-76 read with Memo No. 1208/1608/Reg-20/Vol. IV dated 3-1-83.

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**Copy of circular memo No. 200993/2223/Reg-51/Vol-III dated 12-11-86 from Secretary Regulation Section PSEB, Patiala.**

**Subject:— Annual Confidential Report Form of Engineering Officers, Junior Engineers and Junior Engineers (Sub-Station).**

The following new sub-columns in the Annual Confidential Report

of Engineering officers (AEs/AEEs.) Junior Engineers and Junior  
 ers (Sub-Station) shall be added :-

Name of ACR Format.	Column to be added
Annual Confidential Report for Engineering Officers. (P.S.E.B. Form No. A-1)	<p>*For AEs./AEEs. in the field Sub-Divisions</p> <p>*2(a)-Part-III :            The number of theft cases which occurred in their respective areas of jurisdiction, number of theft cases got investigated and the cases traced, indicating the value of stolen material.</p>
Annual Confidential Report in respect of Junior Engineers. (PSEB Form No. A-11)	<p>C. Proficiency in :            (xvii). The number of theft cases which occurred in their respective areas of jurisdiction, number of theft cases got investigated &amp; the cases traced, indicating the value of stolen material.</p>
Annual Confidential Report in respect of Junior Engineers (Sub-Station)/Sub-Station Attendants. (PSEB Form No. A-12)	<p>B. Technical knowledge and Proficiency :            *(xiii). The number of theft cases which occurred in their respective areas of jurisdiction, number of theft cases got investigated &amp; the cases traced, indicating the value of stolen material.</p>

Copy of circular memo No. 205040/5600/Reg-20/Vol-V dated 18-11-86 from Secretary, Regulation Section PSEB, Patiala.

Subject :— Instructions regarding Annual Confidential Reports.

It has interalia been laid down in Para-12(3) of the instructions regarding Annual Confidential Reports issued vide Memo No. 142376/3426/Reg. 20 dated 4.8.76 that the remarks recorded in the Annual Confidential Reports against which representation has not been filed within the prescribed period or if so filed, has been rejected, should not be expunged, inspite of the fact that at some later date a succeeding authority has a different view. The succeeding officer may record his own remarks and get the same also placed on the Confidential Report file of the employee reported upon where he has a different view in regard in the remark in the Confidential Report recorded by a previous officer. Of late, it has been observed that it has been becoming a habit with the employees that even in cases where their representation against adverse remarks has been rejected, they keep on applying for review of the decision time and again.

The matter has further been examined and after careful consideration, it has been decided to add the following new sub para (4) under Para-12(3) of the instructions issued vide Memo No. 142376/3426/Reg-20 dated 4.8.76 read with Memo No. 214518/215078/Reg-20/Vol. IV dated 24.9.85 :—

- “(4) In case of rejection of representation of an employee against adverse remarks, no further review will lie in such cases. Further if there is a patent error of fact, then the competent authority (to review such cases) will be one step higher than the authority who initially rejected the representation of the employee i.e. in case representation was in the first instance rejected by the Head of the Department, then the competent authority in such cases shall be the Member Incharge, in case the representation was rejected by Member Incharge then the competency will be of WTM's and in case representation was rejected at the level of WTM's then the competent authority will be the Board.

Such reviews have to be considered only in rarest of rare

cases and where it is felt that there has been gross miscarriage of justice"

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Copy of circular memo No. 31708/32558/Reg-51/Vol-III dated 5-3-87 from Secretary, Regulation Section PSEB, Patiala.

Subject: - Annual Confidential Report Form of Engineering Officers, Officers on Accounts & General side of the Board, Ministerial Estt. and Officers on Accounts, Finance & Audit side.

The following new columns shall be added in the following Annual Confidential Report Forms: -

Name of ACR Format.	Column to be added	if added
Annual Confidential Report for Engineering Officers. (PSEB Form No. A-1)	*For Drawing & Disbursing Officers.	*4(a) Part-III Up-keep of G.P. Fund Pass Books of Establishment.
Annual Confidential Report Form for Officers on Accounts & General side of the Board. (PSEB Form No. A-2)	*For Drawing Officers in the Head Office.	* 5(g) Does he keep control in respect of completion of G.P. Fund Pass Books of Establishment.
Annual Confidential Report of Ministerial Establishment (including Storekeepers and Establishment in the Accounts Organisation. (PSEB Form No. A-3)	*For Drawing Officer in the Head Office.	* 6 (a) Does he keep control in respect of completion of G.P. Fund Pass Books of Establishment

4. Annual Confidential Report for Officers on Accounts, Finance & Audit side. (PSEB Form No. A-8)

\*For Drawing & Disbursing Officers. \* 9(a) Part-III  
Up-keep of G.P. Fund Pass Books of Establishment.

Performance with regard to completion of G.P. Fund Pass Books should be recorded in the ACR Forms of concerned officers.

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Copy of circular memo No. 102064/585/Reg-20/Vol-V dated 13-7-87 from Secretary Regulation Section PSEB, Patiala.

Subject: Instructions regarding Annual Confidential Reports.

It has interalia been laid down in para-5(3) of consolidated instructions regarding Annual Confidential Reports circulated vide Memo No. 142376/3426/Reg-20, dated 4.8.76 that ACRs of Assistant Architects will be written by the respective S.Es. and put up to the Chief Engineer concerned and the Chairman.

2. The matter has been examined and it has been decided that para-5 (3) of instructions issued vide Memo. No. 142376/3426/Reg-20/ dated 4-8-76 shall be amended and substituted as under:-

"5(3) Executive Engineers: Their reports will be written by the respective S.Es. and put up to the Chief Engineer concerned and the Chairman.

(3A) Assistant Architects :- Their reports will be written by the Architect and put up to the S.E. and C.E. concerned."

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Copy of circular memo No. 113770/4295/Reg-20/Vol-V dated 3-8-87 from Secretary, Regulation Section PSEB, Patiala.

Subject: - Instructions regarding Annual Confidential Reports.

Technical  
Patiala

Instructions were issued vide this office Memo No. 272239/2769/Reg-20, dated 10.12.85 and copy of the same was endorsed to all A.Es./AEEs, in the field Sub-Divisions in PSEB and all the J.E.'s Incharge Sub-Officer in PSEB, wherein, it was decided to give powers to the J.Es. Grade-I and also posted in the Sub-Divisional Offices to initiate the Annual Confidential Reports of the Staff working under them. It has been brought to the notice of this office that these instructions are not being implemented by the concerned officers.

It is, therefore, requested that the above instructions may be got implemented in letter and spirit.

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Copy of circular memo No. 189616/190828/Reg-51 Vol-IV/Loose dated 12-11-87 from Secretary Regulation Section PSEB, Patiala.

Subject: -- Annual Confidential Report Form of Engineering Officers, Junior Engineers and Junior Engineers (Sub-Station).

In the Annual Confidential Reports Forms of Engineering Officers (AEEs), Junior Engineers and Junior Engineers (Sub-Station) some new forms were introduced vide this office Memo No. 200993/223/Reg-51/Vol-IV dated 12-11-86. The matter has been considered further and it has been decided that keeping in view the Law and Order situation as obtaining in the State, the conduct and general reputation of the official/officer, the issuing Authority/Accepting Authority may use his Judicial discretion to determine, whether such an entry in the ACRs, against the newly introduced forms referred to above is to be considered an "adversed" entry and is to be communicated to the official/officer concerned.

The above instructions may be brought home to all concerned for compliance.

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Copy of circular memo No. 21510/Reg-20/Vol-V dated 12-2-88 from Secretary, Regulation Section PSEB, Patiala.

Subject: -- Instructions regarding Annual Confidential Reports.

The following new sub para 9-A shall be added under para 5 of consolidated instructions regarding Annual confidential reports circulated vide this office circular No. 142376/3426/Reg. 20 dated 4-8-76 --

"5(9-A) D.S.P. (V&S) : His report will be written by the D.I.G./V&S, and reviewed by the A.M. and the report will be accepted by the Chairman."

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Copy of circular memo No. 126845/127445/Reg-51/Vol-IV dated 6-7-88 from Secretary Regulation Section PSEB, Patiala.

Subject: -- Annual Confidential Report Form of Engineering Officers.

The existing column No. 13 of Part-III of Annual Confidential Report form No. A-1 relating to Engineering Officers shall be substituted as under: --  
"No. of electrical accidents which took place, for which the officer could be held responsible".

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Copy of circular Memo No. 225998,6598,Reg-20/Vol-V dated 30-11-88 from Secretary, Regulation Section PSEB, Patiala.

Subject: -- Instructions regarding Annual Confidential Reports.

It has inseralia been laid down in Para 7 (3) of consolidated instructions regarding Annual Confidential Reports circulated vide memo No. 142376/3426/Reg-20 dated 4-8-76 that when-ever an officer retires, he should write the Confidential Reports of his subordinates before retirement. After retirement, he shall have no right what-so-ever, to comment on the performance of his subordinates.

Dy. Secretary/Tech.-1  
P.S.E.B., Patiala

Instances have come to the notice of this office wherein some officers not write the ACRs of their subordinates before retirement due to reason or the other. After careful consideration of the matter, it has decided that para 7(3) of instructions issued vide memo No. 142376/Reg-20, dated 4-8-76 shall be substituted as under :-

- (3) When-ever an officer retires, he should write the Confidential Reports of his subordinates before retirement. After retirement, he shall have no right what so ever to comment on the performance of his subordinates.

**EXPLANATION :** In the case of retiring officer, the next higher authority should get the reports written from the retiree on or before the date of his actual superannuation. A retiree may write the ACR within one week of his retirement. If it is omitted due to some reason, the best course would be to leave-out the reports of the officer who has retired and in that event the next higher authority may initiate the reports. For instance, if an Xen, retires, the reports of the S.D Os may be initiated by the S.E. if the S.E. has retired Xen's Report (reports initiated by the Xen) may go direct to the Chief Engineers and if the Chief Engineer has retired, S.Es reports may be treated as final.

In the case of retiring of Chairman, it will be the duty of the Secretary of the Board to furnish the C. R. Forms of all Officers whose reports are to be written by the Chairman, one month before the date of retirement. In case the Chairman does not write Confidential Reports before his retirement, the reports which were to be written by him will be written by the Senior most Member of the Board who, in any case, had seen the work and conduct of all the officers.

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of circular memo No. 47275/47865/Reg-20/Vol-V dated 27-2-89 from  
ary, Regulation Section PSEB, Patiala.

Subject : - Regarding correct assessment of ACRs.

Instructions were issued vide this office circular memo No. 196210/197160/Reg-20/Loose dated 23-10-82, wherein it was interalia laid down that the reporting officers should record their remarks against various entries appearing in the form with great care and in an impartial and honest manner and that no unfortunate tendency should develop in regard to recording remarks against each entry.

2. It is again reiterated that the reporting officer should give correct assessment of work & conduct of officers/officials reported upon, while recording their annual confidential reports.

3. It is, therefore, requested that the above instructions may be got implemented in letter & spirit.



Dy. Secretary/Tech-I  
H.S.E.H., Patiala

## CHAPTER IV

### GRANT OF LEAVE

Copy of circular No. 1/22/78-4FR/7694 dated 1-10-82 from commissioner for Finance and Secretary to Govt. Punjab, Finance Department to all Heads of Departments.

Subject : Cash payment in lieu of unutilised earned leave on the date of retirement.

In inviting a reference to Punjab Govt. Finance Department instructions issued vide letter No.240-GOF-4FR-77/2523, dated 25.1.78 on the above subject, I am directed to say that with the revision of scales of pay respectively from 1.1.1978 as also the grant of instalments of dearness allowance retrospectively, a question has cropped up as to whether the difference between the leave salary already paid and that admissible with reference to revised scales of pay or in the matter of that enhanced rates of dearness allowance is to be paid or not because in such cases lump-sum one-time settlement had already been effected prior to the issue of orders revising scales of pay or in the matter of grant of dearness allowance.

After careful consideration of the matter the Governor of Punjab is directed to decide that in the event of any increase in dearness allowance or on account of the revision of scales of pay or otherwise retrospectively, Government employee concerned will be allowed the difference between leave salary already paid and the leave salary payable according to the rates in cases where the particular government employee was eligible for the same on the date of his retirement in disregard of the fact that one-time settlement had already been made prior to the date of issue of orders regarding revision of scales and or increase of dearness allowance or pay.

(Adopted vide Secretary PSEB, Patiala memo No. 234770/235370/  
Reg./Loose-38 dated 10-12-82 in continuation of his memo No. 54874/  
/55175/Reg./Loose-38 dated (19-4-78)

Copy of Circular No. 1/22/78-4FR/5109 dated 3-6-83 from commissioner for Finance and Secretary to Government Punjab, Finance Department to all Heads of Departments.

Subject : — Cash payment in lieu of unutilised earned leave on the date of retirement.

I am directed to refer to Punjab Government, Finance Department instructions issued vide letter No. 240-GOF-4FR-77/2523, dated 25.1.1978 and subsequent instructions issued from time to time thereafter on the subject noted above, and to say that an employee on deputation on the date of retirement is entitled to have the component of "deputation allowance" treated as pay for calculating the cash equivalent to 180 days earned leave, since the term pay includes it.

(circulated vide Secretary PSEB, Patiala endst No. 146340/147290/  
Reg./L-38 dated 13-2-83)

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Copy of circular letter No. 134657/5122/ENG/L-47 dated 6-7-85 from Secretary PSEB, Patiala.

Subject : — Sanction of Earned Leave.

The matter regarding grant of earned leave to the Board employees has been considered by the Board at great length and it has been decided that normally the leave applied for and due to the Board employees may be granted unless public interest may require to decline it in emergent cases reasons for which may always be recorded.

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ਰਾਖੀ ਮੀਮੇ ਨੰ: 72298/72318/ਓ. ਐਨ. ਜੀ.ਜੀ-102 ਮਿਤੀ 14-5-87 ਵਲੋਂ ਕਮਲਾ ਕਰ ਸਦੀ ਰਾਗ-1 ਪੇਸ਼ਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ, ਪਟਿਆਲਾ ।

ਵਿਸ਼ਾ : — ਪ੍ਰਸੂਤ ਵੱਲੀ ਮਕਰੰ ਲੋੜੀ ਕਰਮਚਾਰੀ, ਬਿਜਲੀ ਬੋਰਡ/ਪਟਿਆਲਾ ਮੁੱਲੀ ਕਲਕਤਾ ਨੂੰ ਭੇਜਣ ਵਾਲੀ ਸਾਂਝੀ ।

ਵੇਤ: ਆਜਿਕ ਵਿੱਚ ਪ੍ਰਸੂਤ ਵੱਲੀ ਵੱਲੀ ਦੀ ਰਾਖਮ ਆਇਤ ਤੇ ਭੇਜਣੀ ਹੁਕਮ ਜੀ ਮੇਕ ਕਰਨ ਵਾਲੀਆਂ ਕਰਮਚਾਰੀਆਂ

ਸੂਚੀ ਸੀਨੀਅਰਤਾ ਅਨੁਸਾਰ ਤਿਆਰ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਕਰਮਚਾਰੀਆਂ ਵਲੋਂ ਤੈਨਾਤੀ ਹੁਕਮਾਂ ਦੀ ਮੰਗ ਕਰਨ ਸਮੇਂ ਉਹਨਾਂ ਪਾਸੋਂ ਇਹ ਲਿਖਵਾ ਕੇ ਲਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਜਦੋਂ ਤੱਕ ਉਹ ਆਇਸ ਵਿੱਚ ਪੱਸਟ ਨਹੀਂ ਆਉਂਦੀ ਤੱਕ ਇਤਜਾਰ ਸਮਾਂ ਉਸਦੀ ਬਣਦੀ ਫੁੱਟੀ ਵਿਚੋਂ ਕੱਟ ਲਿਆ ਜਾਵੇਗਾ। ਇਹ ਵੇਖਣ ਵਿੱਚ ਆਇਆ ਹੈ ਕਿ ਅਜਿਹੀ ਸਮੱਸਿਆ ਵੀਲਡ ਦੇ ਵਾਤਰ ਵਿੱਚ ਨਹੀਂ ਆਪਣਾਈ ਜਾਂਦੀ ਅਤੇ ਜਦੋਂ ਜੇ ਕੋਈ ਲੱਭੀ ਕਰਮਚਾਰੀ ਪ੍ਰਸੂਤ ਫੁੱਟੀ ਤੈਨਾਤੀ ਹੁਕਮਾਂ ਦੀ ਮੰਗ ਕਰਦੀ ਹੈ ਤਾਂ ਉਸ ਨੂੰ ਕਈ ਤਰ੍ਹਾਂ ਦੀਆਂ ਔਰਤਾਂ ਦਾ ਮਾਮਲਾ ਕਰਨਾ ਪੈਂਦਾ ਹੈ।

ਵੀਲਡ ਦੇ ਵਾਤਰ ਵਿੱਚ ਜੇ ਹੋਰ ਆਇਸ ਦੀ ਤਰ੍ਹਾਂ ਉਹੀ ਤਰੀਕਾ ਅਪਣਾਉਣ ਸਬੰਧੀ ਇਸ ਪੱਤਰ ਰਾਹੀਂ ਦੱਸਿਆ ਹੈ ਕਿ ਆਪ ਅਧੀਨ ਵਾਤਰ ਵਿੱਚ ਜਿਹੜੀ ਭੀ ਲੱਭੀ ਕਰਮਚਾਰੀ ਪ੍ਰਸੂਤ ਫੁੱਟੀ ਤੋਂ ਵਾਪਸ ਆਉਣ ਤੇ ਉਸਦੀ ਮੰਗ ਕਰਦੀਆਂ ਹਨ, ਨੂੰ ਉਸੇ ਸਟੇਸ਼ਨ ਤੇ ਤੈਨਾਤ ਕਰਨ ਸਬੰਧੀ ਸੀਨੀਅਰਤਾ ਸੂਚੀ ਬਣਾ ਲਈ ਜਾਂਦੀ ਹੈ ਅਤੇ ਆਪ ਤੇ ਤੈਨਾਤੀ ਹੁਕਮ ਜਿੱਤੇ ਜਾਣ। ਤੈਨਾਤੀ ਹੁਕਮਾਂ ਦੀ ਮੰਗ ਸਮੇਂ ਉਨ੍ਹਾਂ ਪਾਸੋਂ ਇਹ ਲਿਖਵਾ ਲਿਆ ਜਾਵੇਗਾ ਕਿ ਉਨ੍ਹਾਂ ਅਧੀਨ ਵਾਤਰ ਵਿੱਚ ਪੱਸਟ ਨਹੀਂ ਆਉਂਦੀ ਉਤਨੀ ਜਿੰਨਾ ਇਤਜਾਰ ਕੀਤਾ ਸਮਾਂ ਉਸਦੀ ਫੁੱਟੀ ਵਿਚੋਂ ਕੱਟ ਲਿਆ ਜਾਵੇਗਾ ਅਤੇ ਉਹ ਉਸ ਸਮੇਂ ਦੀ ਫੁੱਟੀ ਕੱਢ ਦੇਵੇਗੀ। ਇਹ ਸਮਝੋ ਅਧਿਕਾਰੀ ਦੀ ਪੁਰਾਣਕੀ ਨਾਲ ਜਾਂਚੋ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

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of circular memo No. 117276/7731/ENGL-47 dated 5-8-87 from Secre-  
ENG-II, PSEB Patiala.

ect :-- Sanction of Earned Leave.

Instructions were issued vide this office memo No. 134657/5122/ENG/ dated 6.7.1987 that normally the leave applied for and due to the Board employees may be granted unless public interest may require to decline it in urgent cases reasons for which may always be recorded. It has come to notice of the Board that these instructions are not being implemented. You are, therefore, again requested to ensure that these instructions are implemented.

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ਸੀਨੀਅਰਤਾ ਪੰਚਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ, ਪਟਿਆਲਾ ਦੇ ਮੀਮੋ ਨੰ: 12499/15019/ਓ.ਐਨ.ਜੀ.ਜੀ-102  
ਦੀ 21-8-87.

ਪ੍ਰਸੂਤ ਫੁੱਟੀ ਮਗਰੋਂ ਲੱਭੀ ਕਰਮਚਾਰੀ ਉਹ ਸੂਚੀ ਕਰਮਚਾਰੀ ਸੂਚੀ ਕਰਮਚਾਰੀ ਨੂੰ ਤੈਨਾਤ ਕਰਨ ਸਬੰਧੀ।  
ਹੋਰ ਆਇਸ ਵਿਚ ਪ੍ਰਸੂਤ ਫੁੱਟੀ/ਫੁੱਟੀ ਤੋਂ ਵਾਪਸ ਆਉਣ ਤੇ ਤੈਨਾਤੀ ਹੁਕਮਾਂ ਦੀ ਮੰਗ ਕਰਨ ਵਾਲੀਆਂ ਕਰਮਚਾਰੀਆਂ

ਜੇ ਉਹੀ ਸੂਚੀ ਸੀਨੀਅਰਤਾ ਅਨੁਸਾਰ ਤਿਆਰ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਕਰਮਚਾਰੀਆਂ ਵਲੋਂ ਤੈਨਾਤੀ ਹੁਕਮਾਂ ਦੀ ਮੰਗ ਕਰਨ ਸਮੇਂ ਉਹਨਾਂ ਪਾਸੋਂ ਇਹ ਲਿਖਵਾ ਕੇ ਲਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਜਦੋਂ ਤੱਕ ਉਹ ਆਇਸ ਵਿਚ ਪੱਸਟ ਨਹੀਂ ਆਉਂਦੀ ਉਤਨੀ ਜਿੰਨਾ ਇਤਜਾਰ ਸਮਾਂ ਉਸਦੀ ਬਣਦੀ ਫੁੱਟੀ ਵਿਚੋਂ ਕੱਟ ਲਿਆ ਜਾਵੇਗਾ। ਇਸ ਤਰ੍ਹਾਂ ਦੀ ਪਾਲਿਸੀ ਵੀਲਡ ਦੇ ਵਾਤਰ ਵਿੱਚ ਵੀ ਲਾਗੂ ਕਰਨ ਲਈ ਇਸ ਵਾਤਰ ਦੇ ਜਰਕੁਲਰ ਮੀਮੋ ਨੰ: 72298/72318/ਓ.ਐਨ.ਜੀ.ਜੀ-102 ਮਿਤੀ 14-5-87 ਰਾਹੀਂ ਬੰਦਰ ਦੇ ਸਾਰੇ ਇੰਜੀਨੀਅਰ ਇਨ ਚੀਫ ਅਤੇ ਮੁੱਖ ਇੰਜੀਨੀਅਰਾਂ ਨੂੰ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਸਨ। ਇਸ ਵਾਤਰ ਦੇ ਨੋਟਿਸ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪੂਰਨ ਰੂਪ ਵਿਚ ਪਾਲਣਾ ਨਹੀਂ ਕੀਤੀ ਜਾ ਰਹੀ।

2. ਇਸ ਪੱਤਰ ਰਾਹੀਂ ਆਪ ਨੂੰ ਮੁੜ ਬੋਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਪ੍ਰਸੂਤ ਫੁੱਟੀ ਮਗਰੋਂ ਤੈਨਾਤੀ ਹੁਕਮਾਂ ਦੀ ਮੰਗ ਕਰਨ ਵਾਲੀਆਂ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਉਸੇ ਸਟੇਸ਼ਨ ਤੇ ਜਿਥੇ ਉਹ ਫੁੱਟੀਆਂ ਗਈਆਂ ਹੋਣ, ਸੀਨੀਅਰਤਾ ਸੂਚੀ ਬਣਾ ਲਈ ਜਾਵੇ, ਅਤੇ ਪਹਿਲਕ ਆਧਾਰ ਤੇ ਤੈਨਾਤੀ ਹੁਕਮ ਜਿੱਤੇ ਜਾਣ ਲਈ ਹਦਾਇਤਾਂ ਦੀ ਸਖਤ ਪਾਲਣਾ ਕੀਤੀ ਜਾਵੇ।

ਇਹ ਸਮਝੋ ਅਧਿਕਾਰੀ ਦੀ ਪੁਰਾਣਕੀ ਨਾਲ ਜਾਂਚੋ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

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**PUNJAB STATE ELECTRICITY BOARD**  
**OFFICE OF THE SECRETARY**  
**(Finance Section)**  
**ORDER**

No. 137/Fin./PRC-1988 Dated 5/1/1989.

In pursuance of the recommendations of the PSEB Pay Revision Committee, the Punjab State Electricity Board is pleased to take the following decisions :-

- i) Accumulation of earned leave by an employee shall be upto any extent.
- ii) The encashment of leave at the time of retirement shall be upto 240 days.
- iii) The period spent on duty shall include all kinds of leave except extra-ordinary leave for the purpose of calculation of earned leave.
- iv) There will be no restriction of 120 days on availing of earned leave at a time.
- v) The maximum limit of maternity leave to the women employees shall be 180 days without the necessity of production of a medical certificate. Extension, if any, beyond 180 days shall, however,

be permissible by the grant of leave of the kind due. The other eligibility conditions shall continue to be applicable as heretofore.

- vii) Leave on account of miscarriage, abortion shall be admissible only in those cases where a women employee has less than two living children. The others 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 medical certificate.

The decisions contained in this order shall be effective from the 1st month 1988, except the decisions regarding encashment of leave, which shall be effective from 1st Jan., 1986. The enhanced limit of maternity leave shall be admissible to those women employees also who have proceeded on maternity leave before the date of issue of this order.

**PUNJAB STATE ELECTRICITY BOARD**  
(Finance Section)  
**ORDER**

No. 152/Fin./PRC-1988

Dated : 5/5/1989.

In pursuance of the recommendations of the PSEB Pay Revision Committee, the Punjab State Electricity Board is pleased to decide that all employees, irrespective of their length of service, shall be entitled to 15 days casual leave in a calendar year.

This order shall take effect from 1.5.1989.

Reference of circular memo No. 89054/89104/Fin/PRC-1988 dated 8-6-89 from Secretary, Finance Section PSEB, Patiala.

Subject : - Encashment of Leave.

On the recommendations of PSEB Pay Revision Committee, the Board

has enhanced the limit of encashment of leave at the time of retirement from 180 days to 240 days vide office order No. 137/Fin./PRC-1988 dated 5-1-1989 w.e.f. 1.1.1986.

2. A clarification has been sought for from this office as to whether the encashment of earned leave upto 240 days is also admissible to the family of a deceased employee. The matter has been considered and it is clarified that the enhanced limit of encashment of leave upto 240 days is also admissible to the family of the employee who died on or after 1st January, 1986.

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**PUNJAB STATE ELECTRICITY BOARD**  
**OFFICE OF THE SECRETARY**  
(Finance Section)  
**ORDER**

No. 155/Fin./PRC-1988

Dated 9.5.1989

In continuation to this office order No. 137/Fin./PRC-1988 dated 5.1.89, the Punjab State Electricity Board is pleased to order that the para (i) and (ii) of the above order is substituted as under:-

- i) Accumulation of earned leave by an employee shall be restricted to 360 days. The existing employees shall, however, have the option either to continue to be governed by the existing regulations or by this decision, the option being exercisable within a period of four months from the date of issue of this circular letter.
  - ii) Encashment of leave at the time of retirement shall be admissible upto 240 days to those employees who opt for the revised orders contained in this circular letter. The other conditions shall remain unchanged.
2. The other terms and conditions as notified vide O/O order No.137/Fin/PRC-1988 dated 5.1.89 shall remain unchanged.
  3. The decision contained in this order shall take effect from 1.5.89.

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Dy Secretary/Tech-1  
P.S.E.B., Patiala



## CHAPTER-VI

### REPRESENTATIONS FROM BOARD EMPLOYEES

of circular Memo No. 154457/4927/EBP-171/Vol-III dated 21-9-85  
Secretary PSEB, Patiala.

et :— Representations to the Secretary/Board-Advance copies to  
Chairman/Members of the Board-Proper procedure of addressing  
of communications.

The Board has issued instructions from time to time that the practice  
addressing letters direct to the Chairman and other Members of the  
or sending advance copies to them should be stopped. The latest  
communication on the subject was issued vide Secretary circular Memo No.  
56836/57086 dated 29.4.77 As PSEB Manual of Instructions on  
the Matters Vol. I has generally been made available in every office of  
Board, detailed instructions issued from time to time may be studied  
page 195 to 211 of the Manual *ibid*.

It has, however, been noticed that inspite of repeated instructions  
is a growing tendency amongst Board employees to address represen-  
s direct to Chairman/Members or send their advance copies to them.  
has been viewed very seriously and it has been desired that the correct  
dure of addressing communications/representations to Secretary/Board  
d be followed meticulously. No advance copy of any representation  
ervice matter should be sent to Chairman/Members or any other  
rity.

It is, therefore, requested that these instructions should be complied  
n letter and spirit by all employees in the Board to ensure discipline  
prompt disposal of their cases. Any contravention of procedure will  
ct disciplinary action in future.

Copy of circular memo No. 118687/8812/Loose dated 3-8-85 from Secretary,  
Estt. Gazetted Section PSEB, Patiala.

Subject :— Addressing of Communications.

Instances have come to notice that certain officials/officers desirous of  
transfer to place of their choice, for whatever reasons, write to this office  
and even to Chairman and Members directly, without routing their  
representations through usual channel of correspondence. It is necessary to  
curb this tendency so as to bring about discipline in the services.

Instructions on this matter have already been issued several times  
vide Memo No. 69213/363/Bd/EB-7 dated 14.9.71 followed by Memo No.  
56836/57086 dated 7.6.74 and reiterated vide Memo No.56098/57008/Bd/  
G-63 dated 29.4.77. It has now been decided that from now onwards, not  
only such representations will be filed, the erring officers/officials will be  
liable to be proceeded against. In case any official/officer has a genuine  
grievances, he should send his representation through proper channel.

These instructions may be brought home to all concerned.

## CHAPTER-VII

### DISCIPLINARY CASES

of circular memo No. 21114/445/Reg/ADP-9 dated 31-1-83 from  
ary Regulation Section PSEB, Patiala.

:- Delay in the finalisation of departmental proceedings against  
Government employees-Recommendations of the Public Accounts  
Committee of the Punjab Vidhan Sabha.

The Public Accounts Committee of the Punjab Vidhan Sabha, in para  
their Forty-third Report, have pointed out that in a number of cases  
could not be taken by the Departments concerned against the defaulting  
s involved in irregularities, defalcations, embezzlements, improprieties  
mentioned in the Audit paragraphs as the delinquent officers had,  
the paragraphs were finally settled, either retired from service or had  
The Committee, therefore, recommended that (i) the department  
rned should take immediate steps to remove the objection and  
e action against the employees at fault immediately on receipt of the  
para so that by the time the committee takes up the scrutiny thereof,  
is completed and the defaulters do not escape punishment due to  
retirement/death etc. and (ii) a reasonable time-limit should be fixed  
a which action against the defaulting officers must be completed and  
e more time is required, the concerned authority should obtain the  
val of the next higher authority and (iii) in case of failure on the part of  
officer responsible for taking action against the defaulting subordinate,  
action should be taken against that officer.

The Board is also answerable to the Committee on Public undertakings  
e Ph. Vidhan Sabha with regard to cases of irregularities. In so  
the question of fixing of time limit for finalisation of departmental  
edings against the delinquent employees is concerned, attention is  
d to the instructions contained in Punjab Govt. circular letter No.

12277-V(I)-59/13470, dated the 10th December, 1959 circulated vide this  
office memo No. 35963/ENG-1/14(1) 67 dated 5-4-68 which prescribes that  
whole process of investigation and enquiry should be completed within six  
months excluding a period where proceedings are stopped owing to a  
reference to a court of Law. Extension beyond this period is to be obtained  
from the Board giving full facts and justification of each case. Further, for  
the expeditious finalisation of cases of suspended employees, the Board has  
prescribed the following time limits vide this office circular memo No.  
157377/503/ENG-23(1)LC No. 174-A dated 14.11.68 and No. 36268/578/ENG  
-23(1) Vol. IX dated 10.3.82 :-

- (i) To issue charge sheet to Board employees within one month.
- (ii) To finalise the entire process within 6 months.
- (iii) To limit the normal suspension period to 6 months.

As has been recommended by the Public Accounts Committee,  
disciplinary action arising out of the Audit paragraphs is required to be  
initiated/completed without avoidable delay so that the delinquent employee  
does not escape punishment. In the event of the retirement of the delinquent/  
employee, however, disciplinary proceedings are to continue to a logical  
conclusion as clarified in Pb. Govt. circular letter No. 6333-SII (ASO)-75,  
dated the 12th September, 1975, circulated vide this office endst. No 67268/  
893/ADP-49 dated 4.5.82, the instructions issued vide Board's memo No  
250877/251847/Reg/Loose-124 dated 24.12.82. Nevertheless, cases of the  
nature mentioned by the committee are required to be finalised as expedi-  
tiously as possible and the aforesaid time-limits should be adhered to strictly.  
Failure on the part of any officer for not taking timely suitable action  
against the delinquent employee would be viewed very seriously and  
disciplinary action would be taken against the concerned officer at fault.

These instructions may please be brought to the notice of all concerned  
for meticulous observance.

of circular memo No. 145767/6087/ENG-10(45) dated 13-7-83 from Secretary ENG-II RSEB, Patiala.

Subject:— Speedy disposal of appeals filed against the punishment awarded by the Chief Executive Officers.

Despite issue of proper guidelines vide this office circular Memo No. 2/062/ENG-10 (45) dt. 11.4.78, it has been observed that appeals awarded by various officials against punishments awarded to them are made inordinately which affect adversely in their service matters eg. promotion and clearance of Efficiency Bar etc. The main reason for delay in finalization of appeals by the Appellate Authorities are that the punishing authorities do not send their comments alongwith relevant personal record/information promptly when the same are asked for from them. Instead they do make reference to the sub-ordinate field offices for furnishing comments which take years together thereby causing avoidable delay. Such practice needs to be curbed and instructions issued vide Memo. No. 2/062/ENG-10 (45) dt. 11.4.78 followed in letter & spirit.

It is, therefore, once again desired that in future punishing authorities should furnish comments in an annotated form on the appeals on the basis of record in their possession and avoid routine references to the sub-ordinate field offices for comments unless such comments are absolutely necessary. It may also be ensured that comments on the appeal alongwith relevant record/information are sent to the Appellate Authority concerned within a month from the date of receipt of appeal failing which delinquent officers/officials would be liable for disciplinary action.

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of circular No. 20/45/84-2pp/11468 dated 12-10-1984 from Government Punjab Department of Personnel of Administrative Reforms (Personnel Services Branch) to all Heads of Departments.

Subject:— Expedient finalisation of disciplinary proceedings— Recommendations/observations of the Public Accounts

Committee of the Punjab Vidhan Sabha as contained in its Sixty First Report.

I am directed to address you on the subject noted above and to say that the Public Accounts Committee of the Punjab Vidhan Sabha has in paras 8,9 and 12 of its Sixty First Report made various recommendations/observations with regard to delays in the finalisation of disciplinary proceedings etc. on the part of Departments. Government have carefully considered these recommendations/observations of the Committee and have found that the Departments have not been following the instructions of this Department meticulously in the past with the result that the finalisation of proceedings in the cases of defalcations, embezzlements and shortages etc. have been unnecessarily delayed. This situation has been viewed with concern and it has been decided that to avoid delay in the handling of these cases the following instructions inter-alia should be observed by all concerned in letter and spirit :-

- (i) Despite clear legal position indicated in paras 64 and 65 of the booklet containing Consolidated Instructions on Punjab Civil Services (Punishment and Appeal) Rules, 1970 specifying the circumstances in which departmental proceedings can be initiated against those officers/officials against whom criminal proceedings were originally launched but resulted in acquittal by Courts of Law, it has been observed that disciplinary proceedings are not initiated by the Departments in suitable cases where the officers/officials are acquitted by the Courts. It is reiterated that instructions contained in these paragraphs should be noted carefully for meticulous observance.
- (ii) With a view to preventing unscrupulous persons against whom disciplinary proceedings for losses, embezzlements, defalcations etc. are pending from further indulging in such activities, they should, pending finalisation of the disciplinary proceedings against them, be shifted immediately to other seats where they cannot exploit their official positions. Further, such persons should not be appointed on important jobs involving handling

of heavy financial transactions at least for a period of five years.

- (ii) While fixing responsibility for losses, misappropriations, defalcations etc., generally the supervisory officers go unpunished. In future, in addition to persons primarily responsible for such losses etc., responsibility should also be fixed on the concerned supervisory officers as such cases often occur because of inaction and laxity on the part of the Supervisory Officers.
- (v) It has been noticed that records produced by the Departments in Court cases are not taken back for a long time after the court's verdict and some-times further action is delayed on account thereof. It has, therefore, been decided that records produced in court cases, unless otherwise directed by the Courts, should be taken back immediately after the Court's verdicts thereon have been pronounced and in any case within three months of the final judgement/order of the Court, failing which the officer responsible for the lapse should be proceeded against departmentally.

These instructions may please be brought to the notice of all concerned for meticulous observance.

Kindly acknowledge.

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#### ENCLOSURE

Paras 64 and 65 of the booklet containing Consolidated Instructions Punjab Civil Service (Punishment and Appeal) Rules, 1970 attached in appeal/revision :

- (i) If an appeal/revision in higher Court against conviction succeeds and Government employee is acquitted, the order imposing a penalty on the basis of conviction which no longer stands, becomes liable to be set aside. A copy of the judgement of the higher court should, therefore, be immediately procured and examined with a view to decide :-

- (a) Whether the acquittal should be challenged in a still higher court ; or

- (b) Whether, despite the acquittal, the facts and the circumstances of the case are such as to call for a departmental enquiry against the Government employee on the basis of the allegations on which he was previously convicted.

(ii) If it is decided to take the matter to a still higher court, action to institute proper proceedings should be taken with the least possible delay and the penalty imposed should not be set aside during the pendency of such proceedings.

(iii) If, on the other hand, it is decided that a departmental inquiry may be held, a formal order should be made for setting aside the order imposing the penalty on the basis of the conviction and ordering the departmental enquiry. (Standard Form No. II for such an order is annexed).

(iv) In cases where the penalty imposed on the basis of the conviction was dismissal, removal or compulsory retirement from service, and a decision has been taken to institute departmental proceedings against him, the order/ (Form No. II) should also state that under rule 4(3) of the Punjab Services (Punishment and Appeal) Rules, 1970 the Government employee is deemed to be under suspension with effect from the date of dismissal, removal or compulsory retirement from service.

Criminal offence and misconduct-action regarding :

65. For appreciating properly the scope and implications of the words, "on the basis of the allegations on which he was previously convicted", occurring in para 64(i) (b) above, the point to be taken note of is that on identical set of facts and allegations might be sufficient to constitute a criminal offence as well as misconduct not amounting to criminal offence but it may still be punishable under the Punjab Civil Services (Punishment and Appeal) Rules, 1970 or similar other rules. If the facts or allegations had already been examined by the Court of Competent Jurisdiction and has given a finding that the allegations are not true, then it is not permissible

hold a departmental enquiry in respect of charge (s) based on the same or allegations, if, on the other hand, the Court had merely expressed doubt as to the correctness of the allegations, then there may not be any objection to hold a departmental enquiry on the same allegations if better evidence than what was produced before the Court or was then available, is coming. Further, if the Court has held that the allegations are proved to constitute the criminal offence for which Government employee has been charged, in that case also there may not be any objection to hold a departmental enquiry on the basis of the said allegations if such proved allegations are of such nature which justify departmental disciplinary action. Similarly, a departmental enquiry is permissible after the acquittal in respect of a charge which is not identical with or similar to the charge in a criminal case and is not based on any allegations which have been examined by the Criminal Court. Furthermore, if the allegations had not been examined by the Court of Law but are considered good and sufficient grounds for departmental disciplinary action, there is no bar to taking disciplinary action.

FORM NO. II  
ORDER

WHEREAS Shri (here enter name and designation of the Government employee) was dismissed/removed/compulsorily retired from service with effect from (here enter the date of dismissal/removal or compulsory retirement) on the ground of conduct which led to his convictions on a criminal charge :

OR

WHEREAS THE PENALTY (name the penalty imposed) was imposed on Shri (here enter the name and designation of the Government employee) on the ground of conduct which led to his conviction on a criminal charge :

AND WHEREAS the said conviction has been set aside by a competent court of law and the said Shri (here enter the name and designation of the Government employee) has been acquitted of the said charge :

AND WHEREAS in consequence of such acquittal the Governor/undersigned has decided that the said order of dismissal/removal/compulsory retirement imposing the penalty of (here enter the name of the penalty) should be set aside :

AND WHEREAS the Governor/undersigned on a consideration of the circumstances of the case has also decided that a further inquiry should be held under the provisions of Punjab Civil Services (P&A) Rules, 1970 against the said Shri (here enter the name and designation of the Government employee) on the allegations which led to his dismissal/removal/compulsory retirement from service by imposing the penalty of (here enter the name of the penalty imposed).

NOW, THEREFORE, the Governor/undersigned hereby :

- (i) sets aside the said order of dismissal/removal/compulsory retirement from service by imposing the penalty of (here enter the name of the penalty imposed).
- (ii) directs that a further enquiry should be held under the provisions of the Punjab Civil Services (P&A) Rules, 1970 against Shri (here enter the name of the Government employee) on the allegations which led to his dismissal/removal/compulsory retirement from service by imposing the penalty of (here enter the name of the penalty imposed).
- (iii) directs that the said Shri (here enter the name of the Government employee) shall, under sub-rule (3) of rule 4 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, be deemed to have been placed under suspension with effect from (here enter the date of the dismissal or removal or compulsory retirement from service) and shall continue to remain under suspension until further orders.

\*(By order and in the name of Governor).

Punishing Authority

\*For cases involving dismissal/removal/compulsory retirement only

para 64 (iv) of the instructions) only when Governor is the competent authority.

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of circular memo No. 260678/261153/ENG-23(1) dated 28-12-84 Secretary, (ENG-II) PSEB, Patiala.

Subject:— Fixing of Head-quarters of suspended employees.

With a view to bring about uniformity, the matter regarding of head-quarters of suspended employees has been engaging the attention of the Board, notwithstanding the fact that the competency in this respect vests with the respective appointing authorities. With that end in view it has now been decided that the head-quarters of the suspended employees (both gazetted and non-gazetted) based at Patiala, irrespective of the place of posting shall henceforth be fixed in the office of Chief Engineer/Chief Executive Officer, PSEB, Patiala for marking their daily presence, in that office. In so far as the fixing of head-quarters of other employees in other offices of the organization of the Board, when placed under suspension, is concerned, it has been decided that their head-quarters be fixed at the head-quarters offices of the respective Chief Engineers, CAO, CA&F.A., for marking their daily presence.

The receipt of the above communication may please be acknowledged.

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of circular Memo No. 44539/943/ENG-23(1) dated 23-2-85 from Secretary PSEB, Patiala.

Subject:— Fixing of Headquarters of suspended employees of the Board.

Continuation of this office circular memo No. 260678/261153/ENG-23 (1) dated 28.12.1184.

On reconsideration of the matter, it has been decided by the Board that the head-quarters of the Board employees under suspension may be fixed in the office of respective

Superintending Engineer for marking their daily presence, in that office. The head-quarters of suspended employees of Accounts Organization can also be fixed in the office of respective Accounts officer (Field)/Deputy Chief Accounts Officer (as the case may be) if deemed fit.

The receipt of this Communication may please be acknowledged.

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Copy of circular No. memo No. 84712/85172/ENG-34(1) Vol III dated 18-4-1985 from Secretary, ENG Section PSEB, Patiala.

Subject:— Speedy disposal of appeals filed against the punishment awarded by the Chief Executive officers.

Of late, it has been found that despite simplifying the procedure for the disposal of appeals preferred by the various officials against the punishments awarded to them by the punishing Authorities vide circular memo No. 145767/6087/ENG-10(45) dated 13.7.83, the decisions on the appeals are delayed for a pretty long period. This results into delay for finalization of other establishment matters pertaining to the concerned employees viz; promotion and E.B. and confirmation cases etc. The Board has already desired to expeditiously dispose off all the appeals preferred by the officials against the punishment awarded to them so that each appeal is invariably decided by the competent authority within a maximum time limit of 3 months. It has been observed that mainly the reasons for the delay are that on receipt of a copy of the appeal, the Punishing Authorities are still continuing with the practice of endorsing its copies to their subordinate field offices for seeking comments thereon despite instructions to the contrary. It is felt that this practice can be dispensed with particularly when the decision has been taken by them after taking into consideration the comments of concerned offices and on the basis of the record which is maintained and kept in their own offices.

2. You are, therefore, requested to ensure that on receipt of the appeal

Dy. Secretary/Tech-I  
P.S.E.B., Patiala

Comments are only given by the Punishing Authority and sent to the Appellate Authority within one month, together with relevant file where on to inflict the punishment is taken. Comments of the Subordinate should only be obtained in very rare and exceptional cases when there might be an apprehension for the breach of justice, but all the same, comments should be obtained within the stipulated period and case should not be kept pending for more than a month. Any departure from the procedure would be viewed seriously and delinquent officers/officials render themselves liable to strict disciplinary action.

Please acknowledge its receipt.

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Copy of circular memo No. 71368/71838/EB-672 dated 21-5-85 from Secretary, Estt. Section Gazetted, PSEB, Patiala.

Subject: - Absence of Board employees from duty-instructions for taking disciplinary action against them.

It has been observed that Board employees often absent themselves from duty without sanction of leave from the competent authority. This kind of absence is an act of indiscipline and should invite heavy punishment. However, it has been seen that most of the punishing authorities have been taking a lenient view of such absence and the delinquent employees have been let off with letters of advice or minor punishment which are not adequate deterrents.

It has, therefore, been decided at the level of the Board that for such employees against whom charge of unauthorised absence from duty is proved, would be awarded one of the major penalties listed in P&A instructions including removal of dismissal from service. Such cases should hereafter be processed for major punishment only.

The above instructions may please be brought to the notice of all officers/officials working under you. These may also be noted by all the

Punishing Authorities for appropriate action against the erring officers/officials, in future.

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Copy of circular memo No. 111148/111608/ENG 23 (1) Vol-IV dated 7-6-85 from Secretary, ENG Section PSEB, Patiala:

Subject: Cases of suspended employees.

According to the circular instructions contained in this office circular memo No. 36268/578/ENG-23 (1)/Vol. IX dated 8.3.82 a chargesheet to a suspended employee should be served within a period of one month and that in case it is not so served the competent authority who has suspended the employee must seek an extension from the next authority for another month. It has been observed that the above instructions are not being followed strictly by the various field officers.

The above instructions are, therefore, again brought home to all concerned for strict compliance.

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Copy of circular memo No. 223879/224339/ENG-23(1)/Vol-IV dated 8-10-85 from Secretary ENG PSEB, Patiala.

Subject: - Cases of suspended employees.

The matter regarding service of Charge Sheet upon the suspended employees within a period of one month has been considered at great length and it has been decided that in supersession of all the previous instructions on the subject an official, who is placed under suspension should be served with a charge sheet within one month of the date of suspension. In case the charge sheet is not served within the stipulated period the suspended employee should be reinstated and the officer responsible for delaying service of charge sheeted proceeded against.

Dy Secretary/Tech-1  
P.S.E.B., Patiala

Dy Secretary/Tech-1  
P.S.E.B., Patiala

It is requested that these instructions may be followed in letter and receipt of this communication may please be acknowledged.

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of circular memo No. 204480/4605/ENG/A-8508 dated 14-11-1986 from Secretary ENG-1 PSEB, Patiala.

Subject: Consideration of appeals against the punishment awarded to the employees under P. S. E. B employees-Punishment & Appeal Regulation, 1971.

In a particular case two increments of an official were stopped with future effect by the competent authority. The official put in a representation to the appellate authority, which was rejected. After the rejection of the appeal, the official put in a review petition to the authority, which was rejected earlier. In order to remove the doubt as to whether a review petition lay in this case, the advice of Legal Section was sought, and it was advised that no review petition was competent in this case as the appeal sought to be reviewed was appealable and the official had exercised his right and that his appeal was rejected by the competent authority.

The advice of Legal Section is reproduced below:-

"Regulation-32 of PSEB Employees (P&A) Regulations, 1971 reads as under:-

"Not with-standing anything contained in the regulations:-

- i) The Board, or
- ii) the appellate authority, within six months of the date of the order proposed to be reviewed or
- iii) any other authority, specified in this behalf by the Board by a general or special order, and within such time as may be prescribed in such general or special order,

may at any time, either on his or its own motion or otherwise call for the records of any inquiry and review any order made under

these regulations or under the regulations repealed by Regulation-35 from which appeal is allowed, but from which no appeal has been preferred or from which no appeal is allowed and may :—

- a) confirm, modify or set aside the order ; or
- b) confirm, reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed ;
- c) remit the case to the authority which made the order or to any other authority directing such authority to make such further inquiry as it may consider proper in the circumstances of the case ; or
- d) pass such other orders as it may deem fit."

Under Regulation-32 as reproduced above, no review petition is competent in the instant case as the order sought to be reviewed was appealable and the official had exercised the right and that the appeal was rejected by the competent authority.

2. The issue was also considered in the Board's meeting held on 1.10.86. The Board agreed with the above advice of Legal Section.

3. In accordance with the advice of Legal Section and decision of Board, no review petition is competent in cases where the punishment order is appealable and the official concerned has exercised the right and that his appeal was considered and rejected by the competent authority.

4. The above decision may be brought home to all concerned to observe uniformity in dealing with such cases in future.

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Copy of circular memo No. 3270/3741/EB 672 dated 2-3-87 from Secretary, (G) PSEB, Patiala.

Subject:—Absence of Board employees from duty—Remarks in their Annual Confidential Reports.

The Board has already issued instructions from time to time to take

Dy Secretary/Tech-1  
P.S.E.B., Patiala



disciplinary action against the officers/officials who absent themselves from duty without sanction of leave by the competent authority. Attention on behalf is invited to instructions circulated vide Board Memo No. 7136/18/EB-672 dated 21.5.85, whereby it was decided that the employee against whom charge of unauthorised absence from duty is proved, should be awarded one of the major penalties including removal from service.

The matter has further been considered and in addition to the existing instructions on this subject, it has been decided that the fact regarding unauthorised absence should also invariably be recorded in the Annual Confidential Report of the employee concerned.

The above instructions may please be brought to the notice of officers/officials working under you for guidance.

**Copy of circular memo No. 35573/36088/LB-3(24)128/86 dated 10-3-1987 from Secretary, Legal Section PSEB, Patiala to all PSEB offices**

**Subject :** - Dismissal from service following conviction in a court of law

I am directed to invite a reference to the Board's circular memo No. 149/23418/LB-3(24)9/128 dt. 18/21.3.80 on the above subject wherein it had been clarified that a person convicted of a criminal charge in the court of law may be given a hearing and that thereafter suitable order on the merits of the case may be passed. For the purpose of the said clarification issued and laid down by the Supreme Court of India in AIR 1975 S.C. 2216 (1975) (Tulsi Ram Patel and another Vs. Southern Railway and another Vs. T.R. Challappan) was relied upon wherein it was held that hearing on conviction is a must and all the circumstances must be carefully considered by the Disciplinary Authority.

Recently the Supreme Court of India in Union of India and another Vs. Tulsi Ram Patel and other 1985(II) All India Services Law Journal 100 was held as under :-

"Where a disciplinary authority comes to know that a Govt. ser-

vant has been convicted on a criminal charge it must consider which has led to the conviction, whether it was such as warrants imposition of penalty and what the penalty should be. For that purpose it will have to pursue the proceedings of the criminal court and consider all the facts and circumstances of the case and various factors set out in the Divisional Personnel Officer, Southern Railway and another Vs. T. R. Challappan. It has, however, to be done by it exparte and by itself. Once a disciplinary authority reaches the conclusion that the Govt servant's conduct was such as to require his dismissal or removal from service or reduction in rank he must decide which of the three penalties should be imposed on him. This too, it has to do by itself and without hearing the Concerned Govt. Servant by reason of the discretionary effect of 2nd provision (to the Constitution's Art. 311(2))."

The law laid down by the Supreme Court of India in T.R. Challappan's case, which was relied upon in the above referred instructions/clarification, was taken into consideration by the S.C. in U.O.I. and another Vs. Tulsi Ram Patel and another and was over ruled as not good law.

In view of the above, it is, therefore, requested that in future, the cases may be dealt with in accordance with the procedure laid down in the Supreme Court Judgement in U.O.I. and another Vs. Tulsi Ram Patel and another without giving any opportunity of hearing to the offices concerned.

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**Copy of circular memo No. 180284/744/EB-672 dt. 15-9-87 from Secretary PSEB, Patiala.**

**Subject :** Unauthorised absence of Board employees from duty forfeiture of entire past service.

The Board has already issued instructions from time to time to take disciplinary action against the officers/officials who absent themselves from duty without sanction of leave by the competent authority. Attention on behalf is invited to instructions circulated vide Board's Memo No. 168/71838/EB-672 dated 21.5.85, wherein it has been stipulated that the

employees against whom charge of unauthorised absence from duty is made, should be awarded one of the major penalties including removal from service. It was further decided vide this office memo No. 3270/3741/72 dated 2.3.87 that the fact regarding unauthorised absence should be recorded in the annual confidential report of the employee concerned.

I have now been directed to invite your attention to Rule 3.17-A(2) & Punjab Civil Services Rules Vol II applicable to Board's employees which read as under :-

3.17-A(2) : An interruption in the service of a Govt. employee caused by wilful absence from duty or unauthorised absence without leave shall entail forfeiture of the past service.

(3) Wilful absence from performing duties by a Govt employee by resort to pen down strike shall be deemed to be wilful absence from duty and shall entail forfeiture of the past service."

Thus, according to above Rule, wilful absence from duty entails forfeiture of entire past service. You are therefore, requested to bring the above provisions of the Rules to the notice of all employees working under you and in case, charge of wilful absence is proved against any officer/official, action should be taken against him, as per the provisions of Rule ibid.

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Secretary of Government of Punjab, Department of Personnel & Administration  
 Chandigarh circular letter No. 7/2,84 2pp 11,22751 dated 1.1.1987 to all Heads of Deptt. etc.

Subject :- Punjab Civil Services (Punishment and Appeal) Rules, 1970 -  
 Suspension of Government servants involved in cases of dowry deaths.

I am directed to say that sub-rule(1) of rule 4 of the Pb. C.S.R.(P&A) Rules, 1970 provides inter-alia that a Govt. servant may be placed under suspension where a disciplinary proceedings against him is contemplated or

is pending or where a case against him in respect of any criminal offence is under investigation, inquiry or trial. Sub-rule(2) of the same rule lays down that a Government servant shall be deemed to have been placed under suspension by an order of the appointing authority w.e.f the date of his detention if he is detained in custody, whether on a criminal charge or otherwise, for a period exceeding forty-eight hours.

2. As Government takes a very serious view of offences against women, Government has reviewed the provisions in the rules in regard to placing a Govt. servant under suspension if he is accused of involvement in a case of "dowry death" as defined in Section 304-B of the Indian Penal Code. The Section reads follows :-

"304-B (1) where the death of a woman is caused by any burns or bodily injury or occurs otherwise than under normal circumstances within seven years of her marriage and it is shown that soon before her death she was subjected to cruelty or harassment by her husband or any relative of her husband for, or in connection with, any demand for dowry, such death shall be called "dowry death" and such husband or relative shall be deemed to have caused her death.

EXPLANATION : For the purpose of this sub-section "dowry" shall have the same meaning as in sec. 2 of the Dowry Prohibition Act, 1961".

3. If a case has been registered by the police against Govt. servant under Sec 304-B of the I.P.C. he shall be placed under suspension in the following circumstances by the competent authority by invoking the provisions of sub-rule (1) of rule 4 of the Punjab Civil Services (P&A) Rules, 1970 :-

- (i) If the Govt servant is arrested in connection with the registration of the police case, he shall be placed under suspension immediately, irrespective of the period of his detention.
- (ii) If he is not arrested, he shall be placed under suspension immediately on submission of a police report under Sub-sec. (2) of Sec. 173 of the Code of Criminal Procedure, 1973 to the

Magistrate, if the report prime-facie indicates that the offence has been committed by the Government servant.

The contents of this circular may please be brought to the notice of concerned for meticulous compliance.

The receipt of this circular may also please be acknowledged.

(Adopted vide Secretary PSEB Patiala memo No. 4261/4718/  
ADP-9 dated 11-1-88)

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**Government of Punjab Department of Finance (Finance Personnel-II)**  
**Chandigarh circular letter No. 1/26/87-3 FP11/261 dated 6-1-88 to Heads of Deptts. etc.**

**Subject: - Regularisation of the period of continued absence from duty.**

I am directed to address you on the subject noted above and to say instances have come to notice where the departments have allowed government employees to join duty after remaining away for a continuous period of more than five years, which is irregular and is violative of Punjab Civil Services Rules. Attention is invited to rule 3.25 of Punjab Civil Services Rules, Volume-I, Part-I, which is reproduced below :-

- (i) Unless the competent authority in view of the exceptional circumstances of the case, otherwise determines, no government employee shall be granted leave of any kind for a continuous period exceeding five years.
- (2) Where a government employee does not resume duty after remaining on leave for a continuous period of five years, or where a government 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

the 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 the Punjab Civil Services (Punishment and Appeal), Rules, 1970.

The intention behind this rule is that no government employee should be allowed to remain away from Government duty continuously for period, exceeding five years. In case, however, a government employee remains from government duty for a continuous period of five years the rule provides that he may be removed from service after following the procedure laid down in Punjab Civil Service (Punishment and Appeal Rules), 1970. In no case and under no circumstances a government employee should be allowed to join after remaining away from government duty for a continuous period of five years without the order of the competent authority. The competent authority has been defined in rules 2.14 of Punjab Civil Services Rules Volume-I, Part-I, which is reproduced below :-

2.14 "Competent authority in relation to the exercise of any power means the Administrative Department concerned of Government acting in consultation with the Department of Finance, or any other authority to which such power may be delegated by or under these rules. A List of authorities which exercise the powers of a competent authority under the various rules is given in Chapter XV".

2. Receipt of this letter may be acknowledged.

(Adopted vide Secretary P.S.E.B., Patiala memo No. 14399/14949/Reg-246/  
Vol-4 dated 1-2-88.)

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**Copy of circular memo No. 42095/42555/C-5296 dated 23-2-88 from Secretary, Estt. Section Gazetted, SEB, Patiala.**

**Subject: - Expedient disposal of disciplinary cases in respect of Gazetted officers.**

The Board has issued instructions from time to time for expeditious disposal of disciplinary cases against the officers, but it has been observed that due consideration is not being paid to these instructions by the field officers, as a result of which the disciplinary cases are not finalised for years together. The various instructions issued on the subject were reiterated vide this office Memo.No. 901/2101 dated 24.5.86 and it was requested that the instructions for expeditious disposal of disciplinary cases may be brought to the notice of all concerned and also be followed at your level, but it has been observed by this office, that practically no heed is being paid to these instructions.

For the facility of ready reference and proper linking up, a copy of office Memo No. 901/2101 dated 24.5.86, alongwith a copy each of its enclosures, is sent herewith.

It is, therefore, again requested that the procedure as laid down in the enclosed instructions, prescribed above be followed in letter and spirit.

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#### ENCLOSURES

Copy of circular memo No. 901/2101 dated 24-5-86 from Secretary, PSEB, Patiala.

Subject :- Processing of disciplinary cases.

Detailed instructions have been issued on the subject vide circular Memo Nos. mentioned in the margin and it has been observed that due consideration is not paid to them, as a result of which the disciplinary cases against the officers/officials remain pending for years together and their personal issues like promotion, crossing of EB and confirmation are held up and they are subjected to harassment and financial hardship. It is, therefore, requested that the instructions may be brought to the notice of all concerned and followed strictly so that the disciplinary cases are finalised

816/Reg. 17/Vol. III without un-due delay. Copies each of these circular are dated 27.7.81. also attached herewith for ready reference.

It has also been observed that in most of cases the officers/officials who were charge sheeted/served with show cause notice request for permission to consult the record whereas necessary permission is already granted vide para-3 of charge sheet,S.C.N It results in unnecessary correspondence and also delays the finalisation of the case. This fact may also be brought to the notice of all concerned.

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Copy of Secretary, (Gazetted section). PSEB, Patiala circular Memo No. 11030/11383/EGL-101, dated 21.1.77.

Subject :- Expeditious disposal of disciplinary cases in respect of the Gazetted Officers Class I and II and other Non-Gazetted Staff.

The present procedure for disposal of the disciplinary cases in respect of Gazetted officers Class II and I has been received the attention of the Board for sometime past, as great difficulty is being experienced in their finalisation, due to non receipt of timely comments/observations of the various field officers concerned, like the Xens SEs/CEs on the explanations of the erring officers, with the result that the final disposal of such cases is being delayed abnormally for years together which consequently put hurdle in deciding the various cases of the officers concerned, such as E.B. Confirmation and promotion from lower rank to higher rank etc. There was, thus, pressing need to simplify the prevailing procedure. The whole matter has been considered and the following instructions/guidelines are laid down for strict compliance :-

- i) In disciplinary cases pertaining to AE II & AE-I the Divisional Officer should send a copy of his comments to the SE, with a copy to C.E. concerned, within a period of 15 days of the receipt of the communication from the Board Secretariat and the SE and CE will in turn send their comments to the next higher authority within the same period.

However, if the Divisional Officer does not send the comments on the reply submitted by an AE/AEE, the Circle office will itself initiate the case, and send his comments to the CE concerned. Similarly, if the CE does not receive the comments of the SE with regard to the comments of the Divisional Officer in a particular case, he may process the case further, in light of the comments of the Divisional Officer, without waiting or insisting upon the comments of the SE and pass on the same to the Secretariat, within the said prescribed period.

- ii) Further the Chief Executive Officer will ensure that all officers finalise disciplinary cases without delay. In case, any officer delays finalisation of the case, the Chief Executive Officer, while forwarding his comments to the Board Secretariat, shall recommend suitable disciplinary action against the officer/official, at whose instance/level the case has been delayed.

The above instructions shall also be applicable to all other Gazetted Officers Class-I & II and the non-Gazetted employees as well.

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of circular memo No. 18118/464/EGL-101 dated 15-2-77 from Secretary, B, Patiala.

Subject: - Processing of disciplinary cases.

The whole question of processing of disciplinary cases has been drawing the attention of the Board for sometime past, so as to ensure that they are brought to finality without any delay at any stage. In this connection detailed instructions have already been issued vide Memo No. 1811383/EGL-101, dated 31.1.77.

The matter has further been considered and it has been decided to follow the following course of action for finalizing the disciplinary cases in a reasonable period.

As soon as it is decided to proceed against the officer/official

departmentally on the basis of an enquiry conducted by DIG/V&S or some other Inquiry Officer, the show cause notice/chargesheet be issued to the officer/official within a period of 15 days of said decision. For that purpose, the DIG/V&S Chief Engineer will submit the cases to the Secretary, Board or other Chief Executive Officers along with the charge-sheets or show cause notices. No case will be accepted by the Secretary, Board or any other Chief Executive Officer, where this formality has not been completed.

- ii) The concerned Establishment sections under the Secretary or the Chief Executive Officers will ensure that the officer/official thus charge-sheeted or served with show cause notice, submits his reply within 15 days. If the officer/official wants to consult any record before submitting his reply, he may do so within the period allowed to him or he may get extension in sending his reply.
- iii) The reply submitted by the officer be commented upon by the field officers in the manner laid down in this office Memo No. 11038/11383/EGL-101, dated 31.1.1977. Where, however, it is decided by the competent authority that the matter should be inquired into by the Inquiry Officer, the Inquiry Officer so appointed by the competent authority, will complete the Inquiry within a period of two months from the date of the decision of the competent authority.
3. The above instructions are applicable to all Gazetted Officers Class I & II and Non-Gazetted employees as well. These may be complied with strictly by all concerned.

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Copy of circular memo/inst. No. 1849/2832/EGL-101 dated 5/8-1-80 from Secretary PSEB, Patiala.

Subject: - Processing of disciplinary cases.

The question of speedy disposal of disciplinary cases against Gazetted Officers has been engaging the attention of the Board since 1977. Instructions were imparted in this behalf earlier also vide Memo

8/464/EGL-101, dated 15.2.77, but it has been observed no serious consideration is paid to bring such cases to finality at the earliest. During pendency of such cases, personal issues of the officers like promotion, award of Efficiency Bar and confirmation etc. are held up thereby putting the concerned officers to mental pressure and financial hardship. A state of affairs is not conducive to sound administrative principles. In order to speed up the finalisation of such cases, the following procedure is laid down :-

The officers who are served with show cause notice/charge sheet will submit reply within stipulated period direct to this office along with a copy of the same to the Xen concerned. In the event of non-receipt of explanations direct from the officer within the stipulated period in this office, it will be presumed that the officer has nothing to say in deference and ex parte proceeding will be initiated against him.

On receipt of explanations of the officer, the Xen concerned will forward his parwise comments to the Superintending Engineer within a fortnight positively with a copy to this office. Similarly, the SE concerned on receipt of the explanations of the Officer with comments from the Xen concerned in his office will forward his comments to the Chief Engineer within 15 days without fail simultaneously endorsing a copy to this office.

It will be the responsibility of the Chief Engineer to ensure that the comments from the Xens/SEs are received in his office within the stipulated period and further his comments on the explanations of the officer are passed on to this office with his specific recommendations within 15 days positively of receipt in his office. In case the comments after the submission of the explanations by the concerned officer are not received in the Head office within a period of two months, the Head Office will be left with no other option but to process the case ex parte on the basis of the material/evidence already available on record.

No reminder will be issued from the Secretariat. It will be for the

the concerned officers to take suitable measures to obtain and forward the explanations of the officer to the next authority.

3. The past cases which are still lingering may also be dealt with on the above lines to ensure their expeditious finalisation.

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Copy of circular memo No. 175456/816/Reg.-17/Vol-III dated 27.7.83 from Secretary, PSEB, Patiala.

Subject :- Processing of Disciplinary cases.

Continuation this office circular Memo No. 18118/464/EGL-101 dated 15.2.77.

2. Clause (ii) of para-2 of the ibid circular lays down that the concerned Establishment Sections under the Secretary or the Chief Executive Officer will ensure that the officer/official charge sheeted or served with show cause notice, submit his reply within 15 days. If the officer/official wants to consult any record before submitting his reply, he may do so within the period allowed to him or he may get extension in sending his reply.

3. The matter has been considered in the light of the latest Punjab Government instructions on the subject, and it has been decided to increase the period for furnishing reply to the charge sheet to 20 days from the present 15 days as laid down in clause (ii) of para-2 of this office circular memo under reference.

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Copy of circular memo No. 95438/898/ENG-2(1)K dated 6-7-1987 from Secretary ENG-II PSEB, Patiala.

Subject :- Expeditious disposal of disciplinary cases both in respect of Non-Gazetted Estt. and Gazetted Officers.

Reference this office Circular memo No. 23399/14884/ENG-23 dated 25-10-1983 and 901/2101 dt. 24-5-86 on the above mentioned subject.

It has come to the notice of the Board that abnormal delay occurs in pending disciplinary cases by the competent punishing authority in spite of the guidelines laid down in the above circulars to process/finalize such expeditiously. It seems that the same have been lost sight as the same are not being followed meticulously. The Board is very keen to ensure that disciplinary cases are finalized within the stipulated period as per guidelines already laid down. These instructions also provide time to be taken at various levels to deal with the disciplinary cases. A copy each of the standing instructions is again enclosed for ready reference and ensuring compliance of the same.

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#### ENCLOSURE

of circular memo No. 23394/4894/ENG-23(29) dated 25-10-83 from Secretary PSEB, Patiala.

Subject: Expedient disposal of disciplinary cases in respect of Non-Gazetted Staff.

It has come to the notice of this office that abnormal delay occurs in pending disciplinary cases by the competent Punishing Authority due to various reasons e.g., late submission of explanations/replies to the show cause notice/charge-sheets by the concerned officials or late submission of explanations/replies by the concerned offices or non finalisation of inquiries within a reasonable time by the Inquiry officers appointed by the Punishing Authorities etc. Such abnormal delays for years together in disciplinary cases is not only stand in way in finalising E.B., Confirmation and promotion cases of the concerned officials causing avoidable hardship to them, but also result in complications to the Board placing it in an embarrassing position when it is difficult to justify long delays on administrative grounds.

In order to ensure early finalisation of disciplinary cases against the

officials, your attention is once again invited to the instructions that already been issued under the following circulars for strict compliance :

1. Circular Memo No. 32416/914/ENG-23 (1) dated 12.6.1972.
  2. Circular Memo No. 11038/11383/ENG-EGL-101 dated 31.1.1977.
  3. Circular Memo No. 18118/464/EGL-101 dated 15.2.1977.
  4. Memo No. 144978/988/EGL dated 9.12.1977.
  5. Memo No. 1849/7806/EGL-101 dated 5.1.1980.
  6. Memo No. 42507/861/G-2812 dated 4.3.1983.
3. The pith and substance of the aforesaid instructions is given hereunder:
- a) As soon as it is decided to proceed against the officer/official concerned mentally on the basis of an inquiry conducted by the Vigilance or some other Inquiry Officer, the Show Cause Notice/Charge-sheet is required to be issued to the officer/official within a period of 15 days of the said decision. In other cases, the Show Cause Notice/Charge-sheet is only required to be issued when the record of the officer/official concerned or relied upon proves prima facie case for proceeding against the officer/official concerned for disciplinary action.
  - b) The concerned Establishment Section would ensure that the Show Cause Notice/Charge-sheet is given by the officer/official concerned within 15 days from the date of receipt of Show Cause Notice/Charge-sheet.
  - c) On receipt of the explanations of the official, the XEN, concerned would forward his comments to the Superintending Engineer, concerned a fortnight positively with an advance copy to the competent Punishing Authority (in case S. E., does not happen to be Punishing Authority). Similarly the S.E., concerned on receipt of the explanations of the official with comments from the XEN, concerned in his office would forward his comments to the Chief Engineer within 15 days without fail simultaneously endorsing a copy to the Board Secretary. The Punishing Authority happens to be the Board.
  - d) In brief, the Punishing Authority in various cases would ensure that the explanations/replies to the Show Cause Notice/Charge-sheet are given by the official within 15 days and for their comments

reply/explanation's are also given by the XEN., within 15 days and further comments by the S.E., within next 15 days. At the most no such disciplinary case is required to be prolonged beyond 3 months.

If the official to whom Show Cause Notice or Charge-sheet is issued, wants to consult any record before submission of his reply, he may do so within the period allowed to him or he may get extension in sending his reply.

However, where it is decided by the competent authority that matter should be inquired into by the Inquiry Officer, the Inquiry Officer so appointed by the competent Authority, would complete the inquiry within a period of two months from the date of the decision of the competent authority. Thereafter procedure as per PSEB (Punishment & Appeal) Regulations 1971 or Punjab (P&A) Rules, 1970 would be followed.

The punishing Authority while inflicting punishment should issue speaking orders.

In the end, it may be ensured that all the disciplinary cases are finally finalized within a period of 3 months or even less (where an inquiry is held within a period not exceeding 5 months), otherwise the officers/officials responsible for the delay would render themselves liable for disciplinary action and their cases should be referred to the concerned punishing authority.

#### ENCLOSURE

Copy of circular memo No. 901/2101 dated 24-5-86 from Secretary, PSEB, Patiala.

Subject: Processing of disciplinary cases.

Detailed instructions have been issued on the subject vide Circular Memo Nos. mentioned in the margin and it has been observed that due consideration is not paid to them, as a result of which the disciplinary cases against the officers/officials remain pending for years

464/EGL-101, dt. 15.2.77.

Memo No. 1049/  
2032/EGL-101 dt. 5/8.1.80.

2.

Memo No. 175456/  
516/REG/17/Vol. 3  
dt. 27.7.1981.

together and their personal issues like promotion, cross of EB and confirmation are held up and they are subjected to harassment and financial hardship. It is, therefore, requested that the instructions may be brought to the notice of all concerned and followed strictly so that the disciplinary cases are finalised without undue delay. Copies of these circulars are also attached herewith for reference.

It has also been observed that in most of cases officers/officials who were charge sheet/served with Show Cause Notice request for permission to consult the record whereas necessary permission is already granted vide para of Charge sheet/S.C.N. It results in unnecessary correspondence and also delays the finalisation of the cases. This fact may also please be brought to the notice of the concerned.

Copy of circular memo No. 101543/102143/C-3741/A dated 23-5-88 from Secretary Gazetted Section-II, PSEB, Patiala.

Subject: - Procedure for dealing with Court/disciplinary cases.

While withdrawing a punishment order in pursuance of the judgment of the court, it has been noticed that procedural drawbacks still persist in dealing with and deciding disciplinary cases. There is, therefore, urgent need that remedial steps are taken to remove procedural deficiencies.

2. The instance case was that the defaulting officer who was charge sheeted was not shown the relevant record demanded by him for giving reply. On the other hand, ex-parte decision was taken in the absence of the reply of the officer and he was awarded the penalty of stoppage of two increments. Aggrieved by the punishment order, the officer, went to the court. The Board could not succeed in the trial court because the Board had not given the plaintiff an opportunity to inspect the record. The mere fact that



charge sheet was served and the reply. not submitted by delinquent has been upheld by the court so as to show that he was guilty for not submitting the reply. In spite of this position an appeal was filed in district court. The appellate court has also dismissed the appeal on the ground that punishing authority should have recorded the evidence ex-parte for coming to a conclusion that the charges levelled against the plaintiff stood proved. The mere fact that no explanation was furnished by the plaintiff on ground to hold that the said allegations stood proved.

With a view to guard against the above mentioned short comings, it has been desired that all concerned dealing with the punishment cases at all stages should be stressed upon to ensure that no procedural deficiencies are allowed to occur in future. For this purpose the following points may be fully noted by all concerned :-

- a) The relevant record which is required by the respondents for the defence of their cases should invariably be shown to them without any excuse. Privilege in showing document should only be claimed when it is justified and is in the public interest
- b) While issuing charge sheet, it should be ensured that list of documents and witness on which prosecution places reliance for proving the charge against the respondents are invariably attached with the charge sheets.
- c) The punishing authorities while passing punishment orders may apply their mind and provide the grounds reasons on the basis of which the orders have been passed by them so that the office is in a position to issue speaking orders. If for any reason the punishing authority fails to pass speaking orders the file may again be put up to punishing authority for such speaking orders so that the punishment orders are not struck by the Judicial Authorities on this ground.

It is requested that the above instructions may be complied with meticulously.

Copy of circular No. 13/8/86-2 pp 11/19313 dated 12/12/88 from Government of Punjab, Department of Personnel & Administrative Reforms (Personnel Policies-II Branch) to all Heads of the Departments etc.

Subject :- Deemed suspension on grounds of detention to be treated as revoked if conviction does not follow-period of suspension to be treated as duty.

I am directed to invite attention to the instructions contained in Government of India's O.M.No. 35014/9/76-Estt (A), dated 8-8-1977 (enclosed) which lays down in the case of a Govt. servant who was deemed to have been placed under suspension due to detention in Police custody erroneously or without basis and thereafter released without any prosecution having been launched, the competent authority should apply its mind at the time of revocation of the suspension and reinstatement of the official, and he comes to the conclusion that the suspension was wholly unjustified, pay and allowances may be allowed. These instructions may be in view while considering such cases of State Government employees where deemed suspension is found to be erroneous and the employee concerned is not prosecuted. It has further been decided that in all such cases, the deemed suspension under Rule 4 (2) of Punjab Civil Services (Punishment and Appeal) Rules, 1970 may be treated as revoked from the date the cause of the suspension itself ceases to exist i.e. the Govt. servant released from police custody without any prosecution having been launched. However, it will be desirable for the purpose of administrative record to make a formal order for revocation of such suspension under Rule 4 of the Punjab Civil Services (Punishment & Appeal) Rules, 1970.

The receipt of this communication may kindly be acknowledged.  
(Adopted vide Secretary, Regulation Section PSEB, Patiala, memo No. 42543/43058/Reg.[ADP-83]Vol-III dated 22-2-89).

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ENCLOSURE

Copy of circular O. M. No. 35014/9/76-Estt. A, dated 8-8-1977.

ject :- Erroneous detention or detention without basis payment of pay and allowances to the Government servant on re-instatement clarification regarding.

The undersigned is directed to say that one of the items considered by National Council (JCM) in its meeting held in January, 1977 was a proposal of the Staff side that a Government servant who was deemed to have been placed under suspension on account of his detention or on account of criminal proceedings against him, should be paid full pay and allowances for the period of suspension if he has been discharged from detention or has been acquitted by a Court

During the discussion, it was clarified to the staff Side that the mere fact that a Government servant who was deemed to have been under suspension due to detention or on account of criminal proceedings against him, has been discharged from detention without prosecution or has been acquitted by a Court would not make him eligible for full pay and allowances because the acquittal may be on technical grounds but the suspension might be justified. The Staff Side were, however, informed that if a Government servant was detained in police custody erroneously or without any basis and after he is released without any prosecution, in such cases the official should be eligible for full pay and allowances.

It has accordingly been decided that in the case of a Government servant who was deemed to have been placed under suspension due to his detention in police custody erroneously or without basis and thereafter released without any prosecution having been launched, the competent authority should apply its mind at the time of revocation of the suspension and the acquittal of the official and if he comes to the conclusion that the detention was wholly unjustified, full pay and allowances may be allowed.

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of circular memo No. 107528/108128/ADP-83/L-II dated 19.5.89  
Secretary, Regulation Section, PSEB, Patiala.

ject :- Expeditious finalisation of departmental inquiries against

Government employees.

In continuation of ENG Section circular memo No. 35883/35963/E-14(1) 67, dated 5-4-68, on the subject noted above (refer page No. 230/35 PSEB M. O. I. on Service Matters Vol.I)

2. In spite of issue of detailed instructions emphasising speedy disposal of cases of departmental inquiries against Board employees, there are serious delays resulting at times in prolonged suspension of the officials and of defeating the very purpose for which the inquiry has been ordered. To meet the whole process of departmental inquiries time bound revised instructions are issued here under:

3. The authority ordering disciplinary proceedings shall invariably decide at the outset, whether investigations are likely to be so complicated as to require the services of a special investigating agency, and thereafter order the action. During the course of investigation, a close watch should be kept on the progress by the aforesaid authority to ensure that no undue delay occurs at any stage. With a view to ensure that inquiry under the P&A Rules Regulations is completed within a period of 6 months, detailed time schedule is laid down as under :-

- |   |   |
|---|---|
| (i) Appointment of an Inquiry Officer   | It should be decided while taking decision on the explanation furnished by the delinquent official on charge sheet served on him. |
| (ii) Consultation of record by the defaulting official.   | Within 15 days of the order within such further time not exceeding 5 days as the Inquiry Authority may allow.                     |
| (iii) Submission of list of witnesses and production of all documents by Board at the behest of the delinquent official | Within 15 days of the consultation of the record.   |
| (iv) Production of documents by   | On receipt of the requisition refer   |

the authority as required by the delinquent official.

Completing of Inquiry/ proceedings.

Second occasion after the regular hearing are over to be given to the employee to present his defence orally or in writing.

preparation of Inquiry report and its submission.

Limitation for filing Appeal against award of punishment.

Decision on Appeal

In case delinquent official makes any attempt to impede the progress of inquiry by adopting dilatory tactics then the Inquiry Officer may start summary proceedings as laid down under Rule/ Regulation 8.20 of Punishment and Appeal Rules/ Regulations. In other words, the inquiry must be completed within a total period of six months. Here again, a safeguard should be provided for exceptional situations, of natural calamity like floods, earthquake or any damage on account of which an employee is not in a position to complete his activity say on account of not having access to the court record, within the prescribed period. Then such prescribed period should have to be extended to a reasonable period and the Inquiry Officer will be competent to do so after obtaining a request from the delinquent official in writing.

every authority having the custody or possession of the requisitioned documents shall produce the same before the Inquiry Authority within 20 days.

A period of 100 days within which proceedings are to be held on day to day basis and no adjournment of hearing should be for more than a week.

The Board employee shall be required to state his defence orally or in writing as he may prefer, within 15 days

Within a period of 20 days after the last date of the hearing or giving of second occasion to the employee to present his defence orally.

Within 90 days from the date communicating Punishment.

Within a period of 45 days.

5. Similarly, another safeguard is provided when a particular authority is unable to complete a specific activity within the prescribed period on account of circumstances beyond its control. Then the Inquiry officer should forthwith submit a written report to the authority next higher departmental hierarchy explaining the reasons for his inability to do so and indicating the period within which he should complete that activity.

6. It is re-iterated that Inquiry officer shall submit the inquiry report within a period of six months from the date of initiation of the inquiry in accordance with the provision of punishment and Appeal Rules/Regulations. In case the Inquiry officer is not in a position to complete the inquiry within this period the onus for completion of the inquiry unless he can attribute for circumstances not within his control, indicated in the above paras will be with him and he will inform the Appointing Authority alongwith the reasons therefor and proceed further with the inquiry.

7. It will be necessary that there is regular monitoring of pending cases of departmental inquiry at different levels. The Appointing Authority should review all pending disciplinary cases relating to Class III and Class II employees every month. Similarly, the Deputy Secretary concerned should review such cases relating to Class I and II employees and he should submit quarterly return to the Secretary/Board regarding the progress of pending cases in the prescribed proforma enclosed.

8. On receipt of inquiry report the Punishing Authority shall take action on time bound basis and wherever deem fit award punishment within a period of one month from the date of receipt of the inquiry report.

9. The receipt of this communication may please be acknowledged.

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Dy Secretary/Tech-1  
P.S.E.B., Patiala

Sr. No.	Name of Officer with designation	Nature of allegations	Date of initiation of Departmental Proceedings.	Date of suspension if placed under suspension.	Present Position of the case.	Reasons of delay	Date of final order disposing of inquiry proceedings if decided.	Re-marks, if any
1	2	3	4	5	6	7	8	9

## CHAPTER-X

### CONCESSION/FACILITIES TO THE FAMILY MEMBERS OF THE DECEASED EMPLOYEES

Copy of circular No. 12913/FD-Loans-82/13377 dated 28-12-82 from of Punjab Department of Finance (Loan cell) to all Heads of Department etc.

Subject : - Ex-gratia grant and other facilities for families of Government servants who die while in service-question of waiving of recovery of conveyance advance.

I am directed to invite a reference to instructions contained in Punjab Government letter No. 4295 S II(3)-72/21093 dated 21.8.72 on the subject noted above and to say that where a Government employee dies while in service and without repaying the loan obtained by him or any part thereof for the purchase of conveyance or interest accrued thereon, such loan part thereof which remains unpaid shall be written off by the Administrative Department in consultation with the Department of Finance, provided the deceased Government employee is survived by :-

- i) his wife or husband, as the case may be ; or
- ii) his sons, daughters, father, mother, minor brothers and sisters who are unemployed and were entirely dependent on the deceased Government employee as certified by the Deputy Commissioner concerned.

(Adopted vide Secretary P.S.E.B. Patiala memo No 70644/71244/Reg./ADP-63 dated 15-4-1983 with the modification that such sanctions may be issued with the approval of competent authority, without referring each and individual case to the Finance Section as is being done in the case of writing off of the House Building loan taken by the Board employees, including interest accrued thereon, in terms of the office

ਗੁਰਮਤੀ ਪੱਤਰ ਨੰ: 9/6/87-6 ਜੀ. ਈ./14200 ਮਿਤੀ 1-6-1987 ਵਲੋਂ ਪੰਜਾਬ ਸਰਕਾਰ ਪਰਸੋਨਲ ਡਿਪਟੀ ਸੁਪਰ ਟਿਕਾਗ (ਜਨਰਲ ਅਮਲਾ ਸ਼ਾਖਾ) ਵੱਲ ਸਾਰੇ ਵਿਭਾਗਾਂ ਦੇ ਮੁੱਖੀ ਆਦਿ।

— ਮਿਤਕ ਕਰਮਚਾਰੀਆਂ ਦੇ ਪਰਿਵਾਰ ਨੂੰ ਵਿਤੀ ਸਹੂਲਤਾਂ ਦੇਣ ਬਾਰੇ।

ਸਰਕਾਰ ਦੇ ਖਿਆਨ ਵਿਚ ਆਇਆ ਹੈ ਕਿ ਡਾਦ-ਅਹੁਥ ਆਧਾਰ ਤੇ ਡਿੱਤੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਸੰਵਾਦਾਂ ਕਰਦੇ ਸਮੇਂ ਕੁਝ ਸਰਤਾਂ ਲਗਾਈਆਂ ਜਾਂਦੀਆਂ ਹਨ। ਸਰਤਾਂ ਪੂਰੀਆਂ ਹੋਣ ਤੋਂ ਬਾਦ ਪਤ ਉੱਨ੍ਹਾਂ ਦੇ ਨਿਯਮਤ ਪਹਿਲਾਂ ਕੁਝ ਅਜਿਹੇ ਕਰਮਚਾਰੀਆਂ ਦੀ ਮਿਕਤੂ ਹੋ ਜਾਂਦੀ ਹੈ। ਅਜਿਹੇ ਕੇਸਾਂ ਵਿਚ ਜਿਥੇ ਨਿਯਮਤ ਕੀਤੇ ਜਾਣ ਵਾਲੇ ਪਰ ਸਰਤਾਂ ਪੂਰੀਆਂ ਹੋਣ ਤੋਂ ਬਾਦ ਕਰਮਚਾਰੀ ਦੀ ਮਿਕਤੂ ਹੋ ਜਾਂਦੀ ਹੈ ਉਹਨਾਂ ਦੇ ਪਰਿਵਾਰ ਨੂੰ ਉਨ੍ਹਾਂ ਸਹੂਲਤਾਂ ਤੋਂ ਵਾਂਝਿਆਂ ਨਾ ਰੱਖਿਆ ਜਾਵੇ ਜੋ ਇਕ ਮਿਤਕ ਨਿਯਮਤ ਕਰਮਚਾਰੀ ਦੇ ਪਰਿਵਾਰ ਨੂੰ ਮਿਲਦੀਆਂ

ਤਰ, ਪੰ. ਕਾ, ਬਿ, ਬੰ., ਪਟਿਆਲਾ ਦੇ ਮੈਮੋ ਨੰਬਰ 108194/89664/ਏ.ਓ.ਪੀ-67 ਮਿਤੀ 23-7-87 (ਅਪਣਾਇਆ ਗਿਆ।)



## CHAPTER-XI HOUSE RENT ALLOWANCE

Punjab State Electricity Board Office Order No 73 /GB/M-499/V-5 Dated 25.1.83

In continuation of this office Memo No. 215619,215919/GB/M-499/Vol-dated 1-12-1980, the Punjab State Electricity Board is pleased to grant house rent allowance in lieu of rent free accommodation to the PSEB employees working within 10 miles belt of International border bordering Pakistan in line with Punjab Government circular letter No. 10/101/80/FIC (5)/3945 dated 23-4-1981 in the revised pay scales at the slab rate prescribed for first class cities vide office order No 3/PRC/Finance dated 21-2-1980.

2. The above orders shall take effect from 1-2-1980.

(Circulated vide Secretary PSEB, Patiala endst No. 6925/7251/GB/M-4 Vol-V dated 25-1-83)

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Copy of the circular No. 55731/56011/GB/M-499/Vol-VI dated 19-5-83  
Secretary, General Section PSEB, Patiala.

Subject :- Grant of House Rent Allowance to Board Employees.

According to the existing instructions contained in Punjab Government No. 1244-FICW(5)-7247 dated 10.4.72, adopted by the Board vide circular letter No.71954/72903/M-195/9.8 dated 18.8.1972 various certificates are required to be obtained every month from the Board employees support of their title to the House Rent Allowance. After careful consideration, it has now been decided by the Board that the prescribed certificates may be obtained from the employees once a year in the month of April, It shall, however be the personal responsibility of the employees

employee concerned to intimate any change in status during the year to concerned authority immediately. Any failure in this behalf is liable to attract disciplinary action.

The receipt of this communication may be acknowledged.

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Copy of the circular memo No. 70530/70810/GB/M-499/Vol-5 dated 18-6-83  
Secretary, General Section PSEB, Patiala.

Subject: Regarding of house rent allowance.

In terms of note-2 below Regulation 5.4 of PSEB Main Service Regulations 1972 Vol-I Part-I, a Board employee who on transfer is permitted to retain Board's accommodation at the old station is entitled to house rent allowance in respect of the new station without regard to the fact whether he has been permitted to retain Board's accommodation at the old station on payment of normal rent or penal rent. The matter has been reconsidered by the Board and it has been decided that house rent allowance should not be allowed at the new station of posting in any case till official accommodation at the previous station is vacated.

The receipt of this Communication may be acknowledged.

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Copy of circular letter No. 39/6/83-8FR/5900 dated 4-7-1983 from  
Government of Punjab Department of Finance (Finance Regulation) to all  
Departments etc.

Subject: Grant of House Rent Allowance to Government Employees.

I am directed to refer to para 4 (v) of the Government of Punjab, Department of Finance circular letter No. 956-FCW-65/1548 dated 20.2.1965 and to say that a question has been raised as to whether both husband and wife, in Punjab Government service, who are living separately in separate houses are entitled to the house rent allowance. After careful consideration it has been decided that the House

Rent Allowance may be allowed in such cases where both the spouses to reside separately due to long distance between the places of posting where the spouses are living separately because of estrangement between them even though they may not have actually been separated. However, while allowing the house rent allowance to both the husband and wife in these cases, it will be incumbent on the Administrative Department concerned to satisfy itself that the two spouses are really living in separate houses and are not merely sharing separate portions in the same house. This precaution is necessary to ensure against any mal-practice.

(Adopted vide Secretary PSEB, Patiala letter No. 9259/9584/GB/M-499/Vol-V dated 25-1-1984 subject to the condition that the cases regarding grant of House Rent Allowance to both husband and wife may be referred to Secretary of Board for sanction in order to obviate chances of fraudulent drawal of this allowance)

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Copy of circular No. 2657/3082/GB/M-499/Vol-V/L-I dated 11-1-84  
Secretary, General Section PSEB, Patiala.

Subject: Grant of House Rent Allowance at revised rates in lieu of accommodation.

Consequent upon the revision of House Rent Allowance w.e.f. 1-1-84, the quantum of House Rent Allowance in lieu of rent free accommodation remained under active consideration. The Board has now decided the supersession of all its previous orders, to adopt the Pb Govt. Circular letter No. 10/101/80-FICW, 5) 3945 dated 23.4.81, w.e.f. 1.2.1980. By the adoption of this circular of Pb Govt., the quantum of House Rent Allowance at the places where rent free accommodation is admissible will be as under:—

Pay Range.	In First Class Cities	In 2nd Class Cities
i) Up to Rs. 400	40.00	20.00
ii) Pay exceeding Rs. 400 but not exceeding Rs. 600	50.00	25.00

Column 4 of Appendix 7 of C.S.R. Vol. Part-II be deemed to have been  
ted.

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y of the circular letter No. 57001/57401/GB/M-499/V-5/L-1 dated 17-5-84  
a Secretary PSEB, Patiala.

ject :-Grant of House Rent Allowance to the employees posted within  
10 miles belt of the International Border, bordering Pakistan at  
par with the employees of First Class Cities

Reference this office Endst. No-6935/7215/GB/M-499/Vol. V/L-1/  
ed 25.1.83, on the above cited subject.

Some of the field officers have sought clarifications. regarding  
admissibility of House-Rent Allowance, to the employees working within. 10  
es belt of International border, bordering Pakistan.

It is clarified that such employees are entitled to the grant of House  
nt Allowance, at slab rates, as applicable to the employees, working  
First Class Cities, as envisaged in this office order No.73/ GB/M-499/V-3  
ed 25.1.83 and the effect of supersession as referred to, in this office  
ular letter No. 2657/3082/GB/M-499/Vol. V/L-1 dated 11.1.1984 does not  
ly in this case.

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ਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ, (ਆਮ ਭਾਗ) ਫਤਹਗੜੀ ਹੁਕਮ ਨੰ: 1324/ਜੀਬੀ/ਐਮ-499/ਭਾਗ-11 ਮਿਤੀ  
2.85.

ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ਹੇਠ ਲਿਖਿਆ ਹੁਕਮ ਜਾਰੀ ਕਰਨ ਵਿਚ ਪ੍ਰਸੰਨਤਾ ਅਨੁਭਵ ਕਰਦਾ ਹੈ :-

ਦੂਰ ਦੁਰਾਡੇ ਖੇਤਰ ਵਿਚ ਲੋੜ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਕੁਝ ਰਾਹਤ/ਮੁਆਫਕਾ ਮੁਹੱਈਆ ਕਰਨ ਲਈ ਸਬ ਸਟੇਸ਼ਨ  
ਨੀਆਂ ਜਿਨ੍ਹਾਂ ਵਿਚ ਇਮਰਤੀਯੋਗ ਤੋੜਾ ਵਿਚੋਂ ਇਕ ਕੋਲ ਦੀ ਅਸੁਵਿਧਾ ਹੋਵੇ, ਵਿਚ ਰਹਿ ਕੇ ਕਰਮਚਾਰੀਆਂ  
ਤਨਖਾਹ ਦਾ ਕੇਵਲ 5% ਜਾਂ ਤਿਆਰਤ ਦੇ ਸਟੇਡਰਡ ਕਿਰਾਏ ਦਾ 1/2 ਜਿਹੜਾ ਵੀ ਘੱਟ ਹੋਵੇ (ਤਨਖਾਹ ਦ  
% ਜਾਂ ਲਿਆਰਤ ਦਾ ਸਟੇਡਰਡ ਕਿਰਾਇਆ ਜੋ ਵੀ ਘੱਟ ਹੋਵੇ, ਦੀ ਬਜਾਏ) ਕਿਰਾਇਆ ਚਲੂ ਕੀਤਾ ਜਾਵੇ।

ਉ) ਜਿਥੇ ਸਬ ਸਟੇਸ਼ਨ ਕਲੱਨੀ ਦੇ 3 ਕਿ. ਮੀ: ਦੇ ਵਿੱਚ ਵਿਦਿਅਕ ਸਹੂਲਤਾਂ (ਹਾਈ ਸਕੂਲ/ਕਾਲਜ ਪੰਚ/ਪ੍ਰਿ  
ਉਪਲਬੱਧ ਨਾ ਹੋਣ ਅਤੇ ਪੰ. ਰਾ. ਬਿ. ਬੰ. ਵਲੋਂ ਸਕੂਲ ਜਾਣ ਵਾਲੇ ਬੱਚਿਆਂ ਨੂੰ ਕੋਈ ਆਵਾਜਾਈ ਦਾ

ਸਾਧਨ ਮੁਹੱਈਆ ਨਾ ਕੀਤਾ ਗਿਆ ਹੋਵੇ।

ਜਾਂ  
ਅ) ਜਿਥੇ ਸਬ ਸਟੇਸ਼ਨ ਕਲੱਨੀ ਦੇ 3 ਕਿ. ਮੀ: ਦੇ ਅੰਦਰ ਮੁੱਢਲਾ ਬਿਹਰ ਕੇਂਦਰ ਜਾਂ ਬਿਕਲ ਹਾਲ  
ਨਾ ਹੋਵੇ।

ਜਾਂ  
ੲ) ਜਿਥੇ ਸਬ ਸਟੇਸ਼ਨ ਨਗਰ ਪਾਲਿਕਾ ਕਸਬੇ ਦੇ ਹੱਦ ਤੋਂ 10 ਕਿ. ਮੀ: ਤੋਂ ਵੱਧ ਦੂਰੀ ਤੇ ਹੋਵੇ।  
ਉਪਰੋਕਤ ਅਨੁਸਾਰ ਮਕਾਨ ਕਿਰਾਇਆ ਿਆਇਤ ਦੀ ਮੌਜੂਦੀ ਕੇਵਲ ਅਮਲੇ ਦੀਆਂ ਉੱਨ੍ਹੀ ਹੀ  
ਸੁੱਟੀਆਂ ਨੂੰ ਮਿਲਣਯੋਗ ਹੋਵੇਗੀ, ਜਿਨ੍ਹਾਂ ਦੀ ਸਬ ਸਟੇਸ਼ਨ ਕਲੱਨੀ ਵਿਚ, ਸੰਬੰਧਤ ਕਾਰਜਕਾਰੀ ਵਿੱਚੀ  
ਦੁਆਰਾ, ਬਿਜਲੀ ਸਪਲਾਈ ਨੂੰ ਜਾਰੀ ਕਰਵਾਏ ਵਿਚਾਰ ਨਾਲ ਹਾਜ਼ਰੀ/ਨਹਿਤ ਚਾਰੂਰੀ ਸਮਝੀ ਜਾ  
ਵਾਸਤਵ ਵਿਚ ਅਜਿਹੀ ਿਆਇਤ ਦੇਣ ਤੋਂ ਪਹਿਲਾਂ ਸੰਬੰਧਤ ਕਾਰਜਕਾਰੀ ਵਿੱਚ: ਇਹ ਸੰਬੰਧੀ ਪੁਰਾ  
ਤਰੱਲੀ ਕਰੇਗਾ ਕਿ ਸਬ ਸਟੇਸ਼ਨ ਕਲੱਨੀ ਵਿਚ ਉਕਤ ਚਲੀਆ ਸਭਤਾਂ ਵਿਚੋਂ ਕੋਈ ਇਕ ਲਾਗੂ  
ਜਾਸ ਲਈ, ਜਿਥੇ ਲੋੜ ਸਮਝੀ ਜਾਵੇਗੀ. ਬਿਕਲ ਪ੍ਰਸ਼ਾਸਨ ਤੋਂ ਪ੍ਰਮਾਣੀਕਤਾ ਲਈ ਜਾਵੇਗੀ।

(ਸਕੱਤਰ ਪੰ. ਰਾ. ਬਿ. ਬੰ., ਪਟਿਆਲਾ ਦੇ ਪਿੱਠ ਅੰਕਣ ਨੰ: 31721/32950/ਜੀ. ਡੀ. ਡੀ.  
/ਭਾਗ-II ਮਿਤੀ 22-2-85 ਰਾਜੀ ਜਾਰੀ ਕੀਤਾ ਗਿਆ)

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Copy of circular Letter No. 30/19/81-2FP-1/1230 dated 20-1-86 from G  
ment of Punjab Department of (Finance Personnel-I Branch) to the all  
of Departments etc.

Subject :-Admissibility of house rent allowance to Punjab Govern  
employees posted within 8 Kms (5 miles) from the qual  
limits of first class and second class Cities/ towns of the ne  
ring States Clarification regarding.

I am directed to address you on the subject cited above and  
that the matter as to how the grant of house rent Allowance to  
Government employees posted at the places falling within in 8 Kms (5  
from the first class and second class cities/towns of the neighbour  
may be regulated has been under consideration of the State Govern  
After careful consideration of the matter, it has been decided that th  
Government Employees posted within 8 Kms (5 miles) from the q  
limits of first class cities/towns (having population of one Lakh an  
and second class cities/towns (having population of 75000 and a

(than one Lakh) of the neighbouring States shall be entitled to house rent allowance at the rates admissible for such cities/towns under the Punjab Government instructions, subject to the fulfilment of all other conditions set out in the instructions issued from time to time. This provision shall be effective from the date (s) the respective Cities/Towns have been declared as such by the respective State Government (s).

Adopted vide Secretary PSEB, Patiala Circular Letter No. 134713/135249/GB/0-3 dated 2-9-1986)

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**PUNJAB STATE ELECTRICITY BOARD  
(GENERAL SECTION)**

OFFICE ORDER No. 460/GB/P-I DATED: 13/8/1986

To be substituted with the office order bearing the same number and date.

The Punjab State Electricity Board is pleased to sanction rent free accommodation or house rent allowance in lieu thereof (at the rates applicable to the employees posted in A & B Class Cities) to the employees engaged on Work-charged, engaged on UBDC Stage-II Project as under :-

Pay Range	House Rent Allowance	
	'A' Class Cities	'B' Class Cities
Upto Rs. 400/-	Rs. 40/-	Rs. 20/-
Pay exceeding Rs. 400/- upto Rs. 600/-	Rs. 50/-	Rs. 25/-
Pay exceeding Rs. 600/- upto Rs. 800/-	Rs. 100/-	Rs. 50/-
Pay exceeding Rs. 800/- upto Rs. 1000/-	Rs. 150/-	Rs. 75/-
Pay exceeding Rs. 1000/- upto Rs. 1300/-	Rs. 250/-	Rs. 125/-
Pay exceeding Rs. 1300/- upto Rs. 1800/-	Rs. 350/-	Rs. 175/-
Pay exceeding Rs. 1800/- upto Rs. 2250/-	Rs. 400/-	Rs. 200/-
Pay exceeding Rs. 2250/-	Rs. 500/-	Rs. 250/-

These orders will take effect from 1-8-1986.

(Circulated vide Secretary PSEB, Patiala endst. No. 139812/140285/GB dated 10-9-1986).

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**ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ (ਜਨਰਲ ਡਾਕ) ਦਫਤਰੀ ਹੁਕਮ ਨੰ: 776/ਜੀ. ਬੀ./ਐਮ-499/ਮਿਤੀ 7-11-86.**

ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ਇਹ ਹੁਕਮ ਜਾਰੀ ਕਰਨ ਵਿਚ ਪ੍ਰਮਾਣਿਤ ਪ੍ਰਕਾਰ ਵਿਚ ਸਬਕ ਨੰਬਰ 1324/ਜੀ.ਬੀ./ਐਮ-499/2 ਮਿਤੀ 22-2-85 ਰਾਹੀਂ ਕਰਮਚਾਰੀਆਂ ਨੂੰ ਦਿੱਤੀ ਗਈ ਰਾਹਤ ਉਦਾਸ ਸ਼ਹਿਰ ਬੋਰਡ ਦੇ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਵੀ ਦਿੱਤੀ ਜਿੰਨ ਲਾਗੂ ਹੋਵੇਗੀ।

(ਸਕੱਤਰ ਪੰ. ਰਾ. ਬਿ. ਬੋ. ਪਟਿਆਲਾ ਦੇ ਪਿੱਠ ਅੰਕ ਨੰ: 170014/171474/ਜੀ. ਬੀ./ਐਮ-499 ਮਿਤੀ 7-11-86 ਰਾਹੀਂ ਜਾਰੀ ਕੀਤਾ ਗਿਆ)

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**PUNJAB STATE ELEC. BOARD.  
OFFICE ORDER NO. 1179/GB/M-499/L-10 Dated- 12.10.87.**

The Punjab State Electricity Board is pleased to sanction Rent Free Accommodation or House Rent Allowance in lieu thereof (at the rates applicable to the employees posted in A & B Class Cities & indicated in Office order No. 460/GB/P-I dt. 13.8.1986) to the employees including Work-charged engaged on UBDC Stage-II Project with effect from 1.1.1986 instead of 1.8.1986.

(Circulated vide Secretary, PSEB, Patiala endst. No. 200458/59/GB/M-499/L-10 dated 12-10-87.

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**PUNJAB STATE ELEC. BOARD.  
(GENERAL SECTION)  
OFFICE ORDER NO. 1175/GB/M-499/Court Case/Dated 12.10.87.**

The Punjab State Electricity Board is pleased to adopt the High Court Pradesh Govt. letter No. 2-11/60 Fin (Reg.) dated 20.8.1983. (Copy enclosed) regarding payment of Compensatory Allowance to the Govt. employees engaged on Work-charged provided with Rent Free Accommodation or is paid House Rent Allowance.



in lieu thereof on the same terms and conditions to the PSEB Officials/ Officers posted at Brot and Jogindernagar in the Himachal Pradesh Territory with effect 1.8.83, i.e. the date from which the decision contained in the Himachal Pradesh Govt. letter has been implemented.

(Circulated vide Secretary General Section Endst. No. 200160/283/GB /M-499 dated 12-10-87).

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### ENCLOSURE

Copy of Himachal Pradesh Govt. Letter No. 2-11/63 Fin. (Reg.) dated 20-8-1983.

Subject :- Payment of C.A. to Government Servant provided with rent free accommodation or is paid house rent allowance in lieu thereof.

The undersigned is directed to state that according to the existing orders deduction @ 1/4 th is made from the Compensatory Allowance of the Government servants who are provided with rent free accommodation or are paid house rent allowance in lieu thereof. The maximum amount of deduction from that allowance for the purpose of these orders was fixed as Rs. 25/- per month vide this Department's Office Memorandum of even number dated the 29 th October, 1980. The Governor, Himachal Pradesh, on reconsidering the matter, is pleased to order that with effect from 1st August, 1983 no deduction from the Compensatory Allowance shall be made from the Govt. Servants who are covered by the aforesaid orders. As a result of this decision, the Govt. Servants, who are availing of the facility of rent of free accommodation or are getting house rent allowance in lieu thereof shall be entitled to draw Compensatory allowance at full rate like other Government Servants.

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PUNJAB STATE ELECTRICITY BOARD  
OFFICE OF THE SECRETARY  
(Finance Section)

ORDER No. 135 /Fin./PRC-1988 Dated : 5/1 /1989.

The Punjab State Electricity Board is pleased to order that the rate of

rent to be charged from the PSEB employees on the emolument revised scale of pay (as allowed under the Punjab State Electric (Revised Pay) Regulations, 1988), allotted Board's accommodation be 5% of the basic pay.

2. The decision contained in this order shall be effective from April 1988, and the rent liability for the period from 1.1.1986 to 31.3.1988 shall continue to be governed by the then existing regulations/ord

(Circulated vide Secretary, Finance Section Endst. No. 8 /Fin./PRC Dated 5-1-1989).

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PUNJAB STATE ELECTRICITY BOARD  
OFFICE OF THE SECRETARY  
ORDER No. 142 /FIN/PRC-1988 Dated : 7.3.1988

In pursuance of the recommendations of PSEB Pay Committee, the Punjab State Electricity Board is Pleased to decide

- i) The classification of Cities/Towns for the purpose of grant rent allowance to the employees shall be as follows :-
  - (a) Class 'A' cities : Capital City of Chandigarh and Ajit Singh Nagar and other cities having a population of two lacs and above
  - (b) Class 'B' cities : Having a population of one lac but less than two lacs.
  - (c) Class 'C' cities : Having a population of 25,000 and above but less than one lac
  - (d) Class 'D' towns : Having a population of less than 25,000. For facility, a list of the 'A', 'B', 'C' and 'D' class towns on the basis of population figures given in the Census is enclosed as Annexure 'A'.
- ii) The rates of house rent allowance for various

Pay exceeding Rs. 600 but not exceeding Rs. 800	100.00	50.00
Pay exceeding Rs. 800 but not exceeding Rs. 1000	150.00	75.00
Pay exceeding Rs. 1000 but not exceeding Rs. 1300	250.00	125.00
Pay exceeding Rs. 1300 but not exceeding Rs. 1800	350.00	175.00
Pay exceeding Rs. 1800 but not exceeding Rs. 2250	400.00	200.00
Pay exceeding Rs. 2250	500.00	250.00

However, the employees will have the option to come over to the new rate at a later date of their choice. In case the employees opt for the new rate of house rent allowance after 1.2.80, will be entitled to draw House Rent allowance during the intervening period, the amount of House Rent allowance that was admissible to them on 31.1.80.

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## ENCLOSURE

of circular letter No. 10/101/80-FICW (5)/3945 dated 23-4-81 from Punjab Department of Finance (FICW Branch) to all Heads of Departments etc.

Subject- Grant of House Rent Allowance, in the revised scales of pay, in lieu of pay, in lieu of rent free accommodation to the Government employees.

I am directed to invite a reference to Punjab Government, Finance Department letter No-7457-FICW (5)-75/31825 dated 18/12/75 vide which on the Punjab Government was conveyed, inter-alia, stating that the employees who are entitled to rent free accommodation when posted in first class cities and within 10 miles belt of International Border at places where House Rent Allowance to general categories is admissible at the rates of 12.5% of pay, may be granted House Rent Allowance 12.5% of pay like other employees of general category and such

employees when posted in second class and other cities/towns/villages where House Rent Allowance to other employees is either admissible @ 7.5% of pay or not admissible at all, will get House Rent Allowance @ 10% of pay in lieu of rent free accommodation.

2. In supersession of the aforementioned instructions, it has now been decided that the rate of House Rent Allowance to the general category Punjab Government employees on the revised rates which have been circularised vide Punjab Government letter No. 10/12/79-FICW(5)/351 dated 14.1.80 mutatis-mutandis shall also apply to the grant of House Rent Allowance to the Government employees in lieu of rent free accommodation as provided in appendix 7 of Punjab C.S.R. Volume I Part-II as well as those employees who are working in 10 miles of International Border. It is further clarified that the employees who are entitled to rent free accommodation where House Rent Allowance in such towns/villages is not admissible at all, may be allowed the same rate of House Rent Allowance as is applicable to the employees of general category in Second Class Cities.

3. Such Government employees posted at various projects under construction, who are entitled to rent free accommodation or House Rent Allowances in lieu thereof shall also be covered by these instructions and would draw House Rent Allowance as per instructions dated 14.1.80 slab system.

4. The Deputy Commissioners of Border districts viz. Amritsar, Ferozepur and Gurdaspur are requested to ensure that Punjab Government instructions contained in letter No. 1148-FICW (5)-75/4979 dated 17.3.79 kept in view while reckoning the distance of 10 miles (16 KMs) from International Border. In other words the measurement of distance is to be taken through established roads/track and not by crow flight. The instructions in the matter issued from time to time shall remain the same.

5. The House Rent Allowance at the existing rates admissible to the personal issued vide Punjab Government Finance Department U.O.No. 79-2(FR) dated 22.5.79 shall, however, continue to be granted till further orders.

admissible in different classes of cities/towns shall be as under :-

Pay Range	Class 'A' City	Class 'B' City	Class 'C' City	Class 'D' Towns
	Rs.	Rs.	Rs.	Rs.
750-1249	200	150	100	75
1250-1749	300	225	150	100
1750-2249	400	300	200	150
2250-2749	500	375	250	175
2750-3249	600	450	300	225
3250-3749	700	525	350	250
3750-4249	800	600	400	300
4250-4749	900	675	450	325
4750-5249	1000	750	500	375
5250 onwards	1000	750	500	375

However, the amount of house rent allowance being drawn under the existing orders by the employees at higher rates than those specified above shall be protected till their rate of house rent allowance gets adjusted in these revised rates.

- iii) The house rent allowance shall not longer be admissible at the places falling within 8 KMs radius of the municipal/outer limits of the classified cities/towns, save in those cases where house rent allowance is admissible at the place of posting itself.
- iv) The eligibility of house rent allowance of an employee shall be determined with reference to the place of posting of the employee.

The other existing terms and conditions regarding the grant of house allowance shall continue to be in force. The revised proforma required submitted by an employee for drawal of house rent allowance is set as Annexure 'B'.

A proforma of the register now to be maintained in respect of postal addresses of officers/officials of an office is also enclosed as Annexure 'C'.

The competent authority to permit residence of an employee outside his headquarter shall be the same as defined in the entries against Sr No. 1

of the table below regulation 15 of the PSEB MSR Vol-I, Part-I process of granting permission to reside outside the headquarters in the same system. Normally permission shall not be given for residence beyond 25 KM of the headquarters.

4. The decision contained in this order shall be effective from 1st September, 1988.

(Circulated vide Secy Fin. Section Endst. No. 47259/49960/Fin./P. 1988 dated 7-3-89)

#### Annexure 'A'

'A' class cities	'B' class cities	'C' class cities	'D' class towns
Chandigarh	Bhatinda	Distt. Amritsar Tarn Taran	Distt. Amritsar : Patti, Jajajitha, Khem Karan, Chohla Sahib, Ramdas, Ra
S.A.S. Nagar	Batala	Ludhiana Ferozepur	Distt. Bhatinda : Maur M Rama Mandi, Budhlada, Tal Sabu, Baretta Mandi, G Mandi, Bhucho Mandi Kot, Sangat.
Amritsar	Pathankot	Distt. Faridkot :	Distt. Faridkot : Bhagha P Killianwali, Barriwala, Lakh Distt. Ferozepur : Jalalabad Dharamkot, Talwandi Bhur Guruharsahi.
Jalandhar	Patiala	Faridkot, Moga Muktsar, Kot- kapura, Malout Gidderbaha, Jato Mandi	Distt. Gurdaspur : Qadian, pur, Dina Nagar, Dhariwal, garh Churian, Dera Baba N Sri Hargobindpur, Narot Singh.
		Distt. Ferozepur Fazilka, Abohar	

Sr. No. Name and Designation Residential Address Residential Address if residing outside the headquarters. The number and date of the permission granted by the competent authority may a so be quoted.

1. 2. 3. 4.

PUNJAB STATE ELECTRICITY BOARD  
 OFFICE OF THE SECRETARY

(Finance Section)

ORDER No. 143 /FIN/PRC-1988 Dated : 7.3.1988

In pursuance of the recommendations of PSEB Pay Revision the Punjab State Electricity Board is pleased to sanction the Allowance to its employees posted in the Rural Areas at the following

Pay range in Revised Scales	Rate of Rural Area
Rs. 750 to 1249	Rs. 50
Rs. 1250 to 1749	75
Rs. 1750 to 2249	100
Rs. 2250 to 2749	125
Rs. 2750 to 3249	150
Rs. 3250 to 3749	175
Rs. 3750 to 4249	200
Rs. 4250 to 4749	225
Rs. 4750 to 5249	250
Rs. 5250 onwards	250

2. The Rural Area Allowance shall be admissible only to employees who are posted in rural areas (i.e. in Villages but not in cities/towns/NACs), subject further to the condition that the employee in the rural area must have his place of residence at the place of posting at any other place in the rural area as permitted by the Controlling Officer.

3. The existing compensatory allowance admissible in bet an area, sub-montane/Hill area and Kandi area shall stand discontinued. However, the amount of Border Area Compensatory Allowance drawn by the employees at higher rates than those of Rural Area specified above shall be protected till their rate gets adjusted in the Rural Area Allowance.

4. The decision contained in this order shall be effective from September, 1988.

Distt. Gurdaspur : Distt. Hoshiarpur : Talwara  
Gurdaspur Town-ship, Urmur Tanda, Muke-  
rian, Dasua, Garh-Shankar, Hari-  
ana, Balachaur, Garhdiwala,  
Shamchurasi.

Distt. Hoshiarpur : Distt. Jalandhar : Kartarpur,  
Hoshiarpur, Banga, Phillaur, Adampur, Nur-  
mehal, Rahon, Goraya, Alawalpur  
Shahkot, Bhogpur, Malsian,  
Lohian.

Distt. Jalandhar : Distt. Kapurthala : Talwandi,  
Nakodar, Cheudhrian, Nadala, Bholath,  
Nawanshahar, Dhiwan, Baigowal, Sultanpur  
Lodhi.

Distt. Kapurthala :  
Kapurthala  
Phagwara.

Distt. Ludhiana : Distt. Ludhiana Raikot, Samrala,  
Jagraon, Khanna Doraha, Machhiwara Mullanpur-  
Dakha, Payal Hathur.

Distt. Patiala : Distt. Patiala : Bassi, Sanaur,  
Nabha, Rajpura, Dera Dassi, Banur, Amlah,  
Samana, Gobind- Pattran, Ghagga,  
garh, Sirhind.

Distt. Roopnagar : Distt. Roopnagar : Kharar,  
Roopnagar, Kuraji, Naya Nangal, Morinde,  
Nangal Township, Anandpur Sahip, Chamkaur  
Sahip.

Distt. Sangrur : Distt. Sangrur : Ahmedgarh,  
Sangrur, Barnala, Dhanaula, Longowal, Bhadaur,  
Sunam, Dhuri, Lehragaga, Tapa, Bhawanigarh,  
Malerkotla, Moonak, Ghanauri Kalan.

## AUNEXURE 'B'

Proforma to be submitted by the employee for drawal of House Rent Allowance.

1. Name of the employee.
2. Father's name.
3. Designation and Office.
4. Pay & Special Pay, if any.
5. Residential Address
6. Whether residing at the headquarters ?
7. If residing at a place other than the headquarters whether permission of the competent authority to leave headquarters has been obtained ?
8. Whether the employee and his/her wife/husband has been allotted residential accommodation at the same station by any State Government, Central Government, Union Territory Administration, an autonomous public undertakings (including L.I.C. and Nationalised Banks) or a semi Govt. Organisation ?
9. In case the employee was occupying Govt. accommodation it may be certified that he did not leave the Govt. accommodation without the approval of the competent authority and whether the Govt. accommodation was offered to him and it was refused ?
10. Whether the husband/wife of the employee is in service of a State/Union Territory/Central Govt. an autonomous public undertaking, semi-govt. organisation. If so, whether he/she is in receipt of house rent allowance from that Government/Organisation.
11. Whether more than one member of the family is an employee of the Government and are occupying the same accommodation ? If so whether the employee (claimant) is the head of the family.
12. Whether entitled to rent free accommodation ? If so, whether the rent free accommodation has been provided ?

Dated :

Signature of the employee (claimant)

(Circulated vide Secretary, Finance Section Endst. No. 49661/51662/Fin/PRC-1988 dt. 7-3-89).

PUNJAB STATE ELECTRICITY BOARD  
OFFICE OF THE SECRETARY  
(Finance Section)

ORDER No. 156 /Fin./PRC-1988 Dated: 10/5/1989.

In continuation to circular memo No. 2657/3082/GB/M-499 dated 11.1.1984, the Punjab State Electricity Board is pleased to order that the PSEB employees entitled to rent free accommodation, when not provided allotted such accommodation, shall be allowed payment equal to the house rent charged by the Board from employees for Board's accommodation that is 5% of the basic pay in addition to the normal house rent allowance, if admissible at the place of posting. This is subject to the condition that the residence hired by the employee is in close proximity to his place of posting or at a place as may be specifically permitted by the competent authority.

2. The decision contained in this order shall be applicable with reference to the revised scales of the pay given under the Punjab State Electricity Board (Revised Pay) Regulations, 1988 and shall be effective from 1st September, 1988.

(Circulated vide Secretary, Finance Secretary Endst. No. 93675/95426/Fin/PRC dt. 10-5-89).

Punjab State Electricity Board  
Office of the Secretary  
(Finance Section)

Order No. 160/Fin./PRC-1988 Dated: 10/5/89

In continuation to its office order No. 142/Fin./PRC-1988 dated 7-3-1989, the Punjab State Electricity Board is pleased to substitute sub-para (iii) of para-1 of the above order with effect from 1-9-1988 as under :-

(iii) The house rent allowance to the employees shall also be admissible at the places falling within 8 KMs radius of the periphery of municipal/outer limits of the classified cities/towns.

(Circulated vide Secretary Finance Section PSEB, Patiala Endst. No. 43427/92A78/Fin-PRC-1988 dt. 10-5-89).