

(MANUAL- 4)

Norms for Discharge of Functions

Under Section 4(1)(b)(iv)

Manual-IV: Norms for discharge of functions

- 4.1 Nature of functions/services offered:** The council has framed its Service Bye- laws (**Annexed**) made as per Rule 12 of its Memorandum of Association and approved by the Executive Committee of PSCST in its 16th meeting held on 11.6.1991 (Administrative & financial delegation powers amended in 51stmeeting of E.C. held on 27.1.2010) 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.
- 4.2 Norms/standards for functions / service delivery :** As per Service Bye-laws
- 4.3 Time-limits for achieving the targets:** NA
- 4.4 Reference document prescribing the norms :** Service Bye-laws

**PUNJAB STATE COUNCIL
FOR
SCIENCE & TECHNOLOGY**



(Framed under Rule 12 of Memorandum of

Association) Approved by

Executive Committee of

Punjab State Council for Science & Technology

in its 16th meeting held on 11th JUNE 1991, Medical Rules as per Punjab Govt. circular no.5/22/97-IFPI/11179 dated 31-12-1997 amended as per Punjab Govt. rules after implementation of VI Pay Commission, Rules of Library as approved in the PC held on 13.08.2004, TA Rules as amended by Punjab Govt. vide letter No.18/41/09- 4FP/440 dated 31st August, 2009, Amended Administrative & Financial Delegation Powers in 51st meeting of E.C. held on 27.01.2010. Maternity Benefit Amendment Act 2017 – As approved by PC in its meeting held on 18.12.2018

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CHAPTER-I

Preliminary:

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).

These byelaws shall take effect from the date these are approved by the Executive Committee.

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

'EXECUTIVE COMMITTEE' means the Executive Committee of PSCST Secretariat as mentioned in Rule-8 of Rules and Regulations of the said Council.

'CHAIRMAN' means the Chairman of the Executive Committee of the PSCST Secretariat.

The **'COUNCIL'** means the PSCST acting through the Chairman of its Executive Committee.

'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.

'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.

'EMPLOYEE' means a person employed on any post under the Council, but does not include a casual worker or a daily wage-worker.

'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.

'MEMBER SECRETARY'. The Secretary to Govt. Punjab, Science, Technology & Environment, shall be the Member Secretary of the Council.

'EXECUTIVE DIRECTOR' means the Executive Director of the Council.

‘**DIRECTOR**’ means the Director of the Council.

‘**POSTS**’ means the posts created/sanctioned by the Executive Committee of the Council from time to time.

‘**TENURE POST**’ means a permanent post, which an individual employee may not hold for more than a limited period.

‘**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.

‘**REGULAR POST**’ means a post carrying a definite rate of pay and sanctioned without limit of time.

‘**PROBATIONER**’ means an employee provisionally employed to fill a vacancy on probation for a specified period under Rule 3.2.1.

‘**APPOINTING AUTHORITY**’ means the authority competent to make appointments as detailed in **Annexure-A (Page-49)**.

‘**CADRE**’ means the strength of a service or a part of a service sanctioned as a separate unit.

POSTS UNDER THE COUNCIL:

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.***

There shall be temporary and regular posts under the Council.

The Executive Committee of the Council shall have the power to declare a temporary/regular post as permanent.

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 RETIREMENT

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.***

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.

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.

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.

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.

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

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.

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:

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

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.

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:

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:

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:

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:

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.

No employee shall directly or indirectly be engaged in any other business, occupation or employment nor shall he/she enter 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.

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:

‘PAY’ means the monthly pay drawn as fixed pay or in timescale.

‘PERSONAL PAY’ means an addition which may be granted to any employee by the appointing authority, in exceptional circumstances or other special considerations.

‘SPECIAL PAY/SECRETARIAT ALLOWANCE’ means additional pay granted in consideration of a specially arduous nature of duties or a specific addition to the work of responsibility.

‘AWARD’ means a fixed amount awarded in recognition of meritorious work performed by an employee of the Council.

‘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

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.

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.

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.

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.

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.

Specific sanction of the Appointing Authority shall be required to cross an efficiency bar in any time scale of pay.

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.

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.

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.

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:

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/timescale;**
- (iv) **recovery from pay of loss caused to the Council; and**
- (v) **removal or dismissal from service.**

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.

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.

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.

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.

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:

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:

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.

CHAPTER-II

TRAVELLING ALLOWANCE RULES

- I. Traveling Allowance (TA/DA): For the purposes of TA/DA, categorization of Punjab government Employees on the basis of Grade pay shall be as under:-

Category	Grade Pay
I.	Rs.10,000 and above
II.	Rs.7,600 to Rs.9,999
III.	Rs.5,000 to 7,599
IV.	Rs.3,800 to Rs.4,999
V.	Below Rs.3,800

- II. The revised classification of cities within or outside the state for the grant of TA/DA shall be as under:-

(i)	Cities with population of 50 lakhs and above	A1
(ii)	Cities with population of 20 lakhs and above but less than 50 lakhs	A2
(iii)	Cities with population of 10 lakhs and above but less than 20 lakhs	B1
(iv)	Cities with population of 5 lakhs but less than 10 lakhs	B2

- III. Daily Allowance:-The revised rates of daily allowances shall be as under:

Grade pay Category	A1	A2	B1	B2
	Hotel/Non-	Hotel/Non-	Hotel/Non-	Hotel/Non-
I	800	640	480	320
	400	320	240	160
II	700	560	420	240
	300	240	180	120
III	450	360	270	180
	250	200	150	100
IV	380	300	230	150
	200	160	120	80
V	300	240	180	120
	150	120	90	60

The other conditions for daily allowance should remain in force: For example:

- a) No allowance should be permissible within a radius of 8 Kms. from the place of duty. Road mileage at fixed rates discussed subsequently should, however, continue to be paid for this journey except to employees who are in receipt of local traveling and conveyance allowance;

- b) Journey beyond 8 Kms and within 25 kms of the place of duty should be treated as local journeys. Daily allowance should be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to headquarters the same day. But when such a journey involves night stay, an employee should be entitled to normal traveling allowance.
- c) A full daily allowance should be admissible for journeys beyond 25 kms from headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance should be admissible; and
- d) No incidental charges should be payable in addition to the Daily Allowance/ Half Daily Allowance.

IV. Travel Entitlement by Rail/Air: The entitlement to travel by Air & Rail shall be as under:

Grade Pay Category	Entitlement by Rail
I	I st Class A.C./ Executive Class
II	I st Class /A.C. Chair Car/ A.C. Two Tier Sleeper
III	I st Class/ A.c. Chair Car/ A.C. Three Tier
IV & V	Second Class Sleeper

In case the journey is to a place not connected by Rail, the employees shall have the option to travel by any mode of road transport i.e. whether by Air Conditioned Bus, Deluxe Bus or Ordinary Bus, subject to the payment of actual charges or maximum railway fare, whichever is less. In the case of stations not directly connected by Rail, the entitlement of road travel shall be as under:-

Grade Pay Category	Entitlement by Bus
I & II	A.C. Bus
III	Delux Bus/Express Bus
IV, V & VI	Ordinary Bus

The entitlement to travel by Air within India shall be as under:-

Grade Pay Category	Entitlement by Air
I & II	Economy Class
III	Economy Class (On the condition that the distance is more than 500Kms.)

In case of International travel, officers of and above the level of Secretaries in the State government and the equivalent status would be entitled to travel by Business/

Information Handbook under RTI Act, 2005

Club Class in cases where the one way flying time is more than 8 hours and economy class for all other International flights. All other officers of State Government would be entitled to travel by Economy Class.

➤ Keeping in view the fact that fuel costs have gone up significantly in recent years, the revised rates of road mileage per Km increased by Govt. of Punjab, Department of Finance (Finance Personnel -2 Branch) vide their letter No.18/12/2005-4FP2/868 dated 3.2.2006 are as follows:-

(In Rs.)

Grade Pay Category	Own Car/Taxi	Auto Rickshaw /Own Scooter/ Cyclelet.	Motor	Cycle	Other means
I	6	2.40		1.00	6
II	6	2.40		1.00	6
III	6	2.40		1.00	6
IV	-	2.40		1.00	3
V	-	2.40		1.00	3

V. Journey By Road

- a) The grade pay ranges for travel by public bus/ auto-rickshaw/ Scooter/ motor Cycle, A.C. Taxi, Taxi/ own car is revised as indicated below:-

Grade Pay Category (I)	Entitlement (2)
I&II	Actual fare by any type of public bus including air- conditioned bus. OR At rates prescribed by the Transport Department of AC Taxi when the journey is actually performed by AC Taxi. OR Actual fare for journeys by auto rickshaw
III	Same as for (I & II) above with the exception that journeys by AC Taxi will not be permissible. OR At prescribed rates for Taxi/ auto rickshaw/ own scooter/ motor cycle/ moped etc.
IV & V	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw /own scooter/ motor cycle/ moped etc.

- b) The rates of Mileage allowance for journeys on bicycle on tour and transfer will be Rs.1.20 per kilometer.

VI. Accommodation

The maximum rates for hotel accommodation/ tourist bungalows for outside Punjab and Chandigarh on the production of receipt shall be as under:-

Grade Pay	Accommodation
I	Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star; and
II	Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of category not above 3star.

Classification of City

	A1	A2	B1	B2/ Other Places
(Any hotel room upto rupees per day)				
III	800	600	500	400
IV	500	400	300	200
V	300	200	150	100

The Executive Committee of the Council in its 47th meeting held on 10.1.2008 had approved accommodation charges for its staff. The details of the same vis-à-vis the recommendations as per notification dt. 31st August 2009 as per the Govt. of Punjab are as follows:-

Grade	Pay Scale as on 1.1.96 (Rs.)	Grade Pay as on 1.1.2006	Accommodation charges Bombay/Delhi/ Kolkata / Madras (Rs.)		Accommodation charges of other cities (Rs.)
I	15,000 and above	10,000 and above	Reimbursement of		Same as per notification dated
II	10,000 above	7600 to 9999	Reimbursement of		Same as per notification dt. 31.08.2009
III	6,000-10,000	5000 to 7599	2,000	1,000	As approved By Executive Committee in 47 th meeting
IV&V	4,000-6,000 (Including Project staff)	3800 to 4999	1,500	1,000	As approved by Executive Committee in 47 th meeting
VI	Below 4,000	Below 3800	1,000	600	As approved by Executive Committee in 47 th meeting

Further, as per state govt. notification, at New Delhi and Shimla, the expenditure on hotel accommodation and daily allowance at hotel rates shall be reimbursed only if no accommodation is available in Punjab Bhawan/Circuit Houses/ Rest Houses at these places. However, it is the experience of the officers of the council that generally they do not get accommodation in the above places. Hence, they may please be allowed to stay in the hotels at Delhi and Shimla as per their entitlements as approved by the Executive Committee in its 47th meeting held on 10.1.2008 .as per above details.

- VII. Traveling Allowance on Transfer: - Transport charges for the carriage of their personal effects on transfers shall be as under:-

Grade Pay Category	Carriage Entitlement
I & II	Two Trucks
III	One Truck
IV & V	One 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 distance.
 - b) If an employee transports his personal effects by rail, the existing rules and instructions shall apply.
 - c) The time limit for the presentation of traveling allowance bill for shifting of personal effects on retirement will be two years.
3. The decisions contained in this letter shall be effective from the First day of August, 2009. However, if the Traveling allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or class of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.

The revised rules of TA/DA as above are placed for perusal and approval by the Members of the Executive Committee.

CHAPTER-III

LEAVE RULES

1. **Title:** These rules may be called as the 'Punjab State Council for Science & Technology Secretariat Leave
2. **Rules:** 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. **Type 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**

LENGTH OF SERVICE	CASUAL LEAVE	RESTRICTED HOLIDAYS
Upto 10 years of service	10days	2 days
Exceeding 10 years of service	15days	2 days
Upto 20 years of service	20days	2 days

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

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**

Up to 10 years of service	1/24 of duty period
Exceeding 10 years but less than 20years	1/18 of duty period
Exceeding 20 years of service	1/12 of duty period

{Subject to maximum accumulation of 450days}

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

All women employees of the Council will be entitled to maternity leave as per 'The Maternity Benefit (Amendment) Act 20 A, (As approved by its P.C in its meeting held on 18/12/2018)

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 maybe 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 (Page29-32)**.

Amendment of Rules

16. The Council reserves the right to modify/cancel of 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 inservice.

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.

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. **GRATUITYRULES**

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

3. **EX-GRATIAGRANTS**

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

CHAPTER-V

HOUSE RENTAL ALLOWANCE

The house rent shall be payable to the employees of the Council as approved by the Personnel Committee @ 20%.

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 wagesbasis.

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. **PROCEDURE FOR CLAIMING REIMBURSEMENT**

(i) In case of outdoor treatment: All employee have been allowed a fixed medical allowance of Rs. 250/- as per Punjab Govt. circular no.5/22/97-IFPI/11179 dated 31-12-1997 , enhanced to Rs.500/- per month as per Punjab Govt. rules after implementation of VI PayCommission.

(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 as per Punjab Govt. and subject to funds availability.

AMENDED DELEGATION OF POWERS OFPSCST

As approved in 51st Meeting of Executive Committee

ADMINISTRATIVE DELEGATIONS

Sr. No	Nature of Powers	Description of post	Authority Empowered
1.	To create or abolish any regular and temporary post.	Govt. of Punjab funded posts Govt. of India funded posts & Project Posts except Group-D Govt. of India funded posts & Project Posts for Group D employees	Govt. on the recommendation of Executive Committee in case of Punjab Govt. funded posts only. Executive Committee Executive Director
2.	Authority to appoint by direct recruitment, promotion, transfer and deputation as well as extension in the period of deputation.	Punjab Govt. funded Group-A Posts. Govt. of India/Project funded Group-A Posts All Group B & C Posts Group D Posts	Secretary, STE, Govt. of Punjab Member Secretary with approval of Executive Committee Member Secretary Executive Director
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, and 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) Executive Director	Member Secretary	Member Secretary/ Secretary, STE	Minister Incharge
b) Director / HOD / MFA / ADO / Secretary to Executive Director	Executive Director	Executive Director	Member Secretary
c) ADs / JDs / PSOs / SSOs	Concerned Director/ HOD	Executive Director	Member Secretary
d) Scientists/APEs and equivalent/Project Associates /Field Staff	Concerned Officers	Concerned HOD	Executive Director
e) AMFA / PSs / PAs	Concerned Officers	HOD	Executive Director
f) Information Retrieval Officer	Concerned Director/ PSO	Executive Director/ Director (Admn)	Member Secretary
g) Accounts Staff	Manager (F&A)	---	Executive Director
h) Admn Staff / Librarian / Technician / Receptionist / Drivers /Group-D	Admn. Officer	---	Executive Director / Director (Admn)

7.	Powers to expunge remarks in ACRs	a) All Group A & B Posts b) Group C & D	Secretary, Science Tech & Env 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	Executive Director All employees	Member Secretary Executive Director
10.	Powers to sanction Casual Leave	Executive Director Scientists/ Professionals & Group A Other staff up to 4 days Other staff above 4 days.	Member Secretary Executive Director/ Director (Admn) Concerned Director/ Officer Executive Director

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11.	Earned Leave/Half Pay Leave/ Medical Leave	Executive Director All other Employees	Member Secretary Executive Director
12.	Leave for proceeding abroad.	All employees	Member Secretary
13.	Study leave / extra ordinary leave	Executive Director & All Employees beyond 3 months All other Employees upto 3 months	Member Secretary Executive Director
14.	Powers to send on foreign leave, study/seminar and deputation	All employees	Member Secretary
15.	Powers to grant voluntary premature retirement	All employees	Appointing authority



STATEMENT SHOWING DELEGATION OF FINANCIAL POWERS

Sr. No	Nature of power	Authority to which the Power is delegated	Extent of Powers delegated
(1)	(2)	(3)	(4)
	<u>RECURRING EXPENDITURE</u>		
1.	Sanction to purchase stationery and any other item	<p>Subject to funds availability as per sanctioned annual budget.</p> <p><u>Without Quotation</u> (in emergent cases)</p> <p>Executive Director/ Director (Admn.)</p> <p>Other Director</p> <p>Administrative Officer</p> <p><u>With Quotation</u></p> <p>Executive Director (in case of spot quotation, sub-committee will be constituted)</p> <p>Director (Admn)</p>	<p>Rs.25,000/- (at a time)</p> <p>Rs.500/- (at a time not exceeding Rs.2,000 in a year)</p> <p>Rs.500/- (at a time)</p> <p>Rs.50,000/- (at a time)</p> <p>Rs.10,000/- (at a time)</p>
2.	Printing, Publishing of books, documents, reports, Booklets/ Brochure and Stationery etc.	<p>Member Secretary</p> <p>Executive Director/ Director (Admn)</p> <p><u>Without Quotations</u></p> <p>Executive Director/ Director (Admn)</p>	<p>Full Powers</p> <p>Rs.2,00,000/-</p> <p>Rs.10,000/-</p>

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Office Expenditure

3.	To sanction payment of :		
a)	Electricity, Water, Fees and Taxes, Telephone Bills, Insurance of Assets, Postage & Telegram, Petrol, Diesel of Cars etc	Executive Director Administrative Officer	Full Powers Rs.50,000/- (at a time)
	Other Govt. levies / taxes / Services	Executive Director	Full Powers
b)	Maintenance contract of typewriters, photocopiers, Computers and other office equipments including repairs, consumable, office maintenance.	Executive Director Director (Admn)	Full Powers Rs.10,000/-
c)	Book binding, office equipment on rent, uniforms and liveries, traveling expenses, unforeseen expenses.	Executive Director/ Director (Admn)	Full Powers
d)	Rent of office premises.	Member Secretary	Full Powers
4.	To sanction purchase of Magazines, journals, newspapers, maps, periodicals etc.	<u>Foreign :</u> Member Secretary Executive Director <u>Domestic:</u> Executive Director/ Director (Admn.)	Full Powers Rs.1,00,000/- Full Powers
5.	To sanction Purchase of computer software running & maintenance of computers.	Executive Director	Full Powers
6.	To sanction repair and maintenance of staff cars:		
a)	Normal running & maintenance	Admn. Officer	Upto Rs.5,000/-
b)	Special running & maintenance	Executive Director/ Director (Admn)	Full Powers
7.	To sanction Leave Travel Concession (LTC)	Member Secretary Executive Director/ Director (Admn)	For Executive Director/Directors All other staff on recommendation of Director/HOD concerned.

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8.	To sanction medical reimbursement (indoor & outdoor)	Member Secretary Executive Director/ Director (Admn)	Full Powers As per Punjab Govt. Rules / Panel appointed by Council / Govt. Hospitals / Dispensaries
9.	Entertainment & meeting expenses	Member Secretary Executive Director Directors	Full Powers Rs.20,000/- (at a time) Rs.500/- (at a time) not exceeding Rs.1500/- in a year
10.	To negotiate rates of royalty and sign agreement with the publishing houses.	Executive Director	Full Powers
11.	Payment of salary and allowances	Executive Director	Full Powers
12.	To sanction TA claims, traveling advances, staff car advances and other personal advances.	Executive Director Director (Admn) Manager (F&A)	Full Powers Rs.10,000/- Rs.500/- (at one time subject to approval of competent authority)
13.	To sanction recurring contingent expenditure not provided in the rules.	Executive Director	Full Powers
14.	Power to grant or permit Govt. servant to receive honorarium.	Member Secretary Executive Director	Full Powers Rs.3000/- in each case
15.	Power to grant or permit Govt. servant to receive fees.	Member Secretary Executive Director	Full Powers Rs.10,000/- (in a financial year)
16.	Power To grant TA without production of actual tickets if lost or to grant next higher class by Rail or Air against undertaking	Member Secretary Executive Director	Full Powers in case of ED/PSCST and upto Group-A employees Full Powers upto prevalent taxi rates in case of Road Travel and Rail/Air travel upto Group- B, C & D employees

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<u>NON-RECURRING</u>			
1.	To sanction purchase of library books.	Executive Director	Full Powers
2.	To sanction registration fee for seminars/workshops or membership fee & associate ship fees :		
	a) Within Punjab & Delhi	Director (Admn.)	Rs.500/-
	b) Within India	Member Secretary	Full Powers: for Executive Director
		Executive Director (on recommendation of Director concerned)	Full Powers: for all other employees
	c) Abroad	Member Secretary	Full Powers
3.	Write off, losses demurrage & wharfage	Member Secretary	Full Powers
		Executive Director/ Director (Admn.)	Rs.25,000/- (one time)
4.	Leave encashment	Member Secretary	Full Powers
		Executive Director	Full Powers except of Directors
5.	Gratuity	Member Secretary	Full Powers
		Executive Director	Full Powers except of Directors
6.	GPF, CPF and EPF withdrawals	Executive Director/ Director (Admn.)	Full Powers
7.	Declaration of unserviceable items/sale/disposal of assets	Member Secretary	Full Powers
		Executive Director/ Director (Admn.)	Rs.10,000/- (Depreciated value)
8.	Administrative approval of:		
a)	Office equipment, Air Conditioners, Computer Hardware & Software, Furniture, Typewriters, Tools etc.	Member Secretary	Full Powers
		Executive Director	Rs.50,000/- (at a time)
		Director (Admn)	Rs.20,000/- (at a time)
b)	Light Motor vehicles & two wheelers etc.	Member Secretary	Full Powers
c)	Construction/repairs (special and annual) Renovation /addition/ alteration of office building etc.	Member Secretary	Full Powers
		Executive Director	Rs.25,000/-
		Director (Admn)	Rs.10,000/-
9.	To sanction payment of consultancy fees for Legal Advisor/ Consultant, P.F., Income-tax, Special Agencies	Member Secretary	Full Powers
		Executive Director	Rs.30,000/-

10. To sanction payment of the honorarium or Sitting fee etc. for professionals/ Consultants outside the Council : Member Secretary: Full Powers

Sr. No.	Honorarium / Sitting fee paid for		
1.	Popularization of Science: State Level Science Essay Writing: a) Competitions b) Children's Project Programme c) Student Project Programme d) Young Scientist Fellowship e) Young Scientist Award	Executive Director	Up to Rs.3000/- (on recommendation of concerned HOD and as per norms of the project)
2.	Administration Section: a) Non-official members of the Executive Committee/Governing Body. b) Experts nominated to assist the Selection Committee in the selection process. c) Fee paid to examiner for paper setting / marking for giving various tests to the candidates for non-technical posts in the Council.	Executive Director	Up to Rs.3000/- Up to Rs.3000/- Up to Rs.1000/-
3.	Biotechnology: a) Experts for popular Biotechnology Lecture series (As per DBT Norms). b) Experts/individual for advice in different areas of Biotechnology.	Executive Director	Up to Rs.3000/- Up to Rs.3,000/-
4.	Environment: External experts for delivering Environmental related Lectures during Seminars / Workshops (for one hour Lecture).	Executive Director	Up to Rs.3000/-
5.	External experts involved in conduction of a) Workshops throughout the day b) Any other technical activity not covered above and in special cases on recommendation of HOD. c) Experts/individual for monitoring the programmes conduction by NGOs/ Voluntarily Organization in NEAC Programme.	Executive Director	Up to Rs.3000/- Up to Rs.5000/- Up to Rs.500/- (on recommendation of concerned HOD)

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11.	To sanction/release expenditure of grant-in-aid sanctioned by the Deptt. of STE, GOP, GOI & other funding bodies.	Executive Director	Full Powers
12.	To operate Bank Account including FDR Accounts.	Executive Director	Full Powers
13.	Release of advertisement	Member Secretary Executive Director	Full Powers Rs.50,000/- Per Adv.
14.	To sanction any other non-recurring expenditure not provided in the rules	Member Secretary Executive Director	Full Powers Rs.50,000/- each time

