

**Punjab Information & Communication Technology Corporation Limited  
(Punjab Infotech)**

<b>Sr. No.</b>	<b>Service Rules/Regulations</b>
1	Service Rules
2	Assured Career Progression Scheme
3	Promotion Policy – Punjab Infotech
4	TA/DA Rules of Punjab Infotech amended
5	Conveyance Rules
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**Punjab Information & Communication Technology Corporation Limited**

**SERVICE RULES**

**CHAPTER-I**

**1. DEFINITIONS:**

**1.1.** These rules shall be referred to as the Punjab State Electronics Development & Production Corporation Ltd. Service Rules. ***(Renamed as Punjab Information and Communication Technology Corporation Limited on 11.10.2002)***

1.2. These Service Rules shall take effect from 1<sup>st</sup> April, 1979.

1.3. These service rules shall apply to every employee of the Corporation wherever he may be posted except in so far and to the extent it is otherwise agreed upon agreement or letter of appointment or any other status for the time being in force.

**1.4. Definitions**

1.4.1 'The Board' means the Board of Directors of Punjab State Electronics Development & Production Corporation Limited and shall include any committees thereof constituted for the purpose.

1.4.2. 'Chairman' means the Chairman of the Board.

1.4.3. 'The Corporation' means the Punjab State Electronics Development & Production Corporation Ltd., acting through the Board, the Chairman, the Managing Director or any other duly authorized officer of the Corporation.

1.4.4. 'Direct Appointment' means an appointment made otherwise than by promotion or transfer of person already in the service of the Corporation or made by taking a person on deputation from the State Government or any other Corporation.

1.4.5. 'Duty' means the period of service which counts for pay, leave and other emoluments but does not include any period of suspension or extra-ordinary leave without pay.

1.4.6. 'Employee' means a person employed on any post under the Corporation but does not include except for the purpose of disciplinary actions, a casual worker or a daily wage worker.

- 1.4.7. 'Government' means the Punjab State Government in the Industries or any other Department for the time being in charge of the affairs of the Corporation under the Rules of Business of the Government.
- 1.4.8. Managing Director means the officer appointed by the Government for being the Managing Director of the Corporation.
- 1.4.9. Permanent Employee means an employee appointed on permanent basis against a permanent post.
- 1.4.10. Temporary Employee means an employee appointed for a Limited period of work which is essentially for a temporary nature or appointed against a temporary post or vacancy for a specific or unspecified period.
- 1.4.11. Appointing Authority means the authority competent to make the concerned appointment.

## CHAPTER-II

### 2. POSTS UNDER THE CORPORATION

- 2.1. For the purpose of these service rules, the posts under the Corporation shall be classified under the following two categories, namely:-
- i) Officers.
  - ii) Other employees.
- 2.2. These shall be permanent, tenure and temporary posts under the Corporation.
- 2.3. The Board shall have the right to declare a temporary post as permanent.
- 2.4. No person shall be appointed on any post under the Corporation unless he is:-
- i) a citizen of India; or
  - ii) a subject of Sikkim; or
  - iii) a subject of Nepal; or
  - iv) a subject of Bhutan; or
  - v) a Tibetan refugee who came to India before 1st January, 1962 with the intention of permanently settling in India; or

- vi) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India.

Provided that a candidate belonging to category(ii), (iii), (iv), (v) and (vi) shall be a person in whose favour a certificate of eligibility has been given by the Competent Authority and if he belongs to category (vi) the certificate of eligibility will be issued for a period of one year after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

## **CHAPTER-III**

### **3. RECRUITMENT AND RETRENCHMENT**

**3.1.** Recruitment to the various posts under the Corporation shall be made by any one or more of the following methods.

- .1.1. By director appointment.
- .1.2. By deputation for Govt. or any other Corporation.
- 3.1.3. By promotion of existing personnel or by transfer from one post of another.
- 3.1.4. Appointment to all posts under the Corporation carrying a basic pay of Rs. 550/- and above shall be made by the Board of Directors and to all other posts by the Managing Director.
- 3.1.5. The appointing authority shall prescribe the pay scales, qualifications, experience and other requirement for the various posts under the Corporation.
- 3.1.6. The age of person, at the time of direct recruitment to a post under the Corporation, shall not normally exceed 35 years.

Provided that the appointing authority may in specific because relax this condition having regard to the qualifications and experience of a candidate.

- 3.1.7. No person who has been dismissed from any public or private employment or has otherwise ceased to be in service of the Corporation, shall be re-employed except with the express approval of the Board.
- 3.1.8. 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 doctor in a Government/Municipal hospital.

- 3.1.9. All appointments shall, in the first instance, except as the appointing authority may stipulate in any particular case, be on probation in respect of permanent posts and on temporary basis in respect of temporary posts.
- 3.1.10. The period of probation shall be one year subject to such extensions as may be deemed necessary. The total period of probation shall not exceed two years in any case. The probation shall be deemed to have been completed only after communication of orders in writing.
- 3.1.11. If, at the expiration of the period of probation the work of a probationer is found to be satisfactory, the appointing authority may confirm him with effect from a date after the date of his first appointment on probation.
- 3.1.12. Provided that reservation of posts in the Corporation shall be made for scheduled caste/schedule tribes, backward classes, Ex-servicemen etc. as per the policy of the Punjab Government in force from time to time.

(approved by the BoD in its meeting held on 23.11.79 (Item No. 15.11.1))

## **3.2 TERMINATION OF SERVICES;**

The services of an employee of the Corporation may be terminated by the appointing authority.

- 3.2.1. In case of a permanent employee or an employee appointed to a tenure post, by giving three month's notice on either side or in lieu thereof the pay for the period by which the notice falls short of three months.
- 3.2.2. In the case of an employee on deputation from the Govt. or any other Corporation, by reverting him to his parent service.
- 3.2.3. In the case of a temporary employee or an employee on probation, by giving one month's notice on either side or in lieu thereof the pay for the period the notice falls short of one month.

## **3.3. RECORD OF SERVICE:**

The following record of service of every employee shall be maintained by the Corporation:-

- a) Personal file;
- b) Service book
- c) C.R.File.

Files at (a) and (b) shall be maintained by the office and the file at (c) shall remain in the personal custody of an officer authorised by Managing Director.

## **CHAPTER-IV**

### **4. SENIORITY AND PROMOTION:**

#### **4.1. SENIORITY:**

The inter-se-seniority of persons appointed to posts carrying the same scale of pay shall be determined by the dates of their appointment to such posts. Provided that if two or more persons are simultaneously appointed to such posts on the same date, and their seniority inter-se has not been indicated by the appointing authority in order of appointment, than their seniority shall be determined as under:-

- 4.1.1. A person recruited by promotion from the service of the Corporation shall be senior to the person recruited otherwise.

Provided however, that in the case of promotion of two or more persons their inter-se-seniority shall be determined according to their seniority in the cadre or posts from which they have been promoted.

- 4.1.2. A person on deputation shall be senior to a person recruited by direct appointment.

Provided that in the case of two or more persons on deputation their inter-se-seniority shall be determined according to their seniority in their parent service or cadre.

- 4.1.3. In the case of persons recruited by direct appointment the older in age shall rank senior to the other.

- 4.1.4. In any other case the person in the higher scale of pay shall be considered senior to a person in the lower scale of pay and where

the scale of pay are identical a person drawing higher salary shall be senior to a person drawing a lower salary.

#### **4.2. PROMOTION:**

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

(The promotion policy of the Corporation for computer cadre approved in 119th meeting held on 18.09.2000 and for other in 124th meeting held on 23.05.2001 with amendment in 139th meeting held on 27.08.2004 and 163rd meeting held on 29.06.2010).

### **CHAPTER-V**

#### **5. SUPERANNUATION AND RETIREMENT:**

Every employee of the Corporation shall retire on attaining the age of 60 years, except as otherwise decided by the Corporation in individual cases.

### **CHAPTER-VI**

#### **6. GENERAL**

- 6.1.** The whole time of employee shall be at the disposal of the Corporation. The working hours shall be the same as observed by the Punjab Govt. Offices from time to time.
- 6.2.** No employee shall directly or indirectly be engaged in any other business, occupation or employment nor shall be enter into any partnership or other business relationship, accept nay fees, endowment or commission whatsoever, from any party other than the Corporation except with the prior permission of the appointing authority.
- 6.3.** Every employee shall be liable to be transferred by the appointing authority from one post to another or to any place which it may consider necessary in the interest of the Corporation.
- 6.4.** No employee of the Corporation shall take part in politics or in any political demonstration or stand for election as member of any House of the State Legislature or Parliament or of any local

authority or indulge in activities that may cause embarrassment to the Corporation.

- 6.5. The Corporation shall, in respect of all acts done in good faith and in the interests of the Corporation extend protection to its employees in courts of law of elsewhere.

## **CHAPTER-VII**

### **7. PAY AND ALLOWANCES**

- 7.1. "Pay" means the monthly pay drawn as fixed pay or in a time scale and includes personal, special , dearness and deputation pay but does not include any allowance.
- 7.2. "Personal Pay" means an addition which may be granted to an employee by the appointing authority, in exceptional circumstances or other personal consideration.
- 7.3. "Special Pay" means additional pay granted in consideration of a specially arduous nature of duties or a specific addition to the work or responsibility.
- 7.4. "Award" means a fixed amount awarded in recognition meritorious work performed by an employee of the Corporation.
- 7.5. "Allowance" includes dearness allowance, house rent allowance, traveling allowance, conveyance, city compensatory, sumptuary and overtime allowance or any other allowance sanctioned by the Board from time to time.

( The Amendment in TA/DA Rules has been approved by BOD in its 137th meeting held on 7th June, 2004 ).

- 7.6. An employee of the Corporation shall on appointment be eligible to the minimum of the scale of the post to which he is appointed.
- 7.7. The appointing authority may in recognition of exceptionally good services of an employee of the Corporation grant to him:
- a) An award not exceeding one half of the pay of such employee.
  - b) One or two increments in the time scale of his pay provided that the Board may award any amount of money or grant any number of increments.



- c) That any employee of the Corporation who improves his qualification i.e. obtains a higher qualifications in the relevant field, shall be eligible for grant of two additional increments. (Add in 85<sup>th</sup> BoD meeting held on 10.11.93).
- 7.8. Govt. servants on deputation to the Corporation may either:-
- a) Accept the pay scale or the post under the Corporation subject to the fixation of their pay in such pay scale by the appointing authority: or
  - b) Continue to enjoy their pay scale in their parent service plus deputation pay as approved by the Govt. and other allowance is admissible to him in Govt. service. The Govt. servants 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 their parent service consequent upon decision in his favour on his appeal or representation or otherwise as a matter of course.
- 7.9. The Corporation shall pay to the Govt. leave and pension in respect of officers or other employee of the State Govt. taken on deputation, at the rates in force, from time to time in this behalf.
- 7.10. An increment in a time scale may be drawn as a matter of course by an officer or other employee of the Corporation unless it is with-held or deferred on the grounds of suspension, grant of extra ordinary leave without pay or punishment. No increment will be admissible during the period of probation.
- 7.11. Specific sanction of the appointing authority shall be required to cross an efficiency in any time scale.
- 7.12. Special pay at a rate not exceeding 10% of basic pay to be determined by the appointing authority, may be allowed to a person holding charge of an independent post in addition to his own duties, for a period exceeding one month.
- 7.13. When a person in a lower scale of a pay is appointed to officiate in a higher scale of pay, he will draw the minimum of the higher scale or if the pay he is already drawing a more than the minimum of the new scale, it shall be fixed in the new scale at the stage next above his basic pay in the lower scale.

- 7.14. Employee of the Corporation shall receive such allowance as may be sanctioned by the Board from time to time.
- 7.15. Any sum of money or pay or allowance due to an employee of the Corporation that may have remained unclaimed may be transferred to and held in the suspense account for a period of three years from the date of which the payment is normally due and will thereafter be treated as lapsed to the Corporation.

*The Implementation of the Assured Career Progression scheme on completion of 4,9. and 14 years of service in the cadre to the employees of the Corporation has been approved in BOD in its 148th meeting held on 29th Dec, 2006.*

## **CHAPER-VIII**

### **8. PENALTIES;**

- 8.1. An officer or other employee of the Corporation may be awarded any one or more of the following penalties:-
- i) Warning or reprimand or censure;
  - ii) Withholding of increment or increments;
  - iii) Reduction to a lower time scale.
  - iv) Recovery from pay of loss caused to the Corporation;
  - v) Removal or dismissal from service.
- 8.2 The penalties referred to above may be imposed by order in writing of the appointing authority.
- 8.3 Provided that not more than one penalty shall be imposed on any employee at any one time.

### **8.4 Suspension**

Any person in the employment of the Corporation against whom there are serious charge pending may be placed under suspension by order in writing of the appointing authority.

- 8.3.1.** During the period of suspension such person shall be entitled to receive subsistence allowance equal to one half of his basic pay plus allowances thereon.

Provided that:

- a) The difference of his pay and subsistence allowance may be given to such a person on his reinstatement if the appointing authority so directs, and
- b) the subsistence allowance already paid to the employee shall not be refundable to the corporation in case such a person is ultimately removed from service.

- 8.4.** The penalties enumerated in 8.1 above may be imposed on any one or more of the following grounds:-

- a) Strike or inducing others to strike;
- b) Wilful insubordination or disobedience;
- c) Negligence, inefficiency or indolence
- d) Irregular attendance;
- e) Unauthorised divulgence of any information, document detrimental to the interests or reputation of the corporation
- f) Theft, pilferage, fraud, dishonestly, misappropriation, defalcation or embezzlement;
- g) Absence from duty without leave or overstaying leave, except under circumstances beyond control, provided that the appointing authority may order such period to be treated as spent on leave of any kind available to the employee.
- h) Arrest or conviction on a criminal charge or for an offence involving moral turpitude or depravity or degradation of character.
- i) Insanity;
- j) Anti-national activities; or
- k) Any other sufficient ground.
- l) Sexual Harassment:- For this purpose sexual harassment includes such unwelcome sexually behavior (whether Directly or by implications) as :**

- **Physical contacts and advances**
- **A demand/ request for sex**
- **Sexually colored remarks**
- **Showing pornography.**

- **Any other unwelcome physical verbal or non- verbal conduct of sexual nature.**

( Amendment in 8.4(l) made in BOD in its 143rd meeting held on 21st Oct, 2005 )

- 8.5.** An appeal against an order of the appointing authority imposing penalty or suspension shall lie to the Board within two months of the date of service of such order on the employee and the Board's decision on such appeal shall be final.

Provided that a joint appeal shall not be entertained. Provided further that where a penalty has been imposed or suspension order passed by the appointing authority with the approval of the Board, the person on whom the penalty has been imposed may apply to the Board for a review of its decision within two months of the date of service of such order.

## **CHAPER-IX**

### **LEAVE RULES;**

#### **9.1. TITLES**

These rules may be referred to as the Punjab State Electronics Development & Production Corporation Limited leave rules.

#### **9.2. Date of Enforcement**

These rules shall come into force with effect from the date of approval

#### **9.3. SCOPE OF APPLICATION**

These rules shall be applicable to all employees of the corporation except those on deputation.

#### **9.4. TYPE OF LEAVE**

All employee of the corporation, except those on deputation will be entitled to the following kinds of leave;

- i) Casual leave
- ii) Sick leave
- iii) Earned leave
- iv) Study leave
- v) Maternity leave
- vi) Public Holidays

## vii) CHILD CARE LEAVE

**9.5. CAUSAL LEAVE:**

15 days of casual leave in one calender year (of service) shall be admissible to all employees. Provided that women employees shall be entitled to 20 days casual leave in a calender year (of service).

Casual leave will be non-cumulative and no other leave of any kind except leave without pay can be combined with it.

Holidays occurring during or at the beginning or at the end of the period of casual leave shall be excluded. Casual leave shall not be asked or allowed for more than ten days at a time.

**9.6. SICK LEAVE**

All employees of the corporation shall be entitled for each year of service to ten days sick leave on full pay. An employee availing more than three days of sick leave at a time, must produce a medical certificate from the Corporation's Medical Officer or from a Doctor in a Government Hospital. Holidays intervening the sick leave period shall be considered as part of the sick leave.

Sick leave will be cumulative up to 60 days on full pay.

**9.7. EARNED LEAVE:**

All employees shall be entitled to 30 days of earned leave on full pay for a very year of service it will be calculated @ 1/12 of the period spent on duty. Leave without pay shall not be counted as period of service earned leave shall be cumulative up to 450 days when an employee resigns or his service are terminated, except by dismissal of service for misconduct, the employee shall be paid for the leave due to his credit. The accumulation of the earned leave by an employee shall be restricted to 300 days.

EXTRACT FROM THE PROCEEDINGS OF THE 15<sup>TH</sup> MEETING OF THE BOARD OF DIRECTORS HELD ON 23.11.1979.

**Item No. 15. 13: ENCASHMENT OF EARNED LEAVE:**

The board directed that payment against encasement of leave to the employees of the Corporation be made on the basis of payment made to Punjab Govt. employees so far as inclusion of allowances in such payments are concerned.

**9.8. STUDY LEAVE:**

Study leave may be granted to an employee for the purpose of undertaking a studies of scientific, technical or similar problems or to undergo special course of instruction or training in or outside India on such terms and conditions as may be fixed by the Board.

**9.9. MATERNITY LEAVE;**

The Managing Director may grant to a female employee who has put in at least one year of continuous service, maternity leave for a period of 180 days without the necessity of production of medical certificate. Extension beyond 180 days shall, however, be permissible by grant of leave of the kind due. Such leave shall not be debited to the leave account of the employee and shall not be granted for more than two confinements. Normally, leave applied for, if due, will be granted. However, the same can be refused in the interest of the work of the Corporation.

**Addition: \_**

The BOD in its 136th meeting held on 28th January, 2004 has approved to adopt the instructions issued by the Govt. of Punjab, Department of Personnel regarding provision of Special leave of 05 years to Govt. Employees

The Managing Director may grant Paternity Leave to all the male employees for a period of 15 days from the date of birth of the child on full payment. However it can be commuted up to 30 days on half payment basis ( BOD in its 151st meeting Held on 20th Sep, 2007 )

**9.10. PUBLIC HOLIDAYS & WORKING HOURS;**

The Corporation will observe public holidays and working hours as observed by the offices of the Punjab Government.

**9.11. AUTHORITY;**

Leave of all kinds will be sanctioned either by the Managing Director or by any officer of the Corporation so authorized by him, to the extent of such authority.

**2.1.1 CHILD CARE LEAVE**

All the regular women employees of the Corporation will be entitled to avail the Special Leave upto one year (365 days) for care of their child under 18 years subject to the following conditions :

- The leave of maximum period of one year (365 days) during service will be allowed to women employees for their minor children (Under 18 years)
- This leave will be applicable for maximum two children for their care and need like examination or medical etc. Documentary proof will have to be produced.
- During the leave period, salary as in case of Earned Leave will be admissible.
- Leave can be availed for more than one time but not more than three times in a year.
- Leave will not be sanctioned for less than 15 days.
- Such leave will not be sanctioned in case of unauthorized absence.
- Such leave can be refused or cancelled in case of sanctioned in public interest.
- Leave will be sanctioned as per Government instructions.

**(Addition as approved in the 172<sup>nd</sup> meeting of BoD held on 27-03-2012)**

**CHAPTER-X****10. CONTRIBUTORY PROVIDENT FUND RULES;**

Every employee of the Corporation shall be entitled to membership of the Contributory Provident Fund Scheme under the Provident Funds and Family pension Act, 1952, irrespective of the pay drawn by him. However, an employee who is already a member of the Contributory Provident Fund Scheme under the said Act on the date of his joining the Corporation, shall become a member of the said fund from the date of joining the Corporation. Re-employed persons shall be governed by the terms of their appointment.

## CHAPTER-XI

### 11. BONUS;

Every employee of the Corporation shall be entitled to payment of Bonus under the Payment of Bonus Act- as amended or re-enacted from time to time, irrespectively of the pay drawn by him.

## CHAPTER-XII

### 12. MEDICAL RULES

All employees of the Corporation shall be entitled to full reimbursement of the expenses incurred on the purchase of medicines on the prescription of corporation doctors or doctors in government/Municipal Hospitals, expenses on hospitalization and consultation fees paid to Doctors in government/Municipal Hospital. This is, however, subject to the condition that all the bills and the essential certificates are signed by the Doctors referred to above.

**N.B.** The Corporation Doctors in these rules shall mean any Doctor(s) other than Doctors in Government / Municipal Hospitals specially appointed by the Corporation for the purpose.

#### Amendment

As per decision taken in 129<sup>th</sup> meeting of BOD held on 25.06.02. The employees of the Corporation can avail of indoor treatment from any other recognized hospitals, the reimbursement of charges not to exceed the charges stipulated by PGI or AIMS.

The BOD in its 143rd meeting held on 21st October, 2005 has approved the revision for medical allowance to the employees of the Corporation from Rs. 250/- to Rs. 500/- per month as fixed medical allowance in respect of out door medical treatment. Reimbursement of 'Outdoor' Medical expenses incurred by the employees for the treatment of Chronic diseases shall be permissible as per norms fixed by the State Government for its employees from time to time.



## CHAPTER-XIII

### 13. LEAVE TRAVEL CONCESSION RULES:

All employees of the Corporation, on completion of one year service in the Corporation, shall be entitled to the following leave travel concessions;

- i) Reimbursement of the actual fare, to and fro, by Rail/bus of the Class entitled under the Traveling allowance Rules for self, wife/husband and minor children once in two years for visiting the permanent place of residence (Home Town) provided the fare for the first 250 km. Is borne by the employee.
- ii) Reimbursement of actual fare to and fro, by Rail/Bus of the class entitled under the Travelling allowance rules for **self, wife/husband and minor children** once in two years from headquarters to any place in India.

NOTE:- Only one reimbursement for visit to home town or any other place in India shall be admissible in one calendar year.

#### Amendment vide BOD in its 151st meeting Held on 20th Sep, 2007

*The BOD has approved the amendment in the LTC service Bye laws/ Rules under Chapter XIII as per the Punjab Government Circular No. 6/27/97-6/P.P.3/12507 dated 6<sup>th</sup> October, 2000 by replacing the phrase " for self, wife/ husband and minor children with " family*

#### Amendment

*The BOD in its 171st meeting held on 8th December, 2011 has approved to adopt the Govt. Instructions issued by the Govt. of Punjab, Department of Finance(Finance Personnel II Branch) regarding Amendment in the encashment of Earned Leave in the Leave Travel Concession Rule under Chapter-XIII of the Service Rules of the Corporation. All the regular employees of the Corporation will be entitled to encash " Ten Days" earned leave at the time of availing of Travel Concession (LTC) subject to the following conditions:*

1. The encashment of earned leave shall be allowed only once during the relevant L.T.C. Block of two years.
2. The encashment of earned leave shall be limited to the extent of sixty days during the entire service career.
3. The earned leave encashed shall not be deducted from the maximum amount of earned leave encashable at the time of retirement.
4. The encashment of earned leave shall be admissible without any linkage to the number of and the nature of leave availed for L.T.C.
5. Where both husband and wife are Government employees, encashment of leave shall be admissible to both of them subject to a maximum of sixty days for each spouse during the entire service career
6. These orders shall be effective from the 1st October, 2011.
7. The benefit under these orders shall be admissible only to those employees who proceed on LTC Journey on or after this date,. The LTC claim's relating to the period prior to this date shall be regulated as per instructions applicable on the date of proceeding on journey.

#### **CHAPTER-XIV**

##### **14. GRATUITY RULES:**

Every employees of the Corporation, irrespectively of the post held and pay drawn by him, shall be entitled to payment of gratuity under the Payment of Gratuity Act, 1972 and any amendment or re-enactment thereof for the time being in force.

#### **CHAPTER-XV**

##### **15. ADVANCE FOR PURCHASE OF CONVEYANCE:**

All employees of the Corporation shall be entitled to the grant of advance for the purchase of conveyance as per rules applicable to the State Government employees.

*(The Advance for purchase of Conveyance has been approved in the BOD in its 143rd meeting held on the 21<sup>st</sup> October, 2005)*

## CHAPTER-XVI

### 16. ADVANCE FOR HOUSE BUILDING:

All employees of the Corporation shall be entitled to the grant of house building loan as per rules applicable to the State Government employees.

( The advance for purchase of House Building Loan has been approved in the BOD in its 143rd meeting held on 21st October , 2005 are at Annexure " C "

### EDUCATION LOAN :

The policy for Education Loan has been approved in the BOD in its 147th Meeting held on 12th Sept, 2006 .

### LAPTOP LOAN :-

The Advance for purchase of Laptop Loan has been approved in the BOD in its 147th meeting held on 12th Sept, 2006.

## CHAPTER-XVII

### 17. EX-GRATIA GRANTS:

The families of the employees of the Corporation shall be entitled to Ex-Gratis Grants as per rules applicable to the State Government employees.

## CHAPTER-XVIII

### 18.1. DELEGATIONS:

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

**18.2. AMENDMENT:**

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

**18.3. INTERPRETATION OF RULES:**

The Corporation reserves the power to interpret these rules and/or the supplementary rules. The decision of the Corporation shall be final.

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**Assured Career Progression scheme on completion of 4, 9 and 14 years of  
service in a cadre**

Information & Public Relations Department, Punjab

Chandigarh, November 6

To,

All Heads of Departments,  
Commissioners of Divisions  
Registrar, Punjab & Haryana High Court  
District and Sessions Judges, and  
All the Deputy Commissioners in the State.

Dated, Chandigarh 3-11- 2006

Subject: Assured Career Progression scheme on completion of 4, 9 and 14 years of service in a cadre.

Sir/Madam,

I am directed to invite a reference to the subject cited above and to state that the matter regarding grant of Assured Career Progression scheme on completion of 4, 9 and 14 years of service in a cadre has been engaging the attention of the State Government for some time past. The Governor of Punjab is pleased to grant "Assured Career Progression Scheme" on completion of 4, 9 and 14 years of service in a cadre w.e.f.1.11.2006 as follows:

2. This scheme is optional. An existing employee "including employee having less than four year service" will have the option either to continue in the existing Assured Career Progression scheme after a service of 8, 16, 24 and 32 years or to opt 4, 9 and 14 years " Assured Career Progression scheme " An employee who wants to opt this scheme will have to exercise an option within two months from the date of issue of this letter along with an undertaking in the enclosed proforma through a sworn

affidavit that he wants to accept this scheme effective from 1.11.2006 and will not claim any arrears. Service in a cadre rendered by an employee in the same post before 1.11.2006 shall count for the purposes of grant of benefit under this scheme.

3 (a) After a service of 4, 9 and 14 years in a post or posts in the same cadre (herein after referred to as the same post) and service rendered in the same post in different Government Departments , who is not promoted to a higher level on account of non availability of a vacancy or non existence of a promotional avenue in the cadre, shall be granted the pay scale which is next higher in the hierarchy of pay scales given in the column 3 of the first schedule annexed to Revised Pay Rules, 1998. On placement in the next higher scale in the hierarchy of pay scales after a service of 4, 9 and 14 years, the pay of an employee shall be fixed at the next higher stage in the pay scale and he shall be allowed next increment from the date he would have earned his next increment had he continued in the lower pay scale. If the minimum of higher scale is higher than the stage arrived at, his pay shall be fixed at such minimum and next increment shall be allowed after qualifying service of 12 months in higher scale.

b) An employee who has completed four years service but less than 8 years service in a cadre will be placed in next higher scale in the hierarchy of pay scales and his pay will be fixed at next higher stage. If the pay so fixed is less than the minimum of higher scale than his pay will be fixed at the minimum of higher scale. The next increment in such cases will be given after qualifying service of 12 months in the higher scale.

c) An employee who has rendered 4 years of service but less than 9 years of service in the cadre and has availed benefit of placement in the next higher scale in the hierarchy of pay scales after eight years of service shall get nothing as he has already availed benefit of one increment and placement in the next higher pay scale under the existing Assured Career Progression scheme of 8, 16 , 24 and 32 years of service.

d) An employee who has completed 9 years of service but less than 14 years of service in a cadre in the same post and availed one placement in the next higher scale in the hierarchy of pay scales under the existing Assured Career Progression

scheme after a service of 8 years shall be placed in the next higher scale in the hierarchy of pay scales and his pay shall be fixed at the next higher stage in that pay scale.

e) An employee who has completed 14 years of service in a cadre but less than 16 years in the same post and availed one placement in the next higher scale in the hierarchy of pay scales under the existing Assured Career Progression scheme after a service of 8 years shall be allowed two placement in the next higher scales in the hierarchy of pay scales i.e. After 9 years and 14 years service and his pay shall be fixed at the next higher stage in that each pay scale.

f) An employee who has completed 16 years of service in a cadre but less than 24 years of service in the same post and has availed one placement in higher scale in the hierarchy of pay scales and one benefit of proficiency step- up under the existing Assured Career Progression scheme shall be placed in the next two higher scales in the hierarchy of pay scales with benefit of one increment only and his pay shall be fixed at next stage in the pay scales.

g) An employee who has completed 24 years of service in a cadre and has already availed benefit of one placement in the higher scale in the hierarchy of pay scales and two Proficiency Step-ups under ACP scheme after 8,18/16 and 24 years of service, he shall only be allowed two placements in the next higher scale in the hierarchy of Pay Scales without any benefit of increment as he has already availed benefit of three increments i.e . one on placement and two Proficiency step ups under the existing schemes.

4 (a) An employee shall be entitled to a maximum of three placements in the next higher scales in the hierarchy of pay scales with benefit of one increment each at every placement under this scheme. An employee who opts for this scheme but has already availed benefit of two placement in the higher scales in the hierarchy of pay scales after 8 and 32 years and two proficiency step ups after 16 and 24 years of service in a cadre under the existing Assured Career Progression scheme of 8,16,24,32 years of service will have to lose benefit of one increment granted after 32 years of service and his pay will be refixed with w.e.f. 1.11.2006 accordingly.

(b) The procedure for assessing the work and conduct for placement in the higher scale shall be the same as applicable to the case of promotion. The placement in higher scale shall be allowed only to these employees whose overall service record during the span of satisfactory service, is adjudged as 'Good' and the employee is otherwise suitable for promotion. "Good' record shall mean that more than 50% Annual Confidential Reports are good and out of last three years report at least two should be 'Good'. For all the remaining years the bench mark may be 'Average'.

(c) On placement in next higher scale under this scheme, an employee would continue to do the same work with same designation and there will be no need for creation of any separate post (s) and the employee shall remain on the strength of the same cadre.

(d) In case an employee, placed in a higher scale in the

Hierarchy of pay scale under this scheme is getting pay more than the maximum of that higher scale in that case his pay will be fixed at next higher stage in the master scale.

e) An employee who is dismissed or is under suspension or on leave will be allowed to exercise his option under this scheme within two months from the date he/she joins duty.

f) If the higher scale is not granted on account of unsuitability, it shall not be considered as Punishment under the Punjab Civil Services (Punishment and Appeal Rules, 1970). Competent Authority for grant of higher pay scale shall be the same as in the case of promotion. Representations/Appeals against the non-grant of higher pay scale under this scheme shall also lie in the same manner as in the case of promotion. )

g) As a necessary corollary to this decision the existing system of Assured Career Progression Scheme shall undergo a change to the extent indicated above. Other existing conditions governing the grant of Proficiency step-up(s) /ACP scheme already notified shall continue to be applicable mutatis mutandis in accordance with the above orders. The cases of ACP/proficiency step-up which fell due prior to



1.11.2006 shall be settled according to the then prevalent instructions.

h) For interpretation/clarification of the decisions contained in the circular letter the Department of Personnel in consultation with the Department of Finance shall be the final authority.

(i) The benefit gained by an employee under the existing scheme will be adjusted in the proposed scheme.

(j) The competent authority for the grant of placement in the next higher scale and step up of increment (s) shall be the same as in the case of promotion.

(j) This issues with the concurrence of the Department of Finance conveyed vide their I.D.No.1180-F OSD (L) FD, dated

31-10-2006.

Sd/-

Joint Secretary Personnel.

A copy is forwarded to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries to the Government of Punjab for information and necessary action.

To

All the Financial Commissioners,  
Principal Secretaries and Administrative Secretaries  
To the Government of Punjab.

I.D. No.7/119/2001-5PPI/15964 Dated, Chandigarh 3-11- 2006

Endst. No.7/119/2001-5PPI/ 159645 Dated, Chandigarh 3-11- 2006

A copy is forwarded for information and necessary action to-

i) The Secretary to Government of Himachal Pradesh Department of Finance, Simla;

ii) Finance Secretary, Chandigarh Administration, Chandigarh

iii) All Treasury Officers/Assistant Treasuries

Officers in the State;

iv) The Deputy Commissioner, Delhi;

v) The Pay and Accounts Officer, Punjab

vi) Bhawan, Copernicus Marg, New Delhi;

vii) The Director (E.G.I.)Ministry of Finance, Department of Expenditure, Pay Research ;Unit, New Delhi;

viii) The Registrar, Punjab University, Chandigarh.;

ix) The Registrar, Punjab Agricultural University , Ludhiana.;

x) The Registrar, Punjabi University, Patiala.;

xi) The Registrar, Punjabi University, Patiala.;

xii) The Registrar, Guru Nanak Dev University, Amritsar.

Sd/-

Superintendent.

A copy is forwarded to the Department of Finance (In Finance Personnel 2 Branch) with reference to their I.D.No.6/52/2003-FP2/1769,dated 17-2-2006 Welfare and I.D.No.6/83/2005-4FP2/97 dated 14-3-2006.

Sd/-

Superintendent.

To

Department of Finance  
(In Finance Personnel 2 Branch)

I.D.No.7/119/2001-5PP/ 15966 Dated, Chandigarh 3-11-2006

#### FORM OF UNDERTAKING

(Referred to in para 2)

I, \_\_\_\_\_ hereby opt the career progression scheme on completion of 4, 9 and 14 years of service in a cadre notified by the Government vide notification No. \_\_\_\_\_ dated \_\_\_\_\_ with effect from 1.11.2006.

I further undertake that I shall not claim any arrears on this account.

Signature

Name

Designation

Department/Office in which employed

**PROMOTION POLICY OF**  
**PUNJAB INFORMATION AND COMMUNICATION TECHNOLOGY**  
**CORPORATION LTD**

**GENERAL ADMINISTRATION (NON- MANAGEMENT)**

Sr. No	Designation	Redesignated	Scale	Minimum Qualifications for promotion to the scale	Minimum Credits in previous Scale	
					With Qual.	Without Qual.
1.	Class IV Employees		2520-4140	-	-	
2.	Clerk	Office Assistant-III	3120-5160	Matric, +2/Graduate	-	
3.	Sr. Clerk	Office Assistant- II	4020-6200	Matric, +2/Graduate	35	
4.	Jr. Assistant	Office Assistant –I	5000-8100	Matric, +2/Graduate	35	
5.	Sr. Assistant	Sr. Office Asstt	5800-9200	Matric, +2/Graduate	35	
6.	Supdt-II	Asstt Officer	6400-10640	Matric, +2/Graduate	55	
7.	Suptd-I	Officer	7200-11660	Graduate	30	40
8.	Sr. Supdt.	Sr. Officer	7800-11660	Graduate	40	50

**PERSONAL STAFF**

Sr. No	Designation	Scale	Minimum Qualifications for promotion to the scale	Minimum Credits in previous Scale	
				With Qual.	Without Qual.
1.	Steno Typist	3120-5160	Graduate with speed of 80 wpm and 15 wpm in shorthand and transcription respectively (mistakes allowed 8 %)	-	
2.	Sr. Steno	4020-6200		35	
3.	Jr. Stenographer	5000-8100		35	
4.	Sr. Stenographer	5800-9200	Graduate with speed of 100 wpm and 20 wpm in Shorthand and transcription respectively (mistakes allowed 8 %)		
5.	PA	6400-10640		35	
6.	PS	7200-11660		35	50
7.	Sr. PS	7880-11660		35	50
8.	Secretary	10025-15100		50	

**ADMN/ PROJECTS/ ELTOP/OTHERS (MANAGEMENT)**

Sr. No	Designation	Scale	Minimum Qualifications for Appointment/promotion to the scale	Minimum Credits in previous Scale	
				With Qual.	Without Qual.
1.	Dy. Manager	7220-11660	BE/B.Tech/MBA with 2 yrs. experience (Appointment) <b><u>Promotion from Non-Management Cadre</u></b> Graduate with Diploma in Management with 4 years relevant experience at senior level or Graduate with at least 10 years experience of which atleast <b>5 years</b> is at a senior level (next lower scale )	-  30  40	
2.	Manager	10025-15100		30	
3.	Asstt Gen. Manager	12000-15500	BE/B.Tech/MBA or Graduate with Diploma in Management *	30	45 (Diploma Holders)
4.	Dy.Gen Manager	13500-16800	BE/ B.Tech/MBA	40	
5.	General Manager	14300-18600	-do-	40	
6.	Executive Director **	18600-22100	-do-	40	

**Relaxation in the Promotion Policy**

The Board of Directors in the 163rd meeting held on 29.06.2010 approved that the minimum qualification for the promotion to the post of DGM be considered as Graduate in any stream with at least 8 years experience of which at least 5 years is at senior level. The employee must attain 40 credits in previous scale.

## ACCOUNTS/FINANCE/SECRETARIAL (NON- MANAGEMENT)

Sr. No	Designation	Redesignated	Scale	Minimum Qualifications for promotion to the scale	Minimum Credits in previous Scale	
					With Qual.	Without Qual.
1.	Accounts Clerk	Accounts Asstt-II	4020-6200	B.Com	-	
2.	Jr. Asstt Accounts	Accounts Asstt-I	5000-8100	B.Com	35	
3.	Sr. Asstt Accounts	Sr. Acctts Asstt	5800-9200	B.Com	35	
4.	Accountant	Asstt. Accounts Officer	6400-10640	B.Com	50	
5.	Sr. Accountant	Accounts Officer	7200-11660	B. Com	40	

## FINANCE /ACCOUNTS /SECRETARIAL (MANAGEMENT)

Sr. No	Designation	Scale	Minimum Qualifications for promotion to the scale	Minimum Credits in previous Scale	
				With Qual.	Without Qual.
1.	Dy. Manager	7220-11660	CA/ICWA/CS/SAS/MBA (Finance) with 2 yrs. experience (fresh Appointment) <b>Promotion from Non-Management Cadre</b> B.Com with atleast 8 yrs. experience of which atleast 5 years is at a senior level	-	
2.	Manager	10025-15100		30	
3.	AGM	12000-15500	CA/ICWA/CS/SAS/MBA (Finance)/ Diploma in Financial Management*	30	45 (Diploma Holders )
4.	Dy. Gen Manager	12000-15500	CA/ICWA/CS/SAS/MBA (Finance)	40	
5.	General Manager	14300-18600	-do-	40	
6.	Executive Director **	18600-22100	-do-	40	

### NOTES

- \* Diploma in Management should be from a recognized institute. In case of any claim regarding any other qualification being equivalent to those mentioned, the same will be considered only after certification to the effect by appropriate institute/ authority.

\*\* Promotions to the post of Executive Director shall be made by the Board of Directors.

Promotions from non-management cadres to management cadre shall be made in case of requirement for such a post and all the employees who fulfill the criteria laid for such a post shall be considered.

Isolated posts of Librarian and Counselor are equated to posts in general Administration in the Corresponding scale.

The posts of Sr. Internal Auditor is re designated as Accounts Officer and other non-management posts in general and accounts cadre are re designated as above.

All promotions hence forth shall be made only after clearing of Computer Proficiency test , to be conducted by CEDTI. The Corporation shall arrange for the test periodically (bi-annually). The Syllabus for the test shall be designed by CEDTI in consultation with the Corporation.

### **CREDIT SYSTEM IN ACRs**

The overall grading for credits systems in Annual Confidential Reports shall be as follows:

A+	Exceptionally Brilliant	10
A	Outstanding	09
A-	Well above Average Standard	08
B+	Good Average Person	07
B	Average person, reasonably competent But without special ability or initiative	06
B-	Insufficient initiative and capacity for work Without constant supervision	05
C	Indifferent but just worth retaining	04
D	Not worth retaining in the present grade	03

The ACRs with over all grading as per the present system shall be converted to credits as below:-

Outstanding	10.0
Very good	8.6
Good	7.2
Average	5.8
Below Average	4.4
Poor	3.0

This promotion policy along with the policy for Computer Cadre approved by the Board of Directors in the 119<sup>th</sup> meeting held on 18.09.2000 supersedes all other promotion policies adopted by the Corporation.

**The BOD in its 139th meeting held on 27th August, 2004** had decided that the credit for the ACRs rated Below Average are not to be counted for promotions and also approved adoption of the minimum bench mark as indicated below. It has also decided that there should be no “Below Average” rating in the ACRs for the period under consideration for promotion.

The employees eligible for being considered for promotion as per the promotion policy, having the requisite qualifications & Credits would also be required to meet the following minimum benchmark.

Post	No. of ACRs	Minimum Bench Mark
Management Cadre	Previous 5 years of from last promotion which ever is less	B +(Good Average person /07 Marks)
Non Management	Previous 5 years of from last promotion which ever is less	B ( Average person reasonably competent without special ability or initiative / 06 marks)



**PUNJAB INFORMATION & COMMUNICATION TECHNOLOGY CORPORATION LIMITED**

**TA / DA RULES**

- (i) For the purpose of T.A. /D.A. grading of the employees in various pay ranges in the revised scales of Pay as sanctioned, vide Punjab civil services (Revised Pay) Rules, 1998, shall be as under:-

<b>Grade</b>	<b>Pay Range</b>
<b>I</b>	Rs. 15000 and above
<b>II</b>	Rs. 10,000 and above but less than Rs. 15,000
<b>III</b>	Rs. 6,000 and above but less than Rs. 10,000
<b>IV</b>	Rs. 5,000 and above but less than 6,000
<b>V</b>	Rs. 4,000 and above but less than Rs.,5,000
<b>VI</b>	Rs. Below Rs. 4000.

- (ii) The revised classification cities in and outside the state for the purpose of grant of T.A./D.A. to Government employees, shall be as under :-

(a) Cities with population of 50 Lakhs and above	A-I
(b) Cities with population of 20 Lakhs and above but less than 20 Lakhs	A
(c) Cities with population of 10 Lakhs and above but less than 20 Lacks	B-I
(d) Cities with population of 05 Lakhs and above but less than 10 Lacks	B-2

- (iii) **Daily Allowance:** - The revised rates of daily allowance shall be as under :-

<b>Basic Pay</b>	<b>D.A.</b>
Pay below Rs.4,000/-	Rs.150/-
Rs.4001/- to Rs.6000/-	Rs.200/-
Rs.6001/- to Rs.10000/-	Rs.250/-
Rs.10001/- to Rs.15000/-	Rs.350/-
Rs.15001/- and above	Rs.400/-

The Board further decided that such daily rates would be for the halts made at the major cities i.e, Delhi, Mumbai, Calcutta, Chennai, Bangalore, Hyderabad, Ahmedabad and State capitals shall be two times the rate of daily allowance as mentioned above and also payment of local conveyance during tour on actual basis to all the employees as per their entitlement in case the stay is not in a hotel.

The Board further approved that when the Managing Directors / Officers / Staff avails of the facility to stay at hotel as per their entitlement, the expenses incurred on boarding and lodging would be paid by the Corporation as per their entitlement on actual basis as regards their stay at the hotel.

In case of only lodging as per their entitlement, 50% D.A. shall be paid.

Actual expenses for hiring of local conveyance whilst on tour to the State Capitals or to any of the Metropolitan cities on the under mentioned basis:

- (IV) No Daily Allowance shall be permissible with in the radius 8 Km from the place of duty. Road mileage at the fixed rates, will however be paid for the journey except to employees in receipt of local traveling –cum- misc. allowance & conveyance allowance.
- (V) Journey beyond 8Km & with in 25 Km of the place of duty shall be treated as lower journey. Daily allowance shall be admissible for a calender day at half the normal rate respectively of the period of absence if the employee returns to the headquarter the same day but when such a journey involves night stay, an employee shall be entitled to normal traveling allowance.
- (VI) A full daily allowance shall be admissible for journey beyond 25 km from the head quarter if the period of absence is six hour or more if the period of absence is less than six hours, half daily allowance shall be admissible
- (VII) No incidental charges shall be payable in addition to the daily allowance/half daily allowance.
- (VIII) The entitlement to travel by rail shall be as under:-

**Grade**

**Travel Entitlement**

I	1 <sup>st</sup> class A.C./Shatabadi Executive class.
II	A.C. chair car/A.C. two tier sleeper/1 <sup>st</sup> class
III&IV	1 <sup>st</sup> class/A.C. Chair car/A.C. three tier.
V &VI	Second Class Sleeper.

- (IX) In case the journey is to a place, connected by Rail, the employees shall have the option to travel by any mode of road transport i.e. wheatear by Air Conditioned Bus, Deluxe Bus or Ordinary bus, subject to the payment of actual charges or maximum railway fare which ever is less. In the case of station or directly connected by rail, the entitlement of road travel shall be as under:-

- (X)

<b>Grade</b>	<b>Entitlement</b>
<b>I&amp;II</b>	A.C. Bus
<b>III</b>	Deluxe Bus/Express Bus.
<b>IV, V and VI</b>	Ordinary Bus

- (x) The criteria of entitlement to Travel by Air within India shall be as under:-

Grade I	At discretion
Grade II	On the condition that the distance is more than 500 kms.

In case of International travel, Officers of and above the level of Secretaries in the State Government and of equivalent status shall be entitled to travel by Business / Club class and all other officers of the State Government shall be entitled to travel by economy class.

- (xi) The revised rates of Road Mileage per km. Shall be as under:-

Grade	Own Motor Car	Own Motor Cycle / Scooter	Ordinary Cycle	Other means of conveyance	
				Taxi	Other Means
	(Rs.)	(Rs.)	(Rs.)	(Rs.)	(Rs.)
I	3.00	1.20	0.50	3.50	3.00
II	3.00	1.20	0.50	3.50	3.00
III	3.00	1.20	0.50	3.50	3.00
IV	--	1.20	0.50	--	1.50
V	--	1.20	0.50	--	1.50
VI	--	1.20	0.50	--	1.50

- (xii) The maximum revised rates of Hotel Accommodation / Tourist Bungalows for tour outside Punjab and Chandigarh on the production of receipt shall be as under:

Grade	Accommodation
I	Reimbursement of actual expenditure incurred towards normal single room rent in a Hotel of a category not above 5 Star.
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of a category not above 3 Star.

Grade	A-I Class cities	A-Class Cities	B-I Class Cities	B-2 Class cities / other places
III	Any hotel room upto Rs.200 per day	Any hotel room upto Rs.160 per day.	Any hotel room upto Rs.120 per day.	Any hotel room upto Rs.80 per day.
IV & V	Any hotel room upto Rs.150 per day.	Any hotel room upto Rs.120 per day.	Any hotel room upto Rs.90 per day.	Any hotel room upto Rs.60 per day.
VI	Any hotel room upto Rs.100 per day.	Any hotel room upto Rs.80 per day.	Any hotel room upto Rs.60 per day.	Any hotel room upto Rs.40 per day.

At New Delhi and Shimla, the expenditure on hotel accommodation and Daily Allowance at hotel rates shall be reimbursed only if no accommodation is available in Punjab Bhawan / Circuit House / Rest Houses at these places.

(XIII) The employees shall be entitled to the transport charges from the carriage of their Personal effects on transfer, according to the following norms:-

Grade I & II	Two trucks
Grade III	One Truck
Grade IV, V & VI	One Mini Truck

- (a) The rates shall be fixed for carriage of personal effects by road only the state transport commissioner shall determine distance between two station by road by shortest route and shall also fix rates per kilometer and revise them at least annually If necessary, he may fix separate rates for journey covering smaller distance.
- (b) If an employee transports his personal effects by rail the existing rules and instructions shall apply.
- (c) The state Government employees shall also be allowed a composite transfer Grant equal to one month's basic pay in case of their transfer involving a change of station located at a distance of more than 25 km and in case of transfer to station which are at a distance of less than 25 km, the composite transfer Grant will be restricted to 1/3 of the basic pay, provided a change of residence is actually involved. This grant would be in addition to the transportation charges & to packing charges, transport incidentals for the government servant and the members of his family well as the road mileage for journeys between the residences & the railway station/bus stand/airport at the old & new station shall no longer be admissible as these will instead be subsumed in the composite transfer grant.

(XIV) The time limit for the presentation for traveling allowance bill for shifting of personals effects on retirement is enhanced from six months to two years.

- 2. The instructions/orders issued from time to time on the subject shall be treated to have been modified to the extent of decisions contained in this letter.
- 3. The decisions contained in this letter shall be effective from the first day of **June, 1998**.
- 4. The relevant rules shall be amended in the due course on the line of the decisions contained in this letter.

### **Amendments**

**The BoD, vide its 136<sup>th</sup> meeting held on 28-01-2004, approved the revision of TA/DA rules of the Corporation as per the changes approved by the Board of Directors of PSIDC.**

a	Employees drawing basic pay less than Rs. 10,000/- per month	Three Wheeler / Scooter / Cycle Rickshaw
b	Employees drawing basic pay of Rs. 10,000/- per month and above	Taxi / Three Wheeler / Scooter

**The BoD, vide its 137<sup>th</sup> meeting held on 07-06-2004, approved the following amendments in the present TA / DA rules**

1. Maximum limit for reimbursement of Hotel expenses towards single room rent :  
Grade I : Up to Rs. 2000/- Per day  
Grade II : Up to Rs. 1500/- Per day
2. The employees shall be allowed self certification on refusal for reservation by Punjab Bhawan
3. Daly allowance shall not be permissible to Panchkula and Mohali since these are adjoining cities of Chandigarh although these are above 8 Kms

**The BoD, vide its 141<sup>st</sup> meeting held on 29-03-2005, approved the amendment in the TA / DA rules of the Corporation to the extent that the double Daily Allowance shall be allowed to the employees of the Corporation for stay in hotels during tour**

## Conveyance – Petrol Re-imbusement

The Board Ratified the revision of limit of reimbursement of conveyance expenses to employees w.e.f 1st April, 2006 as per entitlement of the Officer/ Official as under :-

<b>Particulars</b>	<b>Amended</b>
Car for Chandigarh	50 Liters
Car for Delhi Office	100 Liters
Scooter	19 Liters
Moped	15 Liters of Petrol
Public Conveyance	440 cash

**Telephone Expenses Re-imbusement to Officers/Officials**

Sr. No	Designation	Entitlement		Remarks
		Mobile (₹) PM	Residence Landline (₹) PM	
1	DGM & above	2200	800	Reimbursement
2	Manager, AGM & some employees as special case	650	NIL	Reimbursement
3	All regular employees except at Sr. No. 1, 2 and Class IV	500	NIL	Reimbursement
4	Class IV employees	250	NIL	Allowance