

**PUNJAB ENERGY DEVELOPMENT AGENCY
SERVICE RULES, 2016**



**PUNJAB ENERGY DEVELOPMENT AGENCY
SOLAR PASSIVE COMPLEX,
PLOT NO. 1-2, Sector 33-D, Chandigarh
PHONE: 0172-2663328, 2663382 FAX: 0172-2662865**

INDEX

SR. NO.	TITLE	PAGE NO.
1	Short title and application	1
2	Definitions	-
3	Number and nomenclature of posts	2
4	Nationality and character of persons appointed to service	-
5	Appointing Authority	3
6	Method of Promotions	-
7	Reservation	-
8	Probation	3-5
9	Seniority	5-6
10	Pay & allowances, leave, pension, gratuity, medical charges and ex-gratia grant	6
11	Retirement	-
12	Discipline, Penalties, Appeals and others	-
13	Repeals and Savings	7
14	Protection	-
15	Interpretation	-
16	Power to Relax/amend	-
17	Annexure-A	8
18	Annexure-B	9-13
19	Annexure-C	14
20	General Administrative Powers to the Chairman and Chief Executive, PEDDA	15-17

PUNJAB ENERGY DEVELOPMENT AGENCY
SOLAR PASSIVE COMPLEX, PLOT NO. 1-2,
SECTOR 33-D, CHANDIGARH

The following Service Rules are hereby notified as approved by Board of Governors, PEDDA, in its 34th meeting held on 11.08.2016 to regulate the service conditions of employees of Punjab Energy Development Agency and the matters incidental thereto : -

1. Short title and application

- i) These Rules may be called the "Punjab Energy Development Agency Service Rules, 2016".
- ii) They shall apply to all posts in annexure – 'A'.
- iii) These rules come into force with effect from August 11, 2016.

2. Definitions

- a) "Agency" means the Punjab Energy Development Agency, Chandigarh.
- b) "Board of Governors" means the Board of Governors of the Agency.
- c) "Chairman" means the Chairman of the Agency.
- d) "Chief Executive" means the Chief Executive of the Agency
- e) "Direct Appointment" means appointment made otherwise than by promotion, transfer, deputation or on foreign service.
- f) "Service" means Punjab Energy Development Agency service.
- g) "Government" means the Government of the State of Punjab, in the Department of New & Renewable Energy.
- h) "Employee" means any person appointed to any service or post in connection with the affairs of the Agency.
- i) "Regular employee" means an employee who has completed probation satisfactorily after his/her appointment against a sanctioned post.
- j) Any term not defined here specifically shall contain the same meaning as in the Punjab Civil Service Rules.

3. Number and nomenclature of posts

Service shall comprise the posts specified in Annexure-A. The number and nomenclature of posts may be varied by the Agency, with the approval of the Board of Governors.

4. Nationality and character of persons appointed to service :- (1) No person shall be appointed to the service unless he or she is :

- (a) a citizen of India; or
- (b) a subject of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently setting in India; or
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, or any of the East African countries of Kenya, Uganda, United Republic of Tanzania (formerly) Tanganyika and Zanzibar (Zambia), Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently setting in India.

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favor a certificate of eligibility has been issued by the Government of Punjab in the Department of Home Affairs and Justice.

- (2) No person shall be appointed to the Service by direct appointment, unless he/she produces:-
 - (a) Self declaration to the effect that he/she was never convicted for any criminal offence involving moral turpitude and that he/she was never dismissed or removed from service of any State Government or of Government of India or of any Public Sector Undertaking, or that there is no criminal case pending against him/her in any court of law in the country.

5. Appointing Authority

- 1) The appointing authority in the case of General Manager/Deputy General Manager/Assistant General Manager shall be the Chairman.
- 2) For appointments to all other posts the appointing authority shall be the Chief Executive.

6. Method of Promotions

- 1) Promotion shall be made on the basis of seniority-cum-merit.
- 2) All Promotions to the post of Assistant General Manager and above shall be done by the appointing authority on the recommendations of the departmental promotion committee set up by Chairman PEDDA.
- 3) If no suitable candidate is available for promotion, such posts may be filled in by transfer, by deputation or on foreign service as the appointing authority may decide.
- 4) The Minimum educational qualification and experience prescribed for recruitments/promotions shall be as given in Annexure-B. Under no circumstances shall the minimum education qualification & experience be relaxed except with amendment to these rules by the BOG.
- 5) All promotions to be made as per Punjab Government evaluation criteria.

7. Reservation

The policy of reservation in promotion as well as in direct appointment as formulated by Punjab Government from time to time shall be strictly followed by the Agency.

8. Probation

- 1) A person appointed to any post in the service shall remain on probation for a period of two years if recruited by direct appointment and for 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) Any period of officiating appointment to the Service shall be reckoned as period on probation, but no person, who has so officiated shall on the completion of period of probation be entitled to be confirmed unless he/she is appointed against a permanent post; and
 - c) Any period of officiating appointment to the service shall be reckoned as period, spent on 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 a person is recruited by direct appointment, dispense with his/her services; and
 - b) If such person is recruited otherwise-
 - (i) Revert him/her to his/her former post; or
 - (ii) Deal with him/her in such manner, as the terms and conditions of his/her previous appointment permit.
- 3) On the completion of the period of probation of a person, the Appointing Authority may :-
- a) If his/her work and conduct has, in its opinion, been satisfactory :-
 - i) Confirm him/her from the date of his/her joining or from the date he/she completes his/her period of probation satisfactorily, if he/she is not already confirmed; or
 - ii) Declare that he/she has completed his/her probation satisfactorily, if he/she is already confirmed, or

- b) If his/her work and conduct has not been, in its opinion, satisfactory -
- i) Dispense with his/her service, if appointed by direct recruitment, or, if appointed otherwise, revert him/her to his/her former post, or deal with him/her in such other manner as the terms and conditions of his/her previous appointment permit; or
 - ii) Extend his/her 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.

9. Seniority

The seniority inter se of the members of a Service appointed to posts in each cadre of a 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 members appointed against sanctioned posts by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the Appointing Authority, the seniority based on the order of merit determined and recommended by the selection committee, shall not be disturbed:

Provided further that in the case of two members appointed on the same date, their seniority shall be determined as follows:-

- (a) A member appointed by direct recruitment shall be senior to a member appointed otherwise;
- (b) A member appointed by promotion shall be senior to a member appointed by transfer;
- (c) In the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointments from which they were promoted or transferred; and

- (d) In the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay preference being given to a member who was drawing a higher rate of pay in his/her previous appointment, and if the rates of pay drawn are also the same, then by their length of service in those appointments and if the length of such service is also the same an older member shall be senior to a younger member.

10. Pay & allowances, leave, pension, gratuity, medical charges and ex-gratia grant

The employees of the Agency shall be entitled to such pay & allowances, leave, leave salary, gratuity, provident fund, pension, medical charges, ex-gratia etc. as may be sanctioned by the Agency from time to time. However, the common categories of employees namely Peon, Driver, Clerk, Telephone Operator, Senior Scale Stenographer, Personal Assistant and Private Secretary shall not draw pay and all other allowances more than their counterparts in Punjab Government .

11. Retirement

The date of retirement of every employee of the Agency shall be the date, on which he/she attains the age of 58 years.

12. Discipline, Penalties, Appeals and others

- a) The Members of Service shall be governed by the Punjab Government Employees (Conduct) Rules-1966.
- b) In the matter of disciplinary action, the Member of Service shall be governed by the provisions of the Punjab Civil Service (Punishment and Appeal) Rules-1970.
- c) The penalties which may be imposed, the authority empowered to impose such penalties, and the appellate authority shall be as specified in Annexure-C
- d) All the issues not covered under these Rules will be as per Punjab Government Civil Service Rules.

13. Repeals and Savings

- a) The promotion policy of the Agency in force here-to-fore is hereby repealed.
- b) The appointments/promotions already made on the basis of the policy so repealed, shall not be disturbed.

14. Protection

On and with effect from the date of coming into force of these Rules, all existing employees of the Agency shall be governed by these Rules.

15. Interpretation

If any question arises as to the interpretation of these Rules, the BOG shall decide the same.

16. Power to Relax/amend

The BOG may relax/amend any provision of these rules in favor of any category or class of employees with the approval of the Punjab Government.

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**Dr. Amarpal Singh, PCS
Chief Executive, PEDDA**

STATEMENT INDICATING THE NUMBER AND NOMENCLATURE OF POSTS AND THE RELEVANT PAY BAND PLUS GRADE PAY

Sr. No.	Nomenclature of post	No. of post(s)	Pay Band + Grade Pay
1	General Manager	01	37400-67000+10000
2	Deputy General Manager	02	37400-67000+8700
3	Assistant General Manager	04	15600-39100+8400
4	Sr. Manager	10	15600-39100+6600
5	Private Secretary	01	15600-39100+5400
6	Manager	29	10300-34800+5000
7	Programmer	01	10300-34800+5000
8	Personal Assistant	02	10300-34800+4800
9	Sr. Scale Stenographer	02	10300-34800+4400
10	Assistant Manager	24	10300-34800+3800
11	Assistant Manager (Public Relation)	01	10300-34800+3800
12	Clerk cum Data Entry Operator	23	10300-34800+3200
13	Accountant	02	5910-20200+2800
14	Technician	05	5910-20200+2800
15	Receptionist	01	5910-20200+2400
16	Driver	08	5910-20200+2400
17	Peon/Helper/Chowkidar/Sweeper	22	4910-10680+1650
	TOTAL	138	

Note: All posts carrying –

- a) Grade pay of Rs5000/- and above shall be classed as Group-A;
- b) Grade pay of Rs3800/- to Rs4999/- shall be classed as Group-B;
- c) Grade Pay Rs1900/- to Rs3799/- shall be classed as Group-C; and
- d) Below Rs1900/- shall be classed as Group-D
- e) Asst Manager (Public Relation) shall be designated as Manager (PR) in the pay scale of Manager after nine years of satisfactory regular service and as Senior Manager after sixteen years of satisfactory regular service and Assistant General Manager after twenty-three years of satisfactory regular service.
- f) Programmer shall be designated as System Analyst after nine years of satisfactory service in the pay scale of 15600-39100+6600 and Assistant General Manager after sixteen years of satisfactory regular service.
- g) When the present incumbent working at the post of Supervisor Transport retires, the post of Supervisor Transport shall stand abolished.
- h) Clerk-cum-typist Grade I & II are re-designated as Clerk cum Data Entry Operator and Mechanic Grade I & II are re-designated as Technician.
- i) General Manager will be designated as Executive Director after three years of satisfactory regular service with Rs. 750/- p.m. as special pay.

QUALIFICATION, EXPERIENCE AND MODE OF APPOINTMENT/PROMOTION

Sr. No.	Nomenclature of posts	Quota		Minimum Qualification for Direct appointment	Qualification /Experience for Promotion
		Direct (%)	Promotion (%)		
1	General Manager		100%	-	Graduation in Engineering with M.Tech/MBA with three years satisfactory regular service as Deputy General Manager
2	Deputy General Manager		100%	-	Five years satisfactory regular service as Assistant General Manager.
3	Assistant General Manager	-	100%	-	Seven years satisfactory regular service as Senior Manager
4	Senior Manager	-	100%	-	Seven Years satisfactory regular service as Manager
5	Manager	70%	30%	B.Engg. 1 st division in Civil, Mechanical, Electrical, Electronics, instrumentation, Environment, Renewable Energy with three years experience OR MBA/M. Tech.	Seven years satisfactory regular service as Assistant Manager.

6	Programmer	100%	--	Should possess first class Bachelor's degree in engineering or technology in Computer Science or Information Technology or Computer Application with three years experience OR Should possess first class master in Computer Application or Computer Science or Information Technology	--
7	Private Secretary	-	100%	-	Personal Assistant with five years experience
8	Personal Assistant	-	100%	-	Senior Scale Stenographer with five years experience.
9	Assistant Manager	80%	20%	Graduate in 1 st division in Engineering in Civil/Mechanical/Electrical/Renewable Energy OR Diploma with 1st division in Engineering in Civil/Mechanical/Electrical/Renewable Energy with three years experience.	Clerk cum Data Entry Operator/Accountant/Technician with seven years experience. Note: Out of five posts i.e. 20% of 24 posts, 3 will be filled amongst clerk cum Data Entry Operators, one post amongst Accountants and one post amongst Technicians.

10	Assistant Manager (Public Relation)	100%	-	Bachelor degree in Journalism or mass Communication or Public Relation with three years experience or Masters Degree in Journalism or Mass Communication or Public Relation or degree in Masters of Arts in Punjabi or English with one year Post Graduate Diploma in Mass Communication or Journalism or Public Relation	
11	Sr. Scale Stenographer	100%	-	Graduate and should qualify a test in stenography in English language at the speed of 80 words per minute and in Punjabi language at the speed of 40 words per minute and also should possess knowledge of Punjabi language of matriculation standard.	
12	Clerk cum Data Entry Operator	90%	10%	Graduate and possesses at least one hundred and twenty hours course with hands on experience in the use of personal computer or information technology in office productivity or desktop publishing applications from a Government recognized institution or a reputed	Minimum Matriculate with 10 years service as Peon/ Helper/ Chowkidar Candidates shall have to qualify type test in Punjabi/English at the speed of 30 words per minute before promotion. Hands on Computer proficiency.

				<p>institution, which is ISO 9001, certified.</p> <p>OR</p> <p>Possesses a Computer Information Technology course equivalent to 'O' level certificate of Department of Electronics. Accreditation of Computer Course (DOEACC) of Government of India. Shall have to qualify a test in Punjabi/English typewriting either on computer or on manual typewriter.</p>	
13	Accountant	100%	-	B. Com. with hands on experience in the use of personal computer or information technology in Office Productivity applications.	
14	Technician	100%	-	10+2 with ITI certificate in Electrical/ Mechanical/Plumbing/ Carpentering/ Fitter/ Civil/Renewable Energy with three years experience OR Diploma in Electrical/Mechanical/Civil/Re newable Energy	

15	Receptionist	100%	-	Graduate with post secondary diploma in office management and systems with 3 year experience as receptionist and fluent in Punjabi & English speaking.	
16	Driver	100%	-	Matric pass with valid driving license and three years experience in driving Heavy/Light vehicle	-
17	Peon/Helper, Chowkidar, Sweeper	100%	-	Matric pass with knowledge of Punjabi language.	

- NOTE 1.** All Degrees/ Diplomas and certificates referred to above should be issued by the Universities/ Institutes recognized by the Government.
- 2.** Maximum age limit to apply for these posts is 35 years.
- 3.** Punjabi language certification up to matriculation-level is compulsory.
- 4.** The experience should be from ISO certified or a Public Sector organization/Govt. Organization of the State Govt. or Central Govt.
- 5.** The selection process for recruitment of various posts shall be made through an independent Government Agency/Institution.

PUNISHING / APPELLATE AUTHORITY

Sr. No	Post	Nature of Penalty	Authority empowered to impose penalty	Appellate Authority
1	All Group-A And Group-B Posts Indicated In Annexure-A Except General Manager	Minor penalty as indicated in Rule-5 (i) to (iv) of Punjab Civil Services (Punishment and Appeal) Rules - 1970	Chief Executive	Chairman
		Major penalty as indicated in Rule-5(v) to (ix) of Punjab Civil Services (Punishment and Appeal) Rules - 1970	Chief Executive	Chairman
2	General Manager	All penalties indicated in Rule-5 of Punjab Civil Services (Punishment and Appeal) Rules - 1970	Chairman	BOG
3	All Group-C and Group- D posts indicated in Annexure-A	Minor penalty as indicated in Rule-5 (i) to (iv) of Punjab Civil Services (Punishment and Appeal) Rules - 1970	Chief Executive	Chairman
		Major penalty as indicated in Rule-5(v) to (ix) of Punjab Civil Services (Punishment and Appeal) Rules - 1970	Chief Executive	Chairman

PUNJAB ENERGY DEVELOPMENT AGENCY
PLOT NO. 1-2, SECTOR 33-D,
CHANDIGARH

General Administrative Powers to the Chairman and Chief Executive, PEDA.

Sr. No.	General Administrative Powers	Chief Executive	Chairman
1	Filling up the posts equivalent to gazetted cadre of Government up to the posts of Assistant General Manager (AGM) Deputy General Manager (DGM) and General Manager (GM) through direct appointment/ promotion or by way of transfer/ deputation.	--	Full powers with Chairman subject to availability of posts.
2	Filling up the posts up to the level of Senior Manager through direct appointment/ promotion or by way of transfer/ deputation.	Full powers with Chief Executive subject to availability of post.	--
3	Fixation and extension completion of probationary period and sanction of increment.	Full Powers	--
4	Transfer/Allocation of work to officers and officials.	Full Powers	--
5	Deputation to and from other organization.	Full powers with Chief Executive subject to availability of post.	
6	To represent the Agency in all legal proceedings and to prosecute, execute and institute legal proceedings for or on behalf of the agency against the Agency or its officers.	Full Powers	--
7	To compromise withdraw or abandon any such legal proceedings.	Full Powers	

8	Re-delegation of powers.	Full powers to re-delegate or such-delegate powers already vested to him and all other powers as may be vested/delegated by the Board of Governors, to the Officers/Officials of the Agency to the extent considered necessary and appropriate except in cases where specific restriction has been imposed by the Board.	Full powers to re-delegate or such-delegate powers already vested to him and all other powers as may be vested/delegated by the Board of Governors, to the Officers/ Officials of the Agency to the extent considered necessary and appropriate except in cases where specific restriction has been imposed by the Board.
9	To remit disallowance of Audit and Accounts.	Full Powers	--
10	To appoint distributors, dealers for the products of the Agency.	Full Powers	--
11	To prepare, submit project proposals schemes for direct financial assistance grants from Government (s)/Voluntary organizations or agencies and executing the projects/schemes under the terms of assistance/grants including expenditure of surplus available from the sanction under the head overhead contingencies etc. in the interest of the agency.	Full Powers	--

12	Sanction officiating allowance/ Honorary up to Rs.1000/-.	Full Powers	--
13	Sanction of expenditure on entertainment.	Full Powers	--
14	Appointment of Consultant.	Full powers with Chief Executive up to remuneration of Rs.30,000/-. Above Rs.30,000/- approval of Chairman will be taken.	
15	Approval of Journey within and beyond jurisdiction.	Full Powers	--
16	Leave Travel Concession.	Full Powers	--
17	Sanction of special/Ex-India/ earned/ medical/half pay/ commuted/ study/ casual leave etc.	Full Powers	--
18	To sanction uniforms.	Full Powers	--
19	To remove pay anomalies and fixation of pay scales of officers/officials as per pattern of State Government for similar posts.	Full Powers	--
20	To approve/sanction foreign tours of officers/officials of the agency.	Full powers to the Chief Executive subject to approval of the State Govt.	--