

STAFF REGULATIONS

THE PUNJAB BACKWARD CLASSES LAND DEVELOPMENT AND FINANCE CORPORATION, CHANDIGARH

In exercise of the powers conferred by section 34 of the Punjab Backward Classes' Land Development and Finance Corporation Act, 1976 (Punjab Act No. 27 of 1976), and with the previous sanction of the State Government, the Board hereby makes the following Regulations, namely :-

CHAPTER I

PRELIMINARY

1. **Short Title.**- These Regulations may be called the Punjab Backward Classes Land Development and Finance Corporation (Staff) Regulations, 1979.
2. **Commencement.**- These Regulations shall come into force from the date on which they are approved by the Board of Directors.
3. **Applications.**-(1) These Regulations shall apply to :-
 - (a) every whole-time officer or employee of the Corporation; and
 - (b) every officer or employee employed temporarily and every advisor or agent or any other persons recruited on special contract, subject to the terms of such contract;

Provided that nothing in these Regulations shall apply to the Executive Director, unless the application to him of all or any of these Regulations has been approved by the State Government/Governor of Punjab.

(2) The Executive Director may, with the prior sanction of the Board of Directors, enter into a special contract with an officer or employee with terms and conditions, which may vary from the provisions of these Regulations.

4. **Definitions.**-In these Regulations, unless there is any thing repugnant in the subject or context:-

- (a) "The Board" means the Board of Directors of the Punjab Backward Classes Land Development and Finance Corporation;
- (b) "Corporation" means the Punjab Backward Classes and Land Development and Finance Corporation;
- (c) "Chairman" means the Chairman of the Board constituted under the Punjab Backward Classes Land Development and Finance Corporation Act, 1976 ;
- (d) "The Executive Director". in relation to any powers exercisable by him includes any Director or officer who is authorised by the State Government/Governor of Punjab to exercise the powers and functions of the Executive Director during the temporary absence of the Executive Director;
- (e) "Assistant General Manager (Admn) in relation to any powers exercisable by him includes an officer authorized by the Executive Director to exercise to powers of the Assistant General Manager (Admn) during the temporary absence of the Asstt. General Manager (Admn).
- (f) "Direct Appointment" means an appointment made otherwise than by promotion to transfer of person already in the service of the Corporation or made by taking a person on deputation from the Government or any other Corporation.

- (g) "Duty" means the period of service including service as a probationer, period during which an employee is on joining time and period spent on casual leave duly authorized, which counts for pay, leave and other emoluments, but does not include any period of suspension or extraordinary leave without pay.
- (h) "Family" means an employee's spouse and children as well his or her parents, unmarried sister and his minor brothers, provided each one of them ordinarily residing with and wholly dependent upon him or her;
- (i) "The Government" means the Punjab Government in the Department of Welfare of Scheduled Castes and Backward Classes;
- (j) "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, casual worker or a daily wage-earner;
- (k) "Permanent employee" means employee appointed on a permanent basis against a permanent post;
- (l) "Temporary employee" mean an employee appointed for a limited period for work which is essentially of temporary nature or appointed against a temporary post or vacancy for a specified or un-specified period;
- (m) "Probationer" means an employee provisionally employed to fill in a permanent vacancy on probation, for a period specified in Regulations (19).
- (n) "Average Pay" means the average monthly pay earned while on duty during the ten calendar months immediately preceding the month in which the employee proceeds on leave, and in the case of an employee, who has not been on duty for more than year, the average monthly pay earned while on duty during the calendar months immediately preceding the month in which he proceeds on leave;
- (o) "Pay" means the amount drawn monthly by an Officer or an employee as :-
 - (i) The pay which has been sanctioned for the post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre;
 - (ii) Special pay and personal pay
 - (iii) any other emoluments which may be specially classed as pay by Punjab Government from time to time;
- (p) "Personal Pay" means an additional pay granted to an officer or an employee:-
 - (i) to save him from a loss of his substantive pay in respect of a permanent post due to a revision of pay or to reduction of such substantive pay, otherwise than as a disciplinary measure; or
 - (ii) in exceptional circumstances on other personal considerations.
- (q) "Special Pay" means an addition in the nature of pay to the emoluments of a post or of an employee granted in consideration of:-
 - (i) the specially arduous nature of the duties;
 - (ii) a specific addition to the work or responsibility.

- (r) "Substantive Pay" means the pay to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre;
- (s) "Honorarium" means the recurring or non-recurring payment granted to any person from the funds of the Corporation;
- (t) "Appointing Authority" means the authority competent/authorized to make appointments. .

5. Board's Power to change regulations.-The Board shall have power to make, from time to time, such additions, deletions, alterations, or amendments in those regulations, as it may deem fit and relax any of the provisions contained therein provided that any new regulation or alteration in an existing regulation shall be issued in the form of a circular for circulation among the staff: provided further that no new regulation or an alteration in an existing regulation shall operate to reduce the scale of pay of an employee on which he is entitled to draw pay in a substantive capacity on the day the new regulation or alteration comes into force.

Provided further that no addition, deletion, alteration or amendment in these Regulations shall be done without the prior approval of the Government.

6. Power to interpret and implement Regulations.-The power to interpret the Regulations vests in the Executive Director, who is also hereby empowered to issue such administrative instructions, as may be necessary to give effect to, and carry out the proposes of, the provisions of these, Regulations or generally to secure effective control of the staff by devising subsidiary rules , delegation of powers, procedure of form subject to revision by the Board at any time *suo motto* or on representation by any employee provided that is as a result of any decision the Executive Director as regards the construction of any Regulation or Regulations, an employee feels aggrieved, he shall have a right to appeal against such decision of the Executive Director to the Board, whose decision shall be final and binding' on all concerned.

7. Power to create posts and declaration of temporary posts to permanent.- The Board shall have the power to declare a temporary post as permanent or create new posts with different designations and scales of pay whether on a permanent or temporary basis. The Board shall review, once in a year, in the month of April to decide which of the posts could be declared permanent

Amended No. 1

Power to create posts and declaration of temporary posts to permanent.- The Board shall have the power to declare a temporary post as permanent or create new posts with different designations and scales of pay whether on a permanent or temporary basis. The Board shall review, once in a year in the month of April to decide which of the posts could be declared permanent. However, the Executive Director is empowered to create posts on daily wages as fixed by the respective deputy commissioners of the State on year to year basis and fill up the same at his own level. Thereafter ex post- facto approval of the Board of Directors may be obtained in its next meeting.

No. 1 This amendment was placed before the BOD in their 54th meeting held on 30.11.1988 vide Item No. 54.3 and Govt. approval received vide Memo No. 4/22/88-2SCW1/84 dated 4.1.1989.

Amended No. 2

The Board shall have powered to declare a temporary post or create new posts with different designations and scales of pay whether on a permanent or temporary basis. The Board shall review, once in a year in the month of April to decide which of the posts could be declared

permanent. However, the Executive Director is empowered to create posts on daily wages / contractual basis as fixed by the respective deputy commissioner of the State on year to year basis and fill up the same at his own level with the prior approval of the Finance Department. Thereafter ex post- facto approval of the Board of Directors may be obtained in its next meeting.

No. 2 This amendment was placed before the BOD in their 110th meeting held on 28.3.2006 and Govt. approval received vide Memo No. 6/7/2006-2SCW1/960 dated 9.8.2006 .

8. **Nature of Posts.**-There shall be permanent as well as temporary posts

CHAPTER II APPOINTMENTS, PROBATION AND TERMINATION OF SERVICE

Appointments

9. **Classification of staff.**-(1) For the purpose of these Regulations, the posts under the Corporation shall be classified into the following two categories, namely :-

- (a) Officers; and
- (b) Other employees.

In addition, there will be further classification of the staff of the Corporation, as follows :- 1

- (i) Administrative Staff;
- (ii) Audit and Accounts Staff; and
- (iii) Technical Staff.

(2) The Board shall fix, from time to time, the number *of* posts in all categories *of* its employees and the pay scales to be attached to them. Normally, the pay scale of all categories of employees of the Corporation shall be similar to those, as are obtaining in the Government of Punjab for such categories of employees. The Board shall, however, have the power to prescribe different scales of pay in special circumstances

10. **Eligibility for Appointments.**-No person shall be appointed unless he is :-:

- (a) a citizen of India, or
- (b) a subject 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, Shri Lanka and East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganuike and Zanzibar) Zambia, Malwi Zaire Ethiopia and Vietnam 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 Government of India.

(2) A candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board or other

recruiting authority of the Government and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India.

11. Manner of Appointment.-Appointments to various posts shall be made by one or more of the following methods:-

- (i) by direct appointment; or
- (ii) by promotion of existing personnel or by transfer from one post to another
- (iii) by borrowing personnel from the State Government.

12.. Power. to Appoint.-All appointments to the service of the Corporation shall be made by the Executive Director with the approval of the Chairman subject, however, to the condition that in the Case of a posts of a supervisory nature, prior approval of the Board shall be taken. But in the cases of urgency and emergency , Executive Director may make appointment against such posts also write the approval of the Chairman and report such appointment to tee Board in it next meeting for ex-post facto approval.

Amended No. 2

Power to appoint.-All appointments to Class II, III, IV posts having scales of pay equivalent to those as are in the Govt. Departments shall be made by the Executive Director and all appointments to Class I posts in the Corporation shall be made by the Board of Directors subject to the delegation of powers to the Chairman.

No. 2 - This amendment was placed before the BOD in their 54th meeting held on 30.11.1988 vide Item No. 54.3 and Govt. approval received vide Memo No. 4/22/88-2SCW1/84 dated 4.1.1989

13. Age.-No person shall be appointed to the service of the Corporation by direct appointment if he/she is less than 17 years old or is more than 27 years of age on the date of appointment or unless he/she is within such range of minimum and maximum age as may be specifically fixed by the Board:

Provided that the condition of upper age limit may be relaxed up to 45 years in the case of a person already in employment of the Punjab Government. Other State Government or the Government of India.

Provided further that appointing authority may for the 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 candidates belonging to Scheduled Castes, Backward Classes and. Demobilized Armed Forces personnel the upper age limit shall be such as may be fixed by the State Government from time to time.

14. Qualifications.-The Board/Appointing Authority may prescribe for various posts the qualifications, whether academic, technical or otherwise, or tests or physical standards of any experience that it may consider necessary and expedient for confirmation, promotion or continuance in service.

15. Certificate of health and good character.-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 Civil Surgeon of the District concerned or a Registered Medical

Practitioner of the Corporation when appointed and character and other antecedents being verified to be good by the District Magistrate of the District concerned.

16. Re-appointment in the Corporations Service.-(i) No person who has been dismissed from any public or private employment, or has otherwise ceased to be in the service of the Corporation shall be re-employed except with the specific approval of the Board.

(ii) Except as otherwise provided by the Board at the time of his re-employment, these regulations shall apply to a person who is re-employed in the Corporation's service as if he had entered the service for the first time on the date of his re-employment.

17. Grant of initial increments on first appointment.- The Executive Director may for special reasons to be recorded in writing grant initial increments to an employee on his first appointment, provided that all cases in which the pay of an employee is fixed at a stage higher than the minimum of the scale on which the appointment is made shall be subsequently reported to the Board, provided further that where the appointment in question is to be made for officers, no initial increments shall be granted, except with the previous approval of the Board. ..

18. Commencement of service.-Except as otherwise provided by or under these regulations, "Service" of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment convened by these Regulations at the place and time intimated to him by the Executive Director, provided that he reports before noon, otherwise his service shall commence from the next following working day.

Explanation.- "Service" includes the period during which an employee is on duty as well as on leave duly authorised by the Executive Director but does not include any period during which an employee is absent from duty without permission or overstays his leave, unless specially permitted by the Executive Director.

PROBATION

19. Probation of persons appointed to service.-(I) Persons appointed to any service shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruited otherwise:

Provided that-

- (a) any period, after such appointment, spent on a deputation on a corresponding or a higher post 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 or 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 services, or revert him to post on which he held lien prior to his appointment to the service by direct appointment; and
 - (b) if such person is recruited otherwise,-
 - (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 or 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.

TERMINATION OF SERVICE

20. Termination of Service by notice.-(1) An officer or an employee shall not leave or discontinue his service in the Corporation without first giving notice in writing of his intention to do so to the Executive Director. The period of notice required shall be :-

- (a) three months in the case of confirmed employee; and
- (b) one month in the case of temporary

Provided that in case of breach by an officer or an employee of the provision of this sub-Regulation he shall be liable to pay to the Corporation as compensation a sum equal to his pay for the period of notice required of him;

Provided further that the payment of such compensation may be waived by the Executive Director with the approval of the Board in special circumstances to be recorded in writing.

(2) 'the Corporation may terminated at any time the service *of* any officer or employee after giving him :-

- (a) three months notice or pay in lieu thereof in the case *of* an officer; and
- (b) one month's notice or pay in lieu thereof if he is an employee.

This power shall be exercised by the Executive Director subject, in the case of officers, to the prior approval of the Board.

(3) Nothing in sub-regulation (2) shall affect the right of the Corporation-

(a) to retire or dismiss an employee without notice or pay in lieu thereof in accordance with the provisions of Regulations and;

(b) to terminate the service of an employee without notice or pay in lieu thereof on his being certified by the Civil Surgeon of the District concerned or Corporation's Medical Officer when appointed to be permanently incapacitated for further continuous service in the Corporation

Explanation I.-The expression 'month' used in this Regulation shall be reckoned according to the English calander and shall commence from the day following that on which notice is given by the employee or the Corporation, as the case may be.

Explanation I.-The expression 'month' used in this Regulation shall be reckoned according to the English calander and shall commence from the day following that on which notice is given by the employee or the Corporation, as the case may be.

Explanation II.-A notice given by an employee under sub-regulation (1) shall be deemed to be proper only if he remains on duty during the period of the notice, and an employee ~all not be entitled to set off any leave earned and not availed of by him against the period of such notice.

Explanation III.-If an employee to whom notice is given by the Corporation in pursuance of sub- regulation (2) of regulation 20 shall absent himself from duty without permission during the period of notice, he shall not be entitled to receive any pay or allowances during the period of absence and shall further be liable to such further penalties as the Executive Director may deem fit impose.

21. The service of an officer or other employee drawn on deputation from the Central Government{ State Government or Government Co-operative Institutions or any other Corporation shall be terminated by reverting him to his parent service by the Executive Director, subject, in case of an officer, to the prior approval ~" of the Board. "-

22. Superannuation and Retirement.-(1) An officer or an employee of the Corporation shall retire on attaining the age of 58 years, provided that the appointing authority may, in the interest of the Corporation 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.

Amended No. 3

Superannuation and Retirement:

- (1) An officer or an employee of the Corporation shall retire on attaining the age of 58 years, provided that the appointing authority may, in the interest of the Corporation, sanction from time to time, the extension of his employment for a period not exceeding one year at a time.,but in case beyond the age of sixty.
- (2) The appointing authority, may at his discretion, retire an officer or an employee of the Corporation on completion of 20 years of service of 50 years of age.
- (3) (a) An officer or employee of the Corporation who has put in not less than 20 years qualifying service may by giving notice of three months in writing to the appointing authority or pay in lieu thereof retire from service voluntarily. The initiative resting with the employee and the Corporation does not have the reciprocal right to retire to the employee on its own.
(b) A notice of less than three months may also be accepted by the appointing authority in deserving cases.
(c) A notice of voluntary retirement may be withdrawn subsequently only with the approval of the appointing authority provided the request for such withdrawal is made before the expiry of the notice.

Note:- In computing the notice period of three months referred to in Sub-Regulation 3(a), the date of service of notice and date of its expiry shall be excluded.

Explanation: Notwithstanding anything contained in this Regulation where an employee has ordinarily leave earned but not available of as on the date of retirement as prescribed by this Regulation, he may be allowed leave salary for the period of leave not availed of by him in accordance with the Government Rules/ instructions issued from time to time.

No. 3 - This amendment was placed before the BOD in their 102nd meeting held on 28-8-2002 vide Item No.102.3 and Govt. approval received vide Memo No. 8/40/2002-2SCW1/1049dated 29.10.2002.

CHAPTER-III

RECORD OF SERVICE, SENIORITY AND PROMOTION

23. Record of Service.-The following record of service of every officer and other employees shall be maintained :-

- (i) Personal File;
- (ii) Service Book; and
- (iii) C.R. File.

Note.-Files at Nos. (i) and (ii) shall be maintained by the office and the file at No. (iii) in the personal custody of the Executive Director or an officer authorised by him.

SENIORITY

24. Seniority of Members of Service.- The inter-se-seniority of members of the Service shall remained by the length of continuous service on a 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 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 other wise;
- (b) a member appointed by promotion shall be senior to a member appointed by transfer
- (c) in the case 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 deter- mined 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 provisional basis, shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

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

26. Reversion.-(1) An employee transferred from one appointment to another or confirmed in a grade or appointment higher than his substantive grade or appointment, shall be liable to be reverted without notice at any time within one year of such transfer or confirmation.

(2) An employee who has been appointed to officiate in a higher grade or appointment, or whose confirmation in a higher grade or appointment is subject to his undergoing probation for any specified period or -otherwise, shall be liable to be reverted without notice at any time, when he is so officiating or undergoing probation.

CHAPTER IV

CONDUCT, DISCIPLINE AND APPEALS

Conduct and Discipline

27. Scope of an employee's service.-Unless in any case it be otherwise distinctle provided, the whole-time officer of employee shall be at the disposal of the corporation, and he shall serve the Corporation in its business in such capacity and at such place as *he* may, from time to time, be directed. The working hours shall be fixed in such a manner as may be deemed fit by the Board of Directors in the public interest.

28. Liability to abide by the Regulations and Orders.-Every employee shall confirm to and abide by these Regulations and shall observe, comply with and obey all orders and directions which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed.

29. Obligation to maintain secrecy.-Every employee shall maintain the strictest secrecy regarding the Corporation's affairs and the fairs of its constituents and shall not divulge, directly or indirectly, any information of confidential nature 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.

30. Employees to promote the Corporation's interest.-Every employee shall serve the Corporation honestly and faithfully and shall use his utmost endeavours to promote the interests of the Corporation, and shall show courtesy and attention in all transactions and inter courses with the' Officers of Government and the Corporation's constituents.

31. Prohibition against participation in politics and standing for elections.-No employee shall taken an active part in politics or in any political demonstration, or stand for election as member for a Municipal Committee, District Board or any Legislative Body or indulge in such activities which may cause embarrassment to the Corporation.

32. Contribution to. the press.-.No employee may contribute to the Press without the prior sanction of the Executive Director, or wllhout such sanction, make public or publish any document, paper, or information which may come into his possession in his official capacity.

33. Employees not to seek outside employments.-An employee of the Corporation shall not, without the prior permission of the Executive Director :-

(a) by himself or through any member of his family engage in any trade or business or adventure
or

(b) undertake accept solicit or seek any outside employment or office while on duty or on leave, whether stipendiary or honorary.

34. **Part-time work for outside bodies.**-No employee shall undertake part-time work for a private or public body or a private person, or sceipt fee therefore, without the sanction of the Executive 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 and responsibilities. The Executive Director may, in cases in which he thinks fit to grant such sanction, stipulate that any fees received by the employees for undertaking the works shall be paid, in whole or in part, to the Corporation.

35. No employee of the Corporation shall enter into any partnership, accept any fees, endowment or commission whatsoever from any party other than the Corporation, except with the prior permission of the Appointing Authority. '

36. Protection to employees.-The Corporation shall, in respect of acts done in good faith and in the interest of the Corporation, extend protection to all employees of the Corporation in the Court of law or elsewhere.

37. Absence from station.-No employee of the Corporation shall absent himself from his station ever night without obtaining the previous sanction of the Executive Direct

38. Speculating in stocks, shares, etc.-An employee shall not speculate in stocks, shares, securities or commodities of any description.

Provided that nothing in this Regulation shall be deemed to prohibit an employee from making a bonafide investment of his own funds in such manner as he may consider necessary.

39. **Restrictions on borrowings and investments.**-(1) An employee shall not borrow money from or in any way place himself under a pecuniary obligating to a broker or an employee of the Corporation subordinate to him or any firm or person having dealings with the Corporation.

(2) No employee shall make nor permit any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

Explanation.-For the purposes of this sub-regulation, the word 'family' includes any relative ordinarily residing with or dependent on an employee.

40. Employees in Debt.-An employee who is in debt shall furnish to the Executive Director a signed Statement of his position half-yearly on the 31st March and 30th September, and shall indicate in the statement the steps he is taking to rectify his position. An employee who makes a false statement under this Regulation or who fails to submit the prescribed statement or appears unable to liquidate his debts within a reasonable time or applies for the protection of an insolvency court shall be liable to dismissal.

Explanation I.-For the purpose of this Regulation, an employee shall be deemed to be in debt if his total liabilities exclusive of those which are fully secured by tangible assets exceed his substantive pay for six months.

Explanation 11.-An employee shall be deemed to be unable to liquidate his debts within a reasonable time if it appears having regard to his personal resources and unavoidable current expenses that he will not cease to be in debt within the period of two years. Unless the contrary is proved to the satisfaction of the Executive Director, it shall be presumed that an employee cannot provide more than one-quarter of his pay and allowances towards the liquidation of his debts.

41. Employees arrested for debt or on criminal charge.-(1) An employee who is arrested for debt or on a criminal charge shall be considered as under suspension from the date of his arrest and shall be allowed the payments admissible to an employee under suspension under sub-regulation (3) of Regulation 43 until the termination of proceedings against him, when an adjustment of his pay and allowance shall be made according to the circumstances of the case and in the light of the decision as to whether his absence is to be accounted for as a period of duty or leave, the full pay and allowances being given only in the event of, the employee being acquitted of all blame and treated as on duty during the period of his absence. An employee who is committed to prison for debt or is convicted of any offence involving moral turpitude shall be liable to dismissal.

(2) Where a conviction of an employee is set aside by a higher court, and the employee is acquitted honorably, he may be reinstated in service if he is not to be proceeded against departmentally on the same charges.

Explanation.-In this regulation the expression "termination of proceedings" shall mean the decision of the lowest court which first finally disposes of the case. Committal or conviction shall mean committal or conviction by the lowest court or any of the appellate courts, and it shall be open to the Corporation to dismiss an employee who is committed to prison or who is convicted of a criminal charge as from the date of the order of the court that convicts him.

Amended: No. 4

41. Employees arrested for debt or if criminal charge:-)(1) An employee who is arrested for debt or on a criminal charge shall be considered as under suspension from the date of his arrest and shall be allowed the payments admissible to an employee under suspension under sub-regulation(3) of Regulation 43, when an adjustment of his pay and allowance shall be made according to the circumstances of the case and in the light of the decision as to whether his absence is to be accounted for as a period of duty or leave. The full pay and allowances being given only in the event of the employee being acquitted of all blames and treated as on duty during then period of his absence an employee who is committed to prison for debt or is convicted of any offence involving moral turpitude shall be liable to dismissal.

(2) Where a conviction of an employee is set aside by a higher court and the employee is acquitted honorably, he may be reinstated in service if he is not to be proceeded against departmentally on the same charges.

Explanation:- In this regulation the expression Committal or Conviction shall mean committal or conviction by the lowest court or any of the appellate courts, and it shall be open to the Corporation to dismiss an employee who is committed to prison or who is convicted of a criminal charge as from the date of the order of the court that convicts him.

No. 4 -This amendment was placed before the BOD in their 90th meeting held on 11-5-1999 vide Item No.90.8 and Govt. approval received vide Memo No. 7/5/99-2SCW1/144dated 14-

Amended : No.5

41. Vide Govt letter No.3/9/2000-2SCW-1/1119 dated 19/11/04 the amendment made vide letter No. 7/5/99-2SCW-1/144 dated 14/2/2001 has been cancelled by the Govt. by restoring the original staff regulation No. 41 as it existed before its amendment made vide letter No. 7/5/99-2SCW-1/144 dated 14/2/2001.

42. An employee shall not approach or prefer an appeal (except as provided herein) or represent personally to any Director for this matter concerning his service.

Provided that nothing in this sub-regulation shall be deemed to prohibit an employee from making any legitimate representation concerning his service to the Executive Director in his official capacity.

PENALTIES

43. (1) Without prejudice to the provisions of other regulations, an employee, who commits a breach of the Regulations of the Corporation, or takes part in a strike, or induces others to strike, or shows willful in .subordination or disobedience or displays negligence, inefficiency or indolence or divulges unauthorisedly (, and information or document, Or knowingly does anything detrimental to the interests or prestige of the Corporation, or commits thefts, pilferage, fraud, dishonesty misappropriation, defalcation and embezzlement, or over stays on leave, except under circumstances beyond control provided that the appointing authority may order such period to be treated as period spent on leave of any kind, participates in antinational activities, or becomes insane, or commits a breach of discipline Or is guilty of any other act Or misconduct Or misbehavior, shall be liable to the following penalties :-

Minor Penalties-

- (i) Censure;
- (ii) Withholding of his promotions; .
- (iii) recovery from his pay of the whole or part of any pecuniary loss caused by him to the Government by negligence or breach of orders;
- (iv) Withholding of increments of pay;

Amended No. 6

- (iv) Withholding of increments of pay without commutative effect

Major Penalties -

(v) reduction to a lower stage in the time-scale of pay for a specified period, within further directions as to whether or not the Government employee win earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;

Amended No. 6

(v) Withholding of increment of pay with commutative effect or reduction to lower stage in the time scale of pay for a specified period with further directions as to whether or not the

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

No. 6 This amendment was placed before the BOD in their 103rd meeting held on 30-4-03 vide Item No.103.15 and Govt. approval received vide Memo No. 6/11/2003-2SCW1/908dated 4-9-2003

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

(vii) compulsory retirement;

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

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

Explanation -The following shall not amount to a penalty within the meaning of this rule, namely :-

- (i) Withholding of increments of pay of a Government employee for his failure to pass any departmental examination in accordance with the rules Or orders governing the service to which he belongs or post to which he holds or the terms of his appointment;
- (ii) Stoppage of a Government employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar;
- (iii) non-promotion of a Government employee, whether in a substantive or officiating capacity after consideration of his case, to a service, grade or post for promotion to which he is eligible;
- (iv) reversion of a Government employee officiating in a higher service grade or post to a lower service, grade or post, on the ground he is considered to be unsuitable for such higher service, grade Or post or on any administrative ground unconnected with his conduct;
- (v) reversion of a Government employee appointed on probation to any other service, grade or post to his permanent service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the rules and orders governing such probation;
- (vi) compulsory retirement~ of a Government employee in accordance with the provisions relating to his superannuation or retirement;
- (vii) termination of the services,-

- (a) of a Government employee appointed on probation, during or; at the end of the period of his probation in accordance with the terms of his appointment or the rules and orders governing such probation; or
 - (b) of a temporary Government employee appointed otherwise than under contract, on the expiration of the period of the appointment, Or on the abolition of the post or before the due time in accordance with the terms of his appointment; or .
 - (c) of a Government employee employed under an agreement, in accordance with the terms of such agreement
- (2) (a) Procedure for imposing penalty will be the same as prescribed in Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time ;
- (b) The Words “Govt Employee(s)” occurring in these rules will stand substituted by the words “Corporation employee(s)’ while enforcing these rules ;

Provided that any punishment to an employee on deputation from State/Central Government or a Government cooperation institution or any other Corporation shall be imposed only in accordance with the procedure and rules/regulations laid down in this behalf in their parent Department.

Provided further that in case the parent Department fails to take appropriate action within a reasonable time, the Corporation may taken action to impose suitable penalty on its own as it may deem fit ;

(3) An employee may be placed under suspension by order in writing of the appointing authority for the purpose of holding an inquiry into the charges against him. During the period of suspension, he is be entitled to receive subsistence Allowances equal to one half of his substantive pay plus allowances thereon provided that if no penalty under clauses (ii) to (ix) of sub-regulation (i) is imposed, the employee shall be refunded the difference between his substantive pay and the emoluments which he would have received but for SUCD suspension on his reinstatement for the period, he was under suspension and that if a penalty is imposed upon him under the said clauses, no order shall be passed which shall have effect of compelling him to refund such substantive allowance

The period during which an employee is under suspension shall, if he is not dismissed from the service, be treated as period spent on duty or leave, as the appointing authority may direct; provided further that the employees on deputation from the Central/State Government or Government Co-operative Institution or any other Corporation shall be suspended only in accordance with the procedure and rules/ regulations applicable to them in their parent service. .

(4) The appointing authority may delegate the conduct of any enquiry against an employee require under sub-regulations (2) and (3), to such officer or officers of the Corporation by nomination in writing in that behalf.

Amended No. 7

43.4 The appointing authority may delegate the conduct of any enquiry an employee required under sub-regulations (2) and (3) to any officers of the Corporation or to any inquiry officer on the penal of Punjab Govt. by nomination in writing in that behalf’

No. 6-This amendment was placed before the BOD in their 100th meeting held on 16-1-2002 vide Item No.100.8 and Govt. approval received vide Memo No.5/7/2001-2SCW1/ 248dated 26.2.2002.

(5) (a) An employee who absents himself from duty, without leave, except under circumstances beyond his control. for which he must tender a satisfactory explanation, shall not be entitled to draw any pay and allowance in respect of the period of such absence may, if not for the period of such absence and shall further liable such penalties. as the appointing authority may impose. The period of such absence may, if not allowed by termination of services under regulations 19 or 20 or removal or dismissal under. Regulations 43 be treated as period spent on casual, ordinary, sick, special or extra-ordinary leave as the appointing authority may determine.

(b) An employee who is habitually late in attendance shall in addition to such other penalty as the appointing authority may deem fit to impose, have one day of casual leave forfeited for every two days he is late in a month there such an employee has no casual leave due to him the period of leave to be so forfeited may be treated as ordinary or extraordinary leave, as the appointing authority may determine.

APPEALS

44. (1) Every employee shall be entitled to appeal against any order imposing any penalty as specified in Regulation 43.

(2) An Appeal shall lie

(a) against any order passed by the Administrative Officer in exercise of the powers conferred or to be conferred on him by, or under these regulations to the Executive Director, and

(b) against the orders of the Executive Director to the Chairman.

Provided no appeal shall lie against any order of the appellate authority or of the Board of Directors.

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

(3) Conditions which an appeal should satisfy,-Every appeal shall comply with the following requirements:-

(i) it shall be written in English or if not written in English be accompanied by a translated copy in English and shall be signed;

(ii) it shall be couched in polite and respectful language and shall be free from unnecessary padding or superfluous verbiage ;

(iii) it shall contain all material statements and arguments relied, and shall be complete in itself;

(iv) it shall specify the relief desired; and

(v) it shall be submitted through the proper channel.

(4) When appeals may be withheld,-An appeal may be withheld by the Administrative Officer or the Executive Director, if :

- i. it does not comply with requirement of sub-regulations (3)
- ii. it is illegible or is un-intelligible.

- iii it deals with a matter which does not concern the employee personally.
- iv it repeats an appeal already rejected by the authority to whom the appeal is addressed and does not, in the opinion of the Administrative Officer or the Executive Director, disclose any new points or circumstances which afford grounds for re-consideration.
- V it is riot preferred within three months of the date of the order against which the appeal is made; and
- vi it is addressed to an authority to which no appeal lies under these Regulations.

(5) Grounds for withholding the appeal to be communicated to the applicant.-In every case in .which an appeal is withheld the authority withholding thc appeal shall inform the applicant the fact of withholding and the reasons to withholding it, withh in three months from the receipt of appeal. However, in exceptional cases, for the reasons to be recording writing, such intimation may be sent to him within a period of six months.

(6) Appeal must be forwarded to the Appellate authority with due dispatch.-An appeal which is not withheld under sub-regulation (4) shall be forwarded to the appellate authority with the comments of the Administrative Officer or the Executive Director as soon as possible.

(7) No appeal shall lie against an order Withholding an appeal

(8) **Joint Petition.**- The provisions of sub-regulations (3) to (7) shall also apply to the extent they are relevant to petitions which Concern more than one employee and are preferred jointly by a class or group" of employees or by an association or union of employees recognized by the Corporation. A joint petition shall not be entertained if -

(i) it relates to a subject on which the Executive Director is authorised to pass orders and no application for redress has been made to him.

(ii) it relates to a matter regarding the redress of which a specific procedure has been prescribed under any regulation or instruction issued by the Corporation, or

(jjj) it relates to an individual and is not submitted by him.

(9) Review:- Notwithstanding anything contained in these rules, the Board of Directors of this Corporation may, at any time, subject to the period of limitation as provided in Regulation 44(10) either on its own motion or otherwise call for the records of any case and may:-

(a) Confirm, modify or set aside the order or

(b) Confirm, reduce , enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed or.

(c) remit the case to the authority which made the order or to any other authority directing suc authority to make such further enquiry as it may consider proper in the circumstances of the case; or

(d) pass such other order as it may deem fit;

Provided further that a person aggrieved by any such decision of Board prefer a petition to the Govt. within a period of 45 days from the date of receiving the orders as it may deem fit. However, no such order reviewing /modifying the previous orders shall be passed by the Govt. without assigning specific reasons for doing so.

(10) Period of limitation to file appeal/review:- No appeal/review preferred under this part shall be entertained unless such appeal/review is preferred within a period of forty five days from the date on which a copy of the order is received by the aggrieved official / officer.

CHAPTER V

LEAVE AND JOINING TIME

General Regulations Relating to Leave

45. *Admissibility of leave.*- The admissibility of leave of all kinds to any employee of the Corporation shall be governed by the Rules in Punjab Civil Services Rules, Volume I, Part I, as amended from time to time.

Admissibility of Joining time.- The admissibility of joining time to an employee of the Corporation shall be governed by the Rules in Punjab Civil Services Rules, Volume I, Part I, as amended from time to time.

CHAPTER VI

46. Medical attendance shall be provided by the Corporation to persons in its employment who shall also be entitled to such medical or nursing and hospitalization facilities including re-imbursments according to their pay on certification by a registered medical practitioner or medical officer of the Corporation as are allowed to Punjab Government employees of such categories.

CHAPTER VB

FOREIGN SERVICE

47. *Deputation of employees to join military service.*- The terms and conditions subject to which an employee may be permitted to join the military service shall be determined by the Board.

48. *Deputation of employee\$ to other services.*-(1) Without prejudice to the provisions of Regulation47 no employee of the Corporation may be deputed to serve under any other employer without the approval-to the Board in the case of officers and of the Executive Director in other cases;

Provided that no employee may be transferred to foreign service against his will.

(2) Where the services of an employee of the Corporation are placed at the disposal of a foreign employer, it shall be a condition of the deputation that the foreign employer shall, during the period of such deputation, bear the entire cost of the services of the employee including the following, VIZ

- (a) pay during joining time ;
- (b) traveling allowances payable to the employee to enable him to join his appointment in Corporation on the termination of his deputation;
- (c) leave earned during the period of deputation;
- (d) the employer's contributions to the employees account in the Corporation's provident fund.

In addition, the foreign employer may also be required to make contribution towards any other superannuation benefits for which the employee might become eligible on his retirement on such scale as may be fixed by the Executive Director.

CHAPTER.

MISCELLANEOUS

49. *Gratuity.-Employees* of the Corporation, shall, on attaining the age of superannuation, be entitled to a gratuity at the rate obtaining in Government of Punjab for similar employees,” provided that nothing in this regulation shall prevent the Corporation from prescribing gratuity rates;’ provided further that no gratuity shall be paid if an employee resigns his service.

Amended No. 8

Gratuity

Employees of the Corporation shall on attaining the age of superannuation or death be entitled to a gratuity at the rate obtaining in Government of Punjab for similar employees, provided that nothing in this regulation shall prevent the Corporation from prescribing gratuity rates, provided further no gratuity shall be paid if any employee resigns his/ her service.

Amended No. 9

Gratuities:

Gratuity:- Employees of the Corporation shall on attaining the age of superannuation or compulsory retirement or voluntary retirement or death be entitled to a gratuity at the rate obtaining in Government of Punjab for similar employees. Provided that nothing in this regulation shall prevent the Corporation from prescribing gratuity rates; provided further that no gratuity shall be paid if an employee resigns his service.

50, *Compulsory Contributory provided Fund.-,-Every*, en1ployee 'of the Corporation shall be en- titled to membership of the scheme of compulsory contributory provident fund under and in accordance with any law for the time being in force.

51. *Declaration\$ to be signed .by 'the employees .in addition to declaration* of fidelity and secrecy, every employee to whom these Regulations apply, shall subscribe to a declaration in the following form ;-

No. 8-This amendment was placed before the BOD in their 82nd meeting held on 27-6-1996 vide Item No.102.3 and Govt. approval received vide Memo No. 7/11/96-2SCW1/5810 dated 18.7.1996.

No.9- This amendment was placed before the BOD in their 102nd meeting held on 28-8-2002 vide Item No.102.3 and Govt. approval received vide Memo No. 8/40/2002-2SCW1/1049dated 29.10.2002.

DECLARATION TO BE BOUND BY THE STAFF REGULATIONS

Place

Date.

I hereby declare that I have read and understood "the Punjab Backward Classes Land Development and Finance Corporation (staff) Regulations, 1978 , and I hereby :subscribe and 'agree to be bound by the said Regulations.

Name in full

Nature of appointment

Date of appointment

Signature

Witness

Date

CHAPTER IX

PAY ALLOWAN'CES AND OTHER CONCESSIONS

Pay and Allowances

52. *When accrue and payable:- Subject to the provisions,* pay and allowances shall accrue from the commencement of the service of an eIl1p1oyee,' and shall become 'payable on the after-noon of the last working day of each month, in respect of the service performed during the said month.

53..*When not payable for part of a month:.. Pay and allowances* shall not be 'payable for a part of a month to an employee who leaves or discontinues his service without due notice during a month, unless such notice has been waived by the Executive Director.

54. *When cease:--Pay and allowances shall cease to accrue as soon as an employees* ceases to be in service. In the case of an employee dismissed from the Corporation's service, they shall cease from the date of his dismissal. .In the case- of ~ ~mp10yee who dies while in service, they shall cease from the day following , that on which the death occurs.

55. An employee of the -corporation shall, on appointment , be eligible to the minimum of the scale (as referred to in Appendix 'I' to these Regulations), to which he is appointed and which will be considered as his substantive scale and to which he shall revert when he is not :

- (a) under suspension.
- (b) on leave or deputation , or
- (c) holding a temporary post or is officiating in another grade.

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

56. *Adjustment of pay and allowance\$ on change of charge, when take defect.*-An employee shall commence to draw the pay and allowances of a post to which he is appointed as from the date on which he assumes the duties of the post if the charge is transferred before noon of that date and from the following working day if the charge is transferred in the afternoon of that date.

57. *Two persons not to be appointed to a post at the same time.*-Except as otherwise provided in these regulations no two persons may be appointed to or draw the pay and allowances of a post at the same time.

58. *Employees on transfer.*-Where an employee is transferred from one post to another, he shall, during any interval of duty between the date of his handing over charge of the old post and the date of his taking over charge of the new post, draw the pay and allowances of the old or the new post, whichever are less.

59. *Admissibility of allowance\$.*-Allowances shall only be payable to employee who are actually at the time fulfilling the conditions subject to which they are admissible.

60. *Increments.*-(1) In an incremental scale, the increment shall accrue on the completion of each specified period of service on each stage of that scale, whether such service be probationary, officiating or substantive.

Acting service in a higher grade will count for increments in an employee's substantive grade as well

as in the higher grade in which he is acting and if there is an intermediate grade between the two in which he would have officiated had he not been appointed to officiate in the higher grade, also in the Intermediate grade, but the period during which an employee is on leave without pay. Will not count for increment unless so authorized by the Executive Director for reasons to be recorded In Writing. Sanction to draw Increment will be given by the Executive Director in the case of Officer, and by the Administrative Officer in the case of other employees.;

(2) No increment may be withheld except as a disciplinary measures under regulation 43 and each order withholding an increment shall state the period for Which it is withheld and whether the postponement shall have the effect of postponing future increments;

Provided that if in an incremental scale, there is an efficiency bar, and employee shall not draw increments above that bar until he has been certified fit to do so by the Executive Director. On each occasion on which an employee is allowed to pass an efficiency bar which has previously been enforced against him he shall be placed in the incremental scale at such stage as the Executive Director may fix provided that such stage shall not be higher than that at Which he would draw his pay If the bar had not been enforced against him and provided further that no increments granted on the removal of a bar shall have a retrospective effect.

61. *Premature Increments.*-The Executive Director may for special reasons to be recorded in writing, in exceptional circumstances, and subject to such general or special instructions as may be issued by the Board grant premature increments to an employee provided that the grant of such premature increments to an officer shall require the approval of the Board in each case.

62. *Relaxation of pay on promotion.*-On promotion from one grade to another, the substantive pay of an employee shall be initially fixed at the stage in the new scale which is next above his substantive pay in the old scale.

63. *Officiating pay.*-An employee who is appointed to officiate in a higher grade shall, so long as he shall officiate on such a grade, draw an officiating pay equal to the difference between the substantive pay in the old scale and the stage in the, scale of pay of the post in which he is appointed, which is next above his substantive pay in the old scale, provided that when the promotion is of a temporary nature and the circumstances of the promotion so justify, the Executive Director may fix the pay of an employee at an amount less than that admissible under this regulation.

64. *Refixation of pay on transfer from one scale of pay to another.*- When an employee is transferred from one scale of pay to another on the revision of the scale or otherwise, and such transfer does not involve the assumption of duties or responsibilities of greater importance, his initial pay on the new scale shall be fixed :-

- (a) in case his substantive pay on the old scale is lower than the minimum of the scale to which he is transferred; at the minimum of the new scale;
- (b) in other cases, at a stage which is equal to his substantive pay in the old scale, or if there is no such stage in the new scale, the stage next below that pay plus personal pay equal to the difference such personal pay to be drawn until such time as it is absorbed by subsequent increments in the new scale.

65. The appointing authority may, in recognition of exceptionally good service of an employee of the Corporation grant to him :-

- (i) An award not exceeding one half of the pay of such an employee;
- (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 of increments.

66. Specific sanction of the appointing authority shall be required to cross an efficiency bar in any time scale.

67. Special pay at a rate determined by the appointing authority may be allowed to an employee holding charge of an independent post.

68. The employees of the Corporation shall receive such allowances at the same rates and subject to the same conditions on which such allowances are paid to the employees of the Punjab Government ,

Note.-Nothing in this regulation shall prevent the Board from determining the rates and conditions other than those admissible to such categories of employees in the Punjab Government.

69. Employees drawn on deputation to the Corporation from the State/Central Government, Co-operative Institutions and other Corporations may either :-

- (i) accept the pay scale of the post under 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 as fixed/ approved by the Government of Punjab/Central Government/Government Cooperative

Institutions/other Corporations and other allowances admissible to them in their parent service.

c *Note.*-A Government servant on deputation to the Corporation will be entitled to claim benefits of higher pay scale or of fixation of pay at a higher level with or without retrospective effect in the Corporation if such benefits have accrued to him in his parent service consequence upon decision in his favour of his appeal or representation or otherwise, as a matter of course.

The Corporation shall pay to the State Government/Central Government/Government Co- operative Institutions/other Corporations leave salary and pension contributions or any other liability in respect of all their employees taken on deputation.

70. *Grant of Honorarium, Special increments or other Concessions.* (1) The terms and conditions under which an honorarium or special increments may be granted to an employee of the Corporation for any special service rendered by him to, or work done by him for the Corporation, shall be determined by the Board..

(2) A concession, the grant of which is not covered by these Regulations, may not be given to an employee, except with the sanction of the Board.

71. 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 of which the payment is normally due and will thereafter to be treated as lapsed to the Corporation.

ANNEXURE 'A' TO THE STAFF REGULATIONS

(Referred to in Regulations 11, 13, 14 and 19)

Sr. No	Name of the post and pay of scale	Total Post	Mode of recruitment and qualifications etc.
1	Executive Director	1	In the senior scale of IAS as provided in the act.
2	Secretary in the scale PCS	1	To be a member of the PCS having at least 5 years service and record of service good to very good.
3	Planning officer in the scale of Rs. 1300-1500	1	On deputation from Govt. Department with experience in planning.
4	Accounts officer in the scale of 400-1100 (post designated as that of CAO w.e.f 9.9.1997	1	On the strength of Finance Department on deputation.
5	Accountants/resident Senior Auditors in the scale of 300-800 (post designated as that of Audit officer w.e.f 9.9.1997	3+1=4	50 percent direct recruitment on deputation and 50 percent by promotion SAS qualification.
6	Superintendent in the scale of 500-900 (post designated as that of	1	To be promoted from amongst senior most Dy Superintendent /Enforcement officers with good

Administrative Officer w.e.f 9.9.1997.

to very good record of services or on deputation from the Government Departments.

- 7 Dy. Superintendent in the scale of 350-800 1 To be promoted from amongst the senior most assistant with good to very good record of service or on deputation from government Departments.

Sr. No	Name of post and pay of scales	No. of post	Minimum qualifications	Mode of qualifications
8	Legal Assistant in the scale of 300-600	1	LLB at least three years experience	By direct recruitment or on deputation from the Law Department.
9	Senior Scale Steno Graphers in the scale of 225-500	2	BA with at least 5 years experience in Government or Semi Govt. , Corporation with short hand speed of 110 w.p.m transcription at 20 WPM	50 per cent direct recruitment and 50 percent deputations, if deputations not available both posts may be filled by direct recruitment.
10	Enforcement officers in the scale 300-600	3	80 per cent promotions from amongst the senior most assistants/ field officers/ accounts assistant with good to very good record of service.	20 percent by direct recruitment with qualifications of MA in one of Arts/Science subjects, with two years experience of working as Senior Assistant of equivalent post in the grade of 225-500 in any Govt. Department semi-Govt./Corporation.
11	Field officers in the scale of 225-500	12	Graduate preference to qualified/Pat war pass/trained land valuation officer and those with experience.	75 percent by direct recruitment and 25 percent promotion quota from amongst the senior most clerks good to very good record of service and having at least 5 years service. Condition experience might by relaxed in any deserving and hard case by not more than one year.
12	Assistants in the scale of Rs. 225-500	10	Graduate and three years experience of working in any Government of Corporation on an equivalent post condition of experience may be waived depending upon the higher qualifications and	As above in serial No. 11

			merit of candidate.
13	Accounts Assistant in the scale of 225-500	14	B. Com or Degree in Math's/ Economics with recognized certificate accountancy and book keeping (ii) experience for 2 years in commercial firm or public sector.
			75 percent by direct recruitment and 25 percent by promotion from amongst the senior most clerks with good to very good record of service and having at least 5 years service. Condition of experience may be waived in deserving case by not more than one year.
14	Cashier in the scale of 225-500 Rs. 40 as special pay	1	Transferable from amongst Accounts Asstt.
15	Junior Auditors in the scale of Rs. 160-400	3	BA with economics
			Direct appointment or on deputation with experience in audit from Govt. Departments by promotion from Sr. scale Stenographer with 5 year experience or on deputation from Govt. Departments.
16	Personal Asstt. in the scale of Rs. 300-800	1	
			By promotion from Sr. Scale stenographer with 5 year experience or on deputation from Govt. Department.
17	Clerks in the scale of Rs. 110-250	24	Matriculation, Higher qualified , experience hands and type knowing candidates will be preferred.
18	Field Supervisors in the scale of Rs. 160-400	12	Graduate
			Direct recruitment or on deputation from Govt. Department.
19	Store keeper in the scale of 110-250+30 special pay	1	Graduate with experience of store for the period of two years.
20	Jr. Scale Stenographers in the scale of 158-300	2	Metric Ist Class or graduate with shorthand speed one hundred WPM in Punjabi and preferably 60 WPM in English.
21	Drivers in the scale of Rs. 110-	2	Middle pass with knowledge
			Direct recruitment

	180+60 Special pay		of Punjabi and proficiency in driving at last 5 years experience.	
22	Field Assistant DRI in the scale of Rs. 100-160	16	Matriculation	Direct Recruitment
23	Daftri in the scale of 75-105	1	Metric III Class or middle pass with one year experience in Govt. or semi Govt. Department.	May be filled by Direct recruitment or by promotion as the case may be
24	Peons in the pay scale of 70-75	18	Middle pass with some knowledge of Punjabi	Direct recruitment
25	Chowkidar in the scale of Rs. 70-95	1	Ditto	Ditto
	Age Limit		Minimum 17 years and maximum 27 years relaxation in special circumstances in case of otherwise deserving candidates and in case of Scheduled Castes, Backward Classes and Ex-Servicemen etc.	
b	Knowledge of Punjabi		All categories of the employees to be recruited must have passed Punjabi upto Metric Standard to be eligible for any of the posts specified above except class IV in whose case this conditions will not be necessary.	
c	Period of probation		Officials recruited directly will remain on probation for two years and they would be considered for confirmation after three years subject to availability of permanent posts. The probation period in case of promoters will however be one years.	

This rule will not be applicable in the case of class IV employees.

Amended No. 9

ANNEXURE 'A' TO THE STAFF REGULATIONS

(Referred to in Regulations 11, 13, 14 and 19)

Sr. No	Name of the post and pay of scale	Total Post	Mode of recruitment and qualifications etc.
1	Executive Director	1	In the senior scale of IAS as provided in the act.
2	Secretary in the scale PCS	1	To be a member of PCS , in case a PCS officer is not available for posting an officer on deputation from Punjab Govt./Corporation in equivalent pay scale of Rs. 3000-4500 with good service record.
3	Asstt. General Manager (P & M)	1	By promotion having at least 10 year

	2200-4000		experience in Planning from amongst the Audit Officers/Law Officer/Supdt/ Enforcement Officer with Satisfactory record.
4	Asstt. General Manager (A/c) 2200-4000	1	On the strength of Finance Department on deputation.
5	Audit Officers Rs. 2000-3500	4	50 percent by direct recruitment having qualification of Post Graduate in Commerce or on deputation SAS Qualification . 50% by promotion from amongst the accounts Asstts/Asstts having five year years experience as Accounts Asst/Assist with satisfactory record of service.
6	Asstt. General Manager (Admn) 2200-4000	1	By promotion from amongst the senior most Enforcement Officers/Admn/Sipdt/ Law Officer with satisfactory record of service and having five years of service as such.
7	Superintendent 2000-3500 1	1	By promotion from amongst the senior most Asstts/Accounts Asstts/Field Officers having five years service as such with satisfactory record of service.
8	Law Officer 2000-3200	1	L.LB at least five years experience as practice lawyer or Asstt. Distt. Attorney with five years experience on deputation from Law Department or by promotion from amongst the Asstt/Sr. Accounts Asstt who have degree in LLB (Professional) with five years experience in legal Branch.
9	Sr. Scale Stenographers 1800-3200+80Special Pay	2	BA with at east 5 years experience in Govt. or semi Govt/ Corporation with short hand speed of 110 w.p.m transcription at 20 w.p.m 50% posts by direct recruitment with BA as minimum qualification or deputation and 50% by promotion from amongst Jr. Scale Stenographer having five years service and who qualify the test in shorthand speed and transcription speed prescribed y the State Govt.
10	Enforcement Officers in the scale of 2000-3200	3	80% promotions from amongst the Sr. Officers/Accounts Asstts with record of service. 20% by direct recruitment with

			qualification of MA in one of Arts/Science subjects, with two years experience of work as Sr. Asstt or equivalent post in the grade of 1800-3200 Semi-Govt/Corporation.
11	Field Officers 1800-3200	14	25% by direct recruitment having qualification Post Graduate in Economics , Agriculture or Commerce 75% by promotion from amongst the Field Supervisors, Field Asstts/Jr Asstts, having five years experience and having satisfactory record of service.
12	Assistants 1800-3200	16	25% by direct recruitment having qualification Post Graduate in Economics , Agriculture or Commerce with three years experience of working in an Govt. Office or Corporation on the feeding post and 75% by promotion from amongst the field Asstts/ Field Supervisors/Jr Auditors/Jr Asstts having five years service and having satisfactory recrd of service.
13	Accounts Asstts 1800-3200	19	Post Graduate in Commerce , Economics, Math for the post of 25% meant for direct recruitment. 75% by promotion from amongst the field Asstts/Jr. Auditors/ Jr Asstts/Field Supervisors having five years service and have satisfactory record of service.
13 A	Asstt. Programmer 1800-3200	1	Post Graduate in Computer Science/Computer Application from a recognized University or Masters degree in Science/Mathematics/Economics /Statistics/Operational Research/Commerce/ Management with Post Graduate Diploma in Computer Application/Computer Administration from a recognized institution or having knowledge of computer language and those having experience in DOS, LAN, FOXPRO and coral draw will be preferred.
14	Cashier in the scale of 1800-3200	1	Transferable from amongst the accounts Asstts.
15	Jr. Auditors in the 1500-2700	3	B.Com Direct Recruitment.
16	Personal Asstt in 2000-3500+150	1	By promotion from Sr. Scale

	Special pay		Stenographer with 5 years experience or on deputation from Govt. Departments.
17	Clerk in the scale of 950-1800 (1000-20%) 1200-2100 (40%) 1500-2700 (40%)	28+26=54	Graduate with knowledge of Punjabi /English type prescribed by State Govt. Direct recruitment subject to the condition that with effect from 30.3.1983 10% of the vacancies shall be reserved for promotion from class IV employees who are matriculate and have minimum of 5 Yrs service in the Corporation provided that such employees of the Corporation passes the qualifying test in type within 20.
17A	Data Entry Clerk 950-1800 (1000/)	2	Graduate or equivalent with Punching speed of 8000 key depressing per hour . Candidates having Diploma Certificate of Data Entry Training Course from Regional Computer Centre Chandigarh or other Govt. Govt. Recognized Institutional shall be preferred.
18	Field Supervisors in the scale 1650-2925	14	Graduate with commerce, Economics, Math or Agriculture, 50% by direct recruitment and 50% by promotion from amongst Field Asstts/Jr. Asstts having satisfactory record.
19	Store Keeper in the scale 1800-3200	1	Converted into Asstt. and approval of the Govt. has been received.
20	Jr. Scale Stenographers in the scale 1200-2130	2	Metric Ist Class or Graduate with Short Hand speed one hundred w.p.m in Punjabi and preferably 60 w.p.m in English.
21	Drivers in the scale of 1200-2130+350 Special Pay	3	Metric Pass with Punjabi pass proficiency in driving at least 5 years experience in driving.
22	Daftri in the scale of 800-1455+40 Special Pay	1	Metric III Class or Middle pass with one years experience in Govt. or Semi Department.
23	Peons in pay scale of 750 with start of 770-1410	22	Middle pass with some knowledge of Punjabi Direct Recruitment.
24	Chowkidar in the scale 750 with a start of 770-1410+200 Special Pay	1	Ditto

OTHER CONDITIONS

Age Limit

Minimum 17 years and maximum 27 years relaxation in special circumstances

in case of otherwise deserving candidates and in case of Scheduled Castes, Backward Classes and Ex-Servicemen etc.

Knowledge of Punjabi

All categories of the employees to be recruited must have passed Punjabi upto Metric Standard to be eligible for any of the posts specified above except class IV in whose case this conditions will not be necessary.

Period of probation

Officials requited directly will remain on probation for two years and they would be considered for confirmation after three years subject to availability of permanent posts. The probation period in case of promoters will however be one years. This rule will not be applicable in the case of Class IV employees.

No. 9 The amendment was placed before the BOD in their 82nd meeting held on 27.6.96 , Govt. approval received vide memo No. 7/11/96/2SCW1/7131 dated 3.9.1996, 7/11/9-2SCW1/5810 dated 18.7.1996, No. 7/11/96-2SCW1/6501 dated 8.8.1996, no. 7/11/96-2SCW1/6622 dated 14.8.1996.

Amended No. 10

Govt. accords its approval under section 34(1) of the Punjab Backward Classes Land Development and Finance Corporation Act, 1976 to the proposal regarding abolishing of 27 posts lying vacant as on 31.10.2000 as follows:-

No	Name of the posts	No of posts
1	Audit Officer	1
2	Sr. Scale Stenographer	2
3	Sr. Asstt	1
4	Sr. Asstt A/cs	3
5	Jr. Scale Stenograppher	2
6	Field Supervisors	2
7	Clerks	14
8	Field Officer	2
	Total	27

Annexure 'A' of the Backfinco Staff Regulation, 1979 be amended accordingly.

No.10- This amendment was placed before the BOD in their 104th meeting held on 8.10.2003 vide item No. 104.11 and Govt. approval received vide memo No. 2/21/2003-2SCW-1 /145 dated 13/2/2004.