

THE PUNJAB POLICE HOUSING CORPORATION LIMITED
(A PUNJAB GOVERNMENT UNDERTAKING)
REGISTERED OFFICE : POLICE BUILDING PHASE 7 MOHALI.

In exercise of the general powers conferred by Articles 13 of the Articles of Association of the Punjab Police Housing Corporation Limited, the Directors of the Corporation hereby make the following bye-laws to regulate the recruitment and conditions of service of persons appointed as officers and other employees under the Corporation namely :

**THE PUNJAB POLICE HOUSING CORPORATION EMPLOYEES SERVICE
BYE LAWS**

CHAPTER – I

PRELIMINARY :

- 1.1 These bye-laws may be called the Punjab Police Housing Corporation Employees Service Bye-laws.
- 1.2 These bye-laws shall take effect from the date of incorporation of the company.
- 1.3 These bye-laws shall apply to all whole time employees of the Corporation provided that :
 - (i) In the case of employees on deputation from the State Government or any other authority they shall apply subject to their terms of deputation; and
 - (ii) In case of employees engaged on contract basis they shall apply subject to the terms of contract.

NOTE :- If any doubt arises as to whether or nor these bye-laws apply to any person, the final decision shall lie with the Board.

- 1.4 In these bye-laws, unless there is anything repugnant in the subject or context :-
 - (a) “the Board” means the Board of Directors of the Punjab Police Housing Corporation Limited, Chandigarh.
 - (b) “Chairman” means the Chairman of the Board.
 - (c) “Bye-Laws” means the Punjab Police Housing Corporation Employees Service Bye-Laws for the time being in force.
 - (d) “Corporation” means the Punjab Police Housing Corporation Limited, represented by the Board of Directors or duly authorised officers of the Corporation.

- (e) “direct appointment” means an appointment made otherwise than by promotion or transfer of a person already in the service of the Corporation or made by taking a person on deputation from the Government or any other Corporation.
- (f) “duty” means the period of service which comes for pay, leave and other emoluments, but does not include any period of suspension or extraordinary leave without pay.
- (g) “employee” means a person (whether an officer or any other employee) employed on any post under the Corporation, but does not include except for the purpose of disciplinary action, a casual worker or a daily wage earner.
- (h) “the Government” means the Punjab Government in the Home Department.
- (i) “honorarium” means the recurring or non-recurring payment granted to any person from the funds of the Corporation.
- (j) “Managing Director” means the officer appointed by the Government to be the Managing Director of the Corporation under Article 16(1) of the Articles of Association of the Corporation.
- (k) “permanent employee” means an employee appointed on a permanent basis against a permanent post.
- (l) “probationer” means an employee provisionally employed to fill a permanent vacancy on probation for the period specified in bye-laws 3.1(h)
- (m) “temporary employee” means an employee appointed for a limited period for work which is essentially of a temporary nature or appointed against a temporary post or vacancy for a specified or unspecified period.
- (n) “posts” means the posts created by the Board from time to time.
- (o) “appointing authority” means the authority competent to make appointment.

The Board of Directors in its 18th meeting held on 23.12.1994 vide resolution No. 7 has approved the following amendments to the Corporation Employees Service Bye-Laws :

“(1) The Rule 1.4 of the Punjab Police Housing Corpn. Employees Service Bye-Laws, the following Sub-rule (p) shall be added after the existing sub-rule (o) :-

(p) “Service” means the Punjab Police Housing Corporation Service.

1.5 The Board shall have powers to make, from time to time such additions, deletions alterations or amendments in these Bye-laws as it may deem fit and relax any of the provisions contained therein.

1.6 The power to interpret the Bye-laws vests in the Managing Director, who is also hereby empowered to issue such administrative instructions, as may be necessary to give effect to, and carry out purposes of the provisions of these Bye-laws or generally to secure effective control of the staff; provided that if , as a result of any decision of the Managing Director as regards the construction of any bye-law or bye-laws an employee feels aggrieved, he shall have a right to appeal against such decision of the Managing Director, to the Board, whose decision shall be final and binding on all concerned.

CHAPTER – II

NUMBER AND CHARACTER OF POSTS UNDER THE CORPORATION

2.1 There shall be permanent as well as temporary posts under the Corporation. Such posts as are in existence immediately before the enforcement of these bye-laws are specified in Schedule 'A' appendix to these bye-laws/provided that the Board shall have the right to add to or reduce the number of such posts or create new posts with different designations and scales of pay whether on a permanent or temporary basis.

2.2 No candidate shall be appointed to the service unless he is :-

- a) a citizen of India; or
- b) a citizen of Nepal; or
- c) a subject of Bhutan; or
- d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or
- e) A person of India origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

A candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the recruiting

authority of the Corporation and he may also provisionally be appointed subject to the necessary certificate being given to him by the Govt. of Punjab in the Department of Home Affairs and Justice.

No person shall be recruited to any service by direct appointment, unless he produces a certificate or character from two responsible persons, not being his relatives who are well acquainted with him in his private life.

CHAPTER – III

RECRUITMENT, SENIORITY, PROMOTION & RETIREMENT

3.1 RECRUITMENT

- (a) Recruitment to the various posts under the Corporation shall be made by the Board by any one or more of the following methods :-
- (i) by direct appointment; or
 - (ii) by deputation from State or Central Govt. or from any other State or Central Government Undertaking;
 - (iii) by promotion of existing personnel or by transfer from one post to another;
 - (iv) by entering into contract with specific terms and conditions as laid down by the appointing authority.
- (b) Appointment to all posts under the Corporation carrying pay scale with minimum of more than Rs. 3000/- shall be made by the Board of Directors and all other posts by the Managing Director.

The Board of Directors in its 49th meeting held on 22.09.2005 passed the below noted resolution (No. 8) regarding amendment in Rule 3.1 (b) of Chapter III to the Corporation Employees Service Bye-Laws :-

“RESOLVED to amend Rule 3.1 (b) of the Chapter – III of the Punjab Police Housing Corporation Employees’ Service Bye-Laws as hereunder:-

“Appointment to all posts under the Corporation carrying pay scale with minimum of more than Rs. 12000/- shall be made by the Board of Directors and all other posts by the Managing Director;

Provided that so long as the post of Chairman-cum-Managing Director exists, appointments to all posts, irrespective of the

minimum of the pay scale, under the Corporation, shall be made by him.”

(c) The appointing Authority may prescribe for various posts under the Corporation the qualification, whether academic, technical or otherwise, or tests or physical standards or any experienced that it may consider necessary and expedient for the efficient discharge of duties or conditions for confirmation, promotion or continuance in service.

(d) No person shall be recruited to the service by direct appointment if he on the date of his appointment is less than eighteen years of age or is more than the maximum age limit prescribed by the Punjab Government from time to time for entry into the service or unless he is within such range of minimum and maximum age as may be specifically fixed by the Government from time to time.

Provided that the appointing authority may relax the upper age limit for a category or class of persons.

(e) (i) No person, who has been dismissed or has otherwise ceased to be in the service of the Corporation, may be re-employed without the specific approval of the Board.

(ii) No person :-

Who has entered into or contracted a marriage with a person having a spouse already living; or

Having a spouse living, has entered into or contracted a marriage with any person shall be eligible for appointment to the service;

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

(f) The direct appointment of every person to any post under the Corporation shall be subject to production by such person of a medical certificate of fitness from a registered medical practitioner or the Medical Officer of the Corporation.

3.2 PROMOTION OF PERSONS APPOINTED TO SERVICE

- (1) persons appointed to any post shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruited by promotion, Provided that :-
 - a) any period after such appointment spent on deputation on a corresponding or a higher posts shall count towards the period of probation;
 - b) in the case of an appointment by transfer, any period of work in equivalent or higher rank prior to appointment to the service may, in the discretion of the appointing authority, be allowed to count towards the period of probation; and
 - c) any period of officiating appointment to the service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed unless he is appointed against a permanent vacancy.
- (2) If in the opinion of the appointing authority the work of conduct of a person during the period of probation is not satisfactory, it may :-
 - a) if such person is recruited by direct appointment dispense with his service, or revert him to a post on which he held lien prior to his appointment to the service by direct appointment; and
 - b) if such person is recruited otherwise.
 - c)
 - i) revert him to his former post; or
 - ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person the appointing authority may :-
 - a) if his work and conduct, has in its opinion been satisfactory;
 - i) confirm such person from the date of his appointment if appointed against a permanent vacancy; or
 - ii) confirm such person from the date from which a permanent vacancy occurs; if appointed against a temporary vacancy;

or

- iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or
- b) if his work or conduct has not been in its opinion satisfactory:-
 - i) dispense with his services, if appointed by direct appointment or if appointed otherwise, revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or
 - ii) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation; Provided that the total period of probation, including extension, if any, shall not exceed three years.

3.3 SENIORITY AND PROMOTION:

(1) SENIORITY

The seniority inter-se of members of the service shall be determined by the length of continuous service on the post in the service.

Provided that where there are different cadres in a service the seniority shall be determined separately for each cadre;

Provided further that in the case of members recruited by direct appointment, the order of merit determined by the Commission, the Board or other recruiting authority as the case may be, shall not be disturbed in fixing the seniority;

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

- a) a member recruited by direct appointment shall be senior to a member recruited otherwise;
- b) a member appointed by promotion shall be senior to a member appointed by transfer;
- c) in the case of members appointed by promotion or transfer seniority shall be determined according to the seniority of such members in the appointment from which they were promoted or transferred; and
- d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing a higher

rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in those appointments; and if the length of such service is also the same, an older member shall be senior to a younger member.

NOTE : Seniority of members appointed on purely adhoc basis, shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

(2) PROMOTIONS

All promotions to posts under the Corporation shall be made on the basis of merit-cum-seniority and no person shall have a right to be promoted to any post on the basis of seniority alone.

In Rule 3.3(2), the following proviso shall be added :

“Provided that to regulate promotion of Clerks, Steno-Typists and Jr. Scale Stenographers to the posts of Assistants, the provision of the Punjab State Assistant Grade Examination Rules, 1984, shall mutates mutandis be applicable to the employees of the Punjab Police Housing Corporation.”

3.4 TERMINATION OF SERVICE

The service of an employee of the Corporation may be terminated by the appointing authority :-

- (i) In the case of permanent employee by giving three months notice on either side or, in lieu thereof, pay for the period the notice falls short of three months.
- (ii) In the case of temporary employee by giving one month's notice on either side, or in lieu thereof, pay for the period the notice falls short of one month; and
- (iii) In the case of an employee on deputation from the government or any other Corporation by reverting him to his parent service as per terms of deputation.

3.5 SUPERANNUATION AND RETIREMENT

- (a) Every officer or other employee of the Corporation other than a Class IV employee shall retire on attaining the age of 58 years; provided that the Board at its discretion may sanction from time to time the extension of his employment for a period not exceeding one year at a time, but in no case beyond the age of sixty.

Provided further that the appointing authority at its discretion retire an employee pre-maturely on completion of 25 years of service or 50 years of age.

The Board of Directors in its 79th meeting held on 29.06.2013 vide resolution No. 7 has approved the following amendments to Clause 3.5(a) of the Corporation Employees Service Bye-Laws :

“3.5(a) Every officer or other employee of the Corporation other than a Class IV employee shall retire on attaining the age of 58 years.

Provided further that the appointing authority as its discretion retire an employee pre-maturely on completion of 25 years of service or 50 years of age.”

- (b) An employee of the Corporation in Class IV shall retire on attaining the age of sixty years.
- (c) Notwithstanding anything contained in these Bye-laws, an employee of the Corporation, whose date of birth falls on any day other than 1st of that month shall, on attaining the age of superannuation determined in accordance with the provisions of Clauses (a) & (b) above, as the case may be, retire on the last day of that month, which shall be a working day. An employee whose date of birth is 1st of month, shall retire on the afternoon of the last day of the preceding month.
- (d) (i) Every officer/official of the Corporation shall be entitled to cash payment in lieu of unutilized earned leave on the date of retirement in accordance with the Government instructions issued from time to time.
ii) The employee retiring on invalidation on the advice of the medical authority shall be paid leave salary in lump-sum on the pattern applicable to Punjab Government employees from time to time.

3.6 GRATUITY

- (a) Every officer/official of the Corporation shall on attaining the age of superannuation be entitled to gratuity at the rate of one month's pay for every completed year of service, the amount of pay being the last pay drawn by him, subject to maximum of as provided in the Government instructions from time to time.

- (b) Gratuity shall be payable at the rate of 15 years wages based on the rate of wages last drawn for every completed year of service or part thereof in excess of the 6 months to every officer or other employee on the termination of his employment after he has rendered continuous service for not less than five years subject to maximum of 20 months wages :-
- i) On his retirement or resignation;
 - ii) On his death or disablement due to accident or disease;

Provided that the completion of continuous service of five years shall not be necessary where the termination of the employment of any employee is due to death or disablement.

3.7 COMPULSORY CONTRIBUTORY PROVIDENT FUND:

Every employee of the Corporation shall be entitled to membership of the Contributory Provident Fund Scheme under the Provident Funds and Family Pension Act, 1952 irrespective of the pay draw by him and with immediate effect and employer and employee's contribution as applicable under the law shall be made. However, an employee who is already a member of the Contributory Provident Fund Scheme under the said act on the date of his joining the Corporation on deputation from any other Corporate Body/ Board of the State shall become a member of the said fund from the date of his joining the Corporation. Re-employed persons shall be governed by terms of their appointment.

3.8 EX GRATIA GRANTS

The ex-gratia grants to be given to the family of deceased employee shall be regulated in accordance with provisions of Punjab Civil Services Rules as applicable to the members of Police force and instruction issued there under from time to time.

CHAPTER – IV

4.1 PAY AND ALLOWANCES

For the purpose of this Chapter, the terms :-

- (a) “Pay” means the monthly pay drawn in a time scale and includes ‘personal pay’ special dearness or deputation pay, but does not include any allowances.
- (b) “Substantive Pay” means the minimum or stage pay in the time scale substantively held;
- (c) “Personal Pay” means additional pay granted in consideration of :-
 - i) To save him from loss due to revision of pay or reduction therein otherwise than as a disciplinary measure; or
 - ii) In exception circumstance, on other personal considerations.
- (d) “Special Pay” means additional pay granted in consideration of:-
 - i) the specially arduous nature of duties; or
 - ii) a specific addition to the work or responsibility.
- (e) “award” means a fixed amount awarded in recognition of meritorious work performed by an officer or other employee of the Corporation.
- (f) “allowances” includes Dearness Allowance, Travelling allowance, Deputation allowance, Conveyance allowance, Sumptuary allowance, Over-time allowance, Chandigarh compensatory allowance, House Rent Allowance or any kind of allowance sanctioned by the Board from time to time.

- 4.2 The payment of various compensatory allowances including dearness allowance, deputation allowance, conveyance allowance, medical-reimbursement allowance and uniform maintenance allowance or any kind of other allowance, shall be governed under the Punjab Police Housing Corporation (Payment of Compensatory) Rules, 1989.

The Board of Directors in its 10th meeting held on 03.04.1992 passed the below noted resolution (No. 6) regarding amendments to the Corporation Employees Service Bye-Laws :-

“RESOLVED to amend Rule 4.2 of the Chapter – IV of the Punjab Police Housing Corporation Employees’ Service Bye-Laws on the basis of the recommendations made by the Committee constituted by the Government for consideration of revision of pay scales and allowances so as to read as hereunder:-

‘4.2 (a) The pay scales of the Corporation employees shall be the same as are sanctioned or revised for the same categories of posts with the State Government from time to time.

(b) the payment of various compensatory allowances including dearness allowance, deputation allowance, conveyance allowance, medical reimbursement allowance and uniform allowance or any kind of other allowance, shall be governed under the Punjab Police Housing Corporation (Payment of Compensatory Allowances) Rules, 1989.’

4.3 An officer or other employee of the Corporation shall on appointment be eligible to the minimum of the scale of the post to which he is appointed;

Provided that the appointing authority may, in consideration of special knowledge, training and experience, allow a higher initial start to any person.

4.4 The Managing Director may, in recognition of exceptionally good service of an officer or other employee of the Corporation grant to him:-

- i) an award not exceeding one month's pay of such officer or employee;
- ii) Upto two increments in the time scale of his post;

Provided that the Board may award any amount of money or grant any number of increments.

4.5 Employees on deputation with the Corporation may either:-

- i) accept the pay scale of the post under the Corporation subject to the fixation of their pay in such pay scale by the appointing authority; or
- ii) continue to enjoy their pay scale in their parent service plus deputation pay and other allowances as admissible to them as per government rules.

4.6 The Corporation shall be to the parent organization leave salary and pension contributions or any other liability in respect of all its officers or employees taken on deputation from that organization in accordance with the rules of that organization.

4.7 An increment in a time scale may be drawn as a matter of course by an officer or other employee of the Corporation unless it is with-held

or deferred by the appointing authority on the ground of suspension, grant of extra-ordinary leave without pay or punishment.

- 4.8 Specific sanction of the appointing authority shall be required to grant proficiency step up in any time scale.
- 4.9 Service in a higher scale of pay shall count for increment both in the substantive scale of pay and in the higher scale of pay.
- 4.10 When a person in a lower scale of pay is appointed to officiate in a higher scale of pay; he shall draw his minimum of the higher scale or his pay shall be fixed in the new scale a stage next above his basic pay in the lower scale if it is more than the minimum of the new scale.
- 4.11 The officers and other employees of the Corporation shall receive such allowances as may be sanctioned by the Board from time to time.
- 4.12 The Managing Director may grant an honorarium or retaining fee to any person for any service rendered by him to, or work done by him for the Corporation.
- 4.13 Any sum of money or pay or allowance due to any officer or other employee of the Corporation that may have remained unclaimed may be transferred to and held in the suspense account for a period of three years from the date on which the payment is normally due and will thereafter be treated as lapsed to the Corporation.

CHAPTER – V

5.1 LEAVE AND JOINING TIME

- i) The admissibility of leave of all kinds and joining time to any officer or other employee of the Corporation shall be governed by the Punjab Civil Services Rules as amended from time to time.
- ii) Managing Director can sanction all kinds of leave to the officers and other employees of the Corporation to any extent admissible under the Punjab Civil Services Rules except the casual leave which shall be sanctioned by the controlling officers.
- iii) The Managing Director can allow joining time on transfer provided that it does not exceed six working days.

CHAPTER –VI

DISCIPLINE CONDUCT AND PENALTIES

6.1 GENERAL

- (a) The whole time of an officer or other employees shall be at the disposal of the Corporation. The working hours shall be fixed in such a manner as may be deemed fit by the Corporation in public interest.
- (b) Every employee shall conform to and abide by these Bye-laws and shall observe, comply with and obey all orders and directions, which may, from time to time be given to him by a person or persons under whose jurisdiction, superintendence or control, he may, for the time being, be placed.
- (c) Every employees shall maintain strictest secrecy regarding the Corporation's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, either to a member of the public or of the Corporation's staff unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer in the discharge of his duties.
- (d) No employee shall accept, solicit, or seek any outside employment or office, whether stipendiary or honorary without the previous sanction of the Managing Director.
- (e) No employee shall undertake part-time work for a private or public body, or a private person, or accept fee there for without the sanction of the Managing Director who may grant sanction only in exceptional cases, when he is satisfied that the work can be undertaken without detriment to his official duties.
- (f) An employee shall not absent himself from his duties without having first obtained the permission of the competent authority, nor shall be absent himself in case of sickness or accident, without submitting a medical certificate from the appropriate authority, Provided that in the case of temporary indisposition, the production of a medical certificate at the absolute discretion of the competent authority be dispensed with.

- (g) An employee shall not absent himself from his station overnight, without obtaining the previous sanction of the competent authority.
- (h) No officer or other employee shall directly or indirectly engage in any other business, occupation or employment nor shall be enter into any partnership, accept any fees, endowment or commission whatsoever from any party other than the Corporation except with the previous permission of the Managing Director.
- (i) No officer or other employee of the Corporation shall take part in politics or any political demonstration or stand for election as member of any house of the State Legislature or of any local authority or indulge in such activities which may cause embarrassment to the Corporation.
- (j) The Corporation shall, in respect of acts done in good faith and in the interest of the Corporation extend protection to an officer and other employee of the Corporation in a court of law or elsewhere.
- (k) Every officer or other employee shall be liable to be transferred by the appointing authority from one post to another or to any place which it may consider necessary in the interest of the Corporation.
- (l) Point for which there is no provision in the Service Bye-laws of the Corporation, instructions of the Board of Directors or the Managing Director where the powers stand delegated to him would be obtained.

6.2 PENALTIES

An officer or other employee of the Corporation may be awarded any one or more of the following penalties :-

- (a) warning or reprimand or censure;
- (b) with-holding of increment or increments;
- (c) reduction to a lower time scale;
- (d) recovery from pay of loss caused to the Corporation;

- (e) removal or dismissal from service;
- 6.3 The penalties referred to in bye-law 6.2 may be imposed by order in writing of the appointing authority.
- 6.4 i) Any person in the employment of the Corporation may be placed under suspension by order in writing of the appointing authority for the purpose of holding an enquiry into charges against him.
- iii) During the period of suspension, such person shall be entitled to receive subsistence allowance equal to one-half of his substantive pay plus allowances thereon;

Provided that :

- a) the difference of his pay and subsistence allowance may be given to such person on his reinstatement if the appointing authority so directs in writing and;
 - b) the subsistence allowance already paid to such person shall not be refundable to the Corporation in case a person is dismissed or removed from service.
- 6.5 The penalties enumerated in bye-laws 6.2 above may be imposed on any/one or more on the following grounds; namely :-
- a) Strike or inducing others to strike;
 - b) Wilful insubordination or disobedience;
 - c) Negligence, inefficiency or indolence;
 - d) Irregular attendance;
 - e) Unauthorised divulgence of any information or document detrimental to the interests or reputation of the Corporation;
 - f) Theft, pilferage, fraud, dishonesty, mis-appropriation, defalcation or embezzlement;
 - g) Absence from duty without leave or overstaying leave except under circumstance beyond control provided that the appointing authority may order such period to be treated as period spent on leave of any kind;
 - h) Arrest or conviction on a criminal charge or for an offence involving moral turpitude or depravity degradation of character,

- i) Insanity;
- j) Anti-national activities; or
- k) Any other sufficient ground.

6.6 An appeal against an order of the appointing authority imposing any penalty shall lie to the Board within one month of the date of the service of the order and the Board's decision on such appeal shall be final :

Provided that a joint appeal shall not be entertained;

Provided further that where a penalty has been imposed by the appointing authority with the approval of the Board, the person on whom the penalty has been imposed may apply to the Board for revision of its decision within one month of the date of service of the order imposing the penalty.

CHAPTER – VII

RECORD OF SERVICE

The following record of service of every officer and other employee shall be maintained:-

- i) Personal File
- ii) Service Book and
- iii) Confidential Reports File

NOTE :- Files at Sr.Nos. i) and ii) shall be maintained by the office and the file at Sr.No. iii) shall remain in the personal custody of the Managing Director or an officer authorized by him.

CHAPTER – VIII

TRAVELING ALLOWANCE AND LEAVE TRAVEL CONCESSION

8.1 The traveling allowance rules contained in Punjab Civil Services Rules, Vol. III (as applicable to Punjab State Govt. employees) shall apply to the employees of the Corporation (including deputationists) subject to such modifications as may be made by the Board from time to time.

The Managing Director may sanction actual traveling, boarding & lodging expenses on production of cash memo receipts where he deems fit.

- 8.2 All employees of the Corporation, on completion of one year's service in the Corporation, shall be entitled to leave travel concessions as applicable to Punjab Government employees.

CHAPTER – IX

ADVANCE FOR PURCHASE OF CONVEYANCE AND HOUSE BUILDING

- 9.1 All employees of the Corporation shall be entitled to grant of advance for the purchase of conveyance as per rules applicable to the State Government employees. The employees will be entitled to the advance after the completion of one year's service from the date of confirmation subject to budgetary provisions. The Managing Director may, at his discretion relax the period after which an employee would be eligible to avail of the advance.
- 9.2 All employees of the Corporation shall be entitled to the grant of house building loan as per rules applicable to the State Government employees. The employees will be entitled to the advance after the completion of one year's service from the date of confirmation subject to budgetary provisions. The Managing Director, may at his discretion relax the period after which an employee would be eligible to avail of the advance.

CHAPTER – X

DELEGATIONS AND AMENDMENTS

- 10.1 The Board may resolution confer upon the Chairman or the Managing Director all or any of its powers under these Service Rules. The Managing Director may, with the approval of the Board, in writing confer on any officer of the Corporation all or any of his powers, including powers delegated to him by the Board. Delegated power shall be exercised subject to such restrictions, conditions and

limitation as may be prescribed in the resolution or authorization by the Board or the Managing Director, as the case may be.

- 10.2 The Corporation reserves the right to modify, cancel or amend all or any of these rules and issue supplementary rules or amendments thereto without previous notice and give effect to them from the date of issue or any other date. Matter not covered by these rules would be decided by the Managing Director, at his discretion, keeping in view the rules applicable to State Government employees.

Note : All instructions/guidelines issued from time to time by the Govt. are being complied by the Corporation.

SCHEDULE 'A'

Sr. No.	Name of the Post	No. of Posts	Pay Scale
1.	Managing Director	1	In the pay scale or Inspector General of Police
2.	Secy.-cum-Manager Finance	1	4125-6300
3.	Chief Engineer	1	In the pay scale of Superintending Engineer Punjab but designated as Chief Engineer

SECRETARIAL SECTION

4.	Section Officer	1	2000-3500
5.	Assistant	1	1500-2640
6.	Accounts Clerk	1	1200-2100

FINANCE SECTION

7.	Section Officer	1	2000-3500
8.	Work Accountant	2	1800-3200
9.	Assistants	2	1500-2640
10.	Accounts Clerks	3	1200-2100
11.	General Clerk-cum-Typist	1	950-1800 1200-2100

ADMN. BRANCH

12.	Admn. Officer	1	2100-3700
13.	Assistant	2	1500-2640
14.	Clerks	2	950-1800 1200-2100
15.	Steno-Typist	1	950-1800+50 Spl. Pay.

ENGINEERING WING

(i) HEAD OFFICE

16.	XEN (Public Health)	1)
17.	XEN (Electrical)	1)
18.	Architect	1)
19.	Asstt. Engineer (Planning)	1) As per Punjab Government scales
20.	Asstt. Architect	1) applicable to Public Works
21.	Planning Officer	1) Department.
22.	Head Draftsman	1)
23.	Draftsman (Public Health)	1)
24.	Sr. Draftsman (Arch.)	1)
25.	Draftsman (Arch.)	1)
26.	Draftsman (Electrical)	1)
27.	Superintendent Grade-II	1	1800-3200
28.	Assistants	2	1500-2640
29.	Steno-Typist	2	950-1800 + Rs. 50 Sp. Pay.
30.	Clerks	3	950-1800 1200-2100

ii) DIVISIONAL OFFICES AT CHD, JULL, PTL & FZR.

31.	XEN (B&R)	4)
32.	Asstt. Engineer (B&R)	8)
33.	Asstt. Engineer (P.H.)	2)
34.	Asstt. Engineer (Elect.)	4) As per Punjab Government scales
35.	Jr. Engineer (B&R)	16) applicable to Public Works
36.	Jr. Engineer (P.H.)	4) Department.

37.	Jr. Engineer (Elect.)	4)
38.	Draftsman	4)
39.	SDCs	12)
40.	Superintendent Grade-III	4	1640-2925
41.	Assistants	4	1500-2640
42.	Steno-Typist	3	950-1800+Rs. 50/- Spl. Pay.
43.	Sr. Accounts Clerks	4	1500-2640
44.	Clerks	4	950-1800 1200-2100

SECURITY/WATCH & WARD
DUTIES

45.	Security Officer	1	1640-2925
46.	Security Assistants	2	1200-2100

GENERAL

47.	PA to MD	1	1800-3200
48.	Jr. Scale Stenographers	3	1200-2100
49.	Gunman with M.D.	1	1350-2400
50.	Orderly constables with MD.	2	950-1800

GRAND TOTAL		<u>125</u>	
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NOTE:

1. The above staff can be increased or decreased depending on the actual work-load with the Corporation.
2. The posts of drivers, peons, chowkidars and sweepers shall be created and filled up by the Managing Director as and when considered necessary depending on requirements.

REVISED SCHEDULE 'A'

Sr.No.	Category	Sanctioned Strength	Pay Scale
1	<i>Chairman</i>	01	Ex-Officio
2	Managing Director	01	As per scales of Police Department.
3	Superintending Engineer (Civil)	01	37400-67000 +GP 8700
4.	Superintending Engineer (Elec.)	01	37400-67000 +GP 8700
5.	Executive Engineer (Civil)	04	15600-39100+ GP 7600
6.	Assistant Engineer (Civil)	12	15600-39100+ GP 5400
7	System Manager	01	15600-39100+ GP 5400
8	Assistant Engineer (Elec.)	02	15600-39100+ GP 5400
9	Junior Engineer (Civil)	24	10300-34800+GP 3800
10.	Junior Engineer (Elec.)	05	10300-34800+GP 3800
11.	Head Draftsman (field)	04	10300-34800+GP 4400
12.	Draftsman (field)	06	10300-34800+GP 4200
13.	Electrician	02	5910-20200+GP 1900
14	Plumber	01	5910-20200+GP 1900
15.	Architect	01	15600-39100+GP 7600
16.	Assistant Architect	01	15600-39100+GP 5400
17.	HDM ((Arch)	01	10300-34800+GP 4400
18	Sr. Draftsman (Arch.)	01	10300-34800+GP 4200
19	Draftsman (Arch.)	04	10300-34800+GP 4200
20	Ferro Printer	01	5910-20200+GP 1900
21	Ferro Khalasi	01	4900-10680+GP 1650
22	Secy.-cum-Manager Finance	01	15600-39100+GP 8400
23	Joint Controller (F&A)	01	15600-39100+GP 7800
24	Deputy Controller (F&A)	01	15600-39100+GP 6600
25	Assistant Controller(F&A)	01	15600-39100+GP 5400
26	Administrative Officer	01	10300-34800+GP 5400
27	Superintendent Gr.I	01	15600-39100+GP 5400
8	Superintendent Gr.II	03	10300-34800+GP 4800
29	Senior Assistant	15	10300-34800+GP 4400
30	Junior Assistant	22	10300-34800+GP 3600
31	Clerks	23	10300-34800+GP 3200
32	PS	01	15600-39100+GP 5400
33	PA	01	10300-34800+GP 4800
34	Jr. Scale Steno	04	10300-34800+GP 3600
35	Steno Typist	06	10300-34800+GP 3200
36	Drivers	15	5910-20200+GP 2400
37	Class IV	40	4900-10680+GP 1650
38	Security Staff (Gunman, Security Assistant, Orderlee)	06	As per scales of Police Department.
		216	

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- 2) The posts of drivers, peons, chowkidars and sweepers shall be created and filled up by the Managing Director as and when considered necessary depending on requirements.