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**Punjab State Electricity Board**  
Accounts and General Services  
(Class I and II Officers)  
Regulations, 1972



( Incorporating Amendments upto 31.12.2002 )

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Handwritten notes and calculations at the bottom of the page, including numbers like 1/4, 35, 70, 114, 35, 570, 342, 3990, and some scribbles.

## PUNJAB STATE ELECTRICITY BOARD

No. 152/Reg-30/PSEB

Dated Patiala, 20.3.72

In exercise of the powers conferred by clause (C) of Section 79 of the Electricity (Supply) Act, 1948, the Punjab State Electricity Board is pleased to make the following Regulations governing the recruitment and conditions of service of persons appointed to the Punjab State Electricity Board Accounts and General Services (Class I and Class II Officers), namely:-

SHORT TITLE, COMMENCEMENT AND  
APPLICATION

1. (1) These Regulations may be called the "Punjab State Electricity Board Accounts and General Services Regulations, 1972.

(2) They shall come into force at once.

(3) They shall apply to every member of the service.

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

DEFINITIONS

2.- Unless there is anything repugnant in the subject or context in these regulations:-

(a) "Board" means the Punjab State Electricity Board

constituted under Section 5 of the Electricity(Supply) Act, 1948.

- (b) "Government" means the Government of the State of Punjab.
- (c) "Service" means the Pb. State Electricity Board Accounts & General Service.
- (d) "Direct Appointment" means an appointment made otherwise than promotion to the service, or by transfer of an officer already in the service, of any other Board or Govt. or any Undertaking of the Government.
- (e) "Selection Committee" means the Committee set-up by the Board for the purpose of selection of candidates for appointment to the service.
- (f) "Medical Authority" means the Standing Medical Board of the Punjab State Govt. or such other authority as may be appointed by the Board.
- (g) "Recognised University" means any University incorporated by Law in India or any other University recognised by the State Government for purposes of these regulations.
- (h) "Appointing Authority" means the authority competent to make appointment to the service or the post held by the employee of the Board.
- (i) "Subordinate Class" includes Supdts. Gr-II, Subordinate Accounts Service Accountants and holders of such other posts as may be specified by the Board

from time to time.

CADRE OF SERVICE AND CHARACTER  
OF POSTS COMPRISING IT.

3. The service shall comprise of Class I and Class II posts specified in Appendix "A ". The Board shall have full powers to increase or reduce the number of posts in the Cadre as it may deem necessary either temporarily or permanently from time to time.

CONSTITUTION OF THE SERVICE

4. The service shall consist of the following persons namely:-

- (a) Persons who at the commencement of these Regulations were in Service of the Board.
- (b) Persons appointed to the Service in accordance with these Regulations.

APPOINTMENTS

5.- All appointments to the service (both by direct appointment and by promotion) referred to in Column 1 to Appendix-"B " of these Regulations shall be made by the authorities specified against them in column 2 thereof.

NATIONALITY & DOMICILE

6. (1) No person shall be appointed to the service unless he is:-

- (a) a Citizen of India, or
- (b) a subject of Sikkim, or
- (c) a subject of Nepal, or
- (d) a subject of Bhutan, or
- (e) a Tibetan refugee who over to India

before 1st January, 1962, with the intention of permanently settling in India, or

- (f) a person of India origin who has migrated from Pakistan with the intention of permanently settling in India.

Provided that:-

- (i) a candidate belonging to category (c), (d), (e) and (f) shall be a person in whose favour a certificate of eligibility has been given by the competent authority, and

- (ii) if he belongs to category (f), the certificate of eligibility will be issued for a period of one year after which such a candidate will be retained in service subject to his having acquired the Indian citizenship.

- (2) A candidate, in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Board or any other recruiting authority, on his furnishing proof that he has applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being given to him by the competent authority.

RECRUITMENT TO THE SERVICE

7. Recruitment to the Service shall be made by Appointing Authority by any of the methods indicated below as may be applicable in each case:-

- (a) In the case of Superintendent (H.O.) *Amended vide draw 917/21.4.04 8/2004*

By promotion from amongst the Superintendent Grade-II with a minimum of Two years service as Supdt. Grade-II.

(a) In the case of Supdt. Gr-I *draw 917/21.4.04 8/2004*  
 "By promotion from amongst the Superintendent Grade-II with a minimum of 1 year service as Supdt. Gr. II."

AMENDMENT

NO 944/3.7.07  
0/0 NO 944/3.7.07

PSEB Accounts & General Services(Class-I & II officers) Regulations-1972(Reprint edition 2003) Page-4/5 (Regulation-7)

(b)" In the case of Under Secretaries:

By selection from amongst Supdts.Gr.I (Head office ) with a minimum of 3 years experience as Supdt.Gr.I & Gr.II.

(c)" In the case of Deputy Secretaries:

By selection from amongst the Under Secretaries with a minimum experience of 1 year as Under Secretary.

with minimum experience of 2 years as Under Secretary.

(d) In the case of Accounts Officers

(i) 70 % of the total cadre posts by promotion from qualified SAS Accountants(who have actually cleared SAS Part-I and Part-II Examination) having rendered minimum service of 5 years as such.

(ii) "30 % of the total cadre posts by direct recruitment."

Provided that in the event of non-availability of suitable qualified candidates for direct recruitment, the vacancies can be filled up by Departmental promotion.

(f) In case of Deputy Chief Accounts Officer

(i) By Selection from Accounts Officers/Senior Accounts Officers who have put in a minimum of 8 years service as Accounts Officer /Senior Accounts Officer.

(ii) By direct appointments, not exceeding 30 % of cadre strength from qualified chartered Accountants/Cost and Works Accountants with a

minimum of 7 years experience in a large Company preferably a public utility undertaking out of which a minimum of 5 years experience should be after qualifying the Chartered Accountants/ Cost and Works Accountant examination, if in the opinion of the appointing authority suitable candidates are not available for filling up these posts by departmental selection.

(ff) In the Case of Chief Accounts Officer

By selection from Deputy Chief Accounts Officer(s) having at least 5 years experience as such.

(fff) In the case of Chief Auditor

By selection from Deputy Chief Accounts Officer(s) having at least 5 years experience as such.

(g) In the case of Public Relations Officer

(i) By direct appointment.

(ii) By promotion from the Publicity Supervisors.

(iii) By transfer or deputation of an Officer already in the service of a Government or any other State Electricity Board or an Undertaking of Government.

(h) In the case of Asstt. Surgeon Class-II

(i) By direct appointment.

(ii) By transfer or deputation of an Officer already in the service of a Govt. or any other State Electricity Board or an Undertaking of Government.

(I) In the case of Industrial Relations Officer  
(previously known as Labour & Welfare Officer)

- (i) By direct appointment.
- (ii) By transfer or deputation of an Officer already in the service of a Govt. or any other State Elec'y. Board or an Undertaking of Government.

(j) In the case of Dy. Secretary/Vigilance (Previously known as Vigilance Officer) and Deputy Vigilance Officer.

- (i) From Engineering Officers.
- (ii) By re-employment of retired Govt./Board employees.
- (iii) By transfer or deputation of an Officer already in the service of a Govt./State Electricity Board etc.

(k) In the case of Statistical Officer

- (i) By direct appointment.
- (ii) By transfer or deputation of an Officer already in the service of a Govt. or any other State Electricity Board or an Undertaking of Government.

(l) In the case of Asstt. Architect

(i) By direct recruitment 75 %

(ii) By promotion from amongst  
the Architectural Asstts. 25 %

possessing the minimum qualifications laid down for the post of Asstt. Architect and working in the Board.



(LL)(i.) In the case of Architect 9/17/21 4 04 8/2004  
 O.G.N.  
 (i) "By promotion from amongst Asstt. Architect having rendered a minimum service of 8 years as Asstt. Architect and having qualifications of B. Architect or equivalent".

- LL  
 (LLL) In the case of Architect 9/17/21 4 04 8/2004  
 Amended rule No. 9/17/21 4 04 8/2004
- (i) By promotion from amongst Asstt. Architect having rendered a minimum service of 10 years as Asstt. Architect and having qualifications of B. Architect or equivalent.
  - (ii) By transfer of an officer already in the service of a Govt. or any other State Elect. Board or any undertaking of Govt. and having qualifications of B. Architect or equivalent.
- (LLL) In the case of Senior Architect.
- (i) By Selection from amongst the Architects having rendered as minimum service of 10 years as Architect and having qualification B-Architect or equivalent.
  - (ii) By transfer of an officer already in the service of a Govt. or any other State Elec. Board or any Undertaking of Govt. having qualifications of B. Architect or equivalent.
- (m) In the case of Language Officer.
- (i) By direct appointment.
  - (ii) By transfer or deputation of an Officer already in the Service of a Govt. or any other State Electricity Board or an Undertaking of Govt.
- (n) In the case of Labour Welfare Officer.
- (i)  $66\frac{2}{3}$  by promotion from Labour & Welfare Inspectors/Industrial Relations Inspectors; &
  - (ii)  $33\frac{1}{3}$  by direct appointment and by transfer or deputation of an Officer already in the service

14/2004  
 No. 921/27.8.04  
 OFFICERS) REGULATIONS, 1972. O.G.N. No. 921/27.8.04  
 32/2000  
 954/6 12 2000  
 O.G.N. No. 954/6 12 2000  
 and General  
 Regulation No. 7 (Page 9)

ACCOUNTS AND GENERAL SERVICES (CLASS-I & II OFFICERS) REGULATIONS, 1972. O/o No. 921/27.8.24  
Amendment of Sub-Regulation (o) of Regulation No.7 (Page 9) -----  
In Sub-Regulation (o) of Regulation No.7 of PSRB Accounts and General Services (Class-I & II Officers) 1972, the word 'three' shall be substituted for the word 'five' appearing after the word 'of' and before the word 'years'.

O/o No. 854/6 12 2000 32/2020  
(p)II - In case of Dy. Secy. (Stenography Cadre).  
Selection from Under Secy. / Sr. Pvt. Secy. / with a minimum of 2 years service as Under Secy. / Pvt. Secy.

Govt. or any other State Electricity Board  
Undertaking of Govt.

(a) In the Case of Private Secretaries:

By promotion from amongst the Personal Assistants with a minimum of five years experience as Personal Assistant.

(b) In the case of Grievances Officer/Liasion-cum-Protocol Officer:

By Selection from amongst Private Secretaries with a minimum of <sup>three</sup> five years experience as Private Secretary.

Amended vide  
o/o No. 921/27

(i) In case of Sr. Private Secy./Under Secy.

By Selection from Private Secretary with a minimum of 4 years service as Private Secretary.

Added here vide O/o No. 854/6 12 2000 32/2000  
In the case of Superintendent of Police:

(i) By deputation of an Officer of the appropriate rank from the Punjab Police, Indian Police Service or in any suitable force like B.S.F., C.R.P.F., ITBP etc.

(ii) By promotion from permanently absorbed officer(s) serving against the post of Dy. Supdt. of Police in the Pb. State Elec. Board with a minimum of eight (8) years experience as Dy. Supdt. of Police in the Board or equivalent post in the Force from which absorbed.

(ii) In case of Deputy Superintendent of Police:

(i) By deputation of an Officer of the appropriate rank from the Punjab Police or any other force like B.S.F., C.R.P.F., I.T.B.P. etc.



Provided that:-

- (a ) In the case of candidates who are displaced persons and those who belong to the Scheduled Castes/Scheduled Tribes and other Backward Classes, the upper age limit may be relaxed by five years.
- (b) In the case of candidates possessing the requisite qualifications, who are already in the service of Govt. or any of the State Elec. Board, the upper age limit shall be relaxed upto the extent of service rendered by them under the Govt./Board concerned.
- (c) In the case of released Indian Armed Forces personnel who joined service during National Emergency on 1.11.62 or after and released thereafter and in the case of Ex-servicemen, the upper age limit may be relaxed to the extent of service rendered in the army.
- (d) In the case of:
- (i) Widow
  - (ii) Women who are legally separated from their husbands or have been divorced;
  - (iii) Women whose husbands have been ordered by Civil or Criminal Courts to pay maintenance to them;
  - (iv) Women who have because of their desertion, been separately from their husbands for more than two years;
  - (v) Women whose husbands have re-married; and
  - (vi) Wives of the serving military personnel and wives of those who are disabled while in Military Service;

the upper age limit shall be 40 years subject to the condition that they are otherwise eligible for the posts concerned.

QUALIFICATIONS FOR DIRECT APPOINTMENT

9. (1) No person shall be appointed to the service by direct appointment unless he, in case of :-

(a) Accounts Officers:

- i) Has passed chartered Accounts Examination of the Institute of Chartered Accounts of India or U.K. and possesses minimum experience of one year of Cost and Works Accountants Examination with 3 years experience in Supervisory position in Govt./Public Undertaking, Public Reputed Commercial Firms or Banks/Company etc., after passing the Chartered Accounts Examination Cost and Works Accounts Examination respectively. Preference will be given for purposes of experience gained in the said capacity in the Public utility Undertaking.
- ii) If the candidate has no experience as prescribed against (i) above or the experience possessed by him is less than minimum period of one year, he will be eligible for recruitment as Accounts Officer (Apprentice) for a period of one year from the date of appointment as such at total emoluments of Rs. 400/- P.M. or as may be prescribed by the Board. On successful completion of one year's apprenticeship period he will be given regular scale of pay.

(b) Public Relation Officer:

con- Holds a Master's Degree preferably in English of a recognised University and has atleast five years experience in Public Relations Department of a Govt. or a large Undertaking of Repute and/or practical journalism. Diploma in journalism possessed by the candidate will be considered as an additional qualification.

(c) Asstt. Surgeon (Gazetted) Class-II Essential:

M.B.B.S. (Punjab) or any other equivalent Degree of any other University recognised by the Medical Council of India or L.S.M.F. Diploma of the Pb. State Medical Faculty with F.Sc. (Medical Group), or its equivalent.

Preference: Post Graduate qualifications and experience in professional work.

(d) Industrial Relations Officer (Previously known as Labour & Welfare Officer)

Holds a Degree of a recognised University and a Degree or Diploma in Social Science of a recognised Institution/University and has atleast three years experience of administration or observance of Labour Laws in Govt. or large private Establishments or Organisations.

(e) Labour & Welfare Officer:

(1) Holds a Degree of a recognised University preferably in one of the Social Sciences such as Economics, Commerce, Sociology or Law.

(ii) Other Qualifications:

- (a) Possesses five years experience of the working of Labour Laws as Labour Inspector, Dy. Chief Inspector or Shops or Wage Inspector.
- (b) Diploma in Labour Laws, Labour Welfare and Personnel Management or its equivalent from any recognised University/Institutions as listed in Appendix-"C ".

In case of recruitment by promotion, the candidate who is to be promoted must possess the minimum qualifications prescribed for the higher post to which promotion is to be made.

Provided that in case of an official who is otherwise of an outstanding merit, the Board shall have the power to relax any qualification necessary for appointment to any post.)

(f) Statistical Officer:

Holds 2nd Class Master's Degree in Statistics of a recognised University.

(g) Assistant Architect:

- (i) has passed Degree or Diploma in Architecture from an Institute or University recognised by all India Board of Technical studies for employment to superior services;

OR

- (ii) holds Govt. Diploma in Architecture (G.D. Architect) of the Government of Maharashtra (formerly Bombay) awarded to Private Students and students trained through a five years part-time course introduced w.e.f. the year 1965 at certain Architectural Institutions including Sir J.J. College of Architecture, Bombay)

(h) Language Officer:

has passed B.A(Hons.in Punjabi)and M.A.atleast in 2nd Class or M.A(Punjabi)in Ist Class.

Preference: M.A.Punjabi Ist Class and experience of 5 years in professional work.

(2) No person shall be appointed to any post by direct appointment,unless:-

(a) he has knowledge of Punjabi of Matric Standard or its equivalent standard.Those who do not possess such knowledge,could be asked to pass the Punjabi Examination upto Matric Standard within 6 months after joining the service;

(b) he has obtained from the Medical Authority a certificate of mental physical fitness and is considered by the Medical Authority to be fit in all respects;

Note: Fee to the Medical Authority shall be payable by the candidate.

(c) the Appointing Authority is satisfied that his character and antecedents are such as to qualify him for appointment to the Service;

(d) he has not more than one wife living or, in the case of a woman, she is not married to a person already having a wife living;

provided that the Appointing Authority may,if it is satisfied that there are special grounds for doing so,exempt any person from the operation of this condition;

(e) he is not a dismissed Govt./Board/Government Un-dertaking employee or a person convicted of an offence involving moral turpitude.

QUALIFICATIONS FOR APPOINTMENT BY PROMOTION:

10. (1) Four posts of Accounts Officers occupied by the Head Office Supdts.would continue to be reserved for them and filledup from amongst



the H.O.Suptds. for a period of three years from 24.9.71 to 23.9.74. The remaining posts of Accounts Officers will be filled up as per clauses (i) and (ii) of Regulation 7(d) above.

(2) The post of Public Relations Officer may be filled up by promotion from the publicity supervisor(s) who are Graduates and possess experience of at least five years in the line.

✓ (3) The post of Labour & Welfare Officer may be filled up by promotion from the Labour & Welfare Inspectors/Industrial Relations Inspectors on the basis of seniority-cum-merit who fulfil the qualifications prescribed in Regulation 9 (1)(e).

PROCEDURE FOR RECRUITMENT BY DIRECT APPOINTMENT.

11. (1) For filling posts by direct appointment applications will be invited through advertisement.
- (2) All direct appointments to the service shall be made by the Appointing Authority after interview of the candidates by the Selection Committee constituted by the Board for the purpose.
- (3) 25%/5 % posts are reserved for candidates belonging to Scheduled Castes/Scheduled Tribes and backward classes respectively. If suitable candidates are not available the posts in question will be carried forward.

After the carry forward rule has been exhausted and a suitable scheduled caste candidate has still not become available, a vacancy reserved for this category should first of all be offered to a candidate belonging to the backward classes before it is thrown open for general recruitment. In case a backward class candidate avails of such a vacancy the vacancy properly reserved for a Backward Classes candidate later in the roster would then go to a Scheduled Caste candidate instead.

AMENDMENT  
I. Officers (Class-I & II) Regulations- 1972

The reservation in services will, however, continue to be subject to the condition that the minimum qualifications prescribed for a post...

Circular no. 14/09  
O.S. no. 966/5/10/09

**AMENDMENT**

**PSEB Accounts & General Services (Class-I & II Officers) Regulations- 1972**  
(Reprint edition -2003)  
**Regulation 12 (A) (page-17/18) (Appointment by promotion)**

Existing Clause	Proposed Clause
<p><b>Clause-12 (A) (Page No.-19)</b> 16% of the posts to be filled by promotion to or within class I &amp; II services in the PSEB shall be reserved for members of scheduled castes &amp; Backward classes (14% for members of scheduled castes &amp; 2% for members of Backward classes) subject to the following conditions:-</p> <p>a) The persons to be considered must possess the minimum necessary qualifications, and</p> <p>b) they should have a satisfactory record of service.</p> <p>In a lot of 100 vacancies occurring from time to time, those falling at Sr.No. mentioned below shall be treated as reserved for the members of scheduled castes:-</p> <p>1,7,15,21,30,37,44,51,58,65,72,80,87,94 and so on.</p> <p>The reservation prescribed shall be given effect to in accordance with a roster to be maintained. The roster will be implemented in the form of a running account from year to year.</p>	<p><b>Clause-12 (A) (Page No.19)</b> 14% of the posts to be filled by promotion to or within class I &amp; II services in the PSEB shall be reserved for members of scheduled castes subject to the following conditions: -</p> <p>a) The persons to be considered must possess the minimum necessary qualifications, and</p> <p>b) they should have a satisfactory record of service.</p> <p>In a lot of 100 vacancies occurring from time to time, those falling at Sr.No. mentioned below shall be treated as reserved for the members of scheduled castes:-</p> <p>1,7,15,22,30,37,44,51,58,65,72,80,87,94 and so on.</p> <p>The reservation prescribed shall be given effect to in accordance with a roster to be maintained. The roster will be implemented in the form of a running account from year to year.</p>

The above amendment is applicable with effect from 15.11.97

the following conditions:-

- (a) The persons to be considered must possess the minimum necessary qualifications, and

(b) They should have a satisfactory record in service.

2.- In a lot of 1000 vacancies occurring from time to time, those falling at Serial Numbers mentioned below shall be treated as reserved for the members of Scheduled Castes;  
1, 7, 15, 22, 30, 37, 44, 51, 58, 65, 72, 80, 87, 94  
and so on.

Vacancies falling at Serial numbers 75 & 76 shall be treated as reserved for the members of Backward Classes.

3.- The reservation prescribed shall be given effect to in accordance with a roster to be maintained. The roster will be implemented in form of a running account from year to year.

The above amendment shall take effect from 6.3.74 and vacancies arising in Class-I&J services in the P.S.E.B. existing on/arising after 6.3.74 shall be filled up in accordance with these instructions.

P R O B A T I O N  
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- 13.(1) a) Officers appointed to the service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise.
- b) Officiating service shall be reckoned as period spent on probation, but no member who is officiating in any appointment, shall on completion of one or two years in the service, as the case may be, be entitled to be confirmed until he is appointed against a permanent vacancy.
- c) Service spent on deputation to a corresponding or a higher post, may be allowed by the Appointing Authority to count towards the period of probation fixed under this Regulation.

(d) The period of probation may be extended by the Appointing Authority for such period as it may deem fit in the case of a member whose work and/or conduct has in the opinion of the Appointing Authority not been satisfactory.

Provided the total period of probation including extension, if any, shall not exceed 4 years in any case.

(2) On the completion of the period of probation (original or extended, as the case may be), the Appointing Authority may confirm such a member in his appointment if his work and/or conduct has, in the opinion of the Appointing Authority, not been satisfactory, the Appointing Authority may dispense with his services, if recruited direct, or revert him to his former post of Department, as the case may be, if recruited otherwise.

R E S I G N A T I O N  
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14. A member of the service may at any time resign his appointment by giving notice of his intention to do so. The period of such notice shall be three months in the case of Class-II Officers and six months in the case of Class-I Officers. Failure to give such notice shall involve forfeiture of pay and allowance for the period of notice required.

T E R M I N A T I O N    O F    S E R V I C E  
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15. The Appointing Authority may dispense with the services of any officer, if he was appointed to the service by direct appointment, after giving him three months notice in the case of Class-I Officer or revert him to his former post or Department, if appointed otherwise.

S E N I O R I T Y

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16. The Seniority interse of members of the service in a particular Class of post shall be determined by the dates of their continuous appointment in that Class.

Provided firstly, that in the case of members appointed by direct appointment, the order of merit determined at the time of selection shall not be disturbed so far as the seniority in the class of post to which direct appointment was made is concerned, and persons appointed as a result of an earlier selection shall be senior to those appointes as a result of subsequent selection.

However, a member of service appointed by direct recruitment whose probation period is extended, will not be entitled to seniority on the basis of merit position at the time of selection and his seniority will be fixed on the basis of his deemed date of appointment as per Note-2 here-under.

Provided, secondly, that in the case of two or more members appointed on the same date, seniority shall be determined as follows:-

- (a) In the order of the salaries allowed to them on such date, the higher paid being placed above the lower paid or if both the date of appointment and the salary be the same, in the order of age, the older being placed above the younger, and
- (b) In the case of members of the Service appointed by promotion, according to their relative seniority in the lower class from which they were promoted, unless a member of a lower class is promoted earlier than another member of that class who is senior to him and the latter has been passed over on the score of un-suitability or ineligibility for promotion

in which case the member of the lower class first promoted shall take rank in the higher class above such other member of the lower class, if and whom the latter is promoted.

Provided, thirdly that a member of the service who is appointed by direct appointment shall be senior to all members of the Service appointed to the service after the appointment of any member by direct appointment in the same batch of selection.

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

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

NOTE, 1. This regulation shall not apply to members appointed on purely provisional basis pending their passing the qualifying tests/examination.

2.- If any member to the service fails to qualify himself for continuous appointment within the prescribed period of probation the appointing authority shall determine whether the date of his appointment for the purpose of his rule shall be postponed by a period, not exceeding the period by which such officer's continuous appointment is delayed beyond the prescribed period of probation.

Except those employees, who have already been confirmed, prior to the amendment of Regulation-16 caused hereof, the seniority of

the Members of the Service in a cadre would be regulated and determined in accordance with this Regulation.

PAY OF MEMBERS OF SERVICE  
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17. The members of the Service shall be entitled to such scale of pay as may be prescribed by the Board from time to time. The scale of pay at present in force in respect of specified posts are given in Appendix-"A".

Provided that the Board may for reasons to be recorded in writing, grant to any person appointed to the service an initial start higher than the minimum pay of the scale in recognition of additional qualifications and experience.

LEAVE, PENSION AND OTHER MATTERS  
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18. In respect of leave, pension and other cognate matters, not expressly provided for in these regulations the members of the Service shall be governed by such regulations as may have been or may hereafter be framed by the Board under Section-79(c) of the Electricity(Supply) Act, 1948.

V A C C I N A T I O N  
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19. Every member of the Service shall get himself vaccinated and re-vaccinated when the Board so directs by special or general order.

LIABILITY FOR SERVICE/ TRANSFER

20. Every member of the Service shall be liable for service/transfer at any time with/to the Bhakra Management Board, Beas Const. Board, Central Water & Power Commission and any other Undertaking that may be taken over by the Pb. State Elec. Board in partnership/collaboration with any Organisation/State Elec. Board/State Govt./Centl. Govt.

DISCIPLINE, PENALTY AND APPEAL

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21. (1) In matters relating to discipline, penalties and appeals, the members of the Service shall be governed by the Punjab State Elec. Board Employees (Punishment and Appeal) Regulations, 1971, as amended from time to time.

Provided that the nature of penalties which may be inflicted, the authority empowered to impose such penalties and the appellate authority shall be as specified Appendix-"B".

(2) The Authority competent to make order under Regulation 18 of Punjab State Electricity Board Employees (Punishment and Appeal) Regulations, 1971, shall be the Appellate Authority as in Appendix-"B", except that in the case of Chief Accounts Officer and Chief Auditor these powers shall be exercised by the Board.

G E N E R A L

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22. In all matters, not expressly provided in these Regulations the members of the Service shall be governed by such general regulations as may have been, or may here-in-after be framed by the Board from time to time.

P O W E R S   T O   R E L A X

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23. Where the Board is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the Regulations with respect to any class or category of person.

By order of the Board,  
SECRETARY,  
PUNJAB STATE ELECTRICITY BOARD,  
PATIALA.



## A P P E N D I X - " A "

(Referred to in Regulation 3&amp;17)

Sr.No.	Name of Appointment	Scale of Pay
<u>Class-I Posts</u>		
1.	Chief Accounts Officer	4500-125-5000-150-5900-200-6300
2.	Chief Auditor	4500-125-5000-150-5900-200-6300.
3.	Financial Advisor	4500-125-5000-150-5900-200-6300
4.	Legal Advisor	3000-100-4000-125-5000-150-5600
5.	Deputy Secretary	3700-100-4000-125-5000 - Plus Rs.400/-S.P.
5.A-	Dy.Secy./Stenographer	3700-5000 Plus Rs.400/-S.P.
6.-	Dy.Chief Accounts Officer	3700-100-4000-125-5000-150-5600 Plus Rs.400/-spl. pay working in Head Quarters Offices.
7.-	Director Public Relations	3000-100-4000-125-5000
8.-	Under Secy.(S.G.)	3000-100-4000-125-4500 plus Rs.400/-Spl.pay.
9.	Under Secretary	
9.A-	Grievances Officer	3700-100-4000-125-5000 plus Rs.400/-Spl.pay.
9B.	Liasion-Cum-Protocal Officer	3000-100-4000-125-4500 plus Rs.400/-Spl.pay.
9C.	Sr.PrivateSecretary/ Under Secy.(Stenographer)	3000-4500 plus Rs.4000/-S.P.

10. Deleted

11. Chief Chemist 3000-100-4000-125-4500

12. Architect 3000-100-4000-125-5000

13. Senior Medical Officer 2200-70-2550-75-3000-100-4000(with initial start 2250)

Plus N.P.A.per month at the following rates:-

- i) Below Rs.3000/- Rs.600/-  
ii) Rs.3000/-& above but below Rs.3700/ . Rs.750  
iii) Rs.3700/-and above Rs.900/-

14. Industrial Relation Officer 2400-70-2550-75-3000-100-4000

Class-II posts: ✓

15. Accounts Officer 2400-70-2550-75-3000-100-4000-125-4250(with initial start 2700/-+Rs.200/- special pay to those working in Head Quarters.

16. Asstt.Architect(S.G.) 2200-70-2550-75-3000-100-4000.

17. Asstt.Architect 2200-70-2550-75-3000-100-4000

18. Deputy Chief Chemist 2200-70-2550-75-3000-100-4000

19. Senior Chemist 2200-70-2550-75-3000-100-4000.

20.	Medical Officer/ Asstt. Surgeon	2200-70-2550-75-3000-100- 4000(with initial start 2250)
	plus N.P.A. per month at the following rates:-	
i)	Below Rs. 3000/-	Rs. 600/-
ii)	Rs. 3000/- & above but below Rs. 3700/-	Rs. 750/-
iii)	Rs. 3700/- and above	Rs. 900/-
✓21.	Labour & Welfare Officer	2100-70-2550-75-3000-100- 3700
22.	Language Officer	825/1700 Old Scale.
23. _	Law Officer Gr-I	2100-70-2550-75-3000- 100-3700
24.-	Statistical Officer	2000-60-2060-70-2550-75- 3000-100-3000
25.	Head Office Supdt. S.G. ✓	2200-70-2550-75-3000-100- 4000 +Rs. 200/- special pay.
26.	Head Officer Supdt. ✓	2200-70-2550-75-3000- 100-4000+Rs. 200/- Spl. Pay.
27.	Private Secretary (S.G.) to Chairman/Members/Secretary.	2200-70-2550-75-3000-100- 4000+Rs. 400/- Spl. Pay.
28.	Private Secretary to Chairman/Member/Secretary	2200-70-2550-75-3000-100- 4000+Rs. 400/- Spl. Pay.
29.	Public Relation Officer	2100-70-2550-75-3000-100- 3700
30.	Asstt. Research Officer	2100-70-2550-75-3000-100 - 3700

✓ 31. Sports Officer ✓ 1800-50-2000-60-2060-70-  
2550-75-3000-100-3200

32.- Stock Verification Officer 2200-70-2550-75-3000-100-  
4000

33. Senior Architect ✓ 4500-125-5000-150-5900-  
200-6300

Vigilance & Security Wing:

- 1.- Dy. Inspector General of Police Pb. Govt. Scales of Pay
- 2.- Superintendent of Police -do-
- 3.- Dy. Superintendent of Police -do-

A P P E N D I X - " B "

( Referred to in Regulations 5&21 )

Designation of Officers	Appointing Authority.	Nature of Penalty	Authority competent to impose penalty.	Appellate Authority.
( 1 )	( 2 )	( 3 )	( 4 )	( 5 )

Chief Accounts Officer Board MINOR PENALTIES: Board NIL

Chief Auditor Board NIL

- i) Censure ;
- ii) Withholding of promotions; recovery from pay of the whole or part of any pecuniary loss caused to the Board by negligence or breach of orders;
- iii) Withholding of increments of pay with or without cumulative effect;

MAJOR PENALTIES:

- iv) reduction to a lower stage in the time scale of pay for specified period, with further directions as to whether or not the employee will
- v) not the employee will

*with holding of increments of pay will cumulative effect or*

-do-  
-do-

(1)

(2)

(3)

(4)

Will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

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

Sr. No.	Name of the post.	Appointing authority.	Nature of penalty	Authority competent to impose penalty.	= Appellate authority.
1	2	3	4	5	6
4.C.	Sr. Pvt. Secy./ Under secy.	Chairman	As already exist for other categories.	Chairman	W.T.Ms.

Page No 31

1. A. Dy. Secy.  
steno-  
Graphy.

do- do- do- do-

Designation of Officers	Appointing Authority	Nature of penalty	Authority competent to impose penalty.	Appellate Authority
(1)	(2)	(3)	(4)	(5)
1. Deputy Secretaries	Member-Incharge	Censure	Member Incharge	Whole-time Members.
1A-Dy. Secy./Stenography	Member-Incharge	Censure	Member Incharge	Whole-time Members.
2. Deputy Chief Accounts Officers.	Member-Incharge	Censure	Member Incharge	Whole-time Members.
3. Under Secretaries (Selection Grade)	Member-Incharge	Censure	Member Incharge	Whole-time Members.
4. Under Secretaries (Selection Grade)	Member-Incharge	Censure	Member Incharge	Whole-time Members.
4A. Grievances Officer.	Member-Incharge	Censure	Member Incharge	Whole-time Members.
4B. Liaison-cum-Protocol Officer.	Member-Incharge	Censure	Member Incharge	Whole-time Members.
C. Sr. P.S./Under Secy.	Member-Incharge	Censure	Member Incharge	Whole-time Members.
5. Senior Accounts Officers	Member-Incharge	Censure	Member Incharge	Whole-time Members.
6. Chief Chemist	Member-Incharge	Censure	Member Incharge	Whole-time Members.
7. Architect	Member-Incharge	Censure	Member Incharge	Whole-time Members.
8. Sr. Medical Officer	Member-Incharge	Censure	Member Incharge	Whole-time Members.
9. Indl. Relation Officer	Member-Incharge	Censure	Member Incharge	Whole-time Members.
10. Accounts Officers.	Member-Incharge	Censure	Member Incharge	Whole-time Members.
11. Asstt. Architect (Selection Grade)	Member-Incharge	Censure	Member Incharge	Whole-time Members.

Added vide No. 854/6.12.2000 32/2000

MINOR PENALTIES:

- (i) Censure according to Member Incharge
- (ii) Withholding of promotions. duties and fun- according to distribution of ction made by
- (iii) recovery from Whole-time-Mem- or part of any amongst Whole- pecuniary loss time-Members caused to the of the Board Board by negli- under Rule-14 gence or breach of PSEB(Chairman's of orders; powers)Rules

(1) withholding of 1959.

increments of pay with or without cumulative effect;

MAJOR PENALTIES

- (v) reduction to a Member Incharge lower stage in according to the time scale distribution of of pay

with holding of increments of pay with cumulative effect or.

(1)

(2)

(3)

(4)

(5)

(vii) compulsory retirement.

(viii) removal from service which shall

not be a disqualification for future

employment under the Board;

(ix) dismissal from service which shall

ordinarily be a disqualification

for future employment under the Board.

Legal Advisor, Whole-time

Financial Advisor Members

Director Public Relations,

Senior Architect. "

-do-

-do-

-do-

Whole-time Members

Board

"

"



(1)

(2)

(3)

(4)

(5)

	(2)	(3)	(4)	(5)
12. Assistant Architect	the Board		duties and func-	Whole-
13. Dy. Chief Chemist	under Rule	For a specified per-	tions made by the	time-
14. Senior Chemist	14 of PSEB	iod, with further dir-	Chairman amongst	Members.
15. Asstt. Geologist	(Chairman's Powers)	ections, as to whether	Whole time Member	
16. Medical Officer/ Asstt. Surgeon.	Rules, 1959.	or not the employee	of the Board under	
17. Labour & Welfare Officers.		will earn increments	Rule 14 of PSEB	
18.- Language Officer		of pay during the per-	(Chairman's powers)	
19.- Law Officer, Grade-I		iod of such reduction	Rules 1959.	
20. Statistical Officer		and whether on the ex-		
21. Head Office Supdt. (Selection Grade)		piry of such period the		
22. Head Office.		reduction will or will		
23. Private Secretary (Selection Grade) to Chairman/Members/ Secy.		not have the effect of		
24. Private Secretary to Chairman/Member/ Secretary.		postponing the future		
25.- Public Relation Officer		increments of his pay;		
		reduction to a lower		
		time scale of pay,		
		grade, post or ser-		
		vice which shall ordi-		
		narily be a bar to		
		the promotion		

( 1 )

( 2 )

( 3 )

( 4 )

( 5 )

26. Assistant Research Officer.

27. Sports Officer.

28. Stock Verification Officer

Whole-time Members

of the employee to the time scale of pay, grade, post or service from which he was reduced, with or without reduced further directions of restoration regarding conditions of restoration to the grade or post of service from which the employee was reduced and his seniority and pay on such restoration to

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(1) ..... (2) ..... (3) ..... (4) ..... (5) ..... (34)

that grade, post or service;

(vii) compulsory retirements;

(viii) removal from service which shall not be a disqualification for future employment under the Board.

(ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Board.

Vigilance & Security Wing:

1. Dy. Inspector General of Police.
2. Superintendent of Police.
3. Dy. Superintendent of Police.

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## APPENDIX- "C "

( Referred to be in Regulation-9(1)(e) )

THE NAMES OF INSTITUTIONS, DEGREES AND DIPLOMAS  
 RECOGNISED BY STATE GOVERNMENT FOR THE PURPOSE  
 OF RECRUITMENT OF WELFARE OFFICERS TO BE EMPLOYED  
 IN FACTORIES UNDER THE FACTORIES ACT 1948 :

- |      |  |  |
|------|--|--|
| 1.-  | Āndhra University<br>College, Waltair.                         | i) Diploma in Social<br>Welfare.<br><br>ii) A degree of the Master of<br>Science in Social Wel-<br>fare. |
| 2.-  | Department of Labour<br>& Social Welfare,<br>Patna University. | M.A.in Labour & Social<br>Welfare.   |
| 3.-  | St.Xavier Labour<br>Relations Institutes,<br>Jamshedpur.       | Diploma in Industrial Relation<br>and Welfare.   |
| 4.-  | St.Xavier College,<br>Ranchi.                                  | Post Graduate Diploma in<br>Social Service.  |
| 5.-  | Bhagalpur University   | M.A.in Labour and Social<br>Welfare.   |
| 6.-  | University of Baroda.  | Master in Social Work.   |
| 7.-  | University of Gujarat  | Diploma in Labour Welfare.   |
| 8.-  | Delhi School of Social<br>Work, University of Delhi.           | M.A.in Social Work.  |
| 9.-  | University of Kerala.  | Diploma in Social Service.   |
| 10.- | Vikram University,<br>Ujjain(M.P.)                             | M.A.in Sociology.  |
| 11.- | Tata Institute of<br>Social Science.                           | Diploma in Social Service<br>Administration.   |
| 12.- | Labour Welfare Wor-<br>kers Institute.                         | Diploma in Labour Welfare.   |

- University of Bombay.
- 13.- Indian Institute of Social Order, Poona. Post-Graduate Diploma in Social, Service.
  - 14.- Shri Dorabji Graduate School of Social Work, Bombay, University of Bombay. Diploma in Labour Welfare.
  15. University of Baroda A Diploma of the Faculty of Social Work.
  16. Institute of Labour Welfare Workers, Bombay. A Diploma of the long-term course of the Institute.
  17. University of Bombay. M.A. Degree in Sociology.
  - 18.- Madras School of Social Work, Madras A diploma in Social Service Administration.
  - 19.- Loyals College, Madras. Post-Graduate Diploma in Social Service.
  - 20.- P.S.G. School of Social Work, Coimbatore. Post-Graduate Diploma in Social Work.
  - 21.- University of Madras. 1. Diploma in Social Service.  
2. A master degree in Social Work.
  - 22.- Annamalia University M.A. Degree in Social Science;
  - 23.- National Institute of Social Sciences Bangalore. Diploma Course in Social Service Administration.
  - 24.- Karnaraka University. Master of Art in Sociology and Economics.
  - 25.- Udaipur School of Social Work, Rajasthan University. M.A. Degree
  - 26.- Institute of Social Sciences, Agra University, Agra. Master of Social Work.

27. Kashi Vidyapith, Varanasi
- i) Master of Applied Sociology.
  - ii) A diploma of the Labour Training Course.
  - iii) A diploma of the Social Science Class.
- 28.- J.K. Institute of Sociology and Human Relations, Lucknow University.
- i) M.A. in Social Work.
  - ii) A diploma in Social Service.
  - iii) A diploma in Social Technique or Social Work.
  - iv) A degree of Master of Social Technique.
- 29.- Agra University
- M.A. Sociology.
- 30.- University of Lucknow.
- Master of Social Work.
- 31.- All India Institute of Social Welfare and Business Management, Calcutta University.
- Diploma in Social Work.
- 32.- Indian Institute of Technology, Kharagpur.
- Diploma in Industrial Psychology and Relations.
- 33.- Calcutta University
- A Diploma in Social Service.
- 34.- Edinburgh University.
- Diploma in Social Study.
- 35.- Royal College of Science and Technology, Glasgow.
- Certificate in Industrial Management.
- 36.- University College of South Wales and Morithshire University Wales, Cardiff.
- Diploma in Social Science.
- 37.- Glasgow School of Management Studies, Glasgow.
- Certificate in Personnel Management.

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|---|--|
| 38. Manchester Municipal College of Technology, Manchester.                   | Certificate in Personnel Management.   |
| 39. Manchester College of Industrial Administration University of Manchester. | Certificate in Personnel Management.   |
| 40. Victoria University of Manchester.  | Diploma in Personnel Management.   |
| 41. London School of Economics and Political Science.                         | Diploma in Personnel Administration.   |
| 42. Manchester University, U.K.   | Associate of the Manchester College of Science and Technology in Industrial Administration.  |
| 43. Institute of Personnel Management, London.                                | Graduate Membership.   |
| 44. University of Indore.   | i) M.A. degree in Sociology.<br>ii) Master's degree in Social Work.  |
| 45. University of Nagpur.   | Diploma in Social Work with Labour Welfare as a special subject.   |
| 46. Institute of Social Service, Bangalore.                                   | M.A. Degree in Social Work with specialisation on group(a)<br>i) Labour Economics and Labour Welfare, and<br>ii) Industrial Organisation and Management in the final year. |
| 47. Punjabi University, Patiala.  | Diploma Course in Labour Laws, Labour Welfare and Personnel Management.  |

48. Punjab University,  
Chandigarh.
- i) M.A.degree in Sociology  
with Industrial Sociology.
- ii) Diploma in Personnel  
Management and Labour  
Welfare.
- OR
- Master's Degree in Person-  
nel Management & Indus-  
trial Relations.
- iii) M.A.in Public Administra-  
tion with specialisation  
in Labour Welfare Adminis-  
tration.
49. Institute of Management  
Admedabad.
- Degree of Master of Business  
Administration.
50. Institute of Management  
Calcutta.
- Degree of Master of Business  
Administration.
51. Guru Nanak Dev University,  
Amritsar.
- Diploma in Labour Laws  
and Labour Administration.
52. Ranchi University,  
Ranchi.
- M.A.Degree in Labour &  
Welfare.
53. Bhartiya Vidya Bhawan,  
Rajendra Prasad Insti-  
tute of Communication  
& Management, Bombay.
- Post Graduate Diploma  
Course in Industrial Rela-  
tions and Personnel,  
Management.

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