

# **The Punjab State Warehousing Corporation Staff (Conditions of Service) Group A and Group B Service Regulations, 2002**

PUNJAB

India

## **The Punjab State Warehousing Corporation Staff (Conditions of Service) Group A and Group B Service Regulations, 2002**

### **Rule**

### **THE-PUNJAB-STATE-WAREHOUSING-CORPORATION-STAFF-CONDITIONS-OF-SERVICE-REGULATIONS-2002**

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The Punjab State Warehousing Corporation Staff (Conditions of Service) Group A and Group B Service Regulations, 2002Punjab State Warehousing Corporation, Notification, dated the 18th July, 2005No. PWC/ADMN./E-9/136/19227/05. - In exercise of the powers conferred by Section 42, read with Section 23 of the Warehousing Corporations Act, 1962 (Central Act No. 58 of 1962), and with the previous sanction of the Government of Punjab, the Punjab State Warehousing Corporation hereby makes the following Regulations for determining the conditions of service of, and the remuneration payable to, and the duties and conduct of persons appointed to the Punjab State Warehousing Corporation (Group 'A' and 'B') Service and other employees of the said Punjab State Warehousing Corporation, namely :-

### **1. Short title, commencement and application.**

(1)These regulations may be called the Punjab State Warehousing Corporation Staff (Conditions of Service) Group A and Group B Service Regulations, 2002.(2)These shall come into force with effect from the date these are approved by the Board of Directors.(3)These shall apply to the posts specified in Appendix 'A'.

### **2. Definitions.**

- In these regulations, unless the context otherwise requires -(a)"Appendix" means an appendix

appended to these regulations;(b)"Board of Directors" means the Board of Directors of Punjab State Warehousing Corporation;(c)"Chairman" means the Chairman of the Board of Directors;(d)"direct appointment" means an appointment made by giving advertisement in the newspaper otherwise than by promotion or by transfer on deputation of a person already in the service of the Government Institutions;(e)"Government Institution" means a Government company as defined in the Companies Act, 1956, or a Statutory Body incorporated in which Union Government or the State Government has a financial interest;(f)"Managing Director" means the Managing Director of the Punjab Warehousing Corporation;(g)"recognized University or institution" means :-(i)any University incorporated by law in any of the States of India; or(ii)any other University or institution which is declared by the State Government to be a recognized University or institution for the purposes of appointments to public services and posts in connection with the affairs of the State of Punjab;(h)"Selection Committee" means a Selection Committee constituted by the Executive Committee or by the Managing Director as the case may be for making direct appointment to the Service.(i)"State Government" means the Government of the State of Punjab; and(j)"Service" means The Punjab State Warehousing Corporation (Group 'A' and 'B') Service.

### **3. Numbers and character of posts.**

- The Service shall comprise of such cadre and each cadre shall consist of such number of posts with such designations as have been specified in Appendix 'A' :Provided that nothing in these regulations shall affect the inherent right of the Board of Directors to add or reduced the number of such posts or to create new posts with different designations and scales of pay, whether permanently or (sic)

### **4. Nationalities, domicile and character of persons appointed to Service.**

(1)No person shall be appointed to the Service unless he is -(a)a citizen of India; or(b)a citizen of Nepal; or(c)a subject of Bhutan; or(d)a Tibetan refugee who came over to India before the 1st day of January, 1962 with the intention of permanently settling in India; or(e)a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India :(1)Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the State Government.(2)A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the appointing authority on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the State Government.(3)No person shall be recruited to the Service by direct appointment unless he produces -(a)a certificate of character from Principal Academic Officer of the University, College, School or Institution last attended if any, and similar certificates from two responsible persons not being his relatives who are well acquainted with him in his private life and are unconnected with his University, College, School or Institution; and(b)an Affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government, Government of India or any State Institution;

## **5. Appointing Authority.**

- Appointment to a post in the Service shall be made by the Authority as specified against that post in Appendix 'B'.

## **6. Disqualification.**

- 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 the Service :Provided that the Managing Director, 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.

## **7. Age.**

(1)No person shall be recruited to the Service by direct appointment if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty-three years in the case of technical posts on the 1st day of January of the year immediately proceeding the last date fixed for submission of applications to the appointing authority or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the State Government for appointment of persons to public services and posts in connection with the affairs of State of Punjab from time to time :Provided that the upper age limit may be relaxed upto forty-five years in the case of persons already in the employment of State Government, Union Government or the State Institution :Provided further that in the case of candidate belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the State Government for appointment of persons of these categories to public services and posts in connection with the affairs of the State of Punjab from time to time.(2)In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-Servicemen Rules, 1982, as amended from time to time.(3)In the case of appointment on compassionate ground on priority basis, the upper age limit shall be such as may be fixed by the State Government for appointment to public services and posts in connection with the affairs of the State of Punjab.(4)In the case of appointment of a War-hero, as defined in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 and who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent members of his family, the upper age limit shall be such as may be specifically fixed by the State Government for such persons for appointment to Service services or posts in connection with the affairs of the State of Punjab from time to time.

## **8. Pay of members of the Service.**

(1)The members of the Service shall be entitled to such scales of pay as may be authorized by the Punjab State Warehousing Corporation. The scales of pay, at present, in force in respect of the

members of the 'Service' are given in Appendix 'A'.(2)Unless otherwise stipulated in the terms and conditions of appointment, a member of the Service shall be entitled to dearness allowance and other allowances at the rates admissible to the employees of corresponding categories of the State Government.

## **9. Method of appointment and qualification.**

(1)Appointment to a post in the Service shall be made in the manner specified against that post in Appendix 'B' :Provided that appointment to the posts of Financial Controller, Assistant Financial Controller, Marketing-cum-Custom Service Officer, Finance Executive and System Administrator shall be made by the Punjab State Warehousing Corporation in such manner, of such persons possessing such qualifications, on such terms and conditions and on such remuneration, as the said Corporation may decided from time to time.(2)No person shall be appointed to a post in the service, unless he possesses the qualifications and experience as specified against that post in Appendix 'B' but knowledge of Punjabi upto Matric level for all the posts shall be essential :Provided that where an appointment to a non-technical post is offered to a war hero, who has been discharged from defence service or para military services account of disability suffered by him or by his widow or dependent member of his family under the instructions issued in this behalf by the State Government, the educational qualifications to be possessed by such persons shall be graduation from a recognized university and such a person shall also not be required to possess experience, if any, specified, therefor, at the time of initial recruitment.(3)Appointment to the Service by promotion shall be made on the basis of seniority-cum-merit but no person shall have any right to claim promotion on the basis of seniority alone :Provided that for promotion to a post of a member of the Service, the minimum bench mark shall be "Very Good" in the case of a post falling in Group 'A' and 'Good' in the case of a post falling in Group 'B' and there shall be no suppression in such cases.

## **10. Debarring for consideration for promotion.**

- In the event of refusal to accept promotion by a member of the service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion :Provided that in case where the appointing authority is satisfied that a member of the Service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member from the promotion of this regulation by recording the reasons, therefor, in writing.

## **11. Promotion.**

(1)A person appointed to a post in the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise :Provided that :-(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 any case of appointment by transfer, any period of work on an equivalent or higher rank prior to the appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;(c)Any period of

officiating appointment to the Service shall be reckoned as period spent on probation; and(d)Any kind of leave not exceeding six months during or at the end of the period of probation shall be counted towards the period of probation.(2)If, in the opinion of the appointing authority, the work and 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 a post on which he held lien prior to his appointment to the Service by direct appointment, and(b)If such person is appointed, otherwise, -(i)revert him to his former post; or(ii)deal with him in such other manner as the terms and conditions of his previous appointment permit.(3)On the completion of the period of probation of a person, the appointing authority may, -(a)if his work and conduct has, in its opinion been satisfactory -(i)confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or(ii)declare that he has completed his probation satisfactorily, if he is already confirmed; or(b)if his work and conduct has not been in its opinion, satisfactory -(i)dispense with his services, if recruited by direct appointment or if appointed otherwise revert him to his former post, or deal with him in such manner as the terms and conditions of his previous appointment may permit;(ii)extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the period of probation as specified in sub-rule (1) :Provided that the total period of probation including extension, if any, shall not exceed three years.

## **12. Seniority.**

- The seniority inter se of a person appointed to a post in a cadre of the Service shall be determined by the length of continuous service on such post in that cadre of the Service :Provided that in the case of person recruited by direct appointment who join within the period specified in the orders of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Selection Committee shall not be disturbed:Provided further that in case a person is permitted to join the post after the expiry of the said period of four months; his seniority shall be determined from the date he joins the post :Provided further that in case a person of the next selection has joined a post in the Service before the person referred to in the preceding proviso joins the person so referred shall be placed below all the persons of the next selection who join within the time specified in the first proviso :Provided further that in the case of two or more persons appointed to the Service on the same date, the seniority shall be determined as follows :- (a)a person appointed by direct appointment shall be senior to a person appointed otherwise;(b)a person appointed by promotion shall be senior to a person appointed by transfer;(c)in the case of person appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and(d)in the case of persons appointed by transfer from different cadres, the seniority shall be determined according to pay preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn also the same, then by his length of service in those appointments and if the length of service is also the same, an older person shall be senior to a younger person,Note. - Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

### **13. Liability to serve.**

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

### **14. Liability for vaccination and re-vaccination.**

- Every member of the service shall get himself vaccinated or re-vaccinated when directed so by the appointing authority by a special or general order.

### **15. Oath of allegiance.**

- Every member of the Service unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

### **16. Liability of members of Service to transfer.**

- A member of Service may be transferred to any post whether included in any service or not on the same terms and conditions as specified in Rule 3.17 of the Punjab Civil Service Rules Volume I, Part-I.

### **17. Medical fitness certificate Medical facilities, Travelling Allowance, leave and other matters.**

- In respect of medical fitness certificate on first appointment, Medical facilities, Travelling allowance leave and all matters pertaining to service not expressly provided in these regulations, the members of the Service shall be governed by the rules and instructions of the State Government issued from time to time and applicable to its employees.

### **18. Provident Fund and Pension Scheme.**

(1) In respect of the members of Service, who had not opted for the Pension Scheme of the Corporation, Regulations contained in the Punjab State Warehousing Corporation Employees Provident Fund Regulations, 1974 framed with Notification No. 434-Agri.(VIII)-74/2974, dated 19th February, 1974 shall apply. (2) In respect of all other members of the Service, the Pension Scheme referred to in sub-regulation (1) shall apply.

### **19. Authority to grant leave.**

(1) The Managing Director or any Officer so authorised by the Managing Director, shall be the authority to grant all kinds of leave to the members of Service. (2) The Chairman shall be the authority to sanction casual leave to M.D. (3) The Executive Committee will be the authority to grant earned leave for a period not exceeding 45 days to the MD. (4) Earned leave in excess of 45 days and

extraordinary leave or sick leave in the case of MD shall be sanctioned by the Board of Directors in consultation with the State Government.

## **20. Conduct Rules.**

- In respect of the work and conduct during the tenure of his serve, a member of the Service shall be governed by the provisions as contained in the Employees (Conduct) Rules, 1966 applicable to the employees of the State Government :Provided that if any permission is necessary under the aforesaid rules, the same shall be obtained by a number of the Service from the Managing Director.

## **21. Discipline, penalties and appeals.**

(1)In the matter of discipline, punishment and appeals, a member of the Service shall be governed by the provisions of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 as amended from time to time as applicable to the employees of the State Government.(2)The authority empowered to impose penalties specified in Rule 5 of the Punjab Civil Service (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the members of the Service shall be such as are specified in Appendix 'C'.

## **22. Power to relax.**

- Where the appointing authority is of the opinion that it is necessary or expedient so to do, it may be order, for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any class or category of persons :Provided that the provisions relating to educational qualifications and experience if any, shall not be relaxed.

## **23. Interpretation.**

- If any question arises as to the interpretation of these regulations, the Board of Directors shall decide the same.

## **24. Repeal and savings.**

(1)The Punjab State Warehousing Corporation Staff Regulations, 1960 framed with Cooperation Notification No. 13161-Co-op-VI- 60/7007, dated 29th November, 1960 are hereby repealed.(2)Notwithstanding the repeal of the regulations referred to in sub- regulation (1) anything done or any action taken (including any appointment) under the repealed regulations shall be deemed to have been done or taken under these regulations.Appendix 'A'[See regulation 1(3), 3 and 7]

Sr. No.	Designation of post	Number of posts	Scale of pay (in Rupees)
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		Permanent		Temporary	Total
1.	Executive Engineer	1	-	1	12,000-15,000
2.	Manager	5	-	5	(i) 10,025-15,100 (entry scale) (ii) 12,000-16,350 after 8 years service as Manager with designation as Chief Manager (iii) 13,500-16,800 after 16 years service as Manager with designation as Deputy General Manager (iv) 14,300-18,600 after 21 years service as Manager with designation as General Manager
3.	Manager Finance & Accounts	1	-	1	As above
4.	Manager Quality Control	1	-	1	As above
5.	Chief Public Relations Officer	1	-	1	10,025-15,100
6.	Chief Post Manager (as ex-cadre	1	-	1	10,025-15,100



	upgraded post, re-designated as Chief Manager (Project)				
7.	Secy. to MD	1	-	1	(i) 10,025-15,100 (entry scale) (ii) 12,000-16,350 after 8 years service as such (iii) 13,500-16,800 after 16 years service as such.
8.	Legal Advisor	1	-	1	7,220-11,660
9.	Sub-Divisional Officer (Civil)	7	-	7	7,220-11,660
10.	Sub-Divisional Officer (Electrical)	1	-	1	7,220-11,660
11.	Financial Controller	1	-	1	To be filled up on deputation
12.	Law Officer	3	-	3	To be filled up on deputation (i) 7,220-11,660 plus Rs. 100 per month Special Allowance (ii) 7,880-11,660 after 8 years service as District Manager with designation as Sr. District Manager/Joint Manager (iii) 9,750-14,700 after 16 years service with designation as
13.	District Manager	13	-	13	

					Chief District Manager/Addl. Manager
14.	Additional District Manager	6	-	6	7,220-11,660
15.	Technical Officer/Dy. Manager (Quality Control)	13	-	13	(i) 7,220- 11,660  (ii) 7,880-11,660 after 8 years service as Technical Officerwith designation of Sr. TO/Joint Manager (Quality Control)
16.	Officer on Special Duty/Private Secy.	1	-	1	(i) 7,220-11,660  (ii) 7,880-11,660 after 8 years service as such (iii) 9,750-14,700 after 18 years service as such
17.	Asstt. Accounts Officer	2	-	2	(i) 7,220-11,660  (ii) 7,880-11,660 after 8 years service as Asstt. AccountsOfficer (iii) 9,750-14,700 after 18 years as Assistant

					Accounts Officer
18.	Supdt. Grade-I	5	-	5	7,220-11,660
19.	Personal Assistant	2	-	2	6,400-10,640+ 300 P.M. Special Allowance
20.	Statistical Officer	1	-	1	(i) 6,400-10,640 (ii) 7,000-10,980 after 8 years as Statistical Officer with designation as Sr. Statistical Officer (iii) 7,220-11,660 after 18 years as Statistical officer with designation as Deputy Manager (Statistical)
21.	Supdt. Grade-II	13	-	13	6,400-10,640
22.	Asstt. Storage Technical Officer	16	-	16	(i) 6,400-10,640 (ii) 7,000-10,980 after 8 years (iii) 7,220-11,660 after 18 years as Assistant Storage Technical Officer 7,000-10,980 plus special allowance of Rs. 200/- P.M.
23.	Section Officer (Accounts)	6	-	6	(i) 6,400-10,640
24.	Claims Officer	1	-	1	(i) 6,400-10,640

					(ii) 7,000-10,980 after 8 years as Claims Officer with designation as Sr. C.O.
					(iii) 7,220-11,660 after 18 years as Claims Officer with designation as Deputy Manager (Claims)
25.	Warehouse Manager	86	-	86	(i) 6,400-10,640  (ii) 7,000-10,980 after 8 years as Warehouse Manager with designation as Sr. Warehouse Manager  (iii) 7,220-11,660 after 18 years as Warehouse Manager with designation as Chief Warehouse Manager

Appendix 'B'(See Regulation 8)

Sr. No.	Designation of post	Appointing Authority	Percentage of appointment by
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Direct recruitment

1	2	3	4
1.	Managing Director	State Government	-
2.	Additional Managing Director	State Government	-
3.	Executive Engineer	Executive Committee	67%
4.	Manager Quality Control	Executive Committee	-

- |     |   |                        |                                |
|-----|---|------------------------|--------------------------------|
| 5.  | Manager<br>Finance &<br>Accounts  | Executive<br>Committee | -                              |
| 6.  | Manager   | Executive<br>Committee | -                              |
| 7.  | Chief Port<br>Manager an<br>ex-cadre<br>upgraded<br>post,<br>re-designated as<br>Chief Manager<br>(Project) | Executive<br>Committee | Absorbed against upgraded post |
| 8.  | Secretary to<br>M.D.  | Executive<br>Committee | -                              |
| 9.  | Chief Public<br>Relations<br>Officer  | Executive<br>Committee | -                              |
| 10. | Legal Advisor   | Managing<br>Director   | -                              |

11. Sub-Divisional Managing  
Officer (Civil) Director 50%

12. Sub-Divisional Managing  
Officer Director 50%  
(Electrical)

13. Financial      Managing      -  
Controller      Director



14.	Law Officer	Managing Director	-
15.	District Manager (with Rs. 100/- Special Allowance)	Managing Director	33%
16.	Additional District Manager	Managing Director	-
17.	Technical Officer/Dy. Manager Quality Control	Managing Director	33%
18.	Officer on Special Duty	Managing Director	-

19.	Assistant Accounts Officer	Managing Director	-
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20.	Supdt. Grade-I	Managing Director	-
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21.	Personal Assistant	Managing Director	-
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22.	Statistical Officer	Managing Director	-
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23.	Supdt. Grade-II	Managing Director	-
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24.			33%
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Asstt. Storage Managing  
and Technical Director  
Officer

25. Section Officer Managing  
(Accounts) Director 100%

- |     |                      |                      |     |
|-----|----------------------|----------------------|-----|
| 26. | Claims Officer       | Managing<br>Director | -   |
| 27. | Warehouse<br>Manager | Managing<br>Director | 33% |

Appendix 'C'(See Regulation 17)

Sr. No.	Designation of Post	Authority competent to impose penalty	Appellate Authority	Nature of Penalties
1.	Executive Engineer	Executive Committee	Board of Directors	Minor Penalties
2.	Manager			(i) Censure;
3.	Manager, Finance and Accounts			(ii) Withholding of his promotions;
4.	Manger, Quality Control			(iii) Recovery from his pay of the whole or part of any pecuniary loss caused by him to the Punjab State Warehousing Corporation by negligence or breach of order;
5.	Chief Public Relations Officer			(iv) Withholding of increments of pay;
6.	Secretary to M.D.			
7.	Financial Controller			
8.	Chief Port Manager and ex-cadre upgraded post, re-designated as Chief Manager (Project)			
9.	Legal Advisor	Managing Director	Executive Committee	Major Penalties
10.	S.D.O. (Civil)			(v) Reduction to a lower stage in the timescale of pay for a specified period with further directions as to whether or not the members of the Service will carry 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;
11.	S.D.O. (electrical)			
12.	Law Officer			
13.	District Manager			
14.				

**Additional District  
Manager**

- |     |  |   |
|-----|--|---|
| 15. | Technical<br>Officer/Dy.<br>Manager Qualify<br>Control | (vi) Reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee of Punjab State Warehousing Corporation to the time scale of pay, grade, post or service from which he was reduced with or without further direction regarding conditions of restoration to the grade or post or service from which the employee of the Punjab State Warehousing Corporation was reduced and his seniority and pay on such restoration to that grade, post or service; |
| 16. | Officer on Special<br>duty                             |   |
| 17. | Assistant Accounts<br>Officer,                         |   |
| 18. | Supdt., Grade I  |   |
| 19. | Personal Assistant                                     |   |
| 20. | Statistical Officer                                    |   |
| 21. | Supdt., Grade II                                       | (vii) Compulsory retirement;  |
| 22. | Assistant Storage<br>and Technical<br>Officer          | (viii) Removal from service which shall not be a disqualification for future employment under the Punjab State Warehousing Corporation;   |
| 23. | Section Officer<br>(Accounts)                          |   |
| 24. | Claims Officer   | (ix) Dismissal from service which shall ordinarily be a disqualification for future employment under the Punjab State Warehousing Corporation.  |
| 25. | Warehouse<br>Manager                                   |   |