

# **The Punjab Water Supply and Sewerage Board (Services) Regulations, 1981**

PUNJAB

India

## **The Punjab Water Supply and Sewerage Board (Services) Regulations, 1981**

### **Rule**

### **THE-PUNJAB-WATER-SUPPLY-AND-SEWERAGE-BOARD-SERVICES- of 1981**

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The Punjab Water Supply and Sewerage Board (Services) Regulations, 1981Published vide Punjab Government Gazette Legislative Supplement part 3 dated 22.1.1982 at page No. 80In pursuance of the powers conferred by sub-section (2)(b) and (c) of Section 72 read with Section 12 of the Punjab Water Supply and Sewerage Board Act, 1976, the Punjab Water Supply and Sewerage Board with the previous sanction of the Government, makes the following Regulations, namely

:-Chapter-IPreliminary

**1.**

**1.**

These regulations may be called the Punjab Water Supply and Sewerage Board (Services) Regulations, 1981.1.2The Regulations shall come into force at once.1.3These regulations shall apply to all whole-time regular employees only of the Board, provided that, -(i)in the case of employees on deputation from the State Government or any other authority, these shall apply subject to the terms of deputation; and(ii)in the case of employees engaged on contract basis these shall apply subject to the terms of contract.Note. - If any doubt arises as to whether these regulations apply to any person or not, the decision shall lie with the competent authority as defined in 10.2 of these regulations.1.4In these regulations unless there is anything repugnant to the subject or context, -(a)'Act' means the Punjab Water Supply and Sewerage Board Act, 1976;(b)'Managing Director' means the Managing Director of the Board;(c)'Leave Salary' means the monthly amount paid by the Board to an employee on leave;(d)'Duty' includes, -(i)service as a probationer;(ii)period during

which any employee is on joining time;(iii)period spent on casual leave;(iii)period spent beyond sphere of duty authorised by the competent authority;(e)'Family' means employee's wife (one wife) or husband, as the case may be, residing with the employee and legitimate children and step-children residing with and wholly dependant upon the employee except for the purpose of Travelling Allowance. It also includes the parents, sisters and minor brothers if residing with and wholly dependent upon the employee;(f)'Pay' means the amount drawn monthly by an employee as, -(i)pay which has been sanctioned for a post held by him substantively, or in an officiating capacity or to which he is entitled by reason of his position in the cadre,(ii)special pay and personal pay;(iii)any other emoluments specially classed as pay by the Board;(g)'Personal pay' means an additional pay granted to an employee -(i)to save him from loss of substantive pay in respect of a post due to revision of pay or to any reduction of such pay otherwise than as a disciplinary measure;(ii)in exceptional circumstances, on other personal considerations;(h)'Service' means, -(i)PWSSB Class I Service;(ii)PWSSB Class II Service;(iii)PWSSB Class III Service; and(iv)PWSSB Class IV Service.comprising the posts shown in Appendix 'B' to these regulations;(i)'Special pay' means an additional pay in the nature of pay to the emoluments of a post or of employee granted in consideration of -(i)the specially arduous nature of duties, or(ii)a specific addition to his work or responsibility.(j)'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;(k)'Competent authority' in relation to the exercise of any power means the Board or any other authority to which such power may be delegated by or under these regulations. A list of authorities which exercise the power of a competent authority under various regulations is given in Chapter X.(l)'Employee' means an employee of the Board.1.5The Managing Director may delegate to an officer of the Board all or any of the powers vested in him under these regulations subject to the provisions of regulation 10.1 and any restriction which he may impose.Chapter-IIStaff of the Board - General2.1The whole-time regular staff of the Board shall be categorised as, - Class I, Class II, Class II and Class IV in the case of employees holding corresponding posts under the Government.2.2Mode of Recruitment of different Services. - (i) Authority to make appointment to the service, qualification and experience and method of appointment are specified against various posts in Appendix 'A', and 'B' to these regulations.(ii)In the event of recruitment or appointment for any posts other than those mentioned in Appendix 'B', the competent authority for recruitment/appointment as specified in Appendix 'A' will fix the required qualification and experience, etc.2.3(i)All appointments to PWSSB service, i.e., Class I, Class II, Class III and Class IV shall be made by the competent authority as specified in Appendix 'A' and in consistence with provisions in Sections 11 and 12 of the Act.(ii)Candidates for being considered for appointment to various services of the Board shall be called for either through Employment Exchange/s or through advertisement in the Press, as may be considered expedient by the competent authority in each case of appointment.(iii)In case where appointments are made by direct recruitment to Class I, II and III service, the selection shall be made by the various selection committees as under :-

- (a) for posts included in PWSSB Class I Services (i) Chairman;(ii) Secretary to Government, Punjab,Local Government Department;(iii) Managing Director;(iv)Chief Engineer, PWSSB
- (b) for posts included in PWSSB Class II Services (i) Managing Director;(ii) Director, Local Government,Punjab.(iii) Chief Engineer, PWSSB;(iv) Manager,Personnel and General Admn.
- (c)

for posts included in (i) Managing Director;(ii) Director, Local Government,Punjab.(iii) One PWSSB Class III Service Superintending Engineer;(iv) Manager,Personnel and General Administration.

for posts included in

- (d) PWSSB Class IV Managing Director assisted by a Sub-Committee appointed by him:  
Services

Provided that in the case of emergency :- (a) The Managing Director may appoint, temporarily, for a period not exceeding three months, such officers and employee as may, in his opinion, be required for the purposes of the Act, and the employment of whom for any particular work had not been prohibited by any resolution of the Board; and (b) every appointment made under clause (a) shall be reported by the Managing Director to the Board at its next meeting.

2.4 Training. - (1) Any person appointed to any service or allotted to serve the Board in pursuance of provisions contained in Section 29 of the Act, shall have to undergo successfully within the prescribed period such training programme as may be specified by the Board in respect of new systems regarding management and administration, finance management and accounting, monitoring, project formulation and appraisal, including project implementation, preparation of programme evaluation and review Techniques, charts, etc., in the Board and also qualify the test, if any, held in connection with the said training programme. (2) No person appointed to any service or allotted to serve the Board under provisions contained in Section 29 of the Act, shall be eligible for promotion to any post in the Board unless he has undergone successfully within the prescribed period such training programme as may be specified by the Board in respect of new systems regarding management and administration, finance management and accounting, monitoring, project formulation and appraisal, including project implementation, preparation of pert charts, etc., in the Board and also qualify the tests, if any, held in connection with the said training programme.

2.5 Nationality. - (i) No candidate shall be appointed to any service under the Board unless, he/she 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 1st January, 1962, with the intention of permanently settling in India, or (e) a person of Indian origin who had migrated from Pakistan, Burma, Sri Lanka (formerly known as Ceylon) and East African countries 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 certificate of eligibility has been issued by the Government of India and if he belongs to category (e) the certificated of eligibility will be issued for a period of one year, after which such a candidate will be retained in service subject to his having acquired Indian Citizenship. (ii) A candidate in whose case a certificate of eligibility is necessary, may be admitted to an examination or interview conducted by the Board or other recruiting authority of the Board and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India. (iii) No person shall be recruited to the service by direct appointment, unless he produces a certificate of character from Principal Academic Officer on the University, College, School or institute 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 are unconnected with him in his University, College, School or Institution. (iv) No person :- (a) who has entered into or contracted a marriage with a person having 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 any service of Board : Provided that the Board may, if satisfied that such marriage is

permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this regulation.

**Medical Fitness.** - (v) No person shall be appointed to the service of the Board unless he produces a certificate of physical fitness from the Civil Surgeon (of the concerned district) or of Medical Board in the case of appointments to PWSSB Class I Service, or to PWSSB Class II service at the time of joining the service. As and when the Board approves a qualified medical practitioner/s for the purpose of these regulations a certificate of physical fitness from that medical practitioner shall be required to be produced at the time of joining the service as applicable for similar posts in Punjab Government Service.

**2.6 Age of Recruitment.** - (i) No person shall be recruited to any service in the Board by direct appointment if he is less than seventeen years old or is more than twenty-seven years of age on the date of appointment or unless he is within such range of minimum and maximum as may be specifically fixed by the Government from time to time. (ii) Provided that the condition of upper age limit may be relaxed to 45 years in the case of person already in employment of the Punjab Government, other State Governments or the Government of India. (iii) Provided further that the Managing Director may relax the upper age limit for all such posts other than Chief Engineer and the Board may relax in respect of the post of Chief Engineer so as to obtain the services of experienced hands; provided that the report about relaxation of upper age limit as and when made shall be reported to the Board in the next meeting. (iv) Provided further that in the cases of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time. (v) In the case of demobilized armed forces personnel, the upper age limit shall be governed by the prevalent Government instructions.

**2.7 Pay.** - The Board may for special reasons to be recorded in writing grant pay above the minimum of relevant scale to an employee on his first appointment.

**2.8 Commencement of Service.** - Service of an employee shall be deemed to commence from the working day on which he reports for duty at his headquarter, provided that in the case of employees who are transferred from the Public Health Department and allotted to the Board under Section 29 of the Act, service shall be deemed to commence from the working day on which such an employee reported for duty in the Public Health Department.

**2.9 Period of Probation.** - (1) Persons appointed to various posts shall remain on probation for a period of two years if recruited by direct appointment and one year if recruited otherwise - (a) any period, after such appointment, spent on 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, at the discretion of the appointing authority, be allowed to count towards the period of probation fixed under this regulation; 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, during the period of probation, the work or conduct of a person appointed to the service is, in the opinion of the appointing authority, not satisfactory, he may - (a) dispense with his service if he was appointed by direct recruitment; or (b) if he was appointed 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. Period of Probation. - On the completion of the period of probation of a person, the appointing authority may -**

(a)if his work and conduct have, 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 available.(b)if his work and conduct have not been, in its opinion, satisfactory :-(i)dispense with his service 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 or probation.Provided that the total period of probation including extension, if any, shall not exceed three years.2.10Retrenchment of Staff. - The competent authority may terminate the service of a regular employee by giving one month's notice or pay in lieu thereof if his total service in the Board is less than 3 years. If the total service exceeds 3 years, then a notice of 3 months or pay in lieu thereof shall be given.(2)An employee shall not leave the service of the Board without giving one month's notice of his intention to do so and after obtaining the permission of the competent authority hand over to a person duly authorised to receive the charge. In the event of breach of this condition, he shall be liable to pay compensation to the Board equivalent to one month's pay and make good the pecuniary loss caused to the Board.2.11Age of Retirement. - An employee other than Class IV employee shall retire on attaining the age of 58 years; provided that the competent authority may at its discretion grant extension of employment to an employee for a period of one year at a time; provided further that each decision of the Board to give extension in service to any of its officers/employees shall be subject to the approval of the State Government. A Class IV employee shall, however, retire on attaining the age of 60 years; provided further that the age of retirement shall stand amended as may be specified for corresponding categories of employees by the Government from time to time.2.12The headquarters of an officer/employee of the Board and the sphere of his duty shall be as may be ordered by the competent authority.2.13The appointing authority for various posts included in the service shall be competent to order transfer of all employees/officers within their sphere of jurisdiction and control. Managing Director, however, shall be competent to order transfer of employees/officers from one circle to other circle and from field offices to the Head Office and vice versa.2.14Reservation of appointments for posts for members of Scheduled Castes, Backward Classes and Ex-servicemen personnel shall be made to the same extent as is made by the Punjab Government from time to time in the services under it.Chapter-IIIMaintenance of Record of Service3.1A record of service in respect of each employee shall be maintained in such form as may be laid down by the Managing Director.Seniority :3.2The seniority inter se of members of the service in each cadre shall be determined by the length of continuous service on a post in the cadre of the service:Provided that for determining seniority inter se of the members of the service in each category transferred and allocated to the Board in pursuance of provisions contained in section 29 of the Act, length of service on a post in the category in which such an employee joined for the first time in the Punjab Health Department, shall be taken into account;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 member recruited by direct appointment the order of merit determined by the Board or other recruiting authority, as the

case may be, shall not be disturbed in fixing the seniority; Provided further that in the case of two members, appointed on the same date, their seniority shall be determined as follows :-(a) a member recruited by direct appointment shall be senior to a member appointed by transfer; (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 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 these appointments and if the length of such service is also the same, an older member shall be senior to a younger member. Notes :- 1. Seniority of member appointed on purely provisional basis shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

**2. In case of members, whose period of probation is extended under regulation 2.9 of these regulations, the date of appointment for the purpose of this regulation shall be deemed to have been deferred to the extent the period of probation is extended.**

3.3 All appointments by promotion shall be made on the basis of seniority-cum-merit by the competent authority and notwithstanding his seniority alone. No employee has a right to be promoted to any particular post, grade, or pay scale. The procedure of making appointments by promotion is given in Appendix 'B'. Chapter-IV Conduct, Discipline and Appeal 4.1 The whole time of an employee shall be at the disposal of the Board, and he shall serve the Board in its business in such capacity and at such place as he may from time to time be directed and shall not leave his headquarters without permission of the authority competent to sanction leave. 4.2 Every employee shall observe, comply with and obey all orders and directions given to him by his superior authority. 4.3 All employees shall be bound to maintain strict secrecy regarding the Board's affairs and shall use their utmost to promote the interests of the Board. 4.4 No employee shall be a member of, or be otherwise associated with any political party or any organisation which takes part in politics nor shall take part or subscribe in aid of or assist in any other manner, any political movement or activity. 4.5 No employee shall seek any outside employment or office without the previous consent of the Board or the Managing Director as the case may be. 4.6 No employee shall absent from duty except, with prior permission, on getting the leave sanctioned from the competent authority. Suspension : 4.7 (1) The appointing authority or any other authority to which it is subordinate or the punishing authority or any other authority empowered in that behalf by the Board by general or special order, may place a Board employee under suspension :-(a) Where a disciplinary proceedings against him is contemplated or is pending, or (b) Where a case against him in respect of any criminal offence is under investigation, inquiry or trial : Provided where the order of suspension is made by authority lower than the appointing authority, such authority shall forthwith report to the appointing authority, the circumstances in which order was made. (2) A Board employee shall be deemed to have been placed under suspension by an order of appointing authority :-(a) With effect from the date of his detention, if he is detained in custody whether on a

criminal charge or otherwise, for a period exceeding forty-eight hours;(b)With effect from the date of his conviction, if, in the event of a conviction for an offence, he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

**Penalties :4.8**The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on a Board employee, namely :

**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 Board by negligence or breach of orders;(iv)Withholding of increments of pay;

**Major Penalties :**(v)reduction to a lower stage in the time-scale of pay for a specified period, with further directions as to whether or not the Board employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increment of his pay;(vi)reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the Board 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.

**4.9**An employee on whom any of the penalties mentioned in regulation 4.8 have been imposed, shall have a right of appeal within 30 days on the communication of the order to him to the Appellate Authority as specified in Appendix 'A' to these regulations.

**Chapter-VMedical Attendance :5.1**Rules applicable from time to time to the Punjab Government employees regarding medical attendance shall apply mutatis mutandis to the employee of the Board; provided that the Medical Officer as and when engaged on behalf of the Board for the purpose of affording medical facilities to the employees of the Board shall be the authorised Medical Attendant for the purpose of these regulations.

**Chapter-VITravelling Allowance6.1**In the matter of Travelling allowance to the employees of the Board they shall be governed mutatis and mutandis by the provisions of Punjab Civil Services T.A. Rules, Volume II as enforced from time to time; provided that (a) Government Officers/Officials on deputation to the Board or Board employee shall be disbursed the difference between actual rent paid for Government accommodation and that payable by them as Government Officers/Officials and (b) the Board employees, including those on deputation, who don't get accommodation in Government Rest Houses and stay in private accommodation shall be entitled to 1½ times, the rates admissible to Government employees as daily allowance.

**Chapter-VII7.1House Rent.-** In the matter of payment of house-rent allowance to the employees of the Board shall be governed mutatis mutandis by the provisions of Punjab Civil Services Rules, Volume I as enforced from time to time.

**Chapter-VIII8.1Option for pension and death-cum-Retirement Gratuity.-** In the case of employees of the Board transferred and allocated to the Board under provisions contained in Section 29 of the Act, option shall be given to them whether they wish to retain pension and gratuity benefits admissible in Government services or wish to be governed by the Contributory Provident Fund Rules of the Board; provided that option once exercised shall be final and if any such employee/officer fails to exercise option within the prescribed period he shall be deemed to have exercised option for retaining pension and gratuity benefits to which he was entitled immediately before his services were transferred and allocated to the Board.

**Chapter-IX9.1**Leave, Joining time Fee, Suspension, Honorarium, Dearness allowance, Fixation of pay, Grant of Increment, Crossing of

efficiency bar, Liveries and other Cognate Matters.- Punjab Civil Services Rules framed by the Government in respect of persons employed in connection with the affairs of the State of Punjab shall, as far as may be, apply in all matters respect to which regulations are not made.9.2In respect of the leave, joining time, suspension fee, honorarium, dearness allowance, fixation of pay, grant of increment, crossing of efficiency bar, liveries, deputation and other cognate matters not expressly provided in these regulations, employees shall be governed by the corresponding provisions contained in the rules and instructions applicable to Punjab Government employees.

Chapter-X10.1Exercise and Relaxation of Powers.- The following authorities shall exercise the powers of a competent authority under the various regulations; provided that such authorities may delegate powers under serial Nos. 5, 9, 10, 11, 13, 15 and 16 of the table below to any officer or officers subordinate to them, and provided further that the powers under serial No. 14 may be re- delegated in respect of class III and IV employees only -

S. No.	Regulation No.	Authority	Extent of powers Delegated
1.	2-6	Board	Full Powers.
		Managing Director	Full powers in respect of employees in class II, III and IVservices of the Board.
2.	2.10(1)	Board	Full powers.
		Managing Director	Full powers in respect of employees in Class II, III and IVservices of the Board.
3.	2.11	Board	Full Powers.
		Managing Director	Full powers in respect of employees in Class II, III and IVservices of the Board.
4.	2.12	Managing Director	Full powers.
5.	2.3	Board	Full powers.
		Managing Director	Full powers in respect of all employees in Class II, III andIV services of the Board.
6.	4.8	Board	Full Powers.
			Powers that can be exercised by Managing Director and officerof the Board in this regard as detailed in Appendix 'A' of theRegulations.
7.	9.1	Board	Full powers.
		Managing Director	Full powers in respect of employees in Class II, III and



IV services of the Board.

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| 8.  | 6.1 read with rule 2.2 of CSR Vol. III.<br><br>To direct an employee to perform journey in the interest of the Board for any purpose.                                                                                                                                                                                             | Managing<br>Director | Full powers.                                                         |
| 9.  | Rules 2.19 of C.S.R. Vol. III :<br><br>Powers to permit mileage to be calculated by the route other than the shortest or cheapest route.                                                                                                                                                                                          | Managing<br>Director | Full powers.                                                         |
| 10. | Rules 2.20 of C.S.R. Vol. III :<br><br>Power to permit mileage to be calculated by a route other than the shortest or cheapest route.                                                                                                                                                                                             | Managing<br>Director | Full powers.                                                         |
| 11. | Rules 2.24A of C.S.R. Vol. III :<br><br>To grant railway mileage by the next higher class to an employee who travels by a train which does not provide the class of accommodation to which he is entitled provided that the journey is actually performed by the higher class under note 2 below rule 2.24(A) of C.S.R. Vol. III. | Managing<br>Director | Full powers.                                                         |
| 12. | Rule 2.26 of C.S.R. Vol. III :<br><br>Power to declare a particular employee to be entitled to Railway accommodation of a higher class than prescribed for his grade :                                                                                                                                                            | Managing<br>Director | Full powers.                                                         |
| 13. | Rule 2.37 of C.S.R. Vol. III :<br><br>Power to restrict the duration and frequency of tour.                                                                                                                                                                                                                                       | Managing<br>Director | Full powers.                                                         |
| 14. | Rule 2.42 of C.S.R. Vol. III :<br><br>Power to grant relaxation so as to allow daily allowance for more than 10 days halt at a place while on tour.                                                                                                                                                                               | Managing<br>Director | Full powers.                                                         |
| 15. | Rule 2.107 of C.S.R. Vol. III :<br><br>Power to declare who shall be the controlling officer in respect of any employee or employees. :                                                                                                                                                                                           | Managing<br>Director | Full powers except that he shall not be his own controlling officer. |
| 16. | Rule 2.107 of C.S.R. Vol. III :                                                                                                                                                                                                                                                                                                   | Managing<br>Director | Full powers subject to re-delegation in favour of Class              |

IOfficer.

To permit a Controlling officer to delegate his authority to countersign T.A. Bills.

10.2 Where there is a scope for doubt or difficulty in interpreting the provisions of these Regulations, the powers to interpret these Regulations shall vest in the Secretary to Government, Punjab, Local Government Department. 10.3 Where these Regulations are silent the rules or practice in vogue, concerning such matter, under the Punjab Government shall be referred to and adopted in such manner as the Board may decide. 10.4 In case of genuine hardship or when the Board is of the opinion that it is necessary or expedient so to do, it may by a resolution relax any of the provisions of these Regulations with respect to any class or category of persons. Such relaxation will be applicable only after the same is approved by the Government. Chapter-XI 11.1 Declaration of fidelity and secrecy.- Every employee of the Board shall subscribe to a declaration of fidelity and secrecy, and a declaration to be governed by the Regulations in the forms to be laid down for the purpose by the Managing Director. Appendix 'A' (See Regulation 2.3)

Nature of Punishment	Designation of the employees	Appointing Authority
1	2	3
(i)(ii) Censure ...Withholding of increments or promotion, including stoppage at efficiency bar;	1. (i) All Class IV employees such as Peons, Sweepers, Chowkidars etc.	(a) In field Offices-----Ex-Engineer in Circles-----S.E.
(iii) Reduction to a lower post or time-scale or to a lower stage in a time scale;		(c) In Head Office MPGA (Manager Personnel and General Admn.)
(iv) Recovery from pay of the whole or part of any pecuniary loss caused to Board by negligence or breach of orders	(ii) All Work-Charged employees including regular ones; working under the Circles and Divisional Officers	Executive Engineer
(v) Suspension;	2. All Class III employees	(a) In field Offices-----S
(vi) Removal from the service which does		(b) In Head Office Manager Personnel and General Admn.

	not disqualify from future employment;		
		3. Sub-Divisional Engineer and all other Class II Posts at Headquarters	Chief Engineer
(vii)	Dismissal from the service which does not disqualify from future employment	4. Executive Engineer, Superintending Engineer, Secretary and Manager Finance and Accounts and all other posts of equivalent status	Managing Director
(viii)	Reducing the minimum amount of Ordinary pension or withholding the whole or reducing the maximum amount of additional pension admissible under the rules governing pension; Terminating his appointment otherwise than upon reaching the age fixed for superannuation.	5. Executive Engineer, Superintending Engineers, Secretary and Manager, Finance and Accounts and all other posts of equivalent status	Managing Director
(ix)		6. Chief Engineer	Board

Note. - Punishing and appellate authorities, that is Executive Engineer, Superintending Engineer and MPGA will exercise the powers fully for all intents and purposes vested in them under this

Annexure in respect of employees posted and stationed within their sphere of control irrespective of the fact that the employee was appointed by XEN, SE or MPGA in Division, Circle or Head Office of the Board respectively, as the case may be. Appendix 'B' Class I

S.No.	Designation of post	Pay scale	Qualification for direct recruitment	Qualifications for promotion or by deputation or transfer from P.W.D., Public Health Branch
1	2	3	4	5
1.	Chief Engineer	Rs. 2500-2750	First Class B.Sc. (Civil Engineering) ME(Public Health) or should have served for a minimum period of 3 years as Superintending Engineer and should at least have 20 years of service to his credit in designing execution and maintenance of Public Health Works	The officer should have served as SE for a minimum period of three years and should at least have 20 years of service to his credit.
2.	Superintending Engineer	Rs. 2100-2500	First Class B.Sc. (Civil Engineering) ME(Public Health) should have served as Executive Engineer for a minimum period of 7 years in Public Health Department and should not have less than 17 years of service to his credit in designing, execution and maintenance of Public Health Works.	Should hold a first Class B.Sc. (Civil Engineering) degree or equivalent as recognised by the Punjab Government and should have served as Executive Engineer for a minimum period of 17 years and should have a minimum of 17 years of service to his credit in designing, execution and maintenance of Public Health Works.
3.	Executive Engineer	Rs. 1400-2100	First Class B.Sc. (Civil Engineering) ME(Public Health) should have served as Sub-Divisional Engineer for a minimum period of 6 years.	[Should have served as SDE for a minimum period of 8 years in the field of Public Health Engineering in the Punjab Water Supply and Sewerage Board or in the P.W.D. Public Health Branch, Punjab.] [Substituted vide Punjab Government Gazette LSP III dated 9.9.1982 page 751.]
4.	Manager Accounts and Finance	Rs. 2,100-2,500	(i) Should be Chartered Accountant or Indian Cost and Works Accountant with	7 years' experience as Senior Accounts Officer working in the Board.

			8 to 10 years post qualification experience, should have a knowledge of cost controls and performance budgeting. (ii) Should have experience of budgetary and inventory control and dealings with financial institutions. (iii) Should be a member of Institution of Chartered Accountants of India and/or a member of the Institute of Cost and Works Accountants India.	
5.	Manager, Personnel and General Administration	Rs. 2,100-2,500	First Class B.Sc. (Civil Engineering) with M.B.A. or post Graduate Degree/Diploma in Personnel-Management. Should have work experience of 10 years on Civil Engineering Projects including experience in General Administration on such Projects/organisations.	For Deputation : Superintending Engineer from PWD Public Health Branch For Promotion : Should have served as Executive Engineer for a minimum period of 7 years and should have a minimum of 17 years of service to his credit on management on Public Health Engineering Works/personnel.
6.	Secretary ...	Rs. 1,400-2,100	First Class Bachelor's Degree in Art or Science and holding Associate Membership of Institute of Company Secretaries of India with three years post membership experience in the line, handling work of similar nature in a Public Sector Undertaking or reputed Limited Private Undertaking. Other things being equal, persons with degree in law will be preferred.	For Promotion: Assistant Secretary with 5 years' experience. For deputation : An officer of the rank of Under-Secretary working in Punjab Government.

Class-II

S.No.	Designation of post	Pay scale	Qualification for direct recruitment	Qualifications for promotion or by deputation or transfer from P.W.D., Public Health Branch
1	2	3	4	5
1.	Assistant Secretary	Rs. 1200-1700	---	Superintendent Grade I with at least 7 years' experience and should be a graduate.
2.	Senior Accounts Officer	Rs. 1400-2000	Chartered Accountant having an experience in commercial organisation of repute, Corporation, Board or Government for 3 years. OR Should have passed at least Intermediate examination of the Institute of Chartered Accountants of India and should have a minimum of 11 years' experience as Senior Auditor in the Commercial Organisation of repute, Corporation, Board or Government.	(i) By deputation from amongst the Accounts Officers working in A.G. organisation, State Finance Department or Local Audit Department. He should have minimum experience of 15 years after passing SAS examination out of which 5 years must be as Accounts Officer. (ii) By promotion from amongst the Accounts Officers having an experience as such in the Board for at least 3 years.
3.	Accounts Officer	Rs. 1200-1850	Chartered Accountant having an experience in Commercial Organisation of repute, Corporation, Board or Govt., for 1 year  OR Should have passed at least Intermediate examination of the Institute of Chartered Accountants of India and should have a minimum of 8 years' experience as	(i) By deputation from amongst Accounts officers working in AG organisation, State Finance Department or Local Audit Department. He should have a minimum experience of 12 years after having passed SAS Exam. out of which 2 years must be as an Accounts Officer.  (i) By promotion from amongst the Senior Auditors having an experience as such in the Board for at least 8 years.

			Senior Auditor in a Commercial organisation of repute, Corporation, Board or Government.	
4.	Audit Officer Internal Audit	Rs. 1200-1850	Chartered Accountant having an experience in commercial organisation of repute, Corporation, Board, or Govt. for 1 year.	(i) By deputation from amongst Accounts Officers working in A.G. Organisation, State Finance Department or Local Audit Deptt. He should have a minimum experience of 12 years after having passed SAS Exam. out of which 2 years must be as an Accounts Officer
			OR Should have passed at least Intermediate Examination of the Institute of Chartered Accountants of India and should have a minimum of 8 years' experience as Senior Auditor in a Commercial Organisation of repute, Corporation, Board or Government.	(i) By promotion from amongst the Senior Auditors having an experience as such in the Board for at least 8 years.
5.	Sub-Divisional Engineer	Rs. 940-1850 with 2 advance increments for post graduate	B.Sc. Engg. (Civil/Mech.) or its equivalent Degree recognised by Government from any University or equivalent qualification of AMIE.	(i) By deputation or transfer from Public Health Department. (ii) By promotion from amongst S.Os./Circle Head Draftsman with 10 years experience in the ratio of 20% or 5% of the total strength respectively as fixed by the Pb. Govt. in the Class II service rules of Public Health Deptt. (iii) By promotion from amongst S.Cs. who are B.Sc. Engg. having 2 years experience. (iv) By promotion from amongst S.Os./Circle Head Draftsmen

				who qualify AMIE and have 5 years experience as Sectional Officer or Circle Head Draftsman.
6.	Private Secretary/Chairman	Rs. 825-1580 plus Rs. 100 Special Pay	B.A. IIInd Division or M.A. with 120 w.p.m. in Shorthand and 60 w.p.m. in type both in English and Punjabi. Should have a total experience of 8-10 years of which 3-4 years should be as PA to Senior Executives.	(i) By Promotion : 5 years experience as P.A. to Managing Director. (ii) On deputation : Private Secretaries attached to Ministers/Secretaries serving in the Pb. Govt.
7.	Superintendent Grade-I	Rs. 825-1580	Not envisaged	(i) By deputation from PWD Public Health Branch (H.O.) cadre or from Punjab Civil Secretariat. (ii) By promotion from Superintendent Grade-II with 3 years experience in the Board.

### Class-III

S.No.	Designation of post	Pay scale	Qualification for direct recruitment	Qualification for promotion or by deputation or transfer from P.W.D. Public Health Branch
1	2	3	4	5
1.	Senior Auditor	Rs. 750-1300	(i) Commerce Graduate with 3-4 years experience in Accounts OR Should have passed at least Intermediate Examination of the Institute of Chartered Accountants of India (ii) Experience of preparation of Final Accounts including Balance independently. (iii) Experience in dealing	Assistant/Accounts Clerks, who are Commerce Graduates and have 5 years experience in the Board.



			with Financial Institutions will be preferred.	
2.	P.A. to M.D. ...	Rs. 800-1,400 Rs. 50 as Special Pay	(i) Graduate with a speed of 120 w.p.m. in shorthand and 60 w.p.m. in typewriting both in English and Punjabi	12 years experience as Stenographer/Steno-Typist out of which at least 5 years as Stenographer
3.	Superintendent Grade II	Rs. 800-1,400	...	Five years experience as Superintendent Grade IV
4.	Superintending Grade IV	Rs. 620-1,200	...	Five years experience as Assistant/Accounts Clerk
5.	Assistant/Accounts Clerks	Rs. 570-1,080	(i) Graduate with two years Accounts experience in Govt. Board, Corporation or reputed private/Public Sector concerned OR (ii) A Commerce Graduate	Three years experience as Senior Clerk/S.D.C.
6.	Stenographer ...	Rs. 570-1,080	(i) Graduate with a speed of 100 w.p.m. in shorthand and 40 w.p.m. in typewriting both in English and Punjabi [Second Class Matric, or Higher Secondary/ Intermediate/ B.A. any division having speed of 80 W.P.M. in shorthand in English and 60 W.P.M. in shorthand in Punjabi with a typewriting speed of 30 W.P.M. in both the English and Punjabi languages] [Substituted vide Punjab Government Gazette Part III dated 9.9.1983.].	Five Years experience as Steno-typist.
7.	Steno-typist ....	Rs. 400-600+ Rs. 25 S.P.		From amongst Clerks possessing speed in shorthand at 80 w.p.m. in typewriting at 30 w.p.m. in Punjabi and English
8.		Rs. 510-800	....	

	S.D.C's/Senior Clerks			50% of the cadre strength of Clerks are placed in the scale of Rs. 510-800 of Senior Clerks by Selection Grade.
9.	Clerks ...	Rs. 400-600	(i) Matric Ist Divn. or Hr. Sec./Intermediate with 2nd Divn. or Graduate. Typewriting speed 30 w.p.m. in Punjabi and English	....
10.	Telephone Operator	Rs. 400-600	(i) Matric Ist Divn. or Hr. Sec./Intermediate with 2nd Divn. or Graduate (ii) Experience of operating PBX system for 1 year in any Govt./Private concern of repute.	
11.	Electrician ...	Rs. 400-600	(i) Electrical Course from I.T.I. and Matric Ist Divn. or Hr. Sec./Intermediate with 2nd Divn. or Graduate.	
12.	Head Draftsman Grade I	Rs. 700-1200	...	Eight years experience as Head Draftsman Grade II
13.	Head Draftsman Grade II	Rs. 570-1,080	...	Four years experience as Assistant Draftsman
14.	Assistant Draftsman	Rs. 510-940	(i) Certificate in Civil Draftsmanship from State Board of Tech. Education or from any other recognised Institute by Punjab Government	Departmental Exam. for promotion as A.D.M. from the post of Tracer and 3 years minimum experience as Tracer
15.	Tracer ...	Rs. 400-600	(i) Matric Ist Divn. or Hr. Sec./Intermediate 2nd Divn. or Graduate with Drawing	...
16.				...

	Sectional Officer Civil/ Mech./Elec.	Rs. 700-1200 (with two advance increments for those who are A.M.I.E. or Degree in Engineering at the time of first entry into service)	(i) Diploma in Civil Mech./Elec. Engineering from the recognised Institution	
17.	Surveyor ...	Rs. 450-800	Two years course in I.T.I. for surveying or from any Govt. recognised institute. Preference will be given to candidate with experience	...
18.	Car Driver ...	Rs. 400-600 + Rs. 60 S.P. for Driver of Non-official Chairman	Preferably Matric with Driving licence and one year experience of driving	...
19.	Duplicator Operator	Rs. 400-600	Matric with knowledge and experience of running duplicating machine	For promotion Matriculate Daftri/Jamadar/Peon with 2 years experience in the Board having knowledge of operation of Duplicating machine
20.	Daftri ...	Rs. 300-430 + Rs. 20 S.P.	CLASS-IV (i) Under Matric with knowledge and experience of binding work	Five years experience as Peon with knowledge of binding work
21.	Jamadar Peon	Rs. 300-430 + Rs. 20 S.P.	..	Five years experience as peon and have experience of working with officer
22.	Peons ...	Rs. 300-430 +	Under Matric and possesses knowledge of cycling	....
23.	Sweeper ...	Rs. 300-430	(i) Under Matric and possesses knowledge of cycling	...

24.	Chowkidar	Rs. 300-430	(i) Under Matric with good Physique ...
25.	Ferro-Khalasi	Rs. 300-430	(i) Under Matric with experience of preparing ammonia prints from tracing and cutting and trimming prints.

Note. - (1) Pay scales of various categories as shown above are as per the corresponding categories of officers/employees in the Punjab Government at present. Any changes in the Pay Scales in the Punjab Government on various posts on subsequent dates will be applicable to the employees working in the Board. (2) All appointments to the posts by promotion shall be made on the basis of seniority-cum-merit and no person shall have any right for promotion merely on the basis of seniority. The Board also reserve the right to prescribe any test or examination for any promotion that may be considered necessary as provided in 2. (2). (3) The special pay to the Engineering Officers working in the Head Office of the Board shall be admissible on the similar pattern as is allowed to their counterparts in the Punjab P.W.D. Public Health Department.