

# CHAPTER – 1

## Introduction

- 1.1 These details are being displayed under Section 4(l) (b) of the right to information Act 2005 for providing various information to its readers regarding Punjab State Council for Science & Technology, Chandigarh.
- 1.2 Main objective of these details are to provide information regarding the structure of the organization/objectives of the organization, names, address and duties of its officers/officials and rules and regulations and other documents held by the Council.
- 1.3 These details will be useful for the various department as well as citizens of the country, who want to get information regarding Punjab State Council for Science & Technology, Chandigarh.
- 1.4 These details contain information regarding organizational chart of the Council and rules and regulations of the Council under which the services of the employees of the Council are governed.
- 1.5 No definition/term used in these details. Rather each chapter and each point of the book is self explanatory.
- 1.6 In case some body wants to get more information on topics covered as well as other information, he/she may contact the following officers :-
- 1.7

| Sr. No. | Name Sh. /Mrs. | Designation   | Phone Number |              | Email  | Address  |
|---------|----------------|---------------|--------------|--------------|--|--|
|         |                |               | Office       | Fax          |  |  |
| 1.      | S.K.Saxena     | PIO/PSO (Env) | 0172-2792325 | 0172-2793143 | <a href="mailto:sksaxena@pscst.com">sksaxena@pscst.com</a> | Punjab State Council for Science & Technology, Near Sacred Heart School, Sector 26, Chandigarh |
| 2.      | Harish Raj Rai | APIO/AMFA     | 0172-2792325 | 0172-2793143 | <a href="mailto:hrrai@pscst.com">hrrai@pscst.com</a>       | -----do-----   |

## CHAPTER - 2

### Manual-I

#### **The particulars of its organization function and duties.**

Name: **Punjab State Council for Science & Technology**  
Adjacent Sacred Heart School,  
Sector 26,  
**Chandigarh**

The Council was registered in July 1983 under Registration of Societies Act XXI of 1860.

Functions and duties:-The objectives of the Council are to:-

- ❖ Make most effective use of the existing scientific and technological institutional infra-structure in the State and to identify areas in which available or developing scientific and technical knowledge can be promoted and utilized for the achievement of Socio Economic Developmental objectives including the objectives of tackling the problems of backwardness, unemployment and poverty particularly in the rural areas of faced by the underprivileged sections of the society.
- ❖ Prepare Science and Technology Plans relevant to the development needs of the State; and to establish effective communication and other links between, and to facilitate greater co-ordination in the activities of Centres of Scientific and Technological Research, including Universities, Engineering Colleges, Polytechnics, State Undertakings, industries and local artisans in order to promote the generation and application of Science and Technology.
- ❖ Identify, generate, utilize and promote new technologies relevant to the development needs of the State in the light of Socio Economic development objectives.
- ❖ Advise the State Government in the formulation of policies, and measures necessary to promote science and technology and to initiate, support, promote and co-ordinate such research design and development projects as are likely to be relevant to the specific problems and technological requirements of the State in keeping with its perspective of Socio-Economic development and its particular resource and skill endowments.
- ❖ Assist in the preparation and implementation of Science & Technology Plans for the State.
- ❖ Promote the popularization of science and the spread of a scientific temper and attitude among the people of the State.
- ❖ Consider, and advise Government on such other matters as are relevant to the application of Science & Technology to the problems of Punjab State and to oversee the application of Science and Technology by the State and its undertakings.

- ❖ Promote and establish pilot-plants and programmes including demonstration units based on technology generated through indigenous Science and Technology, to promote and develop indigenous S & T users/entrepreneurs and to establish units for commercial exploitation of Science and Technology for priority developmental needs of the State.
- ❖ Advise the State Government on policies and measures relates to the development and deployment of S & T bodies having similar or related objectives.
- ❖ Identify priority areas of S & T needed for long term development of the State.
- ❖ If considered essential, to establish, or assist in the establishment of the infrastructure, institutions, organizations etc. necessary to achieve the aforesaid objective.
- ❖ Take any other steps which are relevant to the promotion of Science and Technology and its application to the developmental needs of the state.

**Address of the main office:**

PUNJAB STATE COUNCIL FOR SCIENCE & TECHNOLOGY  
Near Sacred Heart School, Sector 26, Chandigarh  
Telephone No. 2792325, 2793198, 2792787

**Working Hours:**

Morning Hours: 9.00 A.M. (Monday to Friday)  
Closing Hours: 5.00 P.M. (Monday to Friday)

## Manual-II

### The powers and duty of its officers and employees:-

1. Executive Director : The powers of the Executive Director are duly defined in the Service Bye-laws of the Council approved by the Executive Committee in its 16<sup>th</sup> meeting held on 11.6.1991 and TA rules as amended by Punjab Govt. vide letter NO. 5/1/98-2PPIV/356 dated 8.5.1998.

The duties of the Executive Director are as Head of the Department.

2. Director (Biotechnology): The services of the officer has been seconded to Punjab Biotechnology Incubator as Chief Executive Officer.
3. Director (Scientist- 'F') : He is the head of the Consultancy Cell.

The duties of Director (Scientist-'F') are to supervise the functions of the Consultancy Cell of the Council and to formulize new projects relating to various Environment issues to the State. He is also provide technical consultancy to the clients i.e. Brick Kilns, Rice Shellers, Induction Furnace, Rural Development etc.

4. Additional Director (Environment) : She is the head of the Consultancy Cell.

The duties of Additional Director (Environment) are to supervise the functions of the Environment Wing of the Council and to formulize new projects relating to various Environment issues.

5. Additional Director (Biotechnology): She is the head of the Biotechnology wing.

The duties of Additional Director (Biotechnology) are to supervise the functions of the Biotechnology Wing of the Council and to formulize new projects relating to various Biotechnology issues.

6. Additional Director (Popularization of Science): She is the head of the Popularization of Science.

The duties of Additional Director (Popularization of Science) are to supervise the functions of Popularization of Science Wing of the Council and to formulize new projects relating to Popularization of Science issues.

7. Administrative Officer: The post stands abolished

8. Manager (F&A): He is the head of the Finance and Accounts Wing. He is responsible for the day to day functions of the Accounts Wing i.e. preparation of financial statements, signing of cheques, preparation of annual budget, getting the accounts of the Council audited.

## Manual - III

### **The procedure followed in the decision making process including channels of supervision and accountability.**

The Personnel Committee of the Council is competent authority to look into administrative and personnel matters relating to technical and non-technical staff of the Council including matters relating to appointments, clearance of probation period of scientific staff, grant of extensions, termination of contracts, promotions except the routine matters.

The Executive Committee of the Council is having the powers:

To constitute committees and working group to study specific problems and to formulate plans for actions.

To consider the annual report, audited accounts and annual budget estimates of the council.

To authorize to sanction expenditure of the funds of the State Council in accordance with the bye-laws of the Council.

To create and maintain administrative and other full time or part time post in the Council.

To enter into such arrangements with Govt. of India, State Govt. and other public or private organisations or individuals and its opinion further the objectives of the State Council.

To acquire by gift purchase lease or otherwise any property moveable or immovable which may be considered necessary or convenient for the purpose and programme of the State Council.

To sell transfer, lease or otherwise dispose off any moveable or immovable property of the State Council.

To borrow or raise money from Govt. of India, State Govt., commercial banks and other public or private organization for the implementation of the programmes of the State Council.

To invest the funds of the State Council in such security or in such manner as may from time to time determine.

To do such other things as are necessary for the conduct of the affairs of the State Council in furtherance of its objectives and in accordance with these rules.

Powers of General Body of the Council:

Whenever it appears to the Executive Committee of the Council to alter, extend or abridge the Memorandum of Association for such purposes as are mentioned in the MoA or for other purposes are specified in Section-12 of the Registration of Societies Act 1860. The Governing Body is empowered to approve such amendments.

## **Manual-IV**

### **The norms set by for the discharge of its functions:-**

The council has framed its Service Bye-laws (**Annexed**) under Rule XXII of its Memorandum of Association and approved by the Executive Committee of PSCST in its 16<sup>th</sup> meeting held on 11.6.1991 to discharge the functions of the Council. Further the Council is following the notifications of the Govt of Punjab from time to time to discharge its day to day functions.

# **SERVICE BYE-**

# **LAWS**

(Framed under Rule 12 of)  
Memorandum of Association

Approved by Executive Committee of  
**Punjab State Council for Science & Technology**  
in its 16<sup>th</sup> meeting held on 11<sup>th</sup> JUNE 1991 and TA  
Rules as amended by Punjab Govt. vide letter No.5/1/98-  
2PPIV/356 dated 8<sup>th</sup> May, 1998

- Amended upto 30.1.2002 -

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# **CHAPTER-I**

## **Preliminary:**

- 1.1 These bye-laws shall be called as the **Punjab State Council for Science and Technology (PSCST) Secretariat Service Bye-laws** and shall comprise the rules contained herein (Chapter I-VII).
- 1.2 These byelaws shall take effect from the date these are approved by the Executive Committee.
- 1.3 **These rules shall apply to all employees of PSCST Secretariat except in so far as and to the extent it is otherwise agreed upon by agreement, contract or letter of appointment or any other statute for the time being in force.**

**Provided further that:**

**In the case of an employee on deputation from State Government or any other authority, these shall apply subject to their terms and conditions of deputation.**

## **DEFINITIONS**

- 1.4.1 **'EXECUTIVE COMMITTEE' means the Executive Committee of PSCST Secretariat as mentioned in Rule-8 of Rules and Regulations of the said Council.**
- 1.4.2 **'CHAIRMAN' means the Chairman of the Executive Committee of the PSCST Secretariat.**
- 1.4.3 **The 'COUNCIL' means the PSCST acting through the Chairman of its Executive Committee.**
- 1.4.4 **'DIRECT APPOINTMENT' means appointment made otherwise than by promotion or transfer of a person already in the service of the Council or made by taking a person on deputation from the State/Central Govt. or any other corporate body.**
- 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 extraordinary leave without pay.**
- 1.4.6 **'EMPLOYEE' means a person employed on any post under the Council, but does not include a casual worker or a daily wage-worker.**

- 1.4.7 'GOVERNMENT' means the Punjab State Government in the Science & Technology department for the time being incharge of the affairs of the Council under the Rules of Business of the Government.
- 1.4.8 'MEMBER SECRETARY'. The Secretary to Govt. Punjab, Science, Technology & Environment, shall be the Member Secretary of the Council.
- 1.4.9 'EXECUTIVE DIRECTOR' means the Executive Director of the Council.
- 1.4.10 'DIRECTOR' means the Director of the Council.
- 1.4.11 'POSTS' means the posts created/sanctioned by the Executive Committee of the Council from time to time.
- 1.4.12 'TENURE POST' means a permanent post, which an individual employee may not hold for more than a limited period.
- 1.4.13 'TEMPORARY POST' means a post carrying a definite rate of pay sanctioned for a limited time. Such a post can be held in an officiating capacity.
- NOTE: An extension of a temporary post necessary to cover the period of leave granted to its holder is expedient only when the grant of leave involves no expenses to the Council.
- 1.4.14 'REGULAR POST' means a post carrying a definite rate of pay and sanctioned without limit of time.
- 1.4.15 'PROBATIONER' means an employee provisionally employed to fill a vacancy on probation for a specified period under Rule 3.2.1.
- 1.4.16 'APPOINTING AUTHORITY' means the authority competent to make appointments as detailed in Annexure-A (Page-28).
- 1.4.17 'CADRE' means the strength of a service or a part of a service sanctioned as a separate unit.

POSTS UNDER THE COUNCIL:

- 2.1 For the purpose of these Service Rules, the posts under the Council shall be classified under the following two categories, namely;
- (i) **Scientists and Professionals;**
  - (ii) **Other officers and employees.**
- 2.2 There shall be temporary and regular posts under the Council.
- 2.3 The Executive Committee of the Council shall have the power to declare a temporary/regular post as permanent.

**2.4 No person shall be appointed on any post under the Council unless he/she 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 1.1.1962 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 certificate of eligibility has been given by the competent authority and if he/she belongs to category (vi) the certificate of eligibility will be issued for a period of one year after which such candidates has acquired Indian Citizenship.

**RECRUITMENT AND RETRENCHMENT**

3.1 Recruitment to the various posts under the Council shall be made by any one or more of the following methods:

- (i) By direct appointment; or*
- (ii) By transfer; or*
- (iii) By promotion of existing personnel of the Council; or*
- (iv) By deputation from Government or any Government Undertaking.*

3.1.2 Appointment to all posts under the Council carrying a basic pay of Rs.10,001/- per month and above shall be made with the approval of the Executive Committee and posts carrying basic pay less than Rs.10,001/- by the Member Secretary, on the recommendations of Selection Committee.

3.1.3 The age of a person at the time of direct recruitment to a post under the Council shall not be less than 18 years and shall not exceed 38 years provided that the appointing authority may in specific cases relax condition having regard to the qualifications and experience of a candidate.

3.1.4 No person who has been dismissed from any public sector or private employment or has otherwise ceased to be in service of the Council, shall be re-employed except with the express approval of the Executive Committee.

3.1.5 Direct appointment of every person to any post under the Council shall be subject to production of medical fitness certificate issued by Medical Board/Chief Medical Officer.

3.1.6 All appointments shall be subject to the verification of the character and antecedents of the employee by the Police Department.

**PROBATION OF PERSONS APPOINTED TO SERVICE**

3.2.1 Persons appointed to any post shall remain on probation for a period of one year 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 the case of an appointment by transfer, any period of work in equivalent or higher rank prior to appointment to the service may, in the discretion of the appointing authority, be allowed to count towards the period of probation; and
- c) any period of officiating appointment to the service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed on regular basis for a period for which the appointing authority considers suitable.

If in the opinion of the appointing authority the work and conduct of a person during the period of probation is not satisfactorily, it may:

- a) If such person is recruited by direct appointment dispense with his/her service or revert him/her to a post on which he/she held lien prior to his/her appointment to the service by direct appointment 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 other manner as the terms and conditions of the previous appointment permit.*
  - iii) *extend his/her period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation;*

Provided that the total period of probation including extension, if any, shall not exceed two years.

3.2.2 On the completion of the period of probation of a person, the appointing authority shall declare that he/she has completed his/her probation satisfactorily.

### **TERMINATION OF SERVICE:**

3.3 The service of an employee of the Council may be terminated by the appointing authority.

- 3.3.1 In case of an employee appointed to a regular/temporary post, by giving him/her notice as per terms of his/her appointment or pay him/her salary for the period by which the notice falls short of notice period.
- 3.3.2 In case of an employee on deputation from the State Government or Central Government or any other Board or Council by reverting him/her to his/her parent department by giving him/her due notice as per terms and conditions of his/her deputation.

#### **RECORD OF SERVICE:**

3.4 The following records of service of every employee shall be maintained by Director (Admn.) / Administrative Officer of the Council :-

- a) ***Personal File;***
- b) ***Service Book;***
- c) ***A.C.R. File.***

#### **SENIORITY AND PROMOTION:**

3.5 The seniority inter-se of members of the service shall be determined by the length of continuous service on the post in the service.

**NOTE:** There shall be separate cadres for the Scientists/Professionals in the different wings of the Council. For other staff, there would be joint cadre.

Provided further that in the case of members recruited by direct appointment, the merit shall be fixed by Selection Committee at the time of selection. If a candidate fails to join within maximum extended period of six months, he/she will be placed at the end of the merit list.

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

- a) a member recruited by direct appointment shall be senior to a member recruited 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.

**NOTE:** Seniority of members appointed on purely adhoc basis, shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

### **PROMOTION:**

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

**NOTE:** Promotion Rules for each category shall be framed separately.

### **SUPERANNUATION AND RETIREMENT:**

5. Every employee of the Council shall normally retire on attaining the age of 60 years. Extension beyond 60 will be given by the appropriate authority depending upon the suitability of the person and requirement for the job.

Provided that the appointing authority as its discretion may retire an employee prematurely on completion of 25 years of service or 50 years of age.

### **GENERAL:**

- 6.1 The whole time of an employee shall be at the disposal of the Council. The working hours shall normally be the same as observed by the Punjab Government offices from time to time.
- 6.2 No employee shall directly or indirectly be engaged in any other business, occupation or employment nor shall he/she enters into any partnership or other business/relationship, accept any fees, endowment or commission, whatsoever, from any party other than the Council except with the prior permission of the appointing authority.

Every employee shall be liable to be transferred by the appointing authority from one post to another post within the cadre or to any place which it may consider necessary in the interest of the affairs of the Council.

No employee of the Council 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 Council.

- 6.3 The Council shall, in respect of all acts done in good faith and in the interest of the Council, extend protection to its employees in Courts of Law or elsewhere.

**PAY AND ALLOWANCES:**

- 7.1 **'PAY'** means the monthly pay drawn as fixed pay or in time scale.
- 7.2 **'PERSONAL PAY'** means an addition which may be granted to any employee by the appointing authority, in exceptional circumstances or other special considerations.
- 7.3 **'SPECIAL PAY/SECRETARIAT ALLOWANCE'** means additional pay granted in consideration of especially arduous nature of duties or a specific addition to the work of responsibility.
- 7.4 **'AWARD'** means a fixed amount awarded in recognition of meritorious work performed by an employee of the Council.
- 7.5 **'ALLOWANCES'** includes dearness allowance, house rent allowance, travelling allowance, conveyance, city compensatory, sumptuary and overtime allowance or any other allowance sanctioned by the Executive Committee from time to time
- 7.6 An employee of the Council shall, on appointment be eligible to the minimum of the scale of the post to which he/she is appointed; provided that the appointing authority may, in consideration of the special knowledge, training or expertise, allow a higher initial start to any person.
- 7.7 The appointing authority may, in recognition of exceptionally good service of an employee of the Council, grant to him/her one or two increments in the time scale of his/her pay.
- 7.8 Government servants on deputation to the Council may either :-
- a) accept the pay scale of the post under the Council subject to the fixation of their pay in such pay scale by the appointing authority; or

- b) continue to draw pay as per their pay scale in their parent service plus deputation pay as approved by the Government and other allowances as admissible to him/her in his/her parent department. The Government servants on deputation to the Council will be entitled to claim benefits of higher pay scales or of fixation of pay at a higher level with or without retrospective effect in the Council if such benefits have accrued to him/her in his/her parent service, consequent upon decision in his/her favour on his/her appeal or representation or otherwise as a matter of course.
- 7.9 The Council shall pay to the Government leave salary and pension contributions or any other liability in respect of officers or other employees of the State Government 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 employee of the Council unless it is with-held or deferred by the Appointing Authority on the ground of suspension, grant of extra-ordinary leave without pay or punishment.
- 7.11 Specific sanction of the Appointing Authority shall be required to cross an efficiency bar in any time scale of pay.
- 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/her own duties, for a period exceeding one month.
- 7.13 When a person in a lower scale of pay is appointed to officiate in a higher scale of pay, he/she will draw the minimum of the higher scale or if the pay he/she is already drawing is more than the minimum of the new scale, it shall be fixed in the new scale at the stage next above his/her basic pay in the lower scale.
- 7.14 Employee of the Council shall receive such allowances as may be sanctioned by the Executive Committee from time to time. The dearness allowance shall be admissible as per Punjab Government rates as sanctioned from time to time.
- 7.15 Any sum of money or pay or allowances due to an employee of the Council that may have remained unclaimed, may be transferred to and held in the suspense account for a period of three years from the date on which the payment is normally due, and will thereafter be treated as lapsed to the Council.

### **PENALTIES:**

- 8.1 An officer or employee of the Council may be awarded any one or more of the following penalties :-
- (i) warning or reprimand or censure;**
  - (ii) with-holding of increment or increments;**
  - (iii) reduction to a lower rank/time scale;**
  - (iv) recovery from pay of loss caused to the Council; and**
  - (v) removal or dismissal from service.**
- 8.2 The penalties referred to above may be imposed by order in writing of the Appointing Authority provided that not more than one penalty shall be imposed on any employee at any one time.
- 8.3 Any person in the employment of the Council against whom there are serious charges pending can 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 minimum subsistence allowance equal to one half of his/her basic pay plus allowances thereon :
- a) the difference of his/her pay and subsistence allowance may be given to such a person on his/her reinstatement if the appointing authority so directs; and
  - b) the subsistence allowance already paid to the employee shall not be refundable to the Council in case such a person is ultimately removed from the service.
- 8.4 The penalties enumerated in 8.1 above may be imposed on any one or more of the following grounds :-
- a) unsatisfactory work and conduct;**
  - b) take part in an illegal strike or inducing others to strike;**
  - c) negligence, inefficiency or indolence;**
  - d) irregular attendance;**
  - e) Unauthorized divulgence of any information or document detrimental to the interests or reputation of the Council.**
  - f) theft, pilferage, fraud, dishonesty, misappropriation, defalcation or embezzlement;**
  - g) absence from duty without leave or over-staying 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 admissible 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.***

Provided that in case of regular employees whenever any of the penalties mentioned under Rule 8.1 is proposed to be awarded to an employee of the Council, he/she shall be given a Show Cause Notice and the appointing authority shall impose the penalty after a person has been held guilty after an enquiry. However, in case of work-charged or daily wage workers only a Show Cause Notice shall suffice.

8.5 An appeal against an order of the appointing authority imposing penalty or suspension shall lie with the authority as per **Annexure-A (Page-28)**

Provided further that where a penalty has been imposed or suspension order passed by the appointing authority with the approval of the Executive Committee, the person on whom the penalty has been imposed may apply to the Executive Committee for a review of its decision within two months of the date of service of such order.

**NOTE:** Detailed rules/instructions shall be framed separately in this behalf.

#### **DELEGATIONS:**

9. The Executive Committee may confer upon the Member Secretary or any other officer of the Council all or any of its powers under these service rules. The powers so delegated shall be exercised subject to such restrictions, conditions and limitations as may be prescribed by the Executive Committee.

#### **AMENDMENT:**

10. The Executive Committee 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. Any matter which is not covered by these rules or the rules framed by the Executive Committee from time to time shall be decided as per the relevant rules of the Punjab Government provided that they shall not be detrimental to the employee already in service.

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# CHAPTER-II

## TRAVELLING ALLOWANCE RULES

### SECTION-I GENERAL:

1. These rules shall be called the “**Punjab State Council for Science & Technology Travelling Allowances Rules**” and shall come into force with effect from the date these are approved by the Executive Committee and shall regulate all journeys on tour performed on or after that date.
2. These rules shall apply to all the employees of the Council including those who are on deputation.
3. The Council 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 mentioned in Rule-1 provided they shall not be detrimental to the employees already in service.
4. The Council reserves the right to interpret these rules and/or the supplementary rules and its decision in regard thereto shall be final.

### SECTION-II DEFINITIONS:

5. Unless there is anything repugnant in the subject, the following terms shall have the meaning assigned to them as noted against each :-
  - a) ‘**TRAVELLING ALLOWANCE**’ means allowance to cover the expenses incurred by an employee on traveling in connection with the affairs of the Council. Traveling Allowance is not intended to be a source of profit.
  - b) ‘**DAILY ALLOWANCE**’ is a uniform allowance for each day of absence from Headquarters or part thereof and is intended to cover an employee’s boarding and lodging and other such expenses while on tour.
  - c) ‘**HEADQUARTER**’ means the normal place of duty of an employee as may be fixed by the Council from time to time and shall cover an area within a radius of 25 kms. from the normal place of duty.
  - d) ‘**TOUR**’ means the absence of an employee from his/her headquarters on Council’s duty with proper sanction.
  - e) ‘**DAY**’ will be reckoned as a period of 24 hours.

- (I) FOR THE PURPOSE OF T.A./D.A. GRADING OF THE EMPLOYEES IN VARIOUS PAY RANGES IN THE REVISED SCALE OF PAY AS SANCTIONED VIDE PUNJAB CIVIL SERVICES (REVISED RULES-1998) SHALL BE AS UNDER :-

| <u>GRADE</u> | <u>PAY RANGE</u>                              |
|--------------|---|
| I            | Rs.15,000 and above                           |
| II           | Rs. 10,000 and above but less than Rs. 15,000 |
| III          | Rs. 6,000 and above but less than Rs. 10,000  |
| IV           | Rs. 5,000 and above but less than Rs. 6,000   |
| V            | Rs. 4,000 and above but less than Rs. 5,000   |
| VI           | Below Rs. 4,000                               |

**THE REVISED CLASSIFICATION OF CITIES IN OR 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 =A-I**

**b) Cities with population of 20 lakhs and above but less than 50 lakhs =A**

**c) Cities with population of 10 lakhs and above but less than 20 lakhs =B-I**

**d) Cities with population of 05 lakhs and above but less than 10 lakhs =B-2**

**SECTION-III JOURNEY ON TOUR:**

6. The journey on tour shall be deemed to commence from and end at the headquarters of an employee.
7. Travelling Allowance is admissible for journey on tour by road, rail and air to the extent indicated below:

**Journey by Air**

- i) Employees drawing pay Rs.15,000 and above - at discretion
- ii) Employees drawing pay Rs.10,000 to Rs.15,000 with prior permission of competent authority in special cases provided the journey exceeds 500 kms.

### Journey by Rail

| <u>Grade</u> | <u>Entitlement as per Govt. Rules</u>                  |
|--------------|--|
| I            | Ac 1 <sup>st</sup> Class/Shatabdi Executive Class      |
| II           | AC Chair Car/AC Two Tier Sleeper/1 <sup>st</sup> Class |
| III & IV     | AC Chair Car/1 <sup>st</sup> Class/AC Three Tier       |
| V & VI       | 2 <sup>nd</sup> Class Sleeper                          |

### Journey by Road

|                |   |
|----------------|---|
| Staff Car      | Executive Director/Directors  |
| Staff Car/Jeep | Employees drawing Rs.10,000 and above with permission of competent authority and availability of transport. |
| AC Bus         | Employees drawing Rs.10,000 and above.  |
| Deluxe Bus     | Rs.6,000 and above  |
| Ordinary Bus   | All employees   |

8. An employee shall be entitled to a single fare by the class to which he/she is entitled.

**NOTE:** Employee traveling by night trains shall also be entitled to have sleeper/berth reserved by the class to which he/she is entitled.

9. An employee travelling by a class lower than to which he/she is entitled shall charge the fare of the class actually travelled.
10. If an employee travels by a train which does not provide class of accommodation to which he/she is entitled, he/she may travel in the next higher class provided the employee furnishes a certificate and satisfies the Council that it was essential for him/her to travel by that train in the interest of the Council's work.
11. For journeys between stations not connected by rail, employees shall charge actual expenses incurred by them in travelling by taking a single seat in a Bus as per their entitlement and where Bus service is not available, by taking a single seat in a taxi.
12. The rates of road mileage per km. for the use of personal vehicles for official purpose will be as under :-

| <b>Grade</b> | <b>Own Motor Car (Rs.)</b> | <b>Own Motor cycle (Rs.)</b> | <b>Ordinary cycle (Rs.)</b> | <b><u>Other means of conveyance</u></b> |                          |
|--------------|----------------------------|------------------------------|-----------------------------|---|--------------------------|
|              |                            |                              |                             | <b>TAXI (Rs.)</b>                       | <b>Other Means (Rs.)</b> |
| 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           | -                          | -                            | 0.50                        |   | 1.50                     |

**Revised rates of Daily Allowance will be as under :-**

| <b>Grade</b>      | <b>Pay range</b>   | <b>A-I Class<br/>Cities<br/>Hotel/Non-<br/>Hotel rates<br/>(Rs.)</b> | <b>A-Class<br/>Cities<br/>Hotel/Non-<br/>Hotel rates<br/>(Rs.)</b> | <b>B-I Class<br/>Cities<br/>Hotel/Non-<br/>Hotel rates<br/>(Rs.)</b> | <b>B-2 Class<br/>Cities and<br/>other place<br/>Hotel/Non-<br/>Hotel rates<br/>(Rs.)</b> |
|-------------------|--|--|--|--|--|
| <b>I</b>          | Employees drawing pay of Rs.15,000 per month and above                                   | <b>400</b><br><b>200</b>   | <b>320</b><br><b>160</b>   | <b>240</b><br><b>120</b>   | <b>160</b><br><b>80</b>  |
| <b>II</b>         | Employees drawing pay of Rs.10,000 per month and above but less than Rs.15,000 per month | <b>350</b><br><b>150</b>   | <b>280</b><br><b>120</b>   | <b>210</b><br><b>90</b>  | <b>140</b><br><b>60</b>  |
| <b>III</b>        | Employees drawing pay of Rs.6,000 per month and above but less than Rs.10,000 per month  | <b>225</b><br><b>125</b>   | <b>180</b><br><b>100</b>   | <b>135</b><br><b>75</b>  | <b>90</b><br><b>50</b>   |
| <b>IV &amp; V</b> | Employees drawing pay of Rs.5,000 per month and above but less than Rs.6,000 per month   | <b>190</b><br><b>100</b>   | <b>150</b><br><b>80</b>  | <b>115</b><br><b>60</b>  | <b>75</b><br><b>40</b>   |
| <b>VI</b>         | Employees drawing pay less than of Rs.5,000 per month                                    | <b>150</b><br><b>75</b>  | <b>120</b><br><b>60</b>  | <b>90</b><br><b>45</b>   | <b>60</b><br><b>30</b>   |

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

| <b>Grade</b>                                  | <b>Accommodation</b>   |
|---|--|
| Member Secretary<br>And Executive<br>Director | Reimbursement actual expenditure incurred towards normal single room rent in a hotel of a category not above 5 star. |

|   |   |   |  |
|---|---|---|--|
| Director,<br>Additional Director<br>& Advisor | Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of a category not above 3 star. |   |  |
| <b>Grade</b>                                  | <b>Revised Pay Scale</b><br><br><b>(Rs.)</b>  | <b>Accommodation Charges at Bombay, Kolkata, Delhi &amp; Madras (Per Day)</b><br><br><b>(Rs.)</b> | <b>Accommodation Charges at other cities (Per Day)</b><br><br><b>(Rs.)</b> |
| I   | 15,000 – above  | 2,500.00  | 2,000.00   |
| II  | 10,000 – 15,000   | 2,000.00  | 1,800.00   |
| III   | 6,000 – 10,000  | 600.00  | 400.00   |
| IV  | 5,000 – 6,000   | 400.00  | 300.00   |
| V   | 4,000 – 5,000   | 300.00  | 225.00   |
| VI  | Below 4,000   | 200.00  | 150.00   |

Provided that the Member Secretary may sanction actual total charges exceeding these limits on the production of hotel receipts.

These entitlements are maximum permissible limits. However, payments would be made on production of actual bills.

These entitlements are also subject to the non-availability of Govt. accommodation.

**OUTSTATION TOURS:**

13. When an employee spends one part of a day in one locality and another part in a place for which different rate of daily allowance is admissible, he/she will claim daily allowance at the rate applicable to the place where he/she spends the night succeeding such day.
14. Ordinarily for outstation journeys within the State including visits to Delhi, Council's transport will be provided to the officers as per entitlement given at Rule-7. In case of non-availability of Council's transport, Executive Director/Directors, under urgent and exceptional circumstances may be allowed to undertake the journey by a taxi/by own transport subject to the approval of Member Secretary and they will be entitled to reimbursement at the rates mentioned at Rule-12 (**Page-15**) and for entitlements refer Rule-20 (**Page-18**).
15. (i) No Daily Allowance shall be permissible within a radius of 8 kms from the place of duty. Road mileage at the fixed rates will, however, be paid for this journey except to employees in receipt of Local Travelling-cum-Misc. Allowance and Conveyance Allowance.

(ii) Journey beyond 8 kms and within 25 kms of the place of duty shall be treated as local journey. Daily Allowance shall be admissible for a calendar day at half the norms rate irrespective of the period of absence if the employee returns to the head quarters the same day. But when such a journey involves night stay, an employee shall be entitled to normal traveling allowance.

(iii) A full Daily Allowance shall be admissible for journeys beyond 25 kms from the head quarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance shall be admissible.

(iv) No incidental charges shall be payable in addition to the Daily Allowance/half Daily Allowance.

16. When an employee is on tour to attend a training programme and/or seminar and the fees for such training programme/seminar is paid by the Council, including boarding and lodging charges, the employees shall be entitled only to 1/4<sup>th</sup> of the Daily Allowance admissible to him/her for the place of visit.
17. Employees performing journeys on tour in Council's vehicles shall charge only Daily Allowance as admissible to them, provided the journeys performed is beyond 8 hours.
18. Ordinarily Council's transport will be provided to an officer/employee as per Rule-7. In case of non-availability of Council's transport, officers/employees using their own transport will be reimbursed at the rates mentioned at Rule 12.

#### **SECTION-IV JOURNEY ON TRANSFER:**

19. Employees shall be entitled to the transport charges for 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 and 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 stations by road, by shortest route and shall also fix rates per truck per kilometer and revise them at least annually. If necessary, he may fix separate rates for journey covering smaller distances.

- 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 kms. And in case of transfer to stations which are at a distance of less than 25 kms. 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 and no packing charges, transport incidentals for the Government servant and the members of his family as well as the road mileage for journeys between the residence and the railway station/Bus stand/Airport at the old and new stations, shall no longer be admissible as these will instead be subsumed in the Composite Transfer Grant.
- d) The time limit for the presentation of Travelling Allowance bill for shifting of personal effects on retirement is enhanced from six months to two years.

**SECTION V-LOCAL MODES OF CONVEYANCE ON TOUR:-**

20. While on tour, employees will use the following modes of conveyance for local journeys for Council's work and for journeys from Bus Stand/Railway Station/Air Port to fixed point both ways and will be allowed the actual expenses incurred on submission of receipts of the journeys performed:-

| <b><i>Category of Employees</i></b>  | <b><i>Permissible mode of conveyance</i></b> |
|--|--|
| a) Executive Director/Directors  | Taxi for full day at local rates.            |
| b) Principal Scientific Officer/Senior Scientific Officer/employees drawing pay Rs.7220/- per month or above | Seat in Taxi/Three Wheeler/Rickshaw          |
| c) All employees   | Three Wheeler/Rickshaw                       |

**SECTION VI – SUBMISSION OF TA BILLS :**

- 21.a) All T.A. bills shall be submitted on the Council's prescribed performa for tours during the calendar month by 15<sup>th</sup> of the next following month.
- b) For calculating actual time of travelling for claiming daily allowance, the scheduled time of departure and arrival of the aircraft/train/bus shall be taken into account.

22. For journey not covered by these rules, TA may be allowed at such rates and to such extent as may be decided by the Member Secretary of the Council.
23. For journey outside India, TA will be allowed at the rates at which foreign exchange is sanctioned by the Reserve Bank.
24. The Council's employees may be allowed to use the Staff Cars for non-official local journeys in emergent cases at the rate of Rs.3.00 per km with permission of Executive Director/Director (Admn.) This facility would be subject to availability of Staff Car.

**CONVEYANCE REIMBURSEMENT FOR LOCAL TRAVELLING:**

25. Conveyance reimbursement for local journey has been adopted by the Council in pursuance of Item No. 9 of the minutes of the 7<sup>th</sup> Executive Committee meeting held on 2.12.1986. Allowance is accordingly given to those members of the staff who have to travel freely from their point of duty to any other place on official business, with the proviso that if the journey is less than the prescribed limit then cumulative total may be taken on a monthly basis on the submission of details regarding journeys undertaken indicating the purpose thereof. The amount of reimbursement is granted as under:-

| <b>Sr. No.</b> | <b>Monthly Kilometers</b> | <b>Owned Motor Car (Rs.)</b> | <b>Other Mode except bicycle (Rs.)</b> |
|----------------|---------------------------|------------------------------|--|
| 1.             | Upto 200                  | -                            | -                                      |
| 2.             | 201-300                   | 300.00                       | 100.00                                 |
| 3.             | 301-450                   | 450.00                       | 130.00                                 |
| 4.             | 451-600                   | 550.00                       | 170.00                                 |
| 5.             | 601-800                   | 650.00                       | 200.00                                 |
| 6.             | Above 800                 | 800.00                       | 230.00                                 |

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# CHAPTER-III

## LEAVE RULES

### 1. TITLE

These rules may be called as the 'Punjab State Council for Science & Technology Secretariat Leave Rules'.

### 2. DATE OF ENFORCEMENT

These rules will come into force with effect from the date of their approval by the Executive Committee.

### 3. SCOPE OF APPLICATION

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

### 4. TYPES OF LEAVE

All employees of the Council except those on deputation will be entitled to the following kinds of leave:-

- i) *Casual Leave*
- ii) *Earned Leave*
- iii) *Half Pay Leave*
- iv) *Study Leave*
- v) *Maternity Leave*
- vi) *Public Holidays*

### 5. CASUAL LEAVE

| <b>LENGTH OF SERVICE</b>      | <b>CASUAL LEAVE</b> | <b>RESTRICTED HOLIDAYS</b> |
|-------------------------------|---------------------|----------------------------|
| Upto 10 years of service      | 10 days             | 2 days                     |
| Exceeding 10 years of service | 15 days             | 2 days                     |
| Upto 20 years of service      | 20 days             | 2 days                     |

**NOTE: CASUAL LEAVE TO THE FEMALE EMPLOYEES OF THE COUNCIL, IRRESPECTIVE OF THEIR LENGTH OF SERVICE WILL BE OF 20 DAYS.**

Casual leave will be non-cumulative and no other leave of any kind 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. The total period of absence shall not be more than 15 days at a time, once during a calendar year.

### 6. EARNED LEAVE

|  |                            |
|--|----------------------------|
| <b>Upto 10 years of service</b>                  | <b>1/24 of duty period</b> |
| <b>Exceeding 10 years but less than 20 years</b> | <b>1/18 of duty period</b> |
| <b>Exceeding 20 years of service</b>             | <b>1/12 of duty period</b> |

**{Subject to maximum accumulation of 450 days}**

7. **HALF PAY LEAVE**

20 days in a year for all employees.

8. **STUDY LEAVE**

Study Leave may be granted to an employee for the purpose of undertaking studies of scientific, technical or similar problems or to undergo special courses of areas instructions or training in or outside India in the interest of the Council on such terms and conditions as may be fixed by the Council. Study Leave is not debited to any leave account.

9. **MATERNITY LEAVE**

The Member Secretary may grant to a female employee maternity leave for a period as is admissible to State Government female employees from time to time. Such leave shall not be debited to the leave account of the employee and shall not be granted for more than two confinements.

**Maternity Leave for Contractual staff:**

- (i) No maternity leave shall be permissible to female employees on contract for a period less than five years.
- (ii) Leave without pay not exceeding 30 days will be granted to the female employees on contract for one year and upto two years.
- (iii) Leave without pay for 45 days will be granted to female employees employed on contract for more than two years.

***(As approved by Personnel Committee in its meeting held on 23.7.2001)***

- 10. Normally, leave applied for, if due, will be granted. However, the same can be refused in the interest of the work of Council.
- 11. When an employee retires, resigns or his services are terminated, except by dismissal of service for misconduct, the employee shall be paid for the leave due to his/her credit as per limit prescribed by Punjab Govt. from time to time.
- 12. Extraordinary leave may be granted to any Government Employee in special circumstances :-

- (a) *when no other leave is admissible, or*
- (b) *when other leave is admissible, but employee concerned applies in writing for the grant of extraordinary leave.*

The authority empowered to grant leave may commute retrospectively: -

- (i) *period of absence without leave into extraordinary leave.*
- (ii) *extraordinary leave granted into leave of a different kind if the latter type of leave was admissible at the time of extraordinary leave was granted.*

13. Leave of the kind due may be granted to an employee for proceeding abroad as 'Foreign Leave'.

#### **Public Holidays and Working Hours**

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

#### **Authority**

15. Authorities competent to sanction leave shall be as per **Annexure-A (Page 29-32)**.

#### **Amendment of Rules**

16. The Council reserves the right to modify/cancel or amend all or any of these rules and issue supplementary rules or amendment thereto without previous notice. The Council also reserves the right to give effect to the modifications/cancellations or amendments of the rules and/or supplementary rules from the date these are approved by the Executive Committee provided they shall not be detrimental to the employees already in service.

#### **Interpretation of Rules**

17. The Executive Committee of the Council reserves the power to interpret these rules and/or the supplementary rules. The decision of the said Executive Committee shall be final.

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# CHAPTER-IV

## 1. CONTRIBUTORY PROVIDENT FUND RULES

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

## 2. GRATUITY RULES

Gratuity shall be payable to the employees of the Council as per Punjab Government Rules amended from to time.

## 3. EX-GRATIA GRANTS

The families of the employees of the Council shall be entitled to Ex-gratia Grants as per Rules applicable to the Punjab Government employees.

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# CHAPTER-V

## HOUSE RENT ALLOWANCE

The house rent shall be payable to the Professionals/Scientists of the Council as approved by the Executive Committee/Personnel Committee from time to time. The present house rent reimbursement ceiling is as under:-

| <b>Sr. No.</b> | <b>Designation</b>                                     | <b>House Rent Ceiling<br/>(Rs. Per month)</b> |
|----------------|--|---|
| <b>1</b>       | <b>Director</b>  | <b>7,600.00</b>                               |
| <b>2</b>       | <b>Additional Director</b>                             | <b>7,000.00</b>                               |
| <b>3</b>       | <b>Senior Engineer</b>                                 | <b>5,800.00</b>                               |
| <b>4</b>       | <b>Principal Scientific Officer</b>                    | <b>4,900.00</b>                               |
| <b>5</b>       | <b>Senior Scientific Officer/<br/>Process Engineer</b> | <b>4,000.00</b>                               |

Employees living in their own houses shall be paid house rent allowance at the above rates or the assessed rent of their houses whichever is less.

Other officers/officials shall be paid house rent allowance as may be paid by Punjab Government to its employees from time to time.

Other allowances such as Additional Dearness Allowance/Chandigarh Compensatory Allowance shall be paid as per Punjab Government.

**NOTE: The 'rent' shall exclude electricity/water charges etc.**

The following will be the categorization of the cities and towns, in the State on the basis of revised classification, for the purpose of grant of House Rent Allowance/City Compensatory Allowance to the Employees (Punjab Govt. Letter No. 4/19/97-FPI/429 dated 22.1.1998) :-

| B-1 Class City | B-2 Class City           | 'C' Class City |
|----------------|--------------------------|----------------|
| Ludhiana       | Amritsar                 | Abohar         |
|                | Jalandhar                | Barnala        |
|                | Chandigarh and SAS Nagar | Batala         |
|                |                          | Bathinda       |
|                |                          | Faridkot       |
|                |                          | Fazilka        |
|                |                          | Ferozepur      |
|                |                          | Gurdaspur      |
|                |                          | Hoshiarpur     |
|                |                          | Kapurthala     |
|                |                          | Khanna         |
|                |                          | Kotkapura      |
|                |                          | Malerkotla     |
|                |                          | Malout         |
|                |                          | Mansa          |
|                |                          | Moga           |
|                |                          | Mukatsar       |
|                |                          | Nabha          |
|                |                          | Pathankot      |
|                |                          | Patiala        |
|                |                          | Phagwara       |
|                |                          | Rajpura        |
|                |                          | Sangrur        |

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# CHAPTER-VI

## MEDICAL RULES

1. **TITLE:**

These rules may be called the Punjab State Council for Science & Technology (Medical Attendance and Treatment Rules), 1990.

2. **APPLICATION**

These rules shall apply to all employees of the Punjab State Council for Science & Technology including those on deputation, if the terms of their deputation so permit and also employees appointed on contract basis, subject to the terms of their contract, but excluding the work-charged employees and those engaged on daily wages basis.

3. **ENTITLEMENT**

All employees of the Council and their dependent members of family, to whom these rules are applicable, shall be entitled to full reimbursement of medical expenses incurred as indoor patients including charges paid for X-ray and pathological tests and surgery.

4. **PAYMENT OF CONSULTATION FEE**

In case an employee consults an authorized medical attendant, he/she shall be entitled for reimbursement of consultation fee, if any, paid by him/her which shall not exceed the amount prescribed by the Member Secretary from time to time.

5. **DENTAL TREATMENT**

An employee of the Council and the members of his/her family shall be entitled to the reimbursement of the cost of dental treatment including the cost of denture subject to the condition that the cost of denture subject to the condition that the cost of the said denture as also the fixture thereof shall be reimbursable only once in respect of each member of his/her family during the entire service of the employee subject to a maximum of Rs.700/- each.

6. **PROCEDURE FOR CLAIMING REIMBURSEMENT**

- (i) In case of outdoor treatment: All employees have been allowed a fixed medical allowance of Rs.250/- per month as per Punjab Govt. circular No. 5/22/97-IFPI/11179 dated 31<sup>st</sup> December, 1997.

- (ii) In case of indoor treatment: An employee shall submit his/her medical claim and the prescribed essentiality certificate (as prescribed for Punjab Govt. Employees) duly countersigned along with discharge certificate, cash memos duly verified by the authorized Medical Attendant of the Hospital.

**NOTE:** Medicines must be purchased within 3 days from the date of prescription of the authorized Medical Attendant unless otherwise prescribed.

- iii) Time limit for preferring claims: Final claim for reimbursement of medical charges by an employee in respect of a particular spell of illness should ordinarily be preferred within three months from the date of completion of a treatment shown in the essentiality certificate issued by the authorized Medical Attendant. Such a claim shall not normally be entertained after the expiry of three months unless the Executive Director/Director (Admn.) is satisfied that there are sufficient grounds for the delay in submitting the claim.
- iv) Reimbursement of cost of medicines: For reimbursement of expenses in respect of medicines prescribed by the authorized Medical Attendants, the Council shall follow the list of medicines approved by the Punjab Government for this purpose.
- v) The powers to sanction medical reimbursement are given in **Annexure-B (Page-35)**.

# CHAPTER-VII

## LEAVE TRAVEL CONCESSION

All employees of the Council, including those on deputation, on completion of one year's service in the Council, shall be entitled to the following leave travel concession.

- ii) Reimbursement of the 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 for visiting the permanent place of residence (home town) provided the fare for the first 250 kms. is borne by the employee.
- iii) 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 four years from Headquarters to any place in India.

**NOTE:** For the purpose of claiming reimbursement for visits to home town and any place in India as referred to above, the minimum period of earned leave to availed shall be 5 days and 12 days respectively. Only one reimbursement for visit to home town or any other place in India shall be admissible in one calendar year. The reimbursement claimed for visiting any other place in India, shall not be for a distance (one way) exceeding 2000 Kms. from Headquarters.

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**ADMINISTRATIVE DELEGATIONS**

| <b>Sr. No</b> | <b>Nature of Powers</b>   | <b>Description of post</b>  | <b>Authority empowered</b>  |
|---------------|---|---|---|
| 1.            | Power to create or abolish any regular and temporary post.  | a) All employees except class-IV<br>b) Class-IV employees   | Executive Committee<br><br>Member Secretary   |
| 2.            | Authority to appoint by direct recruitment, promotion and by transfer as well as extension in the period of deputation.           | a) For posts carrying a basic pay of Rs.10, 001 and above.<br><br>b) For posts carrying a basic pay below Rs.10,001 except class-IV employees<br><br>c) Class-IV employees. | Executive Committee<br><br>Member Secretary<br><br>Executive Director/<br>Director (Admn) |
| 3.            | Clearance of probation period   | All employees   | Appointing Authority  |
| 4.            | Powers of dismissal/termination   | All employees   | Appointing Authority  |
| 5.            | Powers to with-hold increments, reduction to a lower time scale, recovery of loss caused to the Council from pay of the employee. | All employees   | Appointing Authority  |

6. **Powers to record ACRs:**

| <u>Designation</u>  | <u>Appraising authority</u>            | <u>Reviewing Authority</u>          | <u>Accepting Authority</u>          |
|---|--|-------------------------------------|-------------------------------------|
| a) Director/MFA/ ADO/Secretary to Executive Director                  | Executive Director                     | Executive Director                  | Member Secretary                    |
| b) PSOs/SSOs  | Concerned Director/ Executive Director | Executive Director                  | Member Secretary                    |
| c) PSs/PAs  | Concerned Director/ Officers           | -                                   | Executive Director                  |
| d) Information Retrieval Officer                                      | Concerned Director/ PSO                | Executive Director/ Director (Admn) | Member Secretary                    |
| f) Accounts Staff   | Manager (F&A)                          | -                                   | Executive Director                  |
| f) Admn Staff/ Librarian/ Technician/ Receptionist/ Drivers/Class-IV. | Admn. Officer                          | -                                   | Executive Director/ Director (Admn) |

|    |   |  |                     |
|----|---|--|---------------------|
| 7. | Powers to expunge remarks in ACRs   | a) For all posts except Class-IV employees             | Executive Committee |
|    |   | b) Class-IV employees                                  | Member Secretary    |
| 8. | Powers to grant honorarium to employees holding additional charge of a post in addition to their own duties | All employees  | Member Secretary    |
| 9. | Powers to permit for study course and appear in an examination  | a) For posts carrying a basic pay of Rs.7220 and above | Member Secretary    |
|    |   | b) Full powers in respect of Non-                      | Executive Director/ |

|    |  |   |  |
|----|--|---|--|
|    |  | Gazetted employees and Class-II Gazetted Officers.  | Director (Admn.)   |
| 10 | Powers to sanction Casual Leave  | Executive Director<br><br>Scientists/<br>Professionals<br><br>Other staff upto 4 days<br><br>Other staff above 4 days.                            | Member Secretary<br><br>Executive Director/<br>Director (Admn)<br><br>Concerned<br>Director/ Officer<br><br>Executive Director/<br>Director (Admn) |
| 11 | Earned Leave/Half Pay Leave/ Medical Leave                             | a) For posts carrying a basic pay of Rs.7220 and above<br><br>b) Full powers in respect of Non-Gazetted employees and Class-II Gazetted Officers. | Member Secretary<br><br>Executive Director/<br>Director (Admn.)  |
| 12 | Leave for proceeding abroad.   | All employees   | Member Secretary   |
| 13 | Study leave/extra ordinary leave upto one year                         | All employees   | Member Secretary   |
| 14 | Powers to sanction permission to attend workshops/seminars/ symposiums | All employees   | Member Secretary   |
| 15 | Powers to send on foreign leave, study/seminar and deputation          | All employees   | Member Secretary   |
| 16 | Powers to grant voluntary premature retirement.                        | All employees   | Member Secretary   |



|    |  |   |  |   |
|----|--|---|--|---|
|    |  | committee will be constituted)<br><br>Director (Admn)   | 50,000<br><br>10,000                   |   |
| 2. | Printing, Publishing of books (**) documents reports. Booklets/ Brochure and Stationery etc. | Member Secretary<br><br>Executive Director/ Director (Admn)<br><br><b>(without quotations)</b><br>Executive Director/ Director (Admn) | Full Powers<br><br>50,000<br><br>5,000 | (**)Amended vide Item No.36.8.4 in 36 <sup>th</sup> meeting of Executive Committee held on 16.2.2001. The word 'Books' has been added in the nature of power. |

### Office Expenditure

|    |   |   |                           |             |
|----|---|---|---------------------------|-------------|
| 3. | <b>To sanction payment of :</b>   |   |                           |             |
| a) | Electricity, Water, Fees and Taxes, Telephone Bills, Insurance of Assets, Postage & Telegram, Petrol, Diesel of Cars etc. | Administrative Officer                    | Full Powers               | <b>-do-</b> |
| b) | Maintenance contract of typewriters, photocopier including repairs including consumable, office maintenance.              | Executive Director<br><br>Director (Admn) | Full Powers<br><br>10,000 | <b>-do-</b> |
| c) | Book binding, office  | Executive                                 | Full Powers               | <b>-do-</b> |

|    |   |  |                                |             |
|----|---|--|--------------------------------|-------------|
|    | equipment on rent, uniforms and liveries, travelling expenses, unforeseen expenses. | Director/ Director (Admn)  |                                |             |
| d) | Rent of office premises   | Member Secretary   | Full Powers                    | <b>-do-</b> |
| 4. | <b>To sanction purchase of:</b>   |  |                                |             |
|    | Magazines, journals, newspapers, maps, periodicals etc.                             | <b>Foreign :</b><br>Member Secretary<br><br><b>Domestic:</b><br><br>Executive Director/ Director (Admn.) | Full Powers<br><br>Full Powers | <b>-do-</b> |
| 5. | <b>To sanction :</b>  |  |                                |             |
|    | Purchase of computer software running & maintenance of computers                    | Member Secretary<br><br>Executive Director   | Full Powers<br><br>10,000      | <b>-do-</b> |
| 6. | <b>To sanction repairs &amp; maintenance of staff cars:</b>                         |  |                                |             |
| a) | Normal running & maintenance  | Admn. Officer  | 500/-<br>(at a time)           | <b>-do-</b> |
| b) | Special running & maintenance   | Executive Director/ Director (Admn)  | Full Powers                    | <b>-do-</b> |
| 7. | <b>To sanction:</b>   |  |                                |             |

|       |   |  |  |   |
|-------|---|--|--|---|
|       | Leave Concession (LTC)      Travel  | Member Secretary<br><br>Executive Director/ Director (Admn)    | In case of Executive Director/Directors<br><br>In cases of all staff except Directors on recommendation of Director concerned. | <b>-do-</b>   |
| 8.    | To sanction medical reimbursement (indoor & outdoor)  | Member Secretary<br><br>Executive Director/ Director (Admn)    | Full Powers<br><br>As per Pb. Govt. Rules/Panel appointed by the Council/Govt. Hospitals/ Dispensaries.                        | <b>-do-</b>   |
| 9.    | Entertainment & meeting expenses  | Member Secretary<br><br>Executive Director<br><br>Directors    | Full Powers<br><br>20,000/- (*)<br>(at a time)<br><br>500/- (*)<br>(at a time not exceeding Rs.1,500/- in a year)              | <b>-do-</b><br><br><b>As approved in the 36<sup>th</sup> meeting of Executive Committee</b> |
| 9 (a) | To negotiate rates of royalty and sign agreement with the publishing houses.                | Member Secretary   | Full Powers (*)  | <b>As approved in the 36<sup>th</sup> meeting of Executive Committee</b>                    |
| 10.   | Payment of salary and allowances  | Executive Director   | Full Powers  |   |
| 11    | To sanction TA claims, travelling advances, staff car advances and other personal advances. | Executive Director<br><br>Director (Admn)<br><br>Manager (F&A) | Full Powers<br><br>10,000<br><br>500/-<br>(at one time subject to  |   |

|     |   |  |   |  |
|-----|---|--|---|--|
|     |   |  | proper approval of competent authority)               |  |
| 12. | To sanction recurring contingent expenditure not provided in the rules.                           | Member Secretary<br>Executive Director | Full Powers<br>3,600/- per annum<br>(for one item)    |  |
| 13. | Postage Stamps  | Executive Director                     | Full Powers   |  |
| 14. | Power to grant or permit Govt. servant to receive honorarium.                                     | Member Secretary<br>Executive Director | Full Powers<br>300/-<br>(in each case)                |  |
| 15. | Power to grant or permit Govt. servant to receive fees.   | Member Secretary<br>Executive Director | Full Powers<br>500/-<br>(in financial year)           |  |
| 16. | Power To grant TA without production of actual car tickets in lost or to grant next higher class. | Member Secretary<br>Executive Director | Full Powers<br>Full Powers upto prevalent taxi rates. |  |

|    | <b><u>NON-RECURRING</u></b>  |   |  |             |
|----|--|---|--|-------------|
| 1. | To sanction purchase of library books.   | Executive Director  | Full Powers  | <b>-do-</b> |
| 2  | <b>To sanction expenditure on seminars/workshops, membership &amp; associates fees :</b> |   |  |             |
|    | a) Within Punjab & Delhi   | Director (Admn)   | 500  | <b>-do-</b> |
|    | b) Within India  | Executive Director<br>(On recommendation of Director concerned) | 2,000  |             |
|    | c) Within India & abroad   | Member Secretary  | Full Powers  |             |
| 3. | Write off, losses demurrage & wharf age  | Member Secretary<br><br>Executive Director/<br>Director (Admn.) | Full Powers<br><br>2000<br>(one time)                      | <b>-do-</b> |
| 4. | Leave encashment   | Member Secretary<br><br>Executive Director                      | Full Powers<br><br>Full powers except in case of Directors | <b>-do-</b> |
| 5. | Gratuity   | Member Secretary<br><br>Executive Director                      | Full Powers<br><br>Full powers except in case of Directors | <b>-do-</b> |
| 6. | GPF, CPF and EPF withdrawals   | Executive Director/<br>Director (Admn.)                         | Full Powers  | <b>-do-</b> |
| 7. | Declaration of unserviceable   | Member Secretary  | Full Powers  | <b>-do-</b> |

|    |  |   |   |             |
|----|--|---|---|-------------|
|    | items/sale/disposal of assets  | Executive Director/<br>Director (Admn.)                           | 5,000                                   |             |
| 8. | <b>Administrative approval of:</b>   |   |   |             |
| a) | Office equipment, furniture, typewriters, tools etc.   | Executive Director<br><br>Director (Admn)                         | 25,000<br><br>10,000                    | <b>-do-</b> |
| b) | Air-conditioners/Light Motor vehicles & two wheelers, computers hardware etc.                            | Member Secretary  | Full Powers                             | <b>-do-</b> |
| c) | Construction/repairs (special and annual) Renovation/addition/alteration of office building etc.         | Member Secretary<br><br>Executive Director<br><br>Director (Admn) | Full Powers<br><br>25,000<br><br>10,000 | <b>-do-</b> |
| 9. | To sanction payment of consultancy fees for Legal Advisor/Consultant, P.F., Income-tax, Special Agencies | Member Secretary<br><br>Executive Director                        | Full Powers<br><br>20,000               | <b>-do-</b> |

**10. To sanction payment of the honorarium or sitting fee etc. for professionals/consultants outside the Council**

| Sr. No | Honorarium/sitting fee paid for  | Present sitting fee/ honorarium (per sitting) (Rs.) | Proposed sitting/ honorarium (Per sitting) (Rs.) | Remarks  |
|--------|--|---|--|--|
| 1      | <u>Popularisation of Science :</u><br><b>State Level Science Essay Writing Competition</b> | 150.00  | 300.00   | (As approved in the 32 <sup>nd</sup> meeting of the Executive Committee. |
| 2      | <b>Children's Project Prog.</b>  | 200.00  | 400.00   | -do-   |

|    |  |          |          |      |
|----|--|----------|----------|------|
| 3  | <b>Student Project Prog.</b>   | 300.00   | 500.00   | -do- |
| 4  | <b>Young Scientist Fellowship</b>  | 300.00   | 500.00   | -do- |
| 5  | <b>Young Scientist Award</b>   | 300.00   | 500.00   | -do- |
|    | <u>Administration Section :</u>  |          |          |      |
| 6  | <b>Non-official members of the Executive Committee/ Governing Body.</b>  | 300.00   | 750.00   | -do- |
| 7  | <b>Experts nominated to assist the Selection Committee in the selection process</b>  | 500.00   | 750.00   | -do- |
| 8  | <b>Fee paid to examiner for paper setting/marking for giving various tests to the candidates for non-technical posts in the Council.</b> | 200.00   | 350.00   | -do- |
|    | <u>Biotechnology :</u>   |          |          |      |
| 9  | <b>Experts for popular Biotechnology Lecture series.<br/>(As per DBT Norms)</b>  | 750.00   | 750.00   | -do- |
| 10 | <b>Experts/individual for advice in different areas of Biotechnology</b>   | 300.00   | 500.00   | -do- |
|    | <u>Environment :</u>   |          |          |      |
| 11 | <b>External experts for delivering Environmental related Lectures during Seminars/Workshops (for one hour Lecture)</b>                   | 500.00   | 500.00   | -do- |
| 12 | <b>External experts involved in conducting the workshops throughout the day.</b>   | 1,000.00 | 1,000.00 | -do- |
| 13 | <b>Experts/individual for monitoring the programmes conducting by NGOs/ Voluntarily Organisation in NEAC programme</b>                   | 200.00   | 200.00   | -do- |

(i) *It observed that the minimum sitting fee or honorarium shall be Rs.500.00*

(ii) *The sitting fee for non-official members of the Executive Committee/ Selection Committee and any other such committee shall be Rs.750.00*

|     |                                     |                    |             |      |
|-----|-------------------------------------|--------------------|-------------|------|
| 11. | To sanction release of grant-in-aid | Executive Director | Full Powers | -do- |
|-----|-------------------------------------|--------------------|-------------|------|

|     |   |   |  |  |
|-----|---|---|--|--|
|     | sanctioned by the Deptt. of STE & GOI.                          |   |  |  |
| 12. | To operate Bank Account including FDR Accounts.                 | Executive Director  | Full Powers  | <b>-do-</b>  |
| 13. | Release of advertisement  | Member Secretary<br><br>Executive Director  | Full Powers<br><br>50,000<br>(Per Advertisement)               | <b>(As approved in the 25<sup>th</sup> meeting of Executive Committee.</b> |
| 14. | To sanction non-recurring expenditure not provided in the rules | Member Secretary<br><br><b><u>Executive Director</u></b><br><br>For adv. Regarding Recruitment in the Consultancy Wing.<br><br>For Publicity of Adv | Full Powers<br><br>Rs.50,000 per Adv.<br><br>Rs.20,000 per Adv | <b>(As approved in the 25<sup>th</sup> meeting of Executive Committee</b>  |

## **Manual-V**

The rules regulations, instructions, manual and records held by it or under its control or used by its employees for discharging its functions:

The council has framed its Service Bye-laws (copy enclosed) under Rule XXII of its Memorandum of Association and approved by the Executive Committee of PSCST in its 16<sup>th</sup> meeting held on 11.6.1991 to discharge the functions of the Council. Further the Council is following the notifications of the Govt of Punjab from time to time to discharge its day to day functions.

The Council is maintaining all the requisite records required for administrative as well as financial purposes to discharge the various functions of the various wing of the Council

## Manual-VI

### **A statement of categories of the documents that are held by it or under its control.**

1. List of officers/officials on deputation
2. Stamp account and dispatch register
3. Store and Stock register
4. Log books of vehicles and their repair registers
5. Telephone register
6. Stationery register
7. Fixed asset register
8. Bill register
9. EPF records of employees
10. GIS records
11. Record of advances
12. Pay bills, TA bills, medical bills, LTC bills, arrear bills
13. Liveries register
14. Receipt book
15. Annual report
16. Service books and personal files of employees.
17. Records relating to various projects of Govt. agencies/funding agencies.

## **Manual-VII**

**The particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or administration thereof.**

1. Through the members of the Executive Committee of the Council. The list of members is enclosed.
2. Through the members of the General Body of the Council. The list of members is enclosed.

## List of members of the Executive Committee

### Chief Secretary to Govt. of Punjab - Chairman

1. Financial Commissioner &  
Principal Secretary to Govt. Punjab,  
Department of Agriculture.
2. Financial Commissioner &  
Principal Secretary to Govt. Punjab,  
Department of Technical Education.
3. Financial Commissioner &  
Principal Secretary to Govt. Punjab,  
Department of Industries
4. Principal Secretary to Govt. Punjab,  
Department of Science, Technology & Environment &  
Non-conventional Energy
5. Vice Chancellor,  
Punjab Technical University  
Jalandhar
6. Air. Marshal K. S. Bhatia (Retd.),  
Kothi No. 2433, Phase-X,  
Mohali
7. Chairman,  
Punjab State Electricity Board,  
Patiala
8. Secretary to Govt. of India,  
Department of Non-conventional  
Energy Sources,  
CGO Complex, Block No. 14,  
Lodhi Road, New Delhi 110 003
9. Dr. Rajesh Kapur,  
Director,  
Department of Biotechnology,  
Ministry of Science & Technology,  
Govt of India, 6<sup>th</sup>-8<sup>th</sup> Floor, Lodhi Road,  
New Delhi 110 003
10. Secretary to Govt. of India,  
Ministry of Environment & Forest,  
Paryavaran Bhavan, CGO Complex,  
Lodhi Road,  
New Delhi

11. Mrs. C.P. Sehgal,  
Advisor/Scientist 'G',  
Department of Science & Technology,  
Govt. of India, Technology Bhavan,  
New Mehrauli Road,  
New Delhi – 110 016
12. General Manager,  
National Research Development Corporation,  
20-22, Zamroodpur Community Centre,  
Kailash Colony Extension,  
New Mehrauli Road,  
New Delhi 110 016
13. Shri Anuj Sinha,  
Advisor and Head,  
National Council for Science Technology and  
Communication (NCSTC),  
Department of Science & Technology,  
Govt. of India, New Mehrauli Road,  
New Delhi
14. Chief General Manager,  
National Bank for Agriculture & Rural Development  
(NABARD), Plot No. 3, Sector 34, Chandigarh
15. Dr. Pawan Kapur,  
Director  
Central Scientific Instrument Organization,  
Sector 30,  
Chandigarh
16. Dr. (Mrs.) Neelima Jerath,  
Member Secretary of Executive Committee of  
PSCST & Executive Director of PSCST,  
Sector 26,  
Chandigarh.

# List of Members of the Punjab State Council for Science & Technology

1. Chief Minister, Punjab President
2. Minister for Power, Punjab
3. Minister for Industries, Punjab
4. Minister for Agriculture, Punjab
5. Minister for Technical Education, Punjab
6. Minister for Local Govt., Punjab
7. Minister for Labour, Punjab
8. Minister of State for Science, Technology & Environment, Punjab Vice-President
9. Vice Chancellor, Punjab Agricultural University, Ludhiana.
10. Vice Chancellor, Punjab Technical University, Jalandhar
11. Vice Chancellor, Baba Farid University of Health Sciences, Faridkot
12. Vice Chancellor, Punjabi University, Patiala
13. Vice Chancellor, Guru Nanak Dev University, Amritsar
14. Vice Chancellor, Punjab University, Chandigarh
15. Chief Secretary to Govt. of Punjab.
16. Secretary to Govt. of Punjab, Department of Science, Technology & Env.
17. Secretary to Govt. of Punjab, Department of Finance
18. Secretary to Govt. of Punjab, Department of Planning
19. Secretary to Govt. of Punjab, Department of Housing and Urban Dev
20. Secretary to Govt. of Punjab, Department of Health & Family Welfare
21. Secretary to Govt. of Punjab, Department of Technical Education
22. Secretary to Govt. of Punjab, Department of Industries & Commerce
23. Secretary to Govt. of Punjab, Department of Power
24. Secretary to Govt. of Punjab, Department of Local Government
25. Secretary to Govt. of Punjab, Department of Education
26. Secretary to Govt. of Punjab, Department of Agriculture
27. Secretary to Govt. of Punjab, Department of Animal Husbandry

**Members other than Ex-officio members :-**

28. Executive Director,  
Punjab State Council for Science & Technology,  
Chandigarh
29. Advisor,  
Department of Biotechnology,  
Block 2<sup>nd</sup>, CGO Complex,  
7<sup>th</sup>-8<sup>th</sup> Floor, Lodhi Road, New Delhi
30. Director,  
National Institute of Pharmaceutical Education &  
Research, Sector 67, Mohali
35. Director,  
Institute of Microbial Technology,  
Sector 39-A, Chandigarh
36. Dr. Harjit Singh,  
Former Dean and Prof. Ameritus,  
Department of Chemistry,  
Guru Nanak Dev University,  
Amritsar
37. Advisor,  
Department of Science & Technology,  
Government of India, Technology Bhavan,  
New Mehrauli Road, New Delhi
38. Dr. J.K. Sharma,  
Former Head of the Department,  
Thapar College, R&D, Patiala  
Kothi No. 267, Sector 4, Panchkula
39. Director,  
Thapar Corporate R&D & Thapar Institute of  
Engineering & Technology, Patiala
40. Dr. R.S. Verma (Retd.),  
(Specialist in Solar Energy),  
Dean, College of Agricultural Engineering,  
Punjab Agricultural University, Ludhiana.
41. Dr. K.K. Raina,  
(Specialist in Physics),  
Dean, Research, Thapar Institute of  
Engineering & Technology, Patiala.
42. Dr. Satish Bhatia,  
(Specialization in Biochemistry),  
Chief, Clinical Research and Development,  
Ranbaxy Research Laboratory, Gurgaon,  
Res: Tower No. 1, Apartment No. 303,  
Malibu, Sohna Road, Gurgaon.
43. Dr. R.S. Khandpur,

Director General,  
Pushpa Gujral Science City,  
SCO: 60-61, 3<sup>rd</sup> Floor, Sector 34-A, Chandigarh

44. Dr. R.P. Singh,  
(Specialisation in Mechanical Engineering),  
Principal, Guru Nanak Engineering College,  
Ludhiana.
45. Dr. P.K. Bajpai,  
(Specialisation in Chemical Engineering),  
Deputy Director,  
Thapar Institute of Engg. & Technology,  
Patiala
46. Er. J. R. Abrol (Retd.),  
(Specialisation in Electrical Designs),  
155-A, Agar Nagar, Ludhiana
47. Dr. P.K.Bansal,  
(Specialisation in Electronics),  
Principal,  
Malout Institute of Management & Information Technology (MIMIT),  
Malout – 152 107
48. Dr. G.S. Wander,  
Professor & Chief Cardiologist,  
Hero DMC Heart Institute,  
DMC & Hospital, Tagore Nagar, Ludhiana  
Res: 95-B, Kitchlu Nagar, Ludhiana

## Manual VIII

**A statement of the boards council committees other bodies consisting of two or more persons constituted as its part or for the purpose of its advise and as to whether meetings of those boards, councils, committees are open to the public or the minutes of such meeting are accessible for public.**

The list of members of the Executive Committee and General Body of the council may kindly be seen at Manual-VII.

## Manual IX

### A directory of its officers and employees Details of staff working in PSCST as on 22.06.2009

|  |  |   |  |
|--|--|---|--|
| <b><u>Executive Director</u></b><br>1. Neelima Jerath                | <b><u>Director</u></b><br>2. S.S. Marwaha<br>3. K.P. Singh<br>4. M.S.Jaggi   | <b><u>Additional Directors</u></b><br>5. Jatinder Kaur Arora<br>6. Neelam Gulati Sharma   | <b><u>Joint Director</u></b><br>7. S.S.Ladhar (Env)  |
| <b><u>Consultant (POS)</u></b><br>8. S.S. Dhillon                    | <b><u>Senior Engineer</u></b><br>9. Pritpal Singh  | <b><u>Principal Scientific Officers</u></b><br>10. S.K.Saxena (Env)<br>11. K.S.Bath (POS)<br>12. Pradeep Kumar  | <b><u>Senior Scientific Officers</u></b><br>13. Dapinder Kaur Bakshi                                 |
| <b><u>Manager (F&amp;A)</u></b><br>14. Avdesh Kaushik                | <b><u>Asstt. Manager(F&amp;A)</u></b><br>15. Harish Raj Rai  | <b><u>Asstt. Process Engineers</u></b><br>16. Krishan Kant<br>17. Gursharan Dass Garg<br>18. Maganbir Singh<br>19. Ranjit Singh                                 | <b><u>Scientist (PIC)</u></b><br>20. Gurharminder Singh  |
| <b><u>Secretary</u></b><br>21. Ashok Kumar                           | <b><u>Private Secretaries</u></b><br>22. B. S. Bajwa<br>23. Shashi Thapar<br>24. V. K. Puri                          | <b><u>Personal Assistants</u></b><br>25. Sham Sunder<br>26. Harjit Singh<br><i>(sent on deputation)</i><br>27. B. R. Pahwa<br>28. Sham Lal<br>29. Sushma Sharma | <b><u>Junior Accounts Executive</u></b><br>30. Rakesh Grover   |
| <b><u>Librarian</u></b><br>31. Neelam Sharma                         | <b><u>Technician</u></b><br>32. Subhash Chand  | <b><u>Receptionist</u></b><br>33. Jasbir Kaur   | <b><u>Sr.Asstt.(Accounts)</u></b><br>34. Vikas Sharma  |
| <b><u>Jr. Assistants</u></b><br>35. Kishore Kumar<br>36. Isha Sharma | <b><u>Steno-typists</u></b><br>37. Renu Sehgal<br>Contractual<br>38. Parveen Lata<br>39. Navneet Sharma<br>40. Jyoti | <b><u>Junior Draftsman</u></b><br>41. Rajinder Kaur   | <b><u>Clerks</u></b><br>42. Dinesh Kumar<br>Contractual<br>43. Kiranjeet Kaur<br>44. Kulwinder Kumar |

|   |  |  |  |
|---|--|--|--|
| <p><b><u>Project Associates</u></b></p> <p>Contractual</p> <p>45. Onkar Singh<br/>46. Reena Uppal<br/>47. Vivek Sharma<br/>48. Ajay Dewan<br/>49. Yuvraj Singh<br/>50. Nitu Gupta<br/>51. Vivek Chandel<br/>52. Shivani</p> | <p><b><u>System Supervisor</u></b></p> <p>Contractual</p> <p>53. Malkiat Singh</p> | <p><b><u>Trainees</u></b></p>  | <p><b><u>Drivers</u></b></p> <p>54. Gurdeep Singh<br/>55. Krishan Chand<br/>56. Darshan Singh</p> <p>Contractual</p> <p>57. Ram janam Yadav<br/>58. Sanjay Kumar</p> |
| <p><b><u>Sr.Programme Officer(ENVIS)</u></b></p> <p>59. Kamal Kishore</p>   | <p><b><u>Information Officer (ENVIS)</u></b></p> <p>60. Ravleen</p>                | <p><b><u>Project Assistant</u></b></p> <p>61. Rama Kant</p>  |  |
| <p><b><u>Peons</u></b></p> <p>62.Ram Yadav<br/>63.Didar Singh<br/>64.Surjit Singh<br/>65.Faquir Singh<br/>66.Vijay Kumar<br/>67.Guman Bahadur</p>   | <p><b><u>Chowkidar</u></b></p> <p>68. Shiv Kumar</p>                               | <p><b><u>Field Assistant</u></b></p> <p>Contractual</p> <p>69. Jaspal<br/>70. Parkash Gharti<br/>71. Rakesh Kumar<br/>72. Lakhwinder</p> | <p><b><u>Sweepers</u></b></p> <p>73. Rishi Raj</p> <p>Contractual</p> <p>74.Satbir</p>   |

**The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.**

**The details of monthly remuneration paid to officers and officials are as under:-**

| <b>Sr. No.</b> | <b>Name of Officers (Dr./Ms.)</b>   | <b>Sr. No.</b> | <b>Name of officials (Mr./Ms.)</b>   | <b>Sr. No.</b> | <b>Name of officials (Mr./Ms.)</b>                |
|----------------|---|----------------|--|----------------|---|
| 1              | Neelima Jerath, Exe..Dir.<br>Rs.62924   | 25             | B.R.Pahwa, Personal Asstt.<br>Rs.27484                                     | 50             | Vivek Sharma, Pro.Assoc.<br>Rs.16100              |
| 2              | S.S. Marwaha, Director (BT)<br>(seconded to Pb.Biotech.<br>Incubator)<br>Rs.82822 | 26             | Sham Lal, Personal Asstt.<br>Rs.26708                                      | 51             | Maganbir Singh, Asstt<br>Pro.Engineer<br>Rs.22686 |
| 3              | K.P.Singh, Director (WRM)<br>Rs.2800  | 27             | Sushma Sharma, Personal<br>Asstt. (proceeded on Ex-<br>India Leave)<br>Rs. | 52             | Ajay Dewan, Proj. Assoc.<br>Rs. 16100             |
| 4              | M.S. Jaggi, Director<br>Rs.62156  | 28             | Rakesh Kr.Grover,<br>Jr.Acctt.Executive<br>Rs.29160                        | 53             | Yuvraj Singh, Proj.Assoc.<br>Rs.16100             |
| 5              | Jatinder Kaur Arora, Addl.Dir.<br>Rs.62924  | 29             | Neelam Sharma, Librarian<br>Rs.30249                                       | 54             | Nitu Gupta, Proj.Assoc.<br>Rs.13800               |
| 6              | Neelam G.Sharma, Joint Director<br>(POS)<br>Rs.62924                              | 30             | Subhash Chand, Technician<br>Rs.27184                                      | 55             | Malkiat Singh, System Supervisor<br>Rs.10000      |
| 7              | S.S. Ladhar, Joint Director (Env.)<br>Rs. 59703                                   | 31             | Jasbir Kaur, Receptionist<br>Rs.26648                                      | 56             | Gurdip Singh, Driver<br>Rs.18715                  |
| 8              | S.S.Dhillon, Consultant (POS)<br>Rs.15000   | 32             | Vikas Sharma, Sr.Asstt.<br>Rs.19881  | 57             | Krishan Chand, Driver<br>Rs.18680                 |
| 9              | Pritpal Singh<br>Rs.42238   | 33             | Kishore Kumar, Jr.Asstt.<br>Rs.20495                                       | 58             | Darshan Singh, Driver<br>Rs.24037                 |
| 10             | S.K. Saxena, SSO (Env.)<br>Rs.39622   | 34             | Isha Sharma, Jr. Asstt.<br>Rs.20355  | 59             | Ram Janam Yadav, Driver<br>Rs. 14431              |
| 11             | K.S. Bath, SSO (POS)<br>Rs.40998  | 35             | Renu Sehgal, Steno-typist<br>Rs.18633                                      | 60             | Sanjay Kumar, Driver<br>Rs. 4500                  |
| 12             | Pardeep Garg, PSO<br>Rs.42150   | 36             | Parveen Lata<br>Rs.6330  | 61             | Ram Yadav, Peon<br>Rs.14771                       |
| 13             | Dapinder Bakshi, SSO (BT)<br>Rs.33373   | 37             | Navneet Sharma, Steno-<br>typist<br>Rs.6165                                | 62             | Didar Singh, Peon<br>Rs.14726                     |
| 14             | Avdesh Kaushik, Manager (F&A)<br>Rs.40786   | 38             | Kamal Kishore, SPO<br>Rs.17250   | 63             | Surjit Singh, Peon<br>Rs.13926                    |
| 15             | Harish Raj Rai, Asstt.Mgr(F&A)<br>Rs.29509  | 39             | Vivek Chandel, Proj.Assoc.<br>Rs.13800                                     | 64             | Faquir Singh, Peon<br>Rs.14349                    |
| 16             | Krishan Kant, Asstt.Process Er.<br>Rs. 25257                                      | 40             | Shivani Khosla, Proj.Assoc.<br>Rs.13800                                    | 65             | Vijay Kumar, Peon<br>Rs.13926                     |
| 17             | Gursharan Dass Garg,<br>Asstt.Process Engineer<br>Rs.25257                        | 41             | Jyoti, Steno-typist<br>Rs.6165   | 66             | Guman Bahadur, Peon<br>Rs.12686                   |
| 18             | Gurharminder Singh, Scientist<br>Rs.24082   | 42             | Rajinder Kaur,<br>Jr.Draftswoman<br>Rs.8514                                | 67             | Shiv Kumar, Chowkidar<br>Rs.15051                 |
| 19             | Ashok Kumar, Private Secy.<br>Rs.40659  | 43             | Dinesh Kumar, Clerk<br>Rs.18070  | 68             | Jaspal, Field Asstt.<br>Rs.4025                   |
| 20             | B.S.Bajwa, Private Secy.<br>Rs.32066  | 44             | Kiranjeet Kaur, Clerk-cum-<br>Typist<br>Rs.6330                            | 69             | Prakash Gharti, Field Asstt.<br>Rs.4025           |
| 21             | Shashi Thapar, Private Secy.<br>Rs.31067  | 45             | Kulwinder Kumar, Clerk<br>Rs.8000  | 70             | Rakesh Kumar, Field Asstt.<br>Rs.4025             |
| 22             | V.K.Puri, Private Secy.<br>Rs.32076   | 46             | Onkar Singh, Pro. Assoc.<br>Rs.16100                                       | 71             | Lakhwinder, Field Asstt.<br>Rs.4025               |
| 23             | Sham Sunder, Personal Asstt.<br>Rs.29809  | 47             | Reena Uppal, Pro.Assoc.<br>Rs.16100  | 72             | Rishi Raj, Sweeper<br>Rs.14229                    |
| 24             | Harjit Singh, Personal Asstt.<br>(sent on deputation to PHSC)                     | 48             | Ravleen, Information Officer<br>Rs. 15563                                  | 73             | Satbir, Sweeper<br>Rs.8411                        |
|                |   | 49             | Ranjit Singh, Asstt Pro.<br>Engineer<br>Rs.22686                           | 74             | Rama Kant, Project Assistant<br>Rs.9000           |

The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditure and reports of disbursement made.

**BUDGET FOR PSCST FOR THE YEAR 2006-2007 & EXPENSES OF 2005-2006**

| Sr.No.    | Details  | Exp. 2005-2006 | Budget 2005-2006 | Budget 2006-2007 |
|-----------|--|----------------|------------------|------------------|
| <b>A)</b> | <b>Revenue Expenditure</b>                                     |                |                  |                  |
| 1         | Manpower   | 14,760         | 14,500           | 16,500           |
| 2         | Electricity and water  | 450            | 700              | 700              |
| 3         | Telephones & Telex and Fax                                     | 490            | 500              | 550              |
| 4         | Audit & Professional Fee                                       | 110            | 150              | 200              |
| 5         | Insurance of assets  | 38             | 50               | 50               |
| 6         | Local conveyance   | 16             | 50               | 50               |
| 7         | Meeting expenses   | 112            | 200              | 200              |
| 8         | Postage and telegram   | 35             | 90               | 90               |
| 9         | Printing & stationery  | 235            | 500              | 350              |
| 10        | Repair & Maintenance of Photocopiers, computer and typewriters | 92             | 250              | 150              |
| 11        | Repair and maintenance of vehicles (including petrol expenses) | 725            | 1,000            | 1,000            |
| 12        | Repair and maintenance general                                 | 28             | 550              | 100              |
| 13        | TA/DA  | 520            | 800              | 800              |
| 14        | Seminars and workshops   | 80             | 150              | 150              |
| 15        | Advertisement  | 10             | 100              | 100              |
| 16        | Bank charges   | 10             | 40               | 50               |
| 17        | Membership & annual subscription                               | 75             | 120              | 150              |
| 18        | Misc. expenses   | 274            | 450              | 510              |
| 19        | Depreciation   | 1,500          | 2,200            | 2,000            |
|           | <b>TOTAL</b>   | <b>19,560</b>  | <b>22,400</b>    | <b>23,000</b>    |
| <b>B)</b> | <b>Capital Expenditure</b>                                     |                |                  |                  |
| 20        | Equipment  | 550            | 900              | 500              |
| 21        | Library Books  | 15             | 60               | 50               |
| 22        | Technical services Reserve                                     | -              | 640              | -                |
| 23        | Receipts   | 20,125         | 24,000           | 23,550           |
| 24        | Excess Income/Expenditure                                      | 565            | 1,600            | 550              |
| 25        | Surplus/deficit  | -              | -                | -                |

## **Manual-XII**

**The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme.**

Not applicable to the Council.

**Manual-XIII**

**Particulars of recipients of concession, permits or authorization granted by it.**

Not applicable to the Council.

## Manual-XIV

**Details in respect of information available to or held by it reduced in electronic form.**

The council has developed its website namely [www.pscst.com/](http://www.pscst.com/) [www.pscst.gov.in](http://www.pscst.gov.in) depicting activities of the Council and its vision and mission. Further it may be mentioned that records pertaining to meeting of the Personnel Committee, Executive Committee and General Body are duly maintained in the electronic form by the Council.

## **Manual-XV**

**The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

The Council have its own library and facilities are available to the public for obtaining information.

## **Manual-XVI**

**The names, designations and other particulars of the Public Information Officers and Assistant Public Relation Officers.**

**(I) Public Information Officer**

Dr(Mrs) Dapinder Kaur Bakshi, Senior Scientific Officer,  
BT

**(II) Assistant Public Relation Officer**

Mr. Harish Raj Rai, Assistant Manager (F&A)

**Appellate Authority**

**Dr. (Er.) N.S.Tiwana, Executive Director/PSCST**

## **Manual-XVII**

### **Such other information as may be prescribed.**

The Council is publishing Science Magazine in Punjabi "Nirantar Soach" and is being circulated to the all the Govt. schools, libraries, village panchayats, NGOs etc. Further, a quarterly newsletter of Council "Future Frontiers" is also being published by the Council depicting activities of the Council time to time.

The Environment Wing of the Council is publishing a monthly newsletter under ENVIS centre.

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**FORMS  
REQUIRED  
UNDER  
PUNJAB  
RIGHT TO  
INFORMATION  
RULES, 2006**

**GOVERNMENT OF PUNJAB**

**PUNJAB STATE COUNCIL FOR SCIENCE AND TECHNOLOGY**

**CHANDIGARH**

**FORM 'A'**

*(See Rule 3)*

**APPLICATION FOR INFORMATION UNDER SECTION 6 (1) OF THE ACT**

The Public Information Officer.

\_\_\_\_\_  
\_\_\_\_\_

|     |   |  |
|-----|---|--|
| 1.  | Full name of the applicant  |  |
| 2.  | Father's/Spouse name  |  |
| 3.  | Permanent address   |  |
| 4.  | Particulars in respect of Identity of the applicant   |  |
| 5.  | Particulars of information solicited  |  |
|     | (a) Subject matter of information   |  |
|     | (b) The period to which the information relates   |  |
|     | (c) Specific details of information required  |  |
|     | (d) Whether information is required by post or in person (The actual postal charges shall be included in providing information) |  |
|     | (e) In case by post (ordinary, registered or speed)   |  |
|     | (f) Has a self-addressed envelop with proper stamp been included  |  |
| 6.  | Detailed Address to which information will be sent and in which form  |  |
| 7.  | Is this information not made available by the Public Authority under voluntary disclosure                                       |  |
| 8.  | Do you agree to pay the required fee  |  |
| 9.  | Have you deposited application fee<br>(If yes details of such deposit)  |  |
| 10. | Whether belongs to Below Poverty Line category.<br>(If yes have you furnished the proof of the same with the application)       |  |

**Full Signature of the Applicant and Address**

**GOVERNMENT OF PUNJAB**

**PUNJAB STATE COUNCIL FOR SCIENCE AND TECHNOLOGY**

**CHANDIGARH**

**OFFICE OF THE PUBLIC INFORMATION OFFICER**

Received the application from

Mr./Ms .....

Address- .....

.....

.....

*Vide* diary No..... Dated .....

Place:

Date:

**Full Name of Public Information Officer/  
Assistant Public Information Officer,  
Designation and Seal**



**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF \_\_\_\_\_**

**FORM 'B'**

**[See Rule 4(4)]**

**INFORMATION FOR PAYMENT**

From

Name and designation of the Public Information Officer

To

Name of the applicant

Address \_\_\_\_\_

\_\_\_\_\_

Sir,

Please refer to your application dated ..... addressed to the undersigned requesting information on.....

.....

2. I am to inform you that the following amount towards cost for providing information may be deposited by way of Crossed Demand Draft/ IPO/ Cash / Treasury challan to enable the undersigned to furnish the information sought by you.

3. Please make payment immediately so that the information could be supplied.

Fee calculation .....

Total amount to be deposited.....

Place :

Date

**Yours faithfully,**

**Public Information Officer**

**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF \_\_\_\_\_**

**FORM 'D'**

**[See rule 4(5)]**

**INTIMATION OF REJECTION**

Sir,

The undersigned regrets to express his inability to furnish the information asked for on account of the following reasons :-

- (i) It comes under the exempted category covered under sections 8 and 9 of the Act.
- (ii) Your application was not complete in all respect.
- (iii) Your identity is not satisfactory.
- (iv) The information is contained in published material available to Public.
- (v) You did not pay the required fee with your application for providing information.
- (vi) The cheque attached by you has not been honoured.
- (vii) The information sought for is prohibited as per the provisions of section 4(4) of the Act.
- (viii) The information would cause unwarranted invasion of the privacy of any person.
- (ix) The information s sought for by you is available in our Website  
\_\_\_\_\_you may download the information
- (x) For any other reason please see overleaf.

However, if you feel aggrieved for the abovesaid refusal, you may file an appeal before the \_\_\_\_\_ within 30 days of the receipt of this letter.

Place

Dated:

Name and Designation of  
Public Information Officer

To

Shri \_\_\_\_\_

**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF \_\_\_\_\_**

**FORM 'E'**

[See rule 4(6)]

**CASH REGISTER**

| <b>Name and address of the Applicant</b> | <b>Date of application</b> | <b>Date of deposit of amount</b> | <b>Particulars of fee: Cash/ Demand Draft/ IPO/treasury challan with date and amount</b> | <b>Refund, if any</b> | <b>Remarks</b> |
|--|----------------------------|----------------------------------|--|-----------------------|----------------|
| <b>1</b>                                 | <b>2</b>                   | <b>3</b>                         | <b>4</b>   | <b>5</b>              | <b>6</b>       |
|  |                            |                                  |  |                       |                |
|  |                            |                                  |  |                       |                |
|  |                            |                                  |  |                       |                |
|  |                            |                                  |  |                       |                |
|  |                            |                                  |  |                       |                |
|  |                            |                                  |  |                       |                |
|  |                            |                                  |  |                       |                |
|  |                            |                                  |  |                       |                |
|  |                            |                                  |  |                       |                |

There is no fee for persons listed below poverty line, which will have to be authenticated by producing the 'BPL Card'

**B.R.BAJAJ**  
**Principal Secretary to Government of Punjab**  
**Department of Information Technology**