



ਪੰਜਾਬ ਸਟੇਟ ਟਰਾਂਸਮਿਸ਼ਨ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ  
(ਰਜਿ: ਦਫਤਰ: ਪੀ.ਐਸ.ਈ.ਬੀ., ਹੈੱਡ ਆਫਿਸ, ਦੀ ਮਾਲ, ਪਟਿਆਲਾ-147001, ਪੰਜਾਬ)

ਕਾਰਪੋਰੇਟ ਆਇਡੈਂਟਿਟੀ ਨੰਬਰ:- U40109PB2010SGC033814

ਦਫਤਰ: ਉਪ ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ ਐਚ.ਆਰ. ਅਤੇ ਪ੍ਰਬੰਧਕੀ, ਸ਼ਕਤੀ ਸਦਨ ਪਟਿਆਲਾ।

ਟੈਲੀਫ਼ੋਨ ਨੰ:- 0175-2970693

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To

- 1) Engineer-in-Chief / P&M, PSTCL, Ludhiana
- 2) Chief Engineer/ TS, PSTCL, Patiala
- 3) Chief Engineer/ SLDC, PSTCL, Patiala (Ablawal)
- 4) Chief Accounts Officer (F&A), PSTCL, Patiala
- 5) Chief Financial Officer, PSTCL, Patiala

Memo No. 7542/46

Dated: 31-05-2023

**Subject: Minutes of Management Information Report (MIR) of PSTCL Meeting held on 13.04.2023**

A meeting was held under the chairmanship of Hon'ble CMD, PSTCL on 13.04.2023 at Chandigarh to review the MIR for the period 01.01.2022 to 31.12.2022.

With regard to point no. 10 of the subject cited Minutes pertaining to 'making a procedure for clearing of disciplinary cases of minor penalties in a short period of time', the following instructions are hereby issued for their meticulous compliance in order to expedite the processing of the disciplinary cases [pertaining to both Minor/ Major penalties]:-

- 1) After receiving the draft from the initiating office, Issuing authority shall issue the SCN/CS to the concerned delinquent officers/officials within 20 days.
- 2) The concerned delinquent officer/official must submit their defence within 20 days from the date of the receiving of the SCN/CS. In case, no reply is received within said stipulated time period, then ex-party proceedings shall be started in line with PSEB Office Order No.819/DSS/S-III/Misc.dt.20.10.2000, which states as follows:-

Para-5 'In case reply of the officer is not received within 20 days ex-party proceedings shall start'.

- 3) Upon the receipt of the aforesaid defence from the delinquent officer/official, the issuing office shall forward the said defence of the concerned delinquent officer/official to the concerned Reporting and Controlling officers for their comments within 7 days.
- 4) Reporting and Controlling officers shall provide their comments [upon annotated performa] on the defence/ reply of the concerned delinquent to the issuing office within 30 days. In case of no comments, a reminder of 15 days shall be allowed to be issued to the reporting and controlling officers, thereafter.

Further, In case, no comments are received within said stipulated time period, they themselves shall be liable to disciplinary action in line with PSEB Office Order No.819/DSS/S-III/Misc.dt.20.10.2000, which states as follows:-

Para-7 'In case comments of the Reporting/ Reviewing Officers are not received within the prescribed time schedule, they themselves shall be liable to disciplinary action.'

5) After receipt of the comments from the reporting and controlling officers, the issuing office shall submit the case before the competent authority as per the following rules and regulations for their kind consideration and directions/ decision within one month:-

a) In case, 'Minor Penalty' as per Regulation no. 10 of P&A Regulations, 1971 is to be imposed upon concerned officers/ officials, a 'Personal hearing' to all concerned may be given before imposing the minor penalty.

Aforesaid PSEB Punishment and Appeal Regulations, 1971, Regulation no. 10 (Procedure for imposing Minor Penalties) Clause 10 (1)(b), states as follows:-

*".....(b) holding an enquiry in the manner laid down in sub-regulations (3) to (24) of regulation 8, in every case in which the punishing authority is of the opinion that such inquiry is necessary....."*

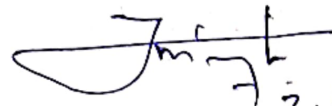
b) In case, 'Major Penalty' as per Regulation no. 8 of P&A Regulations, 1971 is to be imposed upon the concerned officers, an inquiry needs to be got conducted by appointing an inquiry officer.

PSEB Punishment and Appeal Regulation, 1971, Regulation no.8 – Procedure for imposing Major Penalties, clause 8 (1) states as follows:

*"..... No order imposing any of the penalties specified in clauses (v) to (ix) of Regulation 5 shall be made except after an inquiry held, as far as may be in the manner provided in this regulation and regulation 9 or in the manner provided hereinafter ....."*

- 6) In case Inquiry officer is appointed; then the Inquiry officer shall be directed to submit their Inquiry report to the Issuing office within 3 months.
- 7) Upon the receipt of the aforesaid Inquiry report, the copy of the inquiry shall be forwarded to the delinquent officers/officials for their rebuttal giving one month time period.
- 8) After receiving of the rebuttal, the issuing office shall submit the complete consolidated case before the competent authority for their kind consideration and directions/ decision by again citing the prevailing rules and regulations as already brought out in detail at point no. 5 above.

This is issued with the approval of competent authority, please.

  
31/5/22  
Dy. CE/ HR & Admin,  
PSTCL, Patiala

7547/48  
31-05-2023

cc:

- 1) Company Secretary, PSTCL, Patiala.  
2) Law Officer/ Grade-1, PSTCL, Patiala.