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PUNJAB WATER RESOURCES MANAGEMENT &
DEVELOPMENT CORPORATION EMPLOYEES
SERVICE BYE LAWS (Amended).

(ERSTWHILE PUNJAB STATE TUBEWELL
CORPORATION EMPLOYEES SERVICE BYE
LAWS- 1977).

(Vol. - II)

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Note:- Amendment in Title of Employees Service Bye
Laws has been approved by the B.O.D. in its
9th meeting (item No. 9.6) held on 07-09-2010.

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EMPLOYEES SERVICE BYE LAWS- 1977).

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PUNJAB WATER RESOURCES MANAGEMENT & DEVELOPMENT
CORPORATION EMPLOYEES SERVICE BYE LAWS.

(A GOVERNMENT OF PUNJAB UNDERTAKING)

* * * * *

In exercise of the powers conferred by Article 80(XVI) of the Articles of Association of Punjab State Tubewell Corporation Limited (now PWRM&DC Ltd:), the Directors of the corporation hereby make the following Bye Laws to regulate the recruitment and conditions of service of persons appointed to various posts of Employees under the corporation. Namely:-

SHORT TITLE
COMMONCEMENT
AND APPLICATION.

1. a) These By Laws may be called the Punjab State Tubewell Corporation Employees Service Bye Laws, 1977 (now PWRM&DC Employees Service Bye Laws).
- b) These shall come into force at-once.
- c) These shall apply to all the posts specified in Appendix- 'A' to these rules.

DEFINITIONS.

2. In these rules unless the context otherwise requires:-
 - a) The 'Board' means the Board of Directors of Punjab State Tubewell Corporation Limited (now PWRM&DC), Chandigarh.
 - b) 'Chairman' means the Chairman of the Board.

- c) 'Bye Laws' means the Punjab State Tubewell Corporation Limited (now PWRM&DC) Employees Service Bye Laws for time being inforce.
- d) 'Corporation' means the Punjab State Tubewell Corporation Limited (now PWRM&DC) represented by the Board of Directors or duly authorized Officers of the Corporation.
- e) 'Direct Appointment' means an appointment made otherwise than by promotion or by transfer or by deputation.
- f) 'Government' means the Government of Punjab.
- g) 'Duty' means the period of service rendered on a post and includes:-
 - i). Joining time.
 - ii). Period spent on casual leave duly authorized.
- h) 'Employees' means a person employed on any post under the corporation but does not include a Casual worker or a daily wage earner.
- i) 'Managing Director' means the Officer appointed by the Govt. for being the Managing Director of the Corporation.
- j) 'Appointing Authority' means the authority competent to make the concerned appointment.
- k) 'Honorarium' means the non-recurring payment granted to any person from the funds of the corporation.

l) 'Service' means the Punjab State Tubewell Corporation Ltd: (now PWRM&DC) employees service.

m) 'Month' means a calendar month.

**NUMBER &
CHARACTER
OF POSTS.**

3. The service shall comprise of the posts shown in Appendix- 'A' to these rules.

Provided that nothing in these rules shall effect the inherent right of the corporation to add or to reduce. Number of such posts or to create new posts with different designation and scale of pay.

**NATIONALITY,
DOMICILE AND
CHARACTER OF
CANDIDATE APPOINTED
IN SERVICE.**

4. i). 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 Indian origin who has migrated from Pakistan, Burma, Sri Lanka and east African country of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the Intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Govt. of India.

- ii). 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 be appointed provisionally, subject to the necessary certificate being produced.
- iii). No person shall be recruited to any service by direct appointment unless he produces a certificate of character from the Principal academic officer of the University, College, School or Institution last attended, if any, and similar certificates from two responsible persons, not being his relatives who are well-acquainted with him in his private life and unconnected with his University, College, School or Institution.

ELIGIBILITY FOR
APPOINTMENT AND
THE SERVICE AFTER
ENTERING INTO OR
CONTRACTING A
MARRIAGE WITH
A SPOUSE.

5. No person:-
- a) Who has entered into or contracted a marriage with a spouse living, or
 - b) Who 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 Govt. may, if satisfied that such marriage is permissible under the personal law applicable to such persons 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.

AGE.

6. The minimum & maximum age for entering into the corporation service will be as determined by the Punjab Govt. and amended from time to time. Presently minimum & maximum age is Eighteen & Thirty Seven years respectively as per Punjab Govt. Notification GSR 20/Const./Art. 309/Amd. (10)/2010 dated 24-05-2010.

Provided that the condition of upper age limit may be relaxed up to 45 years in the case of persons already in employment of Punjab Govt., other state Governments, or Govt. of India.

Provided further that the appointing authority may for reasons to be recorded in writing, relax the upper age limit for a category or class of persons.

Provided further that in the case of candidate belonging to Scheduled Castes/ Scheduled Tribes and other backward Classes, the upper age limit shall be such, as may be fixed by the corporation/Punjab Govt. from time to time.

APPOINTING 7.
AUTHORITY.

The Managing Director is competent authority to make appointments for all categories of regular gazzetted & non gazzetted employees in the corporation on the recommendations of Standing Committee (gazzetted categories) or selection committee (non-gazzetted categories) constituted by the B.O.D. as per Punjab Govt. guidelines issued from time to time including compassionate appointments Group 'C' & 'D' categories. However, appointments for operational staff (W/C categories) including compassionate categories will be made by the field SE's as per approval of Managing Director strictly following the Govt. guidelines issued from time to time.

The appointments to various posts amongst the deputationists shall be made by the M.D. except the posts of the rank of Divisional Engineers and above in which case appointment shall be made by the M.D. with the approval of the Standing Committee of the Board or the B.O.D.

METHOD OF APPOINTMENT.

8. Appointment to the service shall be made in the following manner:-
- i. By direct appointment.
 - ii. By promotion.
 - iii. By transfer/deputation of an employee of the Govt., the Central Govt. or State/Central undertakings and other Statutory bodies.
 - iv. By absorption into service of the employees taken on deputation.

QUALIFICATIONS AND EXPERIENCE.

9. I. (a) The appointment to various posts under the corporation shall be made on the basis of qualifications/experience laid down in Appendix-B.
- (b) The Board/appointing authorities may prescribe for the various posts under the corporation physical standard;
- (c) The corporation shall normally fill the vacancies through the employment exchange or through the press. In order to meet emergent requirements, persons having suitable qualifications for the posts may be employed on adhoc basis for period not exceeding three months without notifying the vacancies to Employment Exchange.

In case, for any particular service suitable candidates are not available through the Employment Exchange the corporation will make recruitment from the open market through press after notifying the reasons to the Employment Exchange.

- (d) An accounts Examination shall be held as per rules at Appendix-‘C’. The employees (Junior Assistants/Stenographers/Steno-typists/ Clerks) of the corporation will be required to pass Accounts Examination before they are considered fit for promotion to the rank of Assistants/ Junior Assistants. All members of the service shall be required to pass such departmental Exam. as may be prescribed from time to time by the M.D. except the Junior Assistants and Clerks recruited before December, 1976.
- (e) No person who has been dismissed from any public employment or has otherwise ceased to be in the services of the corporation shall be re-employed except with the express approval of the Board.
- (f) The direct appointment of every person to any post under the corporation shall be subject to production by such persons of a medical certificate of fitness from Chief Medical Officer indicated by the appointing authority or the Medical Officer of the Corporation.

Amendments

Rule 9.i (a). In-corporated as per decision of B.O.D. held on 09-6-95 vide item no. 122.37.

PSTC employees Service Bye Laws, 1977 (Now PWRM&DC employees Service Bye Laws) Rule 9.i (a) so far as it relates to Senior Assistants on the parity/ Analogy of Punjab Govt. as per Govt. instructions issued vide letter No. 6/46/89-2PPII/1308 dt. 22-01-1991 & letter No. 6/14/91-IPPI/7006 dt. 08-06-1994 & as amended by Punjab Govt. from time to time i.e. (“To exempt from qualifying the Assistant Grade Test to all such persons who have completed 18 years of regular service as Clerks/Senior Clerks/ Junior Assistants”).

Note:- As per decision taken by the B.O.D. in its 135th meeting (Item No.135.12), held on 20-05-1998, It was decided to abolish Assistant- Grade Examination in P.S.T.C. (Now PWRM&DC) on the analogy of Punjab Govt. as per letter No. 6/1/98- 1PP1/2593 dated 09-03-1998.

- (g) Probation period of all appointments shall in the first instance be for one year subject to extension upto one more year at the discretion of the appointing authority in case the work of the employee is not found to be satisfactory during the first one year.

Provided that:-

- i). Any period, after such appointment, spent on deputation on a corresponding or higher post shall count towards the period of one year;
- ii). In the case of an appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the service may at the discretion of the appointing authority, be allowed to count towards the period of one year; and
- iii). Any period of officiating appointment to the service shall be reckoned as period spent as provided under rule 9 (g).

9. II. If in the opinion of the appointing authority, the work or conduct of a person during the period of one/two years is not satisfactory, it may;

- (a). If such person recruited by direct appointment, dispense with his/her service or revert him/her to post on which he/she held prior to his appointment to the service by direct appointment; and
- (b) If such person is recruited otherwise;
 - i) revert him/her to his/her former post; or
 - ii) deal with him/her in such other manner as the terms and conditions of the previous appointment may permit.

9. III On completion of the period of one/two years of a person, the appointment authority may:-
- (a). If his/her work or conduct has, in the opinion been Satisfactory;
 - i). continue him/her against the vacancy;
or
 - (b). If his/her work or conduct has not been satisfactory;
 - i). dispense with his/her services, if appointed by direct recruitment or, if appointed otherwise, revert him/her to his/her former post, or deal with him/her in such other manner as the terms and conditions of his/her previous appointment may permit.

**SENIORITY &
PROMOTION OF
MEMBERS OF
SERVICE.**

10. 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 two or more 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 Standing Committee/Staff Selection Committee 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 person appointed to the post by promotion from the service of corporation, shall be senior to the direct appointee.
- (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 appointments 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/her previous appointment and if the rate of pay drawn are also the same then by their length of service in those appointments and if the length of service is also the same then older member shall be senior to a younger member.

Note:-1. Seniority of members appointed on purely provisional basis, shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

NOTE:- 2. Added in sub Rule 10(d) as per decision of B. O. D. taken vide item No. 92.17 held on 05-4-1989.

Note:-2. All those persons joining P.S.T.C. (Now PWRM&DC) selected at one time, the seniority shall not be by date of joining but in accordance with the select list prepared before issuing their respective appointment letter.

- (e) All promotion 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 basis of seniority alone.

LIABILITY OF MEMBERS OF SERVICE TO TRANSFER.

11. A member of the service may be transferred by the Competent Authority to any post whether included in any other parallel service or not.

LIABILITY TO SERVE.

12. A member of the service shall be liable to serve at any place, whether within or out of the State of Punjab on being ordered to do so by the appointing authority.

LEAVE.

13. The admissibility of leave of all kinds to any employee of the corporation shall be governed by the Punjab Civil Services Rules as amended from time to time.

LIABILITY FOR VACCINATION AND RE-VACCINATION.

14. Every member of the service shall get himself/ herself vaccination or re-vaccination when corporation so directs by a special or general order.

OATH OF ALLEGIANCE.

15. Every member of the service, unless has already done so, shall be required to take oath of allegiance to India and the constitution of India as by Law established.

RECORD OF SERVICE.

16. The following record of service of every Officer and other employees shall be maintained:-

- i. Personal File.
- ii. Service Book and
- iii. Character Roll File.

SUPERANNUATION
& RETIREMENT.

17. Every employee of the corporation shall retire on attaining the age of 60 years. Individual cases for re-employment/extension beyond 60 years may however be considered by the Board on the basis of instructions/rules prevailing in the Punjab Govt.

Amendments

Rule-17 amended as under vide Item No. 69.16 of 69th meeting held on 23-7-84.

Every employee of the corporation (except equivalent category of corporation employee to class-IV employee of the State Govt.) shall retire on attaining the age of 58 years, subject to the condition that individual cases for re-employment/extension beyond 58 years may be considered by the Board of Directors. Equivalent categories of the corporation employee to Class-IV employee of the State Govt. shall retire on attaining the age of 60 years.

- 17 (a). Provisions of the rule-2.7 of Punjab C.S.R. Vol- II as amended time to time by the Govt. shall be applicable to the families of the employees of the corporation who die while in service. Further if any compensation becomes payable by the corporation to the families of the deceased employee under the workmen's Compensation Act, 1923 the families concerned
- i. Rule-17(a) was added as per decision of the B.O.D. taken in their 66th meeting held on 26-12-83 vide Item No. 66.5.
 - ii. As per decision of the B.O.D. taken in their 71st meeting held on 27-9-84 rules 17 (a) will also applicable to employees who died while in service before 26-12-1983.

Amendments

will get Compensation under the Act and if the amount or compensation fall short of Ex- gratia amount admissible under rule 2.7 of Punjab C.S.R. Vol-II the difference will be paid in such case as Ex-gratia.

GRATUITY.

18. The payment of gratuity shall be governed under the Gratuity Act, 1972 for the time being in force.

Rule-18 Amended as under vide Item No. 88. 5 of 88th meeting of B.O.D. held on 19-7-88:-

The Board has extended the benefit of death- cum- retirement gratuity as admissible under the Punjab Govt. rule and as modified from time to time by the Punjab Govt. to such of the employees as are not covered under the payment of Gratuity Act, 1972.

CONTRIBUTORY PROVIDENT FUND.

19. The employees of the corporation shall be entitled to membership of the Contributory Provident Fund scheme under the Provident Funds and Family Pension Act, 1952 if applicable to Punjab State Tubewell Corporation (Now PWRM&DC).

BONUS.

20. The employees of the corporation/deputationists shall be entitled to payment of Bonus under the Bonus Act as amended or re-enacted from time to time.

GENERAL.

21. (a). The whole time of an employee shall be at the disposal of the corporation. The working hours shall be fixed in such manner as may be deemed fit by the corporation in public interest.
- (b). No employee shall directly or indirectly engaged in any other business, occupation or employment nor shall he/she enter into any partnership, accept any fees endowment what so ever from any party other than the corporation except with the previous permission of the appointing authority.
- (c). 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.

- (d). No employee of the corporation shall take part in politics or in any political demonstration or stand for election as member of any house of the state Legislative or Parliament or any local body or indulge in such activities which may cause embarrassment to the corporation.
- (e). The corporation shall in respect of acts done in good faith and in the interest of the corporation extend protection to its employees in Court of Law or elsewhere.

PAY AND ALLOWANCES.

- 22. (a) “Pay” means the monthly pay drawn in a time scale and includes ‘Personal Special’ Dearness or deputation pay.
- (b) “Personal Pay” means an addition which may be granted to an employee by the appointing authority in exceptional circumstances or other personal consideration.
- (c) “Special Pay” means additional pay granted in consideration of a specially arduous nature of duties or a specific addition to the work or responsibility.

- (d) “Award” means a fixed amount awarded in recognition of meritorious work performed by an employee of the corporation.

“Allowance” includes dearness allowance, house rent allowance, travelling allowance, conveyance City Compensatory, Sumptuary and overtime allowance or any other allowance sanctioned by the Board from time to time.

- (e) An employee of the corporation shall on appointment be eligible to the minimum of the Scale of the post in which he is appointed.

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

Amendments

- (f) The appointing authority may in recognition of exceptionally good service of employees of the corporation grant to him:-
- (i). an award not exceeding one half of the monthly pay of employees;
- (ii). one or two increments in the time scale of his post.

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

23. (a). Government servants on deputation to the corporation may either:-
- (i). Accept the pay scale of the post under the corporation subject to the fixation of their pay scale by the appointing authority in accordance with the rules applicable to Punjab Government employees for the time being; or

The following were substituted for rule 22-(f) vide Item No. 97.6 of 97th meeting of the B.O.D. held on 29.12.89 :-

22-(f) The Board of Directors of PSTC may in recognition of exceptionally good service of an employee of the corporation grant him any award or may Grant any number of increments in the time scale of his post.

The following decision was taken by the B.O.D. in its 57th meeting (Item No. 57.14) held on 30-03-82:-

“It was decided that as a policy, all posts in clerical cadre except in accounts cadre (S. A. S. and above up to the level of Accounts Officer) should be manned by corporation employees. In case of technical posts i.e. J.E. and above, C.H.D. and D.H.D. etc.

It was decided that these may continue to be manned by officers/officials on deputation till such time suitable employees of the corporation become available. For deputationists already working against

Amendments

ministerial posts, it was decided that the incumbents whose deputation is likely to expire shortly should either be sent back to their parent departments after expiry of the current deputation period or they may be retained in the corporation service if they opt for permanent absorption in the corporation. If due to repatriation of deputationists to their parent departments need arises for filling up ministerial posts the same should be filled through the following sources:-

- i. Eligible and suitable employees of the corporation.
- ii. Employees of the Irrigation Branch who might opt for permanent absorption/ permanent transfer to the corporation subject to the condition that the absorption/ transfer would not be treated to be in the public interest for the purpose of various concessions.
- iii. Open market. However, if suitable and eligible employees to man supervisory posts were not available out of corporation employees, the posts be filled up by taking persons on deputation till such time they were replaced through sources at Sr. No. ii & iii above.

Amendments

- (ii). Continue to enjoy their pay scale in their present service plus deputation pay as approved by the Govt. and other Allowances as admissible to him in government service. The Government servant on deputation to the corporation will be entitled to claim benefit of higher level with or without retrospective effect in the corporation if such benefits have accrued to him in their parent service consequent upon decisions in his favour on his appeal or representation or otherwise as a matter of course.
- ii. The officer/ officials who join P.S.T.C. on deputation after 19-06-1992 shall not be entitled for deputation allowance as per decision of the B.O.D. taken in their 108th meeting vide Item No. 108.10 held on 19-06-1992.
- (b). Where an employee of any other corporation is appointed in any post under the corporation, his condition of service shall be such as may be decided by the appointing authority.
- (c). The corporation shall pay to the Govt. leave salary and pension contribution or any liability in respect of Officers or other employees of the State Government taken on deputation at the rate in force from time to time in this behalf.

Amendments

- (d). Government servants on deputation will be entitled to other usual benefits as per provisions in the C.S.R. and instructions issued by the Punjab Govt. from time to time.
- (e). Government servants on deputation from the Central or other State Governments will be entitled to the benefits which are settled with their parent departments.
- (f). An increment in a time scale may be drawn as a matter of course by an employee of the corporation unless it is withheld. The increments in a time scale accounts for increment on the following conditions:-
 - (i). All duty performed in a post;
 - (ii). Service rendered in another post carrying equal or higher time scale of pay;
 - (iii). All leave except extra-Ordinary leave taken otherwise than on medical certificate subject to the condition that he/she would have continued to officiate but for proceeding on leave.

Amendments

Provided that such extraordinary leave will count for increments if the appointing authority is satisfied that the leave was taken for any cause beyond the employees control.

- (g). Specific sanction of the appointing authority shall be required to cross an efficiency bar in any time scale.
- (h). Special pay at a rate not exceeding 10% of basic pay to be determined by the appointing authority, may be allowed to a person holding a charge of an independent post in addition to his own duties for a period not exceeding one month.
- (i). When a person in a lower scale of pay is appointed to officiate in a higher scale of pay, he will draw the minimum of the higher scale or if the pay he is already drawing is more than the minimum of the new scale, it shall be fixed in the new scale at the stage next above his basic pay in the lower scale;
- (j). Employees of the corporation shall receive such allowance as may be sanctioned by the Board from time to time.

Amendments

(k). Any sum of money or pay or allowances due to an employee of the corporation that may have remained unclaimed may be transferred to and held in the suspense account for a period of 3 years from the date on which the payment is normally due and will thereafter be treated as lapsed to the corporation.

(L). The reservation in matter of appointment and promotion in services for members of Scheduled Castes/Scheduled Tribes and Backward classes shall be as per policy of the Punjab Govt. as modified from time to time.

(m). The reservation in the matter of direct appointment in the services of P. S. T. C. (Now PWRM&DC) for the members of the Released Army Personnel and Ex-servicemen who joined Army Service or were commissioned on or after the 1st November, 1962 and are released at any time thereafter, shall be as per policy of Punjab Govt. as modified from time to time.

Rule 23-(m) incorporated as per decision of the B.O.D. taken in its 51st meeting (Item No. 51.33), held on 29-05-1981.

Further the following decision was taken by the B.O.D. in its 132nd meeting (Item No.132.10), held on 29-09-1997:-

“Reservation in the matter of direct recruitment for physically handicapped person(s) as per Punjab Govt. Memo No. 10/26/95-S/SS/1252 dated 02-05-1997 providing 3% reservation for handicapped

Amendments

persons was approved. It was further decided to follow this policy of the Government as modified from time to time.”

PENALTIES.

24. (a). An employee of the corporation may be awarded any one or more of the following penalties:-
- (i). Warning or reprimander censure;
 - (ii). Withholding of increment or increments;
 - (iii). Recovery from pay of loss caused to the corporation;
 - (iv). Reduction to a lower time scale;
 - (v). Removal or dismissal from service;
- (b). The penalties referred to above may be imposed by order in writing of the appointing authority.

Provided that not more than one penalty shall be imposed on any employee at any one time.

Amendments

Provided that before any penalty is imposed the employee concerned shall be given a show cause notice in respect of penalties at (i) to (iii) above and charge sheet in respect of penalties at (iv) and (v) above setting forth the proposal to take action against him and the imputations of misconduct or misbehavior on which such action is proposed to be taken and be given a reasonable opportunity of holding such representations.

- (c). Any person in the employment of the corporation against whom there are serious charges pending may be placed under suspension by order in writing of the appointing authority.

- (d). During the period of suspension such persons shall be entitled to receive subsistence allowance equal to one half of his basic pay plus allowances there on. The amount of subsistence allowance will be raised by 50 % of original subsistence allowance (i.e. allowance would be 3/4 of the Basic Pay) plus other allowances admissible thereon provided the period of suspension has not been prolonged beyond one year due to reasons to be recorded in writing, not directly attributable to the employee.

Provided that:-

- (i). The difference of his pay and subsistence allowance may be given to such a person on his re-instatement if the appointing authority so directs, and
 - (ii). The subsistence allowance already paid to the employee shall not be refundable to the corporation in case such a person is ultimately removed from the service.
- (e). The penalties enumerated in 24 (a) above may be imposed on any one or more of the following grounds:-
- (i). Strike or inducing others to strike;
 - (ii). Willful insubordination or disobedience;
 - (iii). Negligence, inefficiency or indolence;
 - (iv). Irregular attendance;
 - (v). unauthorized divulgence of any information or document detrimental to the interests or reputation of the corporation.
 - (vi). Theft, pilferage, fraud, dishonesty, misappropriation, defalcation or embezzlement.

- (vii). Absence from duty without leave or overstaying leave, except under the circumstances beyond control, provided that the appointing authority may order such period to be treated as spent on leave of any kind available to the employees.
- (viii). Arrest or conviction on a criminal charge or for an offence involving moral turpitude or depravity or degradation of character;
- (ix). Insanity;
- (x). Anti-national activities; or
- (xi). Any other sufficient ground.

An appeal against an order of the appointing authority imposing penalty or suspension shall be made to the authorities indicated in Appendix- 'C' within two months of the service of this order and the 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 or suspension order passed by the appointing authority with the approval of the Chairman, the person on whom the penalty has been imposed may apply to the appropriate authority for a review of its decision within two months of the date of service of such order.

Amendments

DELEGATIONS. 25. The Board may by resolution confer upon the Chairman, the Managing Director or any other Officer of the corporation 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 power delegated to him by the Board.

Delegated powers shall be exercised subject to such restrictions, conditions and limitations as may be prescribed in the resolution or authorization by the Board, or the Managing Director, as the case may be.

AMENDMENT. 26. The Board 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. Matters not covered by these rules would be decided by the Board of Directors.

MEDICAL RE-IMBURSEMENT. 27. Employees shall be entitled to medical re-imbursment as Per Punjab Govt. rules as amended from time to time.

TRAVELLING
ALLOWANCE.

28. The Travelling allowance rules contained in Punjab Civil Service Rules, Volume -III (as applicable to Punjab State Govt. employees) will apply to the employees of the corporation (including deputationists) subject to such modifications as made by the Board from time to time.

LEAVE
TRAVELLING
CONCESSION.

29. All employees of the corporation, on completion of one year's Service in the corporation, shall be entitled to the following leave travel Concession:-

- (i). Re-imburement of the actual fares to and fro by rail/bus of the class entitled under the travelling allowance rules for self, wife/husband and minor children once in two years for visiting the permanent place of residence (Home- Town), provided the fare for the first 250 K.M. is borne by the employee, or re-imburement of actual fare to and fro by rail/bus of the class and entitled under the travelling allowance rules for self, wife/husband and minor children once in two years from headquarters to any place in India.

As per decision of the B.O.D. taken in its 94th meeting (Item No. 94.11) held on 04-09-1989, rule 29 of the Bye Laws was amended as under:-

“employees shall be entitled to facility of Leave-Travel Concession as per Punjab Govt. rules as amended from time to time.”

Note:- For the purpose of claiming re-imburement for visits to home town and any place in India, as referred to above, the minimum period of earned leave to be availed shall be 5 days and 12 days respectively. Only one re-imburement for visit to home town or any other place in India shall be admissible in one calendar year. The re-imburement claimed for visiting any other place in India shall not be for a distance (one way) exceeding 1500 K.M. from head-quarters.

- | | | |
|--|----------|---|
| ADVANCE FOR
PURCHASE OF
<u>CONVEYANCE.</u> | 30. | All employees of the corporation shall be entitled to the grant of advance for the purchase of conveyance as per rules applicable to the State Govt. employees. |
| ADVANCE
FOR HOUSE
<u>BUILDING.</u> | 31. | All the employees of the corporation shall be entitled to the grant of House Building Loan as per rules applicable to the State Govt. employees. |
| SAVING
<u>PROVISIONS.</u> | 32. (a). | Nothing contained in these rules shall effect the applications of any other law, rule or regulations for the time being in force. |

Amendments

- (b). Nothing contained in these regulations shall invalidate any order or action taken by the corporation or any of its Officers in accordance with the regulations or policy which were in force before the commencement of these regulations.

POWER TO RELAX.

- 33. Where the Board is satisfied that the operation of any of the rules cause un-due hardship in any particular case, it may, by order, dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in just and equitable manner.

If any question arises as to the interpretation of the rule, the Board of Directors shall decided the same.

Appendix – A

Updated Appendix-A is uploaded separately at the following link

<https://pwrmdc.punjab.gov.in/service-by-laws-appendix-a-updated>

Appendix-‘B’
(See Rule- 9)

Sr.No.	Designation of the post	Scale of Pay (Rs.)	Qualification for Direct Recruitment.	Experience for direct recruitment	Minimum experience for promotion/transfer/ deputation	Remarks/Amendments
1.	2.	3.	4.	5.	6.	7.
1.	Superintending Engineer.	14300-18600	--	--	From amongst the Executive Engineer/Divisional Engineer, who possess Degree in Engg. in any line from a recognised University or Institution and who have an experience of working as such for a minimum period of six Yrs.	i). As per directives issued by the Pb. Govt., Deptt. of Irrigation vide No. 3/12/07 - 1PP1(2)/23640 Dt. 13-9-07. Posts of Superintending Engineers will be filled in 50:50 ratio i.e.50% from Irrigation Department (on Deputation) & 50% from Corporation Officers.
2.	Divisional/Executive Engineer.	12000-15500	--	--	From amongst the Sub Divisional Engineers, who have an experience of working as such for a minimum period of Eight years Service.	ii). As per directives issued by the Pb. Govt., Deptt. of Irrigation vide No. 3/12/07 - 1PP1 (2)/23640 Dt. 13-9-07. Posts of Divisional Engineers & Sub Divisional Engineers will be filled in 25:75 ratio i.e. 25% from Irrigation Department (On Deputation) & 75% from Corporation Officers.

1.	2.	3.	4.	5.	6.	7.
3.	Sub Divisional Engineer.	7880-13500	Should possess a Degree in Civil Engineering from a recognised University or Institution.	--	<p>a. Direct quota - 50%</p> <p>b. By promotion- 50%</p> <p>1. (i). <u>Thirty Three per cent</u> from amongst the Junior Engineers, who possess a Diploma in Civil or Mech. Engineering from a recognized institution and who have an experience of working as such for a minimum period of Ten years.</p> <p>(ii). <u>Fifteen Per cent</u> from amongst the Junior Engineers, who possess a Degree in Civil or Mech. Engineering or who possess a Degree of A.M.I.E. from a recognised University or Institution and who have an</p>	<p>iii). Column No. 4 & 6 in respect of posts mentioned at Sr.No.1, 2 & 3 have been amended as per Punjab Govt. Notification issued vide No.GSR.45/Const /Art/ 309 /2004 Dt. 30th June, 2004, duly approved by the B.O.D. in its 165th meeting (Item No. 165.5), held on 22-09-2004.</p> <p>Further, Column No. 4 & 6 in respect of post of S.D.E. has been amended as per Punjab Govt. Notification No. G.S.R. 41/ Const./ Art.309 /Amd. (1)/ 2011, dated 16th June, 2011, Duly approved by the B.O.D. in its 17th meeting (Item No. 17.5), held on 16-04-2012.</p>

1.	2.	3.	4.	5.	6.	7.
						<p>experience of working as such for a minimum period of Three Years after obtaining the aforesaid Degree.</p>
						<p>(iii). <u>Two per cent</u> from amongst the Circle Head Draftsman or Divisional Head Draftsman, who possess a Degree in Civil Engineering or have passed Degree of A.M.I.E. from a recognised University or Institution and who have an experience of working as such for a minimum period of Two Yrs.</p>
						<p>2. Should have qualified the Departmental Examination in such papers and syllabus as may be specified by the Govt. from time to time.</p>

1.	2.	3.	4.	5.	6.	7.
4.	Secretary. *	4125-5600 (As per 3 rd pay commission)	i. Degree from reco- gnised University. ii. Member of the Institute of Co. Secretary of India. iii. Degree in Law or M.B.A.	Two years experience As Company Secretary in large commercial or industrial undertaking of repute or Eight Yrs. Service in P. S. T. C. (Now PWRM&DC).	--	* It is mentioned that there has been no recruitment of regular Secretary in the corporation after the retirement of the then Secretary Sh. K. N. Gupta on 30-04-1992 and presently the post is being manned by a part time Secretary on fixed remuneration.
5.	Senior Hydrogeologist.	10025-15100	--	--	--	By promotion amongst Junior Hydrogeologist/ Junior geophysicist with minimum experience of five years as J.H./J.G.

1.	2.	3.	4.	5.	6.	7.
6.	Junior Hydrogeologist . *	7220-11660	M. Sc. (Geology or applied geology/post graduate degree or diploma in hydrology.	Three years experience in ground water exploration.	--	* The following amendment in the Service Bye Laws for the category of Junior Hydrogeologist/Junior Geophysicist has been approved by the B.O.D. in its 135 th meeting (Item No. 135.7), held on 20-05-1998, based on the recommendations of the Standing Committee made in its 57 th meeting (Item No. 57.2), held on 13-5-98:- i). 50% by direct recruitment ii). 50% by promotion from amongst S.T.A.'s (Hydrogeology, logging, Mechanical analysis) with Five years regular Service in P.S.T.C (Now PWRM&DC) on the respective posts, failing which by transfer on deputation. The decision further stipulates that 1 st post will go to direct recruitment and the next post will go to promotional quota. The same pattern will be followed for all future posts/vacancies.
7.	Junior Geophysicist. *	7220-11660	M. Sc /M. Tech. in Geophysics/applied Geophysics/applied Geology Or M. Sc. Physics with Post Graduate Diploma in Geophysics or equivalent.	Three years experience in Geophysical Survey and Electrical logging interpretation of Geophysical data to pin point location of productive deep T/well etc. Operation & Maintenance of Geophysical and Electrical logging.	--	
8.	Research Officer.	10025-15100	--	--	--	By promotion from Assistant Research Officer having at least Six years experience as such.

1.	2.	3.	4.	5.	6.	7.
9.	Assistant Research Officer.	7220-11660	--	--	By promotion amongst category of Research Assistant (R.A.) Gr.-A having at least Three years experience as such.	--
10.	Law Officer.	7220-11660	i). Degree of a recognised University. ii). Degree in Law from a recognized University.	At least Five years practicing experience in a Court of Law.	By promotion from amongst Supdt. Gr. -II or higher possessing L. L. B. Degree with minimum Five years experience.	Revised scale has been approved by the B.O.D. as per decision taken in its 137 th meeting (Item No. 137.11), held on 18-08-1998.
11.	Financial Advisor.	13500-16800	Qualified Chartered Accountant preferably with Cash Accountancy.	At least Ten years experience in a responsible position in Public Undertaking Or a private firm of repute.	By promotion with Eight years experience as Deputy Chief Accounts Officer of the corporation.	Service Bye Laws for posts mentioned at Sr. No. 11,12,13 & 19 amended by the B.O.D. in its 157 th meeting (Item No. 157.8), held on 30-09-2002.
12.	Deputy Chief Accounts Officer.	7880-13500	--	--	Five years experience as Assistant Controller (F&A).	
13.	Assistant Controller (F&A).	7220-11660	--	--	Seven years experience from member of Punjab Subordinate Accounts Class-III Service (S.A.S.).	

1.	2.	3.	4.	5.	6.	7.
14.	Superintendent Gr.-I.	7220-11660	--	--	Five years experience as Superintendent Gr.-II.	As approved by the Standing Committee in its 55 th meeting (Item No. 55.1), held on 25-06-1996.
15.	Superintendent Gr.-II.	6400-10640	--	--	<ol style="list-style-type: none"> 1. By promotion amongst Senior Assistants having at Least Five years experience as Senior Assistants. 2. Senior Scale Stenographers who ; <ol style="list-style-type: none"> i. Qualify in the Departmental Test prescribed for the post of Assistant (Now Senior Assistant) and ii. Work as Assistant (Now Senior Assistant) for a period of Two years on some existing vacancy or by sharing the work of an Assistant (Now Senior Assistant). Provided that :- <ol style="list-style-type: none"> a). No Stenographer shall be allowed to take the test unless he has put in One year's service as Stenographer. 	Amendment as per decision taken by the B.O.D. in its 175 th meeting held on 27-09-2006 vide Item No. 175.13. It was decided by the Board that the rules prevalent in the Irrigation Deptt. should be adopted by the PSTC.

1.	2.	3.	4.	5.	6.	7.
					b).	Nothing in this sub rule shall be deemed to require the Stenographers, who stand exempted from passing the test by virtue of the instructions already issued by the Govt. from time to time to pass the Assistant's test prescribed in this sub rule.
					c).	No Stenographer will be put to work as an Assistant for the required period of Two year's, unless he has qualified the test.
16.	Circle Head D/man.	7000-10980	--	--		By promotion amongst Divisional Head Draftsman with at least Five years experience as D.H.D.
17.	Divisional Head D/man.	6400-10640	--	--		By promotion from Draftsman with at least Five years service as such.
18.	Divisional Accountant/DAO's.	6400-10640	--	--		On passing Divisional Accountants examination as may be prescribed by the Corporation.

1.	2.	3.	4.	5.	6.	7.
19.	S.A.S. Supdt./ Section Officer.	6400-10640	--	--	By promotion amongst the S.A.S. qualified personal of the corporation.	
20.	Personal Assistant (P.A.).	6400-10640	Graduate from . recognised University/ Institute.	Five years working experience as Steno- grapher. Must have Punjabi & English Shorthand and Typing speed of 120/45 w.p.m. Preference will be given to those having secretarial qualifications.	By promotion amongst the Senior Scale Stenographer having working experience for minimum period of Two years as such provided they qualified the Departmental Test in Shorthand with a speed of 120 w.p.m. and in transcription of the same with speed of 45 w.p.m. in English & Punjabi.	One number post of P. A. to Chairman was revived by the B.O.D. in its 169 th meeting (Item No.169.15), held on 07-07-2005.

1.	2.	3.	4.	5.	6.	7.
21.	Senior Technical Assistant					
	(i) S.T.A. (Hydrology)	6400-10640	Minumum 2 nd Division M.Sc. in Geology or M.Tech. or equivalent qualification.	Experience in ground water balance studies, Hydrogeological and Geophysical surveys, drilling and designing of deep high capacity tubewell pump test to determine characteristics of confined and un-confined acquire and sieve analysis etc.	--	--
	(ii) S.T.A. (Logging)	6400-10640	Post Graduate Diploma Course in Geophysics or its equivalent.	Experience in Geophysical surveys and electrical logging interpretation of geophysical data to pin point location of productive deep tubewells etc. Operation & Maintenance of Geophysical and electrical logging instrument.		
	(iii) S.T.A. (Mechanical analysis)	6400-10640	M.Sc. Geology or equivalent (Minimum 2 nd Division).	Experience desirable in sieve analysis of various strata samples Geophysical Surveys preparing technical reports for the same.		

1.	2.	3.	4.	5.	6.	7.
22.	Research Assistant (Grade- A).	5800-9200	M.Sc. Physics or Chemistry in 2 nd Division from a recognised University.	--	--	--
23.	Junior Engineer.	5800-9200	90 % by direct recruitment of 3 years Diploma in Elect./Civil/ Mech. Engineering from recognised Institute.	--	<p>i). 5 % by promotion from in service employees having 3 years Diploma in Elect./ Civil/ Mech. Engineering from recognised University/ Institute with 5 years service experience in PSTC (Now PWRM&DC).</p> <p>ii). 5 % by promotion from in service employees having Matric qualification with Punjabi and 2 years I.T.I. Diploma in Electrician/ Fitter/Surveyor trades with 20 years service experience in the corporation.</p>	<p>As per decision of the B.O.D. taken in its 125th meeting (Item No. 125.13), held on 13-12-1995.</p> <p>As per decision taken by the B.O.D. in its 129th meeting (Item No. 129.12), held on 30-09-1996.</p>

1.	2.	3.	4.	5.	6.	7.
24.	Draftsman.	5800-9200	--	--	The Junior Draftsman (J.D.M.) with 2 yrs. Diploma In Draftsmanship from a recognised institution and service experience of minimum period of Twelve years shall be eligible for promotion as Draftsman.	As per decision taken by the B.O.D. in its 135 th meeting (Item No. 135.7), held on 20-05-1998 w.r.t. Item No. 57.3 of the meeting of Standing Committee, held on 13-05-1998, it was decided to follow the rules of Irrigation Department, issued vide Govt. Memo. No. 1/27/95-2FP1/6147 dated 08-07-1997 according to which the J.D.M./Tracer may be promoted as Draftsman with Twelve years service experience irrespective of having passed Two years I.T.I. certificate in Draftsmanship from the recognised institution or not. However, in respect of J.D.M.'s not possessing Two years certificate of Draftsmanship, next increment in the Scale of Draftsman shall only be given after they acquire the requisite qualification. It was also decided to exempt such employees from passing I.T.I. certificate in Draftsmanship, who have already passed Departmental Examination prior to issuance of Punjab Govt. instruction dated 08-07-1997.

1.	2.	3.	4.	5.	6.	7.
25.	Junior D/man (J.D.M.).	4020-6200	90% by direct recruitment of I.T.I. Diploma in Draftsmanship with one year apprenticeship.	--	10% by promotion from amongst the in service employees of the corporation possessing I.T.I. Diploma in Draftsmanship acquired before/after joining the corporation, having Five years experience in categories of Operational Staff & other Class-III & IV.	Amendment as per decision taken by the B.O.D. in its 129 th meeting (Item No. 129.3), held on 30-09-1996.
26.	Senior Assistant.	5800-9200	--	--	Eighteen (18) years experience of regular service as Clerk/ Junior Assistant, Steno-typists & Junior Scale Stenographers.	Amendment as per decision taken by the B. O. D. in its 175 th meeting held on 27-09-2006 vide Item No. 175.13.
27.	Senior Scale Stenographer.	5800-9200	Graduate from recognised University.	Five years working experience as Steno-grapher. Must have Punjabi/ English Shorthand typing speed of 120/45 W.P.M. preference to those having secretarial qualifications.	By promotion amongst the Steno-typists who have working experience as Steno-typist for a minimum period of Three years in the corporation, provided they qualified the Departmental test of type-writing/ shorthand, as Adopted by the Punjab Govt. for this post.	The post of Senior Scale Stenographer and Junior Scale Stenographer has been merged to a single category and re-designated as Senior Scale Stenographer as per recommendation of 3 rd Punjab Pay Commission.

1.	2.	3.	4.	5.	6.	7.
28.	Cashier	5800-9200 + Spl. Pay	--	--	Senior most Senior Assistant is eligible for the post of Cashier.	
29.	Steno Typist.	3330-6200	Bachelor Degree from * recognised University or Institution. Must have English/ Punjabi Typing/ Shorthand at a speed of 35/80 W.P.M. Must possess a Computer Information course equivalent to 'O' level certificate from DOEACC of Govt. of India. Or Possess at least One Hundred and Twenty Hours course with hands on experience in the use of Personal Computer or Information Technology or Desktop Publishing Applications from a Govt. recognised Institution or a reputed Institution, which is ISO 9001 certified Technology.	--	From amongst the Clerks who have acquired typing/ shorthand speed in English and Punjabi as adopted by the Punjab Govt.	*Amendment in qualification notified by the Punjab Govt., Deptt. of Personal (PP1-Br.), vide Notification No. GSR 12/ Const./Art.309/Amd. (9)/2009 dated 10-02-2009.

1.	2.	3.	4.	5.	6.	7.
30.	Clerks/Junior Assistant.	3120-5160	Graduate from recognised University/ Institute. Must possess a Computer Information Technology Course equivalent to 'O' level certificate from DOEACC of Govt. of India. Or Possess atleast One Hundered and Twenty Hours course with hands on experience in the use of Personal Computer or Information Technology or Desktop Publishing Applications from a Government recognised Institution or a reputed Institution, which is ISO 9001 certified Technology.	Must have minimum speed of 30 W.P.M. in English and Punjabi Type Writing.	Fifteen percent posts are reserved for Class-IV (Group-D) employees of the corporation for promotion provided they fulfill the requisite qualification/experience prescribed for promotion.	*Amendment in qualification notified by the Punjab Govt., Deptt. of Personal (PP1- Br.), vide Notification No. GSR 12/Const./Art. 309/Amd.(9)/ 2009 dated 10-02-2009.

1.	2.	3.	4.	5.	6.	7.
31.	Zilladar.	6400-10640	Direct <u>Candidates- 50%</u> Having passed a Degree Examination or equivalent from a recognised University with Second Division subject to terms & conditions given in Schedule- II to Appendix- B of PSTC employees Service Bye Laws, 1977 (Now PWRM&DC).	--	By promotion 50% <u>from A.R.C./H.R.C.</u> Having passed T.D.C. Part-I or some other equivalent examination of a recognised University and having completed not less than Three years regular service and also considered suitable on the basis of past service record subject to other conditions indicated in Schedule-II of Appendix- B in so far as they are applicable to the departmental candidates. In the event of a sufficient number of suitable departmental candidates not being available, the deficiency may be made up by selecting extra direct candidates.	--
32.	Head Revenue Clerk (H.R.C).	5000-8100	--	--	By promotion from A.R.C. having Eight years service experience as such in the corporation (PWRM&DC).	--

1.	2.	3.	4.	5.	6.	7.
33.	Assistant Revenue Clerk (A.R.C.)	3120-5160	<u>Direct Candidates</u> (60%) Having passed Matriculation or School Leaving Certificate Examination in the Ist Division of a recognised Board/ University, but preference shall be given to the candidates possessing higher qualifications, Provided the candidates has secured Ist Division either in Matriculation Examination or in any of the higher academic Examination. The candidate shall serve for Six months as an unpaid apprentice for training under a selected Zilladar during which time he will learn the work of a Revenue Clerk and must pass the Irrigation Patwar Examination. After he has passed the Irrigation Patwari's Examination, he will work as an Irrigation Patwaris incharge of a Circle or a Halqua for a continuous period of atleast Six months or longer,	--	<u>Departmental Candidates</u> (40%) From amongst Irrigation Patwaris (I.B.C.'s) having atleast three Yrs. experience, provided they are educationally qualified and otherwise found suitable. Selection shall be made purely on merits and official shall be entitled to such appointment as of right.	--

1.	2.	3.	4.	5.	6.	7.
			if necessary, and this period of training shall commence as such as is administratively convenient. Thereafter, he shall remain in continuous employment as an Irrigation Patwari untill he is appointed as A.R.C.			
34.	Irrigation Booking Clerk (I.B.C.).	3120-5160	Having passed the Matriculation or school leaving certificate Examination in the first Division of a recognised Board/University or its equivalent, but preference shall be given to candidate possessing higher qualifications subject to the condition that the candidate must have secured first Division either in Matriculation or in any of the higher academic examination. Method of recruitment is given in Schedule- I to Appendix- B.	--	--	--
35.	Surveyor.	4020-6200	Matric with Diploma in Survey from recognised University.	One year experience in Survey.	--	--
36.	Azo Printer/ Ferro Printer.	4020-6200	Matric pass.	Sufficient Knowledge of handling Azo Machine.	--	--

1.	2.	3.	4.	5.	6.	7.
37.	Driver.	3330-6200	Matric pass preferred with Driving License.	--	--	--
38.	D.M.O./Photostat Machine Operator.	3120-5160	Matric pass.	--	By promotion from amongst Class-IV (Group-D) employees having Matric as basic qualification and Three years service strictly on seniority cum merit basis.	As per decision taken by the B.O.D. in its 132 nd meeting (Item No. 132.20) held on 29-09-1997.
39.	Gatekeeper.	3120-5160	Middle standard Preferred.	--	By promotion from Class-IV (Group-D) employees subject to suitability.	--
40.	Laboratory Attendant (Hydrowing).	3120-5160	--	--	--	The designation of Lab Attendants was changed to Lab Assistant by the B.O.D. vide Item No. 93.13 in its meeting held on 01-08-1989 commensurate with the recommendation of 3 rd Punjab Pay Commission w.e.f. 01-01-1986. In the then prevailing Pay Scale of Rs. 950-1800.

1.	2.	3.	4.	5.	6.	7.
41.	Artificer (Head Office).	3120-5160	--	--	--	--
42.	Electrician (Head Office).	3120-5160	--	--	--	--
43.	Daftri.	2820-4400	Having passed Eighth standard with Punjabi. In case of appointment of widows on Compassionate Ground and appointment of Blind person, such qualification is not required.	--	By promotion from Peons category.	--
44.	Jamadar.	2720-4260	-do-	--	-do-	--
45.	Peon.	2520-4140 (Initial start Rs. 2620)	-do-	--	--	--
46.	Chowkidar.	2520-4140 (Initial start Rs. 2620)	-do-	--	--	--
47.	Cycle Swar.	2520-4140 (Initial start Rs. 2620)	-do-	--	--	--
48.	Mali.	2520-4140 (Initial start Rs. 2620)	-do-	--	--	--
49.	Sweeper.	2520-4140 (Initial start Rs. 2620)	-do-	--	--	--
50.	Dak Runner.	2520-4140 (Initial start Rs. 2620)	-do-	--	--	--

PUNJAB WATER RESOURCES MANAGEMENT & DEVELOPMENT
CORPORATION.
(FORMERLY PUNJAB STATE TUBEWELL CORPORATION)

Appendix- 'C'
(See Rule- 9-d)

Rules For Accounts Examination.

1. The syllabus for the examination shall be as prescribed below. There shall be two papers each of 3 hours duration, carrying 100 marks each paper.
2. A person shall be considered to have qualified the test only if he secures a minimum of 50 marks in the aggregate and not less than 40 percent marks in each paper.
3. The examination shall ordinarily be held once a year in September.
4. A candidate desiring to appear in the examination should apply to his Divisional Engineer for permission to do so by the 1st July.
5. The Divisional Engineer shall transmit such applications to his Superintending Engineer by 15th July. The Superintending Engineer will transmit the names of the candidates to the examiner, selected by the Managing Director for holding the examination by 1st of August.
6. The names of those candidates, who have passed the examination, will be intimated to the Superintending Engineer by the Examiner.
7. The examiner will also inform the concerned Officer of the marks obtained by the candidates, who have failed in the exam.

Note:- Sr. No. 1 & 2 above has been amended as per decision of the B.O.D. taken in its 73rd meeting (Item No. 73.18), held on 29-03-1985.

**SYLLABUS FOR DEPARTMENTAL ACCONTS EXAMINATION
OF SENIOR ASSISTANTS.**

Max. Marks- 100
Duration- 3 Hrs.

PAPER- A

- Item- 1. Punjab C.S.R. Vol-I Part-I Chapter- II to IV, VII to IX and XII.
- Item- 2. Punjab Govt. Employees Medical Attendance Rules.
- Item- 3. Punjab C.S.R. Vol- III Chapter I & II.
- Item- 4. Punjab Budget Manual-Chapter on Public Accounts Committee.
- Item- 5. Punjab Financial Rules Vol- I, Chapter- I, Chapter- II (excluding parts V &VI), Chapter- V, VII, VIII, X & XV.

Max. Marks- 100
Duration- 3 Hrs.

PAPER- B

- Item- 1. Commercial Book Keeping of Elementary Character.
- i. Definitions
 - ii. Journal
 - iii. Ledger
 - iv. Cash Book & Petty Cash Book
 - v. Bank Reconciliation Statement
 - vi. Correction of Errors
 - vii. Cheques
 - viii. Closing & Existing Entries
 - ix. Trial Balance.
- Item- II. Accounts Code Vol-III (PWD rules) and Departmental Financial Rules.
- Item- III. Employees Provident Fund Scheme and Rules Made thereunder.

Note:- As per decision taken by the B.O.D. in its 135th meeting (Item No. 135.12) held on 20-05-1998, the Assistant Grade Examination has been abolished in the corporation on the analogy of Punjab Government. (See Rule- 9).

APPENDIX- D
See Rule- 24

Sr.No.	Designation of Member of the Service.	Nature of Penalty	Authority empowered to pass original orders	Ist Appellate	IInd Appellate Authority
1.	2.	3.	4.	5.	6.
1.	Superintending Engineers.	(a) Warning or reprimand Or censure.			
2.	Executive Engineer (Estt.).				
2(a).	Divisional Engineers.	(b) With Holdings of increments.	Managing Director	Chairman	Board of Directors.
3.	Senior Hydrogeologist.				
4.	Junior Hydrogeologist.	(c) Recovery from pay or loss caused to the			
5.	Junior Geophysicist.	corporation.			
6.	Assistant Engineers. (now S.D.E. 's)				
7.	Secretary.	(d) Reduction to a lower time scale.			
8.	Financial Advisor.				
9.	Deputy Chief Accounts Officer.	(e) Removal or dismissal from service.			
10.	Asstt. Controller (F&A).				
11.	Research Officer.				
12.	Asstt. Research Officer.				
13.	Law Officer.				
14.	Superintendent Gr.- I.				

OTHER EMPLOYEES

1.	S.A.S. Superintendent.)				
)				
2.	Divisional accountants. (now Divisional Accounts Officer).)	- do -	- do -	- do -	- do -
)				
3.	Superintendent Gr.- II.)				

1.	2.	3.	4.	5.	6.
4.	P.A. to Managing Director.				
5.	Senior Assistants				
6.	Cashier.				
7.	Senior Scale Stenographers.				
8.	Steno-typists.				
9.	Clerks/Junior Asstt.) Sr.No. 9	S.E.	M.D.	Chairman
10.	J.E.'s /A.E.'s.) & 10			
)			
11.	Research Assistant Gr.-I.				
12.	Surveyors.				
13.	Circle Head Draftsman.				
14.	Divisional Head Draftsman.				
15.	Draftsman.				
16.	Tracers/J.D.M.) Sr.No. 16	S.E.	M.D.	Chairman
17.	Zilladars.				
18.	Head Revenue Clerks.				
19.	Asstt. Revenue Clerks.				
20.	Irrigation Booking Clerks.) Sr.No. 20	S.E.	M.D.	Chairman
21.	Azo Printers/Ferro Printers.				
22.	Drivers.				
23.	Duplicate Machine Operator.				
24.	Gate Keeper.				
25.	Jamadars.	- do -	D.E. (Estt.)	M.D.	Chairman
26.	Peons.				

1.	2.	3.	4.	5.	6.
27.	Daftris				
28.	Dak Runners.				
29.	Cycle swar.				
30.	Chowkidars.				
31.	Sweepers.				
32.	Malis.				

Foot Note Under Appendix- 'D' of P.S.T.C. (Now PWRM&DC) Employees Service Bye Laws, 1977.

“The authority empowered to pass original orders; the appellate authority and the second appellate authority in cases of Clerks (Sr.No.9), Tracers/J.D.M. (Sr.No. 16), Sectional Officers- Junior Engineers (Sr.No.10) and Irrigation Booking Clerks (Sr.No. 20) shall be Superintending Engineer, Managing Director and Chairman respectively.”

As per decision taken by the B.O.D. in its 79th meeting (Item No. 79.12), held on 03-07-1986.

As per decision taken by the B.O.D. in its 129th meeting (Item No.129.14), held on 30-09-1996, the Divisional Engineer (field), Superintending Engineer (field) and the Managing Director will be the Punishing Authority, Ist Appellate Authority & IInd Appellate Authority respectively for the field posts such as D.M.O.s ,Peons, Dak Runners, Chowkidars & Sweepers.

Schedule- 1 to Appendix- B of the P.S.T.C. (Now PWRM&DC) Employees Service Bye Laws for posts at Sr. No. 35 (Irrigation Patwaris).

1. Method of Recruitment.

- (a). Appointment to the posts shall be made by direct appointment.
- (b). P.S.T.C. shall keep a register of accepted candidates for trainings purposes, not more than twice the number of candidates required to fill the vacancies for the ensuing year shall be brought on to the list of accepted candidates and trained and sent up for the examination.

2. Training & Patwar Exam.

Every accepted candidate Patwari shall be posted to a Zilladars section to be trained for a period of not less than three months in the practical duties of a Canal Patwari and shall have to pass part (iv), (v), (vi) and (vii) of the Patwar Examination detailed in the Ann.- 'A' to this schedule. At the expiration of the training course the Zilladar will give to each accepted candidate, who may have earned it, the certificate required under Parts (iv) & (vi) without which no candidate will be allowed to present himself for examination. No candidate shall be allowed to appear in the examination more than twice.

3. Register of passed candidates.

- (a). All candidates who pass the examination shall be brought on to the P.S.T.C. (Now PWRM&DC) register of passed candidates in serial order of passing the examination, when a vacancy occurs in any division, the next passed candidate shall be posted from the P.S.T.C. (Now PWRM&DC) register. The order of appointment shall be issued by the Divisional Officer. The name of passed candidate, who reaches the maximum age prescribed for entry into service without having been employed temporarily as an Irrigation Patwari, shall be struck off the list. Provided that this maximum age limit shall be relaxed in the case of members of scheduled casts, scheduled tribes and other backward classes and as a general relaxation to extent of such period as may be prescribed by the Board in this behalf from time to time in respect of entry of such candidates into service and names of such candidates shall be retained on the list up to that age.
- (b). No person may be brought on to the P.S.T.C. (Now PWRM&DC) register of passed candidates unless he has passed the Patwar Examination.

Annexure- 'A' to Schedule- I of Appendix- 'B' of P.S.T.C.
(Now PWRM&DC) Employees Service Bye Laws.

	Full Marks	Pass Marks
(i). Arithmetic including compound division.	25	20
(ii). Mensuration of plane surface, triangles and polygonal figures.	50	30
(iii). Caligraphy –To write a clear and legible hand in Pbi. Preference will however, be given to those candidates who in addition to Punjabi can write English to write an easy Pbi. exercise from dictation.	50	30
(iv). Registration of Irrigation- to possess a thorough practical knowledge of a patwari's duty in this respect. To hold a certificate of having correctly written up the Irrigation register (shudharkhasra) of a village for not less than 500 acres in the crop. The Irrigation will be written up on the special shudhkar khasra form provided for the purpose. To be able to read a village map (shajrah) and to follow the fields accurately on the ground; to be able to measure accurately by pacing, and to calculate mentally the areas of fields so paced; to be able to measure a field of any shape by chain.	50	30
(v). Mapping and drawing- to be able to lay down correctly on a village map the line of a watercourse; to be able to lay out a settlement square (that being the basis of a village map) and to fill in the field boundaries thereon. To know the method of making a village map and of reducing such map to a smaller scale by the method of squares. To be able to trace a village map on cloth or paper.	50	30

	Full Marks	Pass Marks
(vi). The Demand statement (khatanui)- to possess a thorough practical knowledge of the method of posting a demand statement and of preparing the irrigator's bills (parchas). To hold a certificate of having actually prepared the demand statement of an entire village from the irrigation register in a satisfactory manner. To be able to work out the amounts to be assessed both mentally and by reference to a rate table. To be able to repeat orally all the water rates according to the schedule in force in the Division where the candidate was trained.	50	30
(vii). Miscellaneous— to be fully acquainted with a patwari's duty on the occasion of a breach in the bank of a canal or distributary, or of overflow from a channel. To know the time for the successive watering of each kind of crop and the approximate dates of harvesting and other miscellaneous matters connected with the work and duties of a patwari. Also to be able to take the discharges of small channels with fair accuracy.	50	30
(viii). Canal Act- to know such portions of the Canal Act (VIII of 1873) and the rules thereunder as appertain to his work; the system of assessing water wasted and used in an unauthorized manner.	50	30

Schedule- II to Appendix- B of the P.S.T.C. (Now PWRM&DC)
Employees Service Bye Laws for posts at Sr. No. 31 (Zilladar).

Direct Candidates.

1. The candidates Zilladars shall be required to under-go six months training under selected Zilladars during which period they shall be required to pass the Irrigation Patwar's Examination. At the end of this period they shall be required to hold charge of and Irrigation Patwari's section for at least one whole crop viz from Ist April to 30th September or from Ist October to 31st March or longer if necessary to ensure that they take a final measurement with the preparation of Khatauni etc. After having completed this training, they shall be required to pass an examination in the tests in respect of (1) Khatanunies (2) Canal Act (3) Revenue Manual(4) Viva voce. In these tests passing marks shall be not less than 50% of the marks allotted for each subject and 60% of the aggregate. No candidate shall be allowed to appear more than once for this examination except for special reasons in absence of which the name of those who shall be removed from the list of selected candidates. On passing this examination they shall be required to under-go training for a period of Four Months under a Quanugo in the Land Revenue Department and final acceptance shall depend on the result of this training. If finally accepted as candidate Zilladars, they shall be appointed as Zilladars on probation.

2. During the above periods of training, examination & joining time all direct candidates shall receive subsistence allowance of the amount as it is paid in the Irrigation Department. This allowance shall not be admissible during the periods they are appointed as Zilladars on probation.

3. If the work or conduct of any candidate Zilladar during the period of training and prior to has been placed on probation is found not satisfactory, his name shall be removed from the list of accepted candidates, if recruited direct, other-wise would be reverted to his original post in P.S.T.C. (Now P.W.R.M & D.C.) from which he was selected.

4. A direct candidate shall not apply for another post without permission of the Managing Director.

5. Every Zilladars on probation shall be required to pass the Departmental Revenue Examination before his services are regularized.

Provided that the Managing Director, if he thinks fit, extend the period of probation up to a date Two years subsequent to the date of issue of orders appointing his as a Zilladar of probation, if such extension is necessary in order to enable him to make a further attempt /attempts to pass Departmental Revenue Examination.

In case of a Departmental Candidate Zilladar, he would be reverted back to the post in P.S.T.C.(Now PWRMDC) from which he was selected if he fails to pass D.R.E. during the probation period.

Departmental Candidates.

They shall be required to under-go Four Months training under a Quanungo in the land revenue work as in the case of Direct Candidates, but the Departmental Candidates shall draw the pay in accordance with rule 4.3 of Punjab C.S.R. Vol.- I, Part- I.

NOTE :- In case of any doubt, reference will be made to the Service Rules in Irrigation Department unless that provision is inconsistent with the specific provisions of the PSTC (Now PWRMDC) Service Bye Laws.

PUNJAB WATER RESOURCES MANAGEMENT & DEVELOPMENT
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Appendix- 'E'

PART- I.

Syllabus for the Professional Examination for Assistant Engineers and Sectional Officers (Civil, Mech., Elect. And Agricultural Engineering) of the Punjab State Tubewell Corporation Limited (Now PWRM&DC) Chandigarh.

PAPER- A.

Marks- 120

Time- 3 hours.

(Qualifying Marks as per I.B. Rules)

ENGINEERING AND WATER MANAGEMENT:-

I. Specifications, Estimation of Quantities and analysis of rates.

The Candidates should have good grasp and understanding of specifications. For various materials and items of work as detailed below. They should also be able to professional estimate for quantities for the various items of work and analysis of rates for the same. In addition, they should also be conversant with AM & R estimates.

Sr.No. Item

1. Earth
2. Clay
3. Dricks
4. Stone Ballast
5. Brick Ballast
6. Bajri of Gravel
7. Sand
8. Cement
9. Pazzolans
10. Surkhi
11. Cinders
12. White lime
13. Khankar lime
14. Mud Mortar

15. Lime Mortar
16. Lime Cement Mortar
17. Cement Mortar
18. Timber, Head & Soft Wood
19. Lime concrete ordinary
20. Lime concrete Find
21. Cement Concrete ordinary
22. Reinforced Concrete
23. Classifications of Mass concrete
24. Aggregates
25. Cement and Admixture
26. Proportions & Mixes
27. Water Cement Ratio
28. Slump
29. Batching
30. Mixing
31. Porms for concrete
32. Preparations and Placing concrete
33. Placing & Transporting concrete
34. Consolidations of concrete
35. Joints in concrete
36. Finishing
37. Curing
38. Water Proofing concrete
39. Concrete control.
40. Foundations.
41. Damp-proof course.
42. Conglomerate flooring.
43. Brick of title flooring.
44. Dry Brick paving.
45. Conglomerate flooring finishes.
46. Jack arch roofing.
47. Tiled roofing.
48. Corrugated iron sheet roofing.
49. Asbestos Cement corrugated sheet roofing.
50. Re-inforced conc. or brick work roofing.
51. Terrace roofing.
52. Wooden plank ceiling.
53. Plaster ceiling.
54. Cloth ceiling.
55. Doors and Windows general.
56. Pannelled and glezed doors and windows.
57. Framed & braced doors and windows.
58. Ledged of braced doors and windows.
59. Steel frame doors and windows.

60. Wire gauge doors and windows.
61. Glazing.
62. Painting general.
63. Cement & lime painting.
64. Line and Cement plastering.
65. Mud plastering.
66. White & colour washing.
67. Distempering.
68. Painting Woodwork.
69. Varnishing Woodwork.
70. Painting Ironwork.
71. Stopping Woodwork.
72. Earth Work General.
73. Earthwork excavation.
74. Earth Moving equipment.
75. Canal Earth-work.
76. Manual Earthwork placing.
77. Pudding.
78. Mechanical Earthwork placing.
79. Standard shape foot rolls.
80. Earth Moving and compaction equipment.
81. Embankment Compaction contract.
82. Repairs to earth work.
83. Stone protection general.
84. Stone reparator or stone of boulder pitching's.
85. Stone or boulder pitching grouted.
86. Cement concrete paving.
87. Dry brick pitching.

II. DESIGN.

Design of RCC stabs, RCC and wooden battens, brick masonry retaining walls, outlets (pipes, G.F.& APM) & earthen channels etc.

III. They should be conversant with the following items:-

1. Definitions of terms used in irrigation practice.
2. Masonry works on irrigation channels.
3. Outlets
4. Embankments
5. Leveling
6. Well measurement
7. Rainfall observations
8. Kacha Roads
9. Compaction of earth work

10. Lining of channels
11. Water management, irrigations efficiencies etc.
12. Water logging, salinity, Alkalinity Land Drainage.
13. Planning of land use and water management measures Land grading for irrigation and drainage underground irrigation pipe lines and drain tiles etc.
14. Sprinkling and drip irrigation.

IV. The candidates should well conversant with the common schedule of rates and application of the same.

In addition to above the candidates should have a good understanding of the following:-

V. Tubewells-Methods of drilling and development-strainer and gravel filters, interference with adjacent wells maintenance and repairs and precautions for proper up-keep and annual maintenance estimates.

VI. Lining of watercourses, Estimation of seepage losses-types of lining – efficiency of various types – analysis of rates for various types of lining benefits of lining-optimum length for lining.

VII. Discharge observations-Rivers, Canals, Distributaries and water courses.

The candidates should be conversant with the following:-

1. Stress and strain
2. Moment of inertia and section modulus.
3. Bending moment of S. F diagrams
4. Works, energy & transmission of power
5. Strength of shafts
6. Various types of bearing and gearings
7. Fundamentals of their dynamics including theory of internal combustion engines- Petrol & Diesel.
8. Main principles and applications for hydraulic machinery such a pump, turbines.
9. Refrigeration air conditioning & ventilation equipment.
10. Estimation, Costing and Planning

11. Depreciation of machinery and the economies of their replacement.
12. Procurement, custody, issue and control of engineering stores.
13. Safety measures in Civil, Electrical and Mechanical works.
14. Plant layout planning & construction schedules.
15. Methods of drillings and developing of t/wells.

VIII. DESIGN.

1. Bolted & riveted joints
2. Keys cotters and fastenings
3. Simple and built up girders
4. Columns
5. Roof trusses
6. Pressure vessels
7. Sluice gates
8. Pumps.

IX. MANUFACTURE ESTIMATES

Manufacture estimates and M & R estimates of transport vehicles, earth moving machinery field workshop.

X. WORKSHOP PRACTICE.

1. Layout of workshops
2. Pattern making, moulding & costing of ferrous and non-ferrous metals.
3. Working of various workshop machinery, like lathes, drilling machines melting machines planners.
4. Welding theory and practice both manual and machine selection and electrodes, development of plates.
5. Heat treatment of metals annealing, normalizing tempering
.....

XI. FIELD MACHINERY

1. Selection, operation and maintenance of different types of excavation and earth moving machinery i.e. tractors scrapers, draglines, shouvels sheep foot rollwes carrier units bulldozers, cranes.
2. Manufacture estimates for the above.
3. Batching and mixers plants.
4. Concrete mixtures.
5. Selection Coperations of pumps and compressors.
6. Inspection and servicing of transport vehicles.
7. Operation & Maintenance of Gates.
8. Calculation of discharge and efficiency of pumps.
9. Theory and application of A.C. & D.C. circuits.
10. Installation Operation, Maintenance and repairs electric machines such as motors generators transformers location and remedying of defects.
11. Design and installation of transmission lines.
12. Layout, installation and operation of electric sub stations.
13. Selection and operations of switchgears.
14. Lighting arrangements.
15. Indian electricity Act & rules.

16. Electric repair and workshop practice.

- (a). Maintenance and repairs of batteries.
- (b). Winding of Motors and generators.
- (c). Repair of electric control equipment such as starters and circuit breakers etc.
- (d). Calibration of repair of instruments such as Voltmeters, Ammeter & Wattmeter etc.

Note:- As per decision taken by the B.O.D. in its 124th meeting (Item No. 124.18), held on 27-09-1995, the following amendment in syllabus of D.P.E./D.R.E. of Engineering Staff has been made:-

“As P.S.T.C. (Now PWRM&DC) is following the pattern of Irrigation Department for D.P.E./D.R.E for its employees, it was decided to follow the system regarding Departmental Professional Exam. in P.S.T.C. (Now PWRM&DC) as under:-

- 1. Paper - A of D.P.E. is dispensed with.**
- 2. In future, pass marks percentage (%) is fixed as 50% instead of 60%.**

Further clarified that as per the above decision, candidates who have obtained 50% or more marks in any of the paper of D.P.E. in the previous Exam. will be considered as passed in that paper and there will be not compartment as such, in future.”

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PAPER- B.

Marks- 100

Time- 3 hours.

(Qualifying Marks as per I.B. Rules)

ACCOUNTS.

- I. The candidates should have a good knowledge of the accounts work as laid down in departmental financial rules, PWD Codes and Accounts Code vol. III. The various items of accounts are detailed below:-
1. Maintaining imprest cash accounts writing of imprest cash book form A-3 temporary advance imprest, difference between permanent & temporary imprest (DFR para 5.19 & 3.23 Accounts Code vol.- III) Articles 86 to 88 and Punjab Financial Rules vol.-I paragraph 2.9).
 2. Receipt and issue of stock in forma P.A. 4 and form DFR (PW) 26 instructions for receipt and issue of stock have been laid down in DFR paragraph 5-3, 6-9 to 6-13 Accounts Code Vol.-III articles 87.91 and 96 with notes.
 3. Definition of storage charges and where levied (as per paragraph 6.24 of Departmental Financial Rules).
 4. Monthly abstract of receipt and issues etc. (PWA Form) 5 and 6 preparation and posting of monthly abstract of receipts of monthly abstracts of receipt and issues instructions for which are given in DFR 6.14 to 6.16 and as per instructions 1 and 2 of form 5 and 6.
 5. Preparation of half yearly balance return for stock in form DFR (PW) 9, instructions for which are given in DFR 6.18, 6.21 and 6.25.
 6. Stock taking and verification of accounts as given in DFR 6.35, 6.36 and instructions No. 6 DFR form (PW) II, Accounts Code Vol.-III Articles 101, 102, 103 and PWD Code Paragraph 4.31 to 4.35.
 7. Receipt and issue of tools and plants maintenance of form DFR (PW) 12 and 14 as per instructions given in Para 6.39, 6.43, 6.44 and 6.45 of DFR.
 8. How to maintain and post the register of T & P Form (PW) 14. As per instructions given on the form and paragraph 8.45 of DFR.

9. Payment to and upkeep of muster rolls from DFR (PW) 18 and instructions given in DFR 7.12 and 7.13.
 10. Knowledge and use of various bill and vouchers forms i.e. DFR (PW) 22 and 26 for first and final bills, Running account bills etc. As per instructions given in paragraph 7.20 and 7.32 of DFR.
 11. Payment of work charged establishment and preparations of acquaintance rolls in form DFR (PW) 29 as per instructions given in Accounts Code Vol.-III Article 7 and paragraph 7.38 & 7.40 of DFR.
 12. Issue of materials direct to works and maintaining account in form DFR (PW) 30 and 31. As per instructions printed on this form and as contained in rules 7.42 to 7.46, 7.56 to 7.61 of DFR.
 13. Keeping of manufacture account in PWD form No. 15 for machinery and other manufacture works as per instructions contained in Articles 155 to 168 of Accounts Code Vol.- III.
 14. Initial records of account regarding muster rolls and measurement books as given in paragraphs 4.5 of Accounts Code Vol.- III.
 15. Works orders and agreement with contractors and as detailed in paragraph 2.78 of PWD Code.
- II. Bin Card System of maintenance of accounts of stores on the projects and work ahead.
- III. The candidates should be well conversant with the instructions and others contained in manual of orders. The various items are detailed below:-
1. Classification of expenditures.
 - Para- 1.1 Instructions regarding the classification of expenditure between capital and revenues.
 2. Initial accounts.
 - 1.4 Dating of signatures and initials in vouchers accounts and other documents.

- 1.5 Imprest to subordinates and to employees below that rank.
- 1.6 Method of accounting of temporary advances to subordinates.
- 1.8 Accounting of stock added tools and plant.
- 1.9 Reserve stock limits of the Division.
- 1.10 Treatment of tools and plant charged to works.
- 1.12 Check measurement and payments for work.
- 1.13 Custody and Record of Measurement Books.
- 1.14 Standard Measurement Books.
- 1.15 Rules for security Deposits.

3. Miscellaneous.

Para-

- 1.16 Details of progress of works shown on the reverse of the works abstract form.
- 1.17 Maintenance of works accounts by Sub Heads.
- 1.20 Preparation of supplementary accounts for March.
- 1.22 Deposit works.
- 1.25 Officials authorized to grant receipts.
- 1.26 Accounts irregularities.
- 1.27 Rules for accounting of coal transactions whether the coal is purchased through the Mining Engineers or direct from firms or contractors.
- 1.31 Rules for the supply and hire of bullocks and boats by work charged establishment.
- 1.46 Payments on Muster Rolls.
- 1.47 Preparation of Pay Bills.

4. Office Procedure.

- 2.1 Preparation, signature and treatment of plans.
- 2.4 Maintenance and repairs estimates.
- 2.9 Supply and custody of the odolites, levels and other mathematical instruments.
- 2.10 Supply and storage of Govt. tents and precautions against fire in camp.
- 2.11 Supply of kiln apparatus to contractors.
- 2.12 Scale of surveying and mathematical instruments.
- 2.13 Register of plant and machinery.
- 2.19 Standing order books.

- 2.29 Execution, renewal and registration of agreements.
- 3.1 Land acquisition.
- 3.2 Departmental rules for acquisition of land.
- 3.3 Documents for gazette Notification of land.
- 3.7 Sale or transfer of land adjoining Govt. land.
- 3.10 Land required to furnish spoil for repairs to banks.
- 3.11 Compensation for damage done to land on account of taking spoil for repairs to banks.

5. Works.

- 4.1 Rules in connection with tenders for rates for works order.
- 4.5 Instructions for survey parties.
- 4.7 Check of survey work done by subordinates.

6. Public Buildings-miscellaneous.

- 5.12 Register of Buildings.
- 5.13 Fire protection.
- 5.14 Provision of Electrical installation in Govt. residential buildings in charge of Irrigation Branch.

7. Appendix- VI.

Chart of detailed heads of expenditure subordinate to minor heads.

PART- II. COMMERCIAL ACCOUNTS.

1. Book keeping.

Upto Balance Sheet including branch accounts.

2. Companies Act, 1956.

Section 209 to 223 relevant to the P.S.T.C. Ltd. (Now PWRM&DC Ltd.) and section 619 of the Act.

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PAPER- C.

Marks- 80
(Theory- 50)
(Practical- 30)
Time- 2 hours.

(Qualifying Marks as per I.B. Rules)

FIELD PRACTICE.

I. Theory.

1. Standard soil classification system-standard sieves-slump test for concrete- fineness modulus of sand dry bulk density of compacted soil-compaction and penetration resistance-Needles Moisture and Needle density test-optimum water cement ratio-optimum moisture content for Max- B.B.D.
2. Methods of burning bricks and tiles and classification of brick and tiles.
3. Pump tests on wells, methods of drilling t/wells method of development of wells, problems in drilling and development of wells, electrical logging of wells.
4. Selection of Engg. material.

II. Practical and viva-voce.

1. Use of levels theodolites, compass, plane table etc.
2. Temporary and permanent adjustment of levels and orientation of plans table.
3. Contouring and marking ridges and drainage lines.
4. Discharge observations.
5. Observations of L-section and X-sections and estimates of quantities.
6. Modularity of outlets.
7. Any other items relating to practical experience of the Sub Divisional Officer.
8. Discharge and efficiency of pumps.
9. Fault findings and remedies of various mechanical and electrical installations.
10. Working knowledge of workshop machinery, earth moving machinery and electrical machines.

PUNJAB WATER RESOURCES MANAGEMENT & DEVELOPMENT
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(FORMERLY PUNJAB STATE TUBEWELL CORPORATION)

PART- II

Syllabus for the Punjab State Tubewell Corporation Revenue Examination for Assistant Engineer & Sectional Officer/J.E. (Civil, Mechanical, Electrical & Agriculture).

PAPER- A

Marks- 100

Time- 3 hours.

(Qualifying Marks as per I.B. Rules)

1. Northern India Canal & Drainage Act.
2. Punjab State Tubewell (Now PWRM&DC) Act, 1954 with rules issued under these Acts.

PAPER- B

AGRICULTURE REVENUE

Marks- 100

Time- 3 hours.

AGRICULTURE.

Kharif crops, Rabi crops, Irrigation, its importance and extent role of water in crop production, availability of water to plants, measurement of irrigation water consumptive use of water and water requirement of crops; scheduling irrigation suitability of irrigation methods for different crops, irrigation methods for frost protection, irrigation management of crops on problem soils crop response to quality of water.

REVENUE.

Whole of revenue manual.

DEPARTMENTAL REVENUE EXAMINATION OF PUNJAB STATE
TUBEWELL CORPORATION (NOW PUNJAB WATER RESOURCES
MANAGEMENT & DEVELOPMENT CORPORATION).

SYLLABUS FOR PAPER- 'C'

Marks- 100
Time- 3 hours.

Candidates will be required to have broad understanding of the following items under various Acts:-

I. Industrial Dispute Act.

- (a). Definition of industry, industrial dispute, workman, wages, strike, lock-out and lay off, protected workman, works committee.
- (b). Reference, joint reference and Arbitration.
- (c). Charge of service condition.
- (d). Conciliation and settlement.
- (e). Continuous service and average pay.
- (f). Retirement and closure.
- (g). Procedure for retrenchment.
- (h). Execution of claim.

II. Payment Of Wages Act.

- (a). Definition of industrial establishment wages.
- (b). Mode of payment.
- (c). Deduction from wages.
- (d). Claim for non-payment or delayed payment.
- (e). Jurisdiction of the Authority under the Act.

III. Workman's Compensation Act.

- (a). Definitions of workman, independent contractor, wages, dependents, total and practical disablement, occupational disease.
- (b). Claim for compensation and its defense.
- (c). Mode of payment of compensation.

IV. Employees Provident Fund Act.

- (a). Definition of establishment, composite establishment, period of infancy, pre-discovery period.
- (b). Scope and applicability of the Act.
- (c). Determination of contribution and Mode of its recovery.
- (d). Reference to Central Govt.

V. Payment of Gratuity Act.

- (a). Definition of factory, manufacturing process, shop, commercial establishment, completed year, continuous service, employees, wages, retrenchment and superannuation, controlling authority.
- (b). Extent and Application of the Act.
- (c). Computation of Gratuity Amount.
- (d). Claim, enforcement and recovery of Gratuity.

VI. Arbitration Act.

- (a). Arbitration agreement and its supersession.
- (b). Appointment and change of arbitrator.
- (c). Filling of Award and Rule of the Court.
- (d). Arbitration by Intervention of Court.
- (e). Objection to Court proceedings in the case of Arbitration Agreement.
- (f). Challenge against an Award.

APPENDIX- 'F'

Syllabus for the Divisional Accountants (Now Divisional Accounts Officer) Examination.

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Sr.No. of the Paper.	Name of the Paper.	Hours	Marks	Standard of paper/books prescribed.
1.	2.	3.	4.	5.
1.	Part- A. English	3 hours	45	Part- A. English:- Essay, Precise, Drafting & Grammar upto Degree Standard.
	Part- B. Punjabi	3 hours	30	Part- B. Punjabi:- upto Metric standard.
2.	Legal Matters.	3 hours	75	This paper will cover the Acts & rules sections as detailed below:- 1. Employees Provident Fund & Misc. provisions Act, 1952 & Rules Framed under Act. 2. <u>Industrial Disputes Act.</u> a. Definition of:- i. Average Pay -2 (aaa) ii. Retrenchment - 2 (oo) iii. Industry - 2 (j) iv. Industrial dispute - 2 (k) v. Lock out - 2 (l) vi. Lay off - 2 (g) vii. Strikes - 2 (q) viii. Wages - 2 (rr) ix. Work Man - 2 (s) b. Notice of Change Section 9A.

1. 2. 3. 4. 5.

- c. Continuous Service
Section 25 F.
- d. Condition Precedent to
Retrenchment of Workman
& Procedure for
retrenchment.
- e. Reemployment of
Retrenched workman.

3. Payment of Wages Act.

- a. Definitions of:-
 - i. Industrial - 2(ii)
Establishment.
- b. Wages - 2(ii)
 - i. Mode of - Sec. 6
Payment
 - ii. Deduction which - Sec.7
may be made from
Wages.
 - iii. Claim arising - Sec. 16
out of deduction from
Wages or delay in
payment of Wages &
penalty for malicious of
vexatious claims.

4. Workman Compensation
Act.

- a. Definition of :-
 - i. Wages - 2(m)
 - ii. Workman - 2(n)
 - iii. Dependents - 2(d)
 - iv. Partial - 2(a)
disablement
 - v. Total - 2(l)
disablement.

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|----|----|----|----|----|
| 1. | 2. | 3. | 4. | 5. |
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- b. Employees liability for compensation. - Sec. 33
 - c. Mode of Payment - Sec. 44
 - d. Compensation to be paid when due and penalty for compensation. - Sec. 4
 - e. Method of Calculating Wages. - Sec. 5
 - 5. Payment of Gratuity Act, 1972.
 - a. Definition of :-
 - 1. Continuous Service - 2(c)
 - ii. Employee - 2(e)
 - iii. Wages - 2(s)
 - iv. Retirement & Super-annuation. -2(q) &(r)
 - v. Controlling authority. - Sec. 3
 - b. Determination of the amount of Gratuity. - Sec.7
 - c. Recovery of Gratuity. -Sec.8

1.	2.	3.	4.	5.	
3.	Elementary Book Keeping.	2:30 hours	150	40%	<p>The paper will be fairly Elementary & will cover the following :-</p> <ul style="list-style-type: none">a. i. Book keeping up to the Trial Balance.ii. Trading and profit and loss account & balance sheet.iii. The correction of Errors.iv. Depreciation sinking funds, reserves, Reserves Funds, Secret Reserves.v. Bill of Exchange, Promissory notes, cheques.vi. Account Current & Average due date, consignment Accounts.vii. Self balancing ledger.viii. Capital &ix. Cost Accounts.b. Principles of Auditing.

1.	2.	3.	4.	5.
4.	Public Works Accounts (Practical) With Books.	3 hours	150 40%) (a). Account code Vol.- III.) (b). Pb. Financial Hand Book No. 3.) (c). Departmental Financial Rules.
5.	Public Works Accounts Theory.	3 hours	150 40%) (d). P.W.D. Code (excluding portions dealing with administrative matters).
6.	General Accounts & Audit & Accounts Codes with Books.	3 hours	150 40%	Accounts Code Vol.- I, P.F.R. Punjab. Financial Rules (Selected portion) Chapter 1, 2, 4, 5, 6, 7, 8, 9, 10, 15, 16, 17, 18. P.F.R. Vol.- II, Appendix 1, 4, 6, 7, 8, 9, 10, 11. C.S.R. Vol.- I, Chapter 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12. C.S.R. Vol.- III, T.A. Rules.

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