

PUNJAB STATE TRANSMISSION CORPORATION LIMITED
Departmental Accounts Examination-2023 (2nd Session)

AE/E&C

Paper-II Service Rules & Regulations

Roll NO: _____

Time Allowed: 3 Hours

Max Marks: 100

Note: All questions are compulsory

Q 1 (a) An officer is drawing basic pay + grade pay of Rs 32330+5800 as on 01.08.2018. He has been granted 23 year Advanced promotional increment as on 01.12.2018. His month of annual increment is August. He was promoted and joined to the post in Grade pay of 6850 on 05.09.2019. What will be his Basic Pay, Grade pay and Total pay as on 01.12.2018, 01.08.2019, 05.09.2019 and 01.08.2020.

Q 1 (b) An officer is drawing basic pay + grade pay of Rs 34230+6850 as on 01.08.2018. He promoted as Sr. Xen w.e.f 01.12.2018. He opted for OLD DNI i.e August of every year. What will be his Basic Pay after promotion on 01.12.2018 and as on 01.08.2019. Similarly also show fixation of pay as if he promoted as Sr. Xen w.e.f 25.08.2018. (Marks 10+10)

Q 2. Write detailed note on:

(a) Maternity Leave.

(Marks 15)

(b) Overstay and extension of joining time.

(Marks 5)

Q 3. Write current :

(a) Formula for superannuation Pension and its minimum amount.

(Marks 4)

(b) Formula for Total Commutation amount.

(Marks 4)

(c) Formula for calculation of Gratuity and Its maximum limit.

(Marks 4)

(d) Formula for calculation of Leave Encashment.

(Marks 4)

(e) Different rate of Old Age Allowances at different ages.

(Marks 4)

Q 4. Explain in detail- Rule 18 of Provident Fund Regulations regarding Non refundable advance for Building /Acquiring/Purchase of House/ House site/Flat or addition & alteration. (Marks 20)

Q 5. (a) Explain daily allowance and instructions regarding its admissibility under TA Regulations.

(b) Enumerate Major Penalties under Punishment and Appeals regulations.

(c) Who is entitled to Milaeage allowance by own car under TA Regulations.

(d) Can PSTCL employees take part in politics and election. Explain as per Employees Conduct Regulations. (Marks 6+6+2+6)

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Ans.1 (a)

Date	Event	Increment	Basic pay+Grade pay	Comment
01.08.2018			32330+5800=38130/-	
01.12.2018	23 Year API	1150/-	(32330+1150)33480+5800=39280/-	3% on 38130/-
01.08.2019	AGI	1150/-	(33480+1150)34630+5800=40430/-	3% on 38130/-
05.09.2019	Promotion	-----	34630+6850=41480/-	23 Years API Adjusted
01.08.2020	AGI	1220/-	(34630+1220)35850+6850=42700/-	3% on 40430/-

Ans.1 (b)

Date of Promotion on 01.12.2018

Date	Event	Increment	Basic pay+Grade pay	Comment
01.08.2018			34230+6850=41080/-	
01.12.2018	Promotion	-----	34230+8500=42730/-	Opted Old DNI
01.08.2019	AGI and Promotional Increment	1240/-	(34230+1240)35470+8500=43970/-	3% on 41080/-
01.08.2019		1270/-	(35470+1270)36740+8500=45240/-	3% on 42320 (41080+1240)

Date of Promotion on 25.08.2018

Date	Event	Increment	Basic pay+Grade pay	Comment
01.08.2018			34230+6850=41080/-	
25.08.2018	Promotion	1240/-	(34230+1240)35470+8500=43970/-	3% on 41080/-
01.08.2019	AGI	1320/-	(35470+1320)36790+8500=45290/-	3% on 43970/-



Ans- 2(a)

MATERNITY LEAVE

8.60 The competent authority under Regulation 8.23 may grant to a female Board employee maternity leave on full pay for a period not exceeding 180 days without the necessity of production of a Medical certificate and the grant of such a leave shall be so regulated that the date of confinement falls within the period of this leave and the leave so granted shall not be debited against the leave account of the female Board employee ;

Provided that no leave under this Regulation shall be granted to a female Board employee who has three or more living children.



Note Extension in leave, if any, on the expiry of maximum period of 180 days maternity leave shall be permissible by the grant of leave of the kind due.

Note 1. During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. The term 'pay' in this regulation included officiating pay: provided that authority sanctioning leave certifies that the Board employee would have continued to officiate had she not proceeded on leave.

Note 2. Where a female Board employee has less than two living Children maternity leave under this regulation may also be granted in case of miscarriages and abortion including abortion induced under the Medical termination of Pregnancy Act, 1971 subject to the conditions that the leave does not exceed six weeks and the application for leave is supported by a certificate from a Registered Medical Practitioner and in case of doubt, certificate of a Principal Medical Officer or Asstt. to Civil Surgeon or Gazetted Medical Officer may be called for :-

Provided that a female Board employee having two or more children shall not be entitled to avail of this concession, but if required, can be sanctioned leave of the kind due, on the production of a Medical certificate.

Note 3. In the case of a person to whom the provisions of 'Employees' State Insurance Act, 1948 apply, leave salary payable under this regulation shall be reduced by the amount of benefit admissible under the said Act for the corresponding period.

8.61 Any other kind of leave may be permitted to be prefixed to maternity leave without insisting on a medical certificate. But any leave applied for a continuation of the maternity leave may be granted only if the request is supported by a medical certificate.

Note 1. This regulation does not preclude the grant of maternity leave in continuation of leave of any other kind.

Note 2. Leave on average pay to the extent admissible excluding special disability leave under Regulation 8.57 (7) may be granted in continuation of maternity leave, if the condition laid down in this regulation viz that the request for the grant of leave should be supported by a medical certificate is fulfilled.

Note 3. The female gazetted employees applying for grant of leave under the above regulation, should like, all gazetted Board employee applying for leave on Medical Certificate produce the required certificate from a Medical Committee or Board in accordance with Regulation 8.9-8.10 unless this requirement is relaxed under Regulation 8.12 by the authority competent to grant leave.

Note 4. Regular leave in continuation of maternity leave may also be granted in case of illness of a newly born baby, subject to the female Board employee producing a Medical Certificate from the authorised Medical Attendant to the effect that the condition of the ailing baby warrants mother's personal attention and her presence by the baby's side is absolutely necessary.

OVERSTAYAL AND EXTENSION OF JOINING TIME

9.17 A Board employee who does not join his post within the joining time is entitled to no pay or leave-salary after the end of the joining time. Willful absence from duty after the expiry of joining time may be treated as misbehaviour for the purpose of Regulation 10.6.

9.18 (a) A competent authority may, in any case, extend the joining time admissible under these regulations, provided that the general spirit of the regulations is observed. (See Sr. No. 30 Chapter XV)

- (b) Within the prescribed maximum of thirty days, the appointing authority may, in the case of Board employees under their control, extend necessary in the following circumstances:-
 - (i) When the Board employee has been unable to use the ordinary mode of travelling or, not with standing due diligence on his part, has spent more time on the journey than is allowed by the regulations; or
 - (ii) when such extension is considered necessary for the public convenience or for the saving of such public expenditure as is caused by unnecessary or purely formal transfers;
 - (iii) when the regulations have, in any particular case operated harshly, as for example when a Board employee has through no fault on his part Missed a statement or fallen sick on the journey.



Ans 3(a) Formula for superannuation Pension and its minimum amount

$$\frac{(\text{Basic Pay } *) \times (\text{No. of Half Yearlies of qualifying service(Maximum 50))}{2 \times 50}$$

* Basic Pay: Last Basic Pay drawn + (NPA if any) or Average of Last 10 Months Basic Pay , whichever is higher

Minimum Pension of Rs. 9000/- per month.

Ans.3(b) Formula for Total commutation amount

40% of Basic Pension x 12 x commuted value corresponding to the age on Next Birthday of retiree.

Ans.3(c) Formula for Gratuity and its maximum limit

$$\frac{(\text{Last pay drawn} + \text{DA}) \times (\text{No. of Half Yearlies of qualifying service(Maximum 66))}{4}$$

Maximum limit of DCRG is Rs. 20 Lakh.

Ans.3(d) Formula for calculation of Leave Encashment

$$\frac{\text{Last Basic pay} + \text{DA} + (\text{NPA if any}) \times \text{No. of Days of leave (Maximum 300 days)}{30}$$

Ans.3(e) Different rate of Old Age Allowance at different ages

Age of Pensioner	Old age allowance
From 65 years to less than 70 years	5% of Pension
From 70 years to less than 75 years	10% of Pension
From 75 years to less than 80 years	15% of Pension
From 80 years to less than 85 years	25% of Pension
From 85 years to less than 90 years	35% of Pension
From 90 years to less than 95 years	45% of Pension
From 95 years to less than 100 years	55% of Pension
From 100 years or more	100% of Pension

Ans- 4

(1) A non-refundable advance may be granted to a subscriber at any time, after the completion of 8 years of service (including broken period, if any) from the amount standing to his credit in the Fund by the competent authority mentioned in Annexure "D" for any one of the following purposes, namely:

(i) Building or acquiring a suitable house/flat for his residence including the cost of the site or purchase of house/flat in his own name or in name of his/her spouse.

(ii) Purchasing a house-site in his own name or in name of his/her spouse.

(iii) For constructing a house on a site already owned/Inherited or purchased under sub clause (ii) above after the approval of Competent Authority.

(iv) Re-constructing the house/flat or making addition or alteration to a house or flat already owned/Inherited or purchased.

(v) Repaying any outstanding amount on account of loan taken expressly for the purposes specified in (i) to (iii) above from Corporation/Government or any Financial Institution / bank.

Provided that the subscriber shall produce a certificate from Corporation/Government or any Financial Institution / bank regarding the confirmation of outstanding amount of loan.

For this purpose the payment shall be made directly to Corporation/Government or any Financial Institution / bank.

Provided that a subscriber who has availed himself of an advance under the scheme of the Ministry of Housing for the grant of advances for house building purpose or has been allowed any assistance in this regard from any other Government /erstwhile P.S.E.B./Corporation source, shall not be eligible for the grant of a final withdrawal under the provisions of this regulation except for the purpose of re-payment of any loan taken under the aforesaid scheme.

(2) Any sum withdrawn by the subscriber shall not exceed $\frac{3}{4}$ of his credit balance in the Fund account at the time he actually applies for the grant of such advance but in case of repayment of loan sanctioned under sub regulation 1(v) above, the amount may be restricted to actual repayment of loan or $\frac{3}{4}$ th of the balance amount standing at credit of a subscriber whichever is less.

(3) The second and third Non-refundable advance for making additions and alterations to the flat/house shall be admissible after at least 5 (Five) years have passed since the grant of the first

and second advance subsequently which shall not exceeds 50% of the balance amount standing at credit of a subscriber on each occasion.

Note- (1): - Advance for the purchase of built house/flat or plot/construction of house shall be admissible only once during the entire service.

Note-(2) - First Non-refundable advance shall be admissible to a subscriber for making additions and alterations to the flat/house after the expiry of 3 years from the date of its completion. 2nd and 3rd NRA for this purpose shall be admissible only if 5(Five) years have passed since the grant of the first and second advance subsequently which shall not exceeds 50% of the balance amount standing at credit of a subscriber .

(4) The actual withdrawal from the fund shall be made only on receipt of authorization from the Account Officer concerned who will arrange this as soon as the formal sanction of the sanctioning authority has been received.

(5)A subscriber who has been permitted to withdraw money from the Fund under this regulation shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilized for the purpose for which it was withdrawn and if he fails to do so, the whole of the sum so withdrawn, or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in lump sum by the subscriber to the Fund, and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in lump sum or in such number of monthly installments, as may be determined by the sanctioning authority.

Provided that, before repayment of a withdrawal is enforced under this sub regulation, the subscriber shall be given an opportunity to explain in writing within fifteen days of the receipt of the communication why the repayment shall not be enforced and if the sanctioning authority is not satisfied with the explanation or no explanation is submitted by the subscriber within the said period of fifteen days, the sanctioning authority shall enforce the repayment in the manner prescribed in the sub-regulation.



Ans 5(a) **Daily allowance-**

1. Daily allowance may be drawn for absence from headquarters while an employee is on tour to a place beyond the radius of 8 K.M of his headquarters.
2. Daily allowance may not be drawn except during absence from headquarters on duty and unless a board employee reaches a point outside a radius of 8 K.M. from his headquarters or return to his headquarters from a similar point. A period of absence from headquarters begins when a Board employee actually leaves his headquarters and ends when he actually returns to the place in which his headquarters are situated, whether he halts there or not.
3. No daily allowance shall be permissible within a radius of 8 K.M. from the place of duty.
4. A full daily allowance shall be admissible for journey beyond 25 K.M. from the headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half daily allowance shall be admissible. No incidental charges shall be payable in addition to the daily allowance/ half daily allowance.
5. Journey beyond 8 Km and within 25 Km of the place of duty shall be treated as local journey. Daily allowance shall be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to the head quarter the same day. But when such a journey involves night stay, an employee shall be entitled to normal travelling allowance.
6. Similarly full daily allowance shall be payable for the days of departure and arrival days on which journeys are performed while on tour to outstation.
7. When journeys on tour involve two calendar days, daily allowance for two days shall be payable irrespective of the time involved on each day.

Ans 5(b) **Major Penalties-**

1. Withholding of increments of pay with cumulative effect or reduction to a lower stage in a time scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during such a period of reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;
2. reduction to a lower time of scale of pay, grade, post or service, which shall ordinarily be a bar to the promotion of employee to the time scale of pay, grade, post or service, from which he was reduce, with or without further directions regarding condition of restoration to the grade or post or service from which the employee was reduced and his seniority and pay on such restoration to that grade post or service;
3. compulsory retirement;
4. removal from service which shall not be a disqualification for future employment under the board;
5. dismissal from service which shall ordinarily be a disqualification for a future employment under the Board.

Ans 5(c)

Mileage allowance by own car shall only be allowed in Punjab including Chandigarh and Panchkula to AEs and equivalent rank officers who has completed 4 years service in Grade pay of Rs. 5800/-.

Ans 5(d)

1. No Board employee shall be a member of, or be otherwise associated with, any political party or any organization which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner, any political moment or activity
2. It shall be the duty of every Board employee to endeavor to prevent any member of his family from taking part in subscribing in aid of or assisting in any other manner any moment or activity which is, or tends directly or indirectly to be, subversive of the Board as by law established, and where Board employee is unable to prevent member of his family from taking part in, or subscribing in aid of or assisting in any other manner any such moment or activity he shall make a report to that effect to the Board.
3. If any questions arises whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub-regulation (2), the decision of the Board thereon shall be final.
4. No Board employee shall canvas or otherwise canvas interfere with or use this influence in connection with or take part in elections to any legislature or local authority.

Provided that:-

- (i) a Board employee qualified to vote at such election may exercise has right to vote, but where he does so, he shall give no indication of the manner in which proposes to vote or as voted.
- (ii) a Board employee shall not be deemed to have contravened the provisions of this sub-regulation by reason only that he assists in the conduct of an election in the due performance of duty imposed on him by or under any law for the time being in force.

Explanation:-

The display by a Board employee on his personal vehicle or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-regulation.

