

PUNJAB SCHOOL EDUCATION BOARD

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ

CALENDAR Volume I 2012

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ਜਿਲਦ I
2012

(As amended upto March 31, 2012)
(31 ਮਾਰਚ, 2012 ਤੱਕ ਸੋਧੇ ਅਨੁਸਾਰ)



SAHIBZADA AJIT SINGH NAGAR (PUNJAB)
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PREFACE

The earlier edition of the Punjab School Education Board Calandar Vol.1 was Published in 2003. Since then many amendments have been made in the regulations. The present edition has been brought out with a view to having a consolidated and upto date compilation of the regulations. The amendments approved by the Board upto 31.03.2012 have been incorporated in this edition. It is hoped that this amended volume shall prove to be very useful to the officers/officials of the Board and all concerned in deciding administrative, financial and other matters relating to the day to day functioning of the Board.

Dated : 05-06-2014

ER: GURINDERPAL SINGH,
SECRETARY,
PUNJAB SCHOOL EDUCATION BOARD.

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**CALENDAR
VOLUME - I
2012**

ADMINISTRATIVE REGULATIONS

(As amended upto March 31, 2012)

THE PUNJAB SCHOOL EDUCATION BOARD ACT 1969

(As amended up to The 5th of May, 2008)

[Received the assent of the Governor of Punjab on the 25th November, 1969 and first published in the Punjab Govt. Gazette (Extraordinary), Legislative Supplement Part I, of the 28th November, 1969.]

AN ACT

to provide for the establishment of Board of School Education in the State of Punjab

Be it enacted by the Legislature of the State of Punjab in the Fifty Ninth Year of the Republic of India as follows:-

Short title

1. This Act may be called the Punjab School Education Board Act, 1969.

Definitions

2. In this Act, unless there is anything repugnant in the subject or context:-

*(a) 'affiliated', with its grammatical variations, used with reference to an institution means affiliated or deemed to be affiliated to the Board for the purposes of admission to the privileges of the Board;

*(aa) 'Board' Means the Punjab School Education Board, established under section 3;

(b) 'Chairman' means the Chairman of the Board;

(c) 'Examination' means an examination conducted by the Board;

*(d) 'Head of the institution' means Headmaster or Principal or any other principal academic officer, by whatever designation called of an affiliated institution;

1. For Statement of Objects and Reasons, See Punjab Government Gazette (Extraordinary), 1969, Page 1082.

* Vide Punjab School Education Board (Amendment) Act, 1987.

- *(e) 'Institution' means an institution imparting school education in or outside the State;
 - (f) 'Member' means a member of the Board and includes the Chairman and Vice-Chairman thereof;
 - *(ff) 'Plus two scheme' means the scheme of education where-under education is imparted for two additional successive classes immediately following matriculation;
 - (g) 'Prescribed' means prescribed by regulations made by the Board under this Act;
 - *(h) Omitted.
 - *(i) 'School education' means all education from the first class to the twelfth class, immediately preceeding the stage leading to entry to the first degree of a University established by law in India and includes plus two scheme but does not include technical education;
 - (j) 'Secretary' means the Secretary of the Board;
 - (k) 'State' means the State of Punjab;
 - *(l) 'Text book' means any book or other printed material prescribed, recommended or otherwise approved by the Board for study in any affiliated institution;
 - (m) 'Vice-Chairman' means the Vice-Chairman of the Board.
- (1) There shall be established for the purpose of this Act a Board to be known as the Punjab School Education Board.
- (2) The Board shall be a body corporate by the name aforesaid having perpetual succession and a common seal with power, subject to the provisions of the Act, to acquire, hold or dispose of property, both movable and immovable and to contract, and may by that name sue and be sued.
- (1) The Board shall consist of a Chairman, Vice-Chairman and the following members:-
- (a) Ex-officio member, namely,-
 - ** (i) Vice-Chancellors of all the universities or their representative established or that may be established by law in the State;

**Establishment
and
Incorporation
of the Board**

3.

**Constitution of
the Board**

*4

* Vide the Punjab School Education Board (Amendment) Act, 1987.

** Substituted by section 2, Sub-clause (i) of The Punjab School Education Board (Amendment) Act, 2005.

- (ii) Secretary to Government in the Department of Education or an officer of the Department not below the rank of a Deputy Secretary nominated by him;
 - (iii) Director of Public Instruction (Colleges), Punjab;
 - (iv) Director of Public Instruction (Schools), Punjab;
 - (v) Director, State Council of Education Research and Training, Punjab;
 - *(vi) Director General School Education, Punjab.
- (b) Seven members to be nominated by the State Government out of the following categories of persons, namely:-
- (i) One member from amongst the District Education Officers and Circle Education Officers;
 - (ii) two members from amongst the Principals of Colleges affiliated to the universities established by law in the State;
 - (iii) one member from amongst the lecturers of Colleges affiliated to the universities established by law in the State;
 - (iv) one member from amongst the Heads of Senior Secondary Schools affiliated to the Board;
 - (v) one member from amongst the Heads of High Schools affiliated to the Board;
 - (vi) one member from amongst the School lecturers and teachers who are State or National awardees.
- (c) one eminent scholar or writer or scientist, as may be nominated by the State Government; and
- (d) the Legal Remembrancer, Punjab or the Advocate General, Punjab as may be nominated by the State Government:

Provided that the Legal Remembrancer, Punjab if nominated as ex-officio member by the State Government, may depute his nominee not below the rank of a Deputy Legal Remembrancer and Deputy Secretary to Government of Punjab to represent him on the Board; and

- *(e) Three members of the Punjab Legislative Assembly to be nominated by the State Government.

* Vide the Punjab School Education Board (Amendment) act, 2005.

- (2) The Chairman and the Vice-Chairman shall be appointed by the State Government upon such terms and conditions as it may think fit.
- *(3) Omitted.
- (4) The appointment of the Chairman and Vice-Chairman and the nomination of every member shall be notified by the State Government in the Official Gazette.

**Suspension of
the Board**

- ***[4(A) If the State Government is satisfied that the Board is not functioning properly or is abusing its powers or is guilty of corruption or mismanagement, it may suspend the Board and make such arrangement for the functioning of the Board, as it may deem appropriate:

Provided that the Board shall be re-constituted within a period of six months from the date of its suspension.]

**Term of office
of Chairman
Vice Chairman,
and members**

- ****[5 (1) The term of office of the Chairman and Vice-Chairman shall be three years from the date of notification, issued under sub-section (4) of section 4, which in special circumstances, may further be extended for a period, not exceeding three years:

Provided that the extension granted under this sub-section, shall not exceed one year at a time:

Provided further that no person appointed as Chairman or Vice-Chairman as the case may be, shall continue as such, beyond the age of sixty five years.]

- (2) The term of office of a nominated member shall be two years from the date of his nomination, which may further be extended for a period of two years.
 - (3) Notwithstanding anything contained in sub-section (1), the term of office of an officer of the state Government, sent on deputation, as Chairman or Vice-Chairman shall be such, as may be fixed by the State government, but it shall in no case, exceed three years.
6. No person shall be appointed as Chairman or Vice-Chairman, unless:-
- (a) he has served the Central government or State Government or both on a gazetted post for a period of not less than fifteen years;
or
 - (b) he has an experience of teaching in any school, college or University established by law in India, or partly in one and partly in any other of the aforesaid institutions for a period of not less than twenty years, out of which he should have served as Principal of a College, or Registrar or Head of the Department of such a University for a period of not less than ** one year:

**Qualification for
appointment of
Chairman and
Vice-Chairman**

* Vide the Punjab School Education Board (Amendment) Act, 1987.

** Vide the Pb. School Education Board (Amendment) Act 2000.

*** Inserted by Act 24 of 2005.

**** Substituted by The Punjab School Education Board (Amendment) Act, 2008.

Provided that nothing in this clause shall apply to an officer who is serving under the State Government and is sent on deputation as Chairman or Vice-Chairman.

Filling of vacancies

- 7 (1) If a vacancy occurs in the office of member of the Board through death, resignation, removal, disqualification or otherwise, the vacancy shall be filled in the manner provided in section 4.
- (2) Any person appointed or nominated to fill the vacancy shall notwithstanding anything in section 5, hold office for the unexpired portion of the term of his predecessor.

Disqualifications

- *8 (1) A person shall be disqualified for being appointed or nominated or for continuing as a member if,—
- (a) he is or at any time has been adjudicated insolvent or has suspended payment of his debts or has compounded with his creditors;
- (b) he is of unsound mind and stands so declared by a competent court;
- (c) he is or has been convicted of any offence, which in the opinion of the State Government involves moral turpitude;
- (d) he has been removed or dismissed from the service of any State Government or Central Government or a Corporation owned or controlled by any State Government or Central Government; or
- (e) he directly or indirectly, whether by himself or by his partner or by any person or body of persons in trust for him or for his benefit or on his account, has or had any share or interest in—
- (i) any book published for use in an institution;
- (ii) a firm engaged in printing, publishing or preparation of any book meant for use in an institution; or
- (iii) a contract with the Board:

Provided that the disqualification referred to in sub-clause (i), shall cease after the expiry of a period of ten years from the date on which the book in question was published.

- (2) If any question, dispute or doubt arises as to whether or not any person is eligible for membership of the Board or has incurred any disqualification, whether before or after becoming a member, it shall be determined by the State Government, whose decision shall be final.

Circumstances under which a member shall vacate office

9. If a member—
- (a) ceases to have the qualifications or ceases to hold the office by virtue of which he became member; or
- (b) becomes subject to any disqualification referred to in section 8; or
- (c) absents himself, without permission of the Chairman from three consecutive meetings of the Board the state government shall declare his office to be vacant.

* vide the Punjab School Education Board (Amendment) Act, 2005.

Resignation	*10.	A member including Chairman and Vice-Chairman, may resign his office by tendering resignation to the State Government and the seat of such member including Chairman and Vice-Chairman, shall become vacant on the date of acceptance of the resignation by the State Government.
Removal of a member including Chairman and Vice-Chairman	**10A	<p>The State Government may, by notification in the Official Gazette, remove any member including Chairman and Vice-Chairman, but other than an official member if-</p> <ul style="list-style-type: none"> (a) he has become subject to any of the disqualifications specified in sub-section (i) of section 8; or (b) he willfully refuses to carry out the provisions of this act; or (c) he abuses the powers vested in him or is guilty of misconduct or (d) he remains absent without leave of the Board for more than three consecutive meetings of the Board without sufficient cause; or (e) it appears to the State Government that his continuation in the office is detrimental to the public interest.]
Headquarters of the Board Meetings of the Board	11.	the Board shall have its headquarters at such place as may be notified by the State Government from time to time.
	12.	<ul style="list-style-type: none"> (1) The Chairman or in his absence the Vice-Chairman may, at any time, and shall at the prescribed intervals or on receipt of a requisition signed by not less than one-third of the members and stating the business to be brought before the Board, call a meeting of the Board in the prescribed manner. (2) The Chairman, or in his absence the Vice-Chairman, shall preside at every meeting of the Board. (3) All questions at a meeting of the Board shall be decided by the votes of the majority of the members present and voting: <p style="margin-left: 40px;">Provided that in the case of equality of votes, the Chairman, or the Vice-Chairman when presiding, shall, in addition to his vote as a member, have a casting vote.</p> (4) One-third of the total membership shall form a quorum at a meeting of the Board: <p style="margin-left: 40px;">Provided that if a meeting is adjourned for want of quorum no quorum shall be necessary at the next meeting for transacting the same business.</p> (5) A copy of the proceedings of every meeting of the Board shall be sent to the State Government by the Secretary as soon as may be after the meeting is held. (6) No act done, or proceedings taken, under this act by the Board shall be invalid merely on the ground of the existence of any vacancy amongst members, or by reason of defect or irregularity in its constitution or any irregularity in procedure not affecting the merits of the case.

* Substitute by Act 24 of 2005.

** Inserted by Act 24 of 2005.

- Officers of the Board**
13. There shall be the following officers of the Board namely:-
- (a) the Chairman;
 - (b) the Vice Chairman;
 - (c) the Secretary; and
 - (d) such other officers as may be appointed by the Board.
- Powers and duties of the Chairman & Vice-Chairman**
14. (1) The Chairman shall be the administrative head of the Board.
- (2) The Chairman shall exercise all powers necessary and be responsible for carrying out the provisions of this Act and the regulations made there-under.
- *(3) In any emergency arising out of the Administrative business of the Board, which in the opinion of the Chairman requires immediate action, the Chairman shall with the approval of the State Government, take such action, as he deems necessary and thereafter report the action so taken to the Board at its next meeting:
- Provided that in respect of the matters, which are related directly to the conduct of examinations and date-bound court cases, the Chairman may, take such action, as he deems necessary, without the prior approval of the State Government, but he shall place the matter in the next meeting of the Board for its approval.]
- (4) The Vice-Chairman shall assist the Chairman in all matters, administrative and academic, shall discharge such duties and exercise such powers as may be delegated to him by the Chairman and shall in the latter's absence exercise all the powers of the Chairman.
- Appointment of Secretary and other employees, their terms and conditions of service**
- **15 (1) The Board shall appoint a person to be its Secretary from a panel prepared and sent by the State Government consisting of the officers of the State Government and the eligible officers of the Board for a term of three years, which may further be extended by the Board for a period of two years. If a person is appointed as Secretary from amongst the officers of the State government, his appointment as such, shall be treated on deputation and it shall be governed by the relevant rules or policy instructions of the Punjab Government:
- Provided that no person appointed as Secretary of the Board shall continue as such beyond the age of superannuation prescribed for the employees of the Board.]
- ***1-A) The terms and conditions of appointment of the Secretary shall be such as may be prescribed.

* Vide the Punjab School Education Board (Amendment) Act, 1987.

**As amended by Act 24 of 2005.

*** As amended by the Punjab School Education Board (Amendment) Act, 1987.

- (2) The Secretary shall be—
 - (a) The principal Executive Officer of the Board and shall—
 - (i) authenticate all orders and decisions of the Board, and
 - * (ii) represent the Board in all legal proceedings except where the Board resolves otherwise.
 - (b) entitled to be present and to speak at any meeting of the Board; and
 - (c) responsible for—
 - (i) the presentation of the annual estimates and statement of accounts, including the balance-sheet to the Board;
 - (ii) the custody of the Board Fund and ensuring that all moneys of the Fund are expended for the purpose for which they are granted or allotted;
 - (iii) keeping the minutes of the meetings of the Board and furnishing a copy thereof to the state Government; and
 - (iv) discharging such other functions as may be prescribed.
 - (3) The Board may appoint such other employees as may be considered necessary for carrying out the provisions of this Act and the regulations made thereunder, on such terms and conditions of service as may be prescribed.
16. (1) Any institution, in or outside the State, may apply to the Board for being admitted to the privileges of the Board and the Board may, subject to such conditions and restrictions as may be prescribed, admit such institution to the privileges of the Board.
- * (2) Any institution affiliated to the Punjab University, Chandigarh, the Punjabi University Patiala, or the Guru Nanak Dev University, Amritsar, affiliation of which has not been withdrawn or cancelled by the concerned University before the commencement of the Punjab School Education Board (Amendment) Act, 1987 shall be deemed to be an institution affiliated to the Board for plus two scheme and shall be subject to all the provisions of this act and the regulations made thereunder.

**Admission of
Institutions to
privileges of
the Borad**

* Vide the Punjab School Education Board (Amendment) Act, 1987.

**Powers and
functions of
the Board**

- *(3)** Where the Board is satisfied that its privileges are being abused by any affiliated institution or that the prescribed conditions or restrictions are not being complied with by such institution, the Board may withdraw its privileges from the institution, and thereupon the institution shall cease to be an affiliated institution:

Provided that before withdrawing the privileges the Board shall require the institution to show cause why such action should not be taken and consider any explanation which may be furnished by it.

- **17** (1) Subject to the provisions of this Act, the Board shall exercise and perform the following powers and functions, namely:-
- (i) prescribe the syllabi, courses of the studies and text books for school education;
 - (ii) organize research for grading of textual vocabulary and arrange for regular revision of text books and other books;
 - (iii) hold examinations for school education, publish the results of such examinations and grant certificates to the persons, who have passed such examinations;
 - (iv) admit to the examinations, on the prescribed conditions, candidates who have pursued the prescribed courses of instructions, whether in affiliated institutions or otherwise. However, any change in the prevalent conditions shall be made with the prior approval of the State Government;
 - (v) cause enquiries to be made through such agency and in such manner, as may be prescribed regarding the conditions prevailing in an institution before it is admitted to the privileges of the Board and require such agency to inspect affiliated institutions and submit a report to the Board as to how far the conditions and restrictions on which the institution was admitted to the privileges of the Board, are being complied with;
 - (vi) prescribe penalties for misconduct pertaining to examinees, examiners and other persons engaged in the conduct of examinations;
 - (vii) appoint examiners and supervisory staff and fix their remuneration;
 - (viii) lay down conditions and restrictions for admission of candidates to the examinations;

* Vide the Punjab School Education Board (Amendment) Act, 1987.

** Substituted by Sec.8 Act, 24 of 2005.

- (ix) organize and provide lectures, demonstrations, educational tours, exhibitions, seminars and symposia and take such other measures, as may be necessary to raise and promote the quality and standard of school teaching and education;
 - (x) submit annual audited accounts and balance sheets together with the report of the Board to the State Government not later than the 30th September of the next year and publish such accounts and balance sheets in the Official Gazette;
 - (xi) give grants to the State Council of Educational Research and Training for educational activities and research work;
 - (xii) institute and award scholarships, medals and prizes;
 - (xiii) fix, demand and receive such fees and other charges, as may be prescribed;
 - (xiv) hold any property and receive bequests, donations, endowments, trusts and transfer of any property of interest therein or right thereto;
 - (xv) prescribe measures for the intellectual, physical, moral and ethical promotion and for social welfare of students in affiliated institutions and the conditions of their residence and discipline;
 - (xvi) encourage sports and health-building activities;
 - (xvii) take measures for the welfare of teachers of affiliated institutions and employees of the Board; and
 - (xviii) do such other acts and things, as it may deem fit for the purpose of carrying out the provisions of this Act.
- (2) Subject to the provisions of this Act, the Board shall exercise and perform the following powers and functions with the prior approval of the State Government, namely :-
- (a) arrange for the preparation, writing, compilation, printing, publishing and sale of text books, other educational material and undertake the publication of any other educational work, book or periodicals. However, copy right of any material developed, published, printed by the Board, shall vest with the State Government; and
 - (b) prescribe conditions for affiliation of institutions in terms of teachers and their qualifications, curriculum, equipments, buildings and other educational facilities.
- Powers of Board to set up committees and councils** *18 (1) The Board shall for the purpose of carrying out the provisions of this Act and the regulations made there-under set up the following committees and councils, namely:-

* Vide the Punjab School Education Board (Amendment) Act, 1987.

- * (a) Finance Committee consisting of :-
- (i) the Chairmman;
 - (ii) the Vice-Chairman;
 - (iii) the Secretary to Government in the Department of Education or an officer of the Department not below the rank of a Deputy Secretary nominated by him;
 - (iv) the Secretary to Government in the Department of Finance or an officer of that Department not below the rank of a Deputy Secretary nominated by him;
 - ** (iv-a) the Director General School Education, Punjab; and
 - ** (v) three persons selected by the members from amongst themselves;
- * (b) Examination Committee consisting of:-
- (i) the Chairmman;
 - (ii) the Vice-Chairman;
 - ** [(iii) two persons to be nominated by the Board from amongst its members, out of whom one shall be a Vice-Chancellor or his representative;
 - ** (iv) The Secretary to Government in the Department of Education or an officer of that Department not below the rank of a Deputy Secretary to be nominated by him;
 - ** (v) the Director General, School Education, Punjab;
 - ** (vi) the Director of Punjab Instruction (Secondary Education); and
 - ** (vii) the Director of Public Instruction (Elementary Education).
- * (c) Academic Council consisting of:-
- (i) the Chairman;
 - (ii) the Vice-Chairman;
 - ** (iii) the Director General, School Education Punjab;
 - ** (iv) [Omitted]
 - (v) the Director, State Council of Educational Research and Training, Punjab;
 - (vi) the Director of Language, Punjab;
 - (vii) the director, Punjab State University Text book Board;
 - (viii) five heads of affiliated Institutions to be nominated by the Board for a period not exceeding one year;

* As Amended by the Punjab School Education Board (Amendment) Act, 1987.

** As amended by the Punjab School Education Board (Amendment) Act, 2005.

- (ix) five teachers of affiliated institutions having at least ten years experience as such to be nominated by the Board for a period not exceeding one year;
- (x) three outstanding academicians to be nominated by the State Government for a period not exceeding one year; and
- (xi) the Secretary of the Board who shall also function as Secretary of the academic council.

*(2) The finance committee shall examine all financial matters pertaining to the Board including the budget estimates and the annual accounts and balance sheets.

*(3) The examination committee shall consider the appointment of paper setters and examiners and shall recommend measures to improve the mode of evaluation and conduct of examinations.

*(4) The academic council shall be the academic body of the Board and shall:-

- (i) lay down guide lines for the maintenance of academic stands in the affiliated institutions;
- (ii) approve the syllabi for various classes and examinations;
- (iii) lay down policy and procedure for the conduct of examinations, and
- (iv) advise the Board in the matters of granting affiliation and all other academic matters.

*(5) The Board may, for the purpose of carrying out the provisions of this Act and the regulations made thereunder, set up in addition to The Committees and Council referred to in Sub-section (1), such committees or councils as it may think fit or as may be prescribed.

(6) the quorum and the manner of transacting the business of a committee and that of a council shall be such may be prescribed.

**Constitution
of the Board
Fund**

19. (1) There shall be constituted a Fund to be known as the Board Fund to which shall be credited:-

- *(a) all fees, sale proceeds of text-books, penalties, royalties and charges levied by the Board;

* Vide the Punjab School Education Board (Amendment) Act, 1987.

- (b) all bequests, endowments, donations, grants or contribution made to the Board by the state Government, or any other Government, person, body or authority;
 - (c) all rents and profits from the property vested in the Board; and
 - (d) all money received by or on behalf of the Board from any other source.
- (2) All moneys at the credit of the Board shall be kept in the State Bank of India or such other Bank as the State Government may direct:
- Provided that the Board may invest such moneys as are not required by it for immediate expenditure, in any of the Government securities or place them in fixed deposit in the State Bank of India.
- (3) Subject to the provisions of this Act, the Board funds may be applied only for purpose of payment of the charges and expenses connected with or incidental to the several matters specified in this Act and the regulations made thereunder and for any other purpose for which powers are conferred or duties imposed on the Board by or under this Act.
- *(4) The net savings, if any, shall be utilised by the Board for the development of school education and for raising the standard thereof.
- ** (5) The accounts of the Board shall be audited annually by such agency and on payment of such fees, as may be specified by the State Government and a copy of the annual audited accounts, balance sheet and annual administrative reports shall be submitted by the Board to the State Government each year by such date, as the State Government may specify and as soon as possible, shall be laid before the House of the State Legislature.

Delegation

20. (1) The Board may, by regulations delegate:-
- (a) any of its powers, except the power to make regulations, to any officer or committee of the Board; or
 - (b) any of the powers vested by this Act in any officer of the Board to any other officer or committee thereof.

* Vide the Punjab School Education Board (Amendment) Act, 1987.

** Amended vide the Punjab School Education Board (Amendment) Act, 2005.

**Control of
the State
Government
over the Board**

- (2) the officer or committee to whom such delegation is made shall, exercise such powers subject to such restrictions and conditions as may be prescribed.
- *21. (1) The State Government shall exercise surperintendence, direction and control over the Board and its officers and may call for any information which it may consider necessary.
- (2) If the State Government is of the opinion that the Board is not functioning properly in accordance with the provisions of this Act, and is abusing its powers or there is mismanagement, it may, by notification in the Official Gazette, supersede the Board:
 Provided that the period of supersession shall, in no case, exceed one year.
- (3) When the Board is superseded under sub-section (2), the following consequences shall ensue, namely:-
- (a) all members of the Board and its committees including the Chairman and the Vice-Chairman, shall, from the date of notification, vacate their offices;
- (b) all powers, duties and functions, which under the provisions of this Act or any regulations made thereunder, are exercised by the Board or any committee thereof or by the Chairman or by any other officer of the Board, shall be exercised and performed by such person (hereinafter referred to as the administrator), as may be appointed by the State Government in this behalf:
 Provided that the administrator may, subject to the control of the State Government, delegate any of its powers, duties or functions to such other person, as he may think fit; and
- (c) all properties, including the Board Fund vested in the Board, shall, until it is re-constituted, vest in the administrator.
- (4) The State Government may, at any time appoint a committee consisting of such persons, as it may think fit to enquire into and report on any policy, administrative, financial or any other matter which the State Government may think fit in the interest of school education and functioning of Board. The State Government may, after considering the report of such committee, issue such directions to the Board, as it may think fit, and the Board shall comply with such directions.
- (5) Copyright of all material developed, printed, published by the Board, shall vest with the State Government.
- (6) The State Government may get any material pertaining to school' education, published or printed from any agency as it may consider appropriate in public interest.

* Vide the Punjab School Education Board (Amendment) Act, 2005.

<i>Protection for acts done, etc. in good faith</i>	22.	No suit, prosecution or other legal proceedings shall lie against the state Government, the Board or any of its committees or any member of the Board or a committee or the administrator appointed under section 21 or any other person in respect of anything which is in good faith done or intended to be done in pursuance of this Act or any regulations, order or direction made there under.
<i>Bar of jurisdiction of courts</i>	23.	No order or decision made by the Board or any of its committees of the administrator appointed under section 21, in exercise of the powers conferred by or under this Act shall be called in question in any court.
<i>Powers of Board to make regulations</i>	*24. (1)	subject to the provisions of this Act, the Board may make regulations for carrying out the provisions of this Act and a copy of the regulations so made shall be submitted to the State Government.*
	(2)	In particular, and without prejudice to the generality of the foregoing power, the Board may make regulations providing for all or any of the following matters, namely :-
	(a)	the procedure in accordance with which the meetings of the Board shall be convened under sub-section (1) of section 12;
	(b)	the other officers referred to in sub-section (3) of section 15 which the Board may have and the terms and conditions service of such officers and the Secretary of the Board;
	(c)	the courses of instructions, text book and other books of study for purpose of imparting school education and the holding and conduct of examinations including the appointment of examiners and their duties and powers;
	(d)	the conditions on which candidates shall be admitted to examinations and the fees to be paid by them;
	(e)	the penalties for misconduct to which examinees, examiners and other persons engaged in the conduct of examinations shall be subjected;

* Vide the Punjab School Education Board (Amendment) Act, 1987.

- *(f) the measures for the intellectual, physical, moral and ethical promotion and for social welfare of students in affiliated institution and the conditions of their residence and discipline;
- *(g) the committees or councils which may be set up by the Board under sub-section (5) of section 18 and the maximum number of members, the quorum of all committees and councils set up under the aforesaid sub-section and the manner in which they shall transact their business;
- (h) the control, administration, custody and management of the Board Fund;
- (i) the powers, duties and functions to be exercised or performed by the officers of the Board; and
- (j) any other matter which is to be or may be prescribed.

Repeal and Savings

**25.

- (1) The Punjab School Education Board (Amendment) Ordinance, 2005 (Punjab Ordinance No. 8 of 2005), is hereby repealed.
- (2) Notwithstanding such repeal, anythings done or any action taken under the principal Act, as amended by the Ordinance referred to in sub-section (1), shall be deemed to have been done or taken under the principal Act, as amended by this Act.

* Vide the Punjab School Education Board (Amendment) Act, 1987.

**Vide the Punjab School Education Board (Amendment) Act, 2005.

BUSINESS REGULATIONS

Extract from Punjab Govt. Gazette dated May 3, 1974

(Under clause (a) of sub-section (2) of section 24 of the Act)

- | | | |
|---------------------|----|--|
| Short title | 1. | These Regulations shall be known as the Punjab School Education Board Business Regulations. |
| Commencement | 2. | These shall come into force at once. |
| Definitions | 3. | In these regulations, unless there is anything repugnant in the subject or context -

(a) 'Officer' means the Officer of the Board;
(b) 'State Government' means the Punjab State Government |
| Meetings | 4. | (1) The meeting of the Board shall be held at least once a quarter in each year and shall be convened by the Chairman or in his absence by the Vice-Chairman:

Provided that if one third of the members, jointly give a requisition, in writing, for a meeting stating the business to be brought before the Board, the Chairman or in his absence the Vice Chairman shall convene such a meeting within a fortnight of the receipt of the requisition.

(2) Meeting of the Board shall be held at the headquarters of the Board or at such other place in the Punjab as the Chairman may decide.

(3) Ordinarily not less than 15 days notice shall be given of each meeting of the Board specifying the date, hour and place of the meeting, and such notice shall be sent by registered post to every member at the address registered with the Board:

Provided that in a case of requisitioned meeting or emergency, the Chairman or the Vice-Chairman may convene a meeting at a shorter notice.

(4) A notice convening a meeting of the board shall be signed by Secretary or in his absence by the Assistant Secretary or any other officer authorised by the Chairman to do so. |

- (5) No business, other than that contained in the agenda paper shall be transacted at a meeting of the Board, except with the consent of the Chairman and the majority of the members present, unless one clear week's notice has been given of the same in writing to the Chairman.
- (6) Any meeting may be adjourned from time to time to a date and hour specified to conclude an unfinished business.
- (7) One third of the total members shall form a quorum at a meeting of the Board:

Provided that if a meeting is adjourned for want of quorum, no quorum shall be necessary at the next meeting for transacting the same business.

- (8) If a quorum is not present within half an hour after the time fixed for the meeting, the meeting shall be adjourned and the Secretary shall make a record of that fact.
- (9) If, in the course of the meeting, any member calls attention to the absence of a quorum, the Chairman shall adjourn the meeting.
- (10) No motion which has been negatived by the board shall again be brought forward within six months from the date on which it was negatived except with the permission of the Chairman,
- (11) The Chairman, or in his absence the Vice-Chairman, shall preside at every meeting of the Board:

Provided that if the Vice-Chairman is also absent, the members present at a meeting shall elect from amongst themselves a member to preside at that meeting.

- (12) All questions as to whether proper notice of a motion has been given shall be decided by the Chairman whose decision shall be final.

Agenda

- 5. Not less than 7 days before the date of a meeting the Secretary shall under the directions of the Chairman, or in his absence, the Vice Chairman, issue to every member an agenda paper specifying the items of business to be brought before the meeting:

Provided that the Chairman may bring before the meeting any business, which is urgent, with shorter notice or without placing the same on the agenda paper.

**Notice of
resolution by
the members**

6. (1) Any member who wishes to move a resolution at a meeting shall forward a copy of the resolution to the Secretary so as to reach him not less than 7 days before the date of the meeting. He may withdraw the resolution by giving a written notice which should reach the Secretary not less than two days before the date of the meeting.
- (2) The Secretary shall place the proposed resolution before the Chairman, for his orders regarding its inclusion in the agenda; when a resolution is not included in the agenda paper under orders of the Chairman, the Secretary shall intimate the fact to the Member stating the objection.

**Transaction of
Business**

7. (1) **Order of business :-** The items of business of a meeting shall ordinarily be conducted in the order in which they appear on the agenda but the Chairman shall have discretion to make a change:

Provided that it shall be open to a member to move for a change in the order of business as stated in the agenda paper and if the motion is agreed to by the majority of the members present at the meeting, the business shall be transacted in the changed order.

- (2) No motion or resolution or amendment of which due notice has not been given, may be moved at a meeting of the Board, except with the permission of the Chairman.
- (3) Motions to be moved and seconded; debate on motion or amendment and voting:-
 - (a) Every motion or amendment to a resolution must be seconded otherwise it shall drop.
 - (b) Chairman will conduct the meeting in a manner considered by him to be appropriate under the rules.
 - (c) All items on the agenda shall be decided by a majority of votes of the members present in the meeting.
 - (d) A ruling given by the Chairman shall be final.
 - (e) A motion or amendment may be withdrawn with the permission of the Chairman by any member who has given notice of such motion or amendment.

- (f) Any motion or amendment standing in the name of a member who is absent from the meeting may, with the permission of the Chairman, be brought forward by any other member.
- (g) Appointment of Committees:-
 - (a) A motion for the appointment of a committee on a subject under debate may be made by any member at any time and without previous notice.
 - (b) A motion for the appointment of a committee must define the purpose which the committee is to serve and the number of members to compose it. Amendments for enlarging or restricting the number may be made without previous notice. If the motion is carried, the member moving shall name the persons whom he wishes to form the committee. Other names may also be proposed. The motion shall be put to vote and the requisite number of those who obtained the largest number of votes shall be appointed in the committee. The Chairman shall nominate one of the members elected as Convener of the Committee.
 - (c) The proceedings of a committee appointed by the Board shall be presented to the Board at its next meeting subject to due notice unless the Board otherwise decides.
 - (d) The Convener of the Committee shall furnish to the Secretary a copy of the report of every meeting of the committee together with a list of the members present.
 - (e) The quorum of a committee shall not be less than one third of the members constituting it.
 - (f) No quorum shall be necessary at an adjourned meeting of a committee.

- (g) In all cases of election, other than those specifically provided, the candidates shall be proposed and seconded. If the number of candidates nominated is not more than the number of vacancies to be filled, the Chairman shall declare those candidates to be elected. If the number of candidates exceeds the number of vacancies, the voter shall state on the ballot paper, the names of the candidates he desires to vote for upto the limit of the number of vacancies. The Chairman shall then appoint tellers to count the votes and declare the result of voting forthwith. The candidates getting highest votes up to the number of members to be appointed on the sub-committee shall be declared elected.
- (h) At all meetings of the Board or its committees every question shall be decided by a majority of the votes of the members present. In the case of votes being equally divided, the Chairman or the Convener, as the case may be, shall have a second or a casting vote.

8. The minutes of each meeting of the Board shall be recorded by the Secretary and submitted to the Chairman of the meeting for approval and signature. A copy of the minutes shall then be sent by the Secretary to the State Government and to each member; and such of the members as were present shall within a fortnight of the issue of the minutes, communicate to the Secretary any exception they may take to the correctness thereof. The minutes and the exceptions taken, if any, shall be laid before the next meeting of the Board and the minutes in the final form shall then be confirmed.

9. In any case not provided for by these regulations, the Chairman shall be entitled to give his own ruling as to procedure.

Regulations

- *10. The Board shall appoint annually a Regulation committee consisting of the Chairman, the Vice-Chairman, the Advocate General or the Legal Remembrancer, whosoever happens to be member of the Board, and two other members to be elected by the Board. All draft regulations shall be examined by the committee and submitted to the Board with its recommendations. A copy of the regulation passed by the Board shall be submitted to the Government for information.

* Amended vide Board's resolution No. 4 (2) dated 6-8-1987.

FINANCIAL REGULATIONS

Extract from Punjab Government Gazette dated April 25, 1980

(Under clauses (h) and (i) of sub-section (2) of section 24 of the Act)

- | | |
|---------------------|--|
| Short title | 1. These regulations may be called the Punjab School Education Board (Financial) Regulations, 1979. |
| Commencement | 2. They shall come into force with immediate effect. |
| Definitions | 3. In these regulations, unless there is anything repugnant in the subject or context :- <ul style="list-style-type: none">(a) "Act" means the Punjab School Education Board Act, 1969;(b) "Competent authority" means the Board or any officer of the Board authorised by it;(c) "Fund" means the Board Fund, constituted under section 19 (1) of the Act;(d) "Year" means the financial year from April 1 to March 31 of the following year;(e) Other terms and expressions used in these regulations but not defined shall have the meaning respectively assigned to them in the Punjab School Education Board Act, 1969. |
| General | 4. The account of the Board shall be maintained year-wise. |
| | 5. (1) All funds and moneys belonging to the Board shall be kept in the name of the Punjab School Education Board, in the State Bank of India or in such other bank as the State Government may direct. The accounts in the Banks shall be kept under the following heads:- <ul style="list-style-type: none">*(a) General Account Funds;(b) Provident Fund;(c) Omitted;(d) Secrecy Fund;(e) Omitted; |

* Amended vide Board's item No. 4(3) dated 27.3.2000.

- (f) Teacher's Welfare Fund;
- (g) General Provident Fund;
- (h) Pension Corpus Fund;
- (i) Employees Welfare Fund;
- (j) Any other account of fund approved by the Board from time to time.]

- (2) The accounts of the Board shall be kept by the Secretary.
- 6. No transfer shall be made from the accounts (b) to (g) specified in regulation 5, to any other account without the previous sanction of the Board.
- 7. All property belonging to the Board shall be held in the name of Board.
- 8. (1) The Secretary shall take necessary action for drawing interest upon Government securities held by the Board;
- (2) Any transfer of any Government securities held by the Board shall require the previous sanction of the Board.
- *9. As per new investment policy approved by the Board in its meeting dated 7.10.2009. The Chairman may order to invest any uninvested balance to the credit of any particular fund in Govt. securities or in fixed deposits after inviting quotations as under:-
 - i) Uninvested amount of General Fund of the Board may be invested to earn the maximum interest for the period of six months or less in the nationalised Bank/Pvt. Bank included in the schedule of Banks list and which also fulfil the conditions of safety measures as per Guidelines of RBI.
 - (ii) Uninvested amount of G.F./P.F. & Pension Corpus Fund may be invested to earn the maximum interest for the period more than six months in the nationalised Bank/Pvt. Sector's schedule Banks namely HDFC Bank, AXIS Bank, IDBI Bank & ICICI Bank.

Note: This rule should be read with the rule no. 6(4)(i) of General Provident Fund Regulations and rule No. 31 (ii) of Employee Pension, Provident Fund and Gratuity Regulation.

- 10. All sums paid to, and accepted by the Board, for specific objects, such as the establishment of a scholarship or for the grant of a prize, a medal or other special award shall be invested wherever practicable, in Government securities or fixed deposit in the State Bank of India.
- 11. The Chairman may sanction re-appropriation of amount provided under one sub-head to another under the same major head.
- 12. The budget estimates as recommend by the Finance Committee shall be placed before the Board which shall approve the same by the 31 st March, each year. These shall show the receipts and expenditure of the Board's accounts of the ensuing year and the investments and special endowments which have been accepted by the Board in such form in accordance with such directions as are given by the Board.

Budget

*. Amended vide Board's item No. 16(3) dt 7/10/2009.

13. In the budget estimates, credit shall be taken for the amount of the interest and profits of the special endowments fund, for the amount of the Government grant, if any, for subscriptions and donations estimated with reference to the average receipts from those sources during the previous three years and for income from fees calculated on the basis of the actual income of the previous two years, revised figures for the current year, and expected estimates for the budget year.
14. All sums received on behalf of the Board shall be received by the Secretary and sent by him forthwith to the bank for credit to the account concerned and shall not be used by him to meet current expenditure:

Provided that the Board may nominate the Board's Cashier and or such other official (s) as it deems fit for signing the receipts for moneys received on its behalf:

Provided further that the overall responsibility for the money received shall be that of the *[Finance and Development Officer] who is the head of the accounts branch of the Board.

15. All subscriptions and donations shall be immediately brought into account and reported to the Chairman. Subscriptions and donations exceeding Rs. 1,000 in value, shall also be reported to the Board at the meeting held next after the receipt of the same. The Board shall there upon decide how the sums so received are to be credited and applied.

Payments

16. All bills shall be checked and certified to be correct by the officer(s) to whom this duty is assigned by the Chairman and signed by the Secretary or any other officer or officers nominated by the Chairman for the purpose. No payment shall be made except as provided in regulation 18 below. Where the sanction of the Chairman or the Board is required to the payment of any bill, the Secretary shall obtain such sanction before payment is made and shall endorse on the bill a reference to the order in question.

* Substituted by the Board item No. 4(3) dated 27-3-2000 for 'Deputy Secretary' (Finance & Accounts).

- * 17. Payment shall ordinarily be made by cheques signed by the Secretary. Cheques may also be signed by the Finance & Development officer, where the amount does not exceed Rs. Ten lacs. The Chairman may authorise any other officer/officers to sign cheques upto Rs. ten lacs. But all the cheques of salary to staff (what-ever the amount may be) will be signed by the Deputy Secretary, Finance & Accounts or the Finance and Development officer. All expenditure for the year shall be incurred subject to the budget provision for the year and the rules regulation governing the power of sanction.
18. (1) Except as provided in sub-regulation (2), the Secretary or any other officer authorised by the Chairman in this behalf shall have the power to pass bills and make payments relating to fixed charges for which provision has been made in the budget, as also the bills relating to examination and text-books and to temporary staff out of ordinary contingencies. He shall also make payment of other bills which are passed by the competent authority.
- (2) The Chairman or any other officer authorised by him in this behalf shall have the power to pass the bills of the printers for printing of question papers, remuneration to translators of question papers and petty expenses connected with secrecy work at rates approved by the Chairman.
- Note:-** Pay of staff and all kinds of allowances at the rates fixed by competent authority as also other expenditure such as remuneration to Examiners, Paper Setters, Superintendents, Scrutineers and other persons engaged for Board's examinations and other work on authorised rates are included in "Fixed Charges".
19. To meet petty expenditure and expenditure of urgent nature the Chairman may sanction such permanent/temporary advances to the expending authority as he may consider necessary. The person holding the advance shall be personally responsible for it. The Secretary shall be competent to sanction and pass bills in adjustment of advance so made.
20. The Chairman shall be competent to sanction creation of temporary posts for a period not exceeding six months out of the budget head 'Temporary Establishment'.

* Amended vide Board item No.4 (5) dated 21-1-1999.

Accounts

21. *(1) The Finance and Development Officer of the Board shall be responsible for keeping proper account of:-
- (1) The General Account Fund;
 - (2) Provident Fund;
 - (3) Omitted;
 - (4) Omitted;
 - (5) Teacher's Welfare Fund;
 - (6) General Provident Fund;
 - (7) Pension Corpus Fund;
 - (8) Employees Welfare Fund;
 - (9) Any other account of fund approved by the Board from time to time.]
- (2) The account of Secrecy fund shall be maintained by the Chairman. In case, under Regulation 5(2), the Chairman has authorised any other officer to operate the Secrecy Fund then the accounts shall be maintained in such manner as may be decided by the Chairman who will also prescribe books and forms in which they are to be maintained.
- **22. [The Finance & Development Officer] will be responsible for preparing annually Income and Expenditure Statement (Receipt and payment statement) and Balance sheets including annual final Accounts. With effect from year 1998, Board's Balance Sheet and final Accounts are subject to the assessment of income tax Department on annual basis. Therefore the balance sheet and final Accounts shall be prepared and audited by the qualified Chartered Accountant in accordance with the provision of Income Tax Act, 1961. However, the Income & Expenditure Statement (receipt and payment statement) with continue to be audited and counter signed by Dy. Controller (Audit) Local Fund Punjab. Balance Sheet (including final accounts) and income & expenditure statement (Receipt and payment statement) shall be submitted by the secretary to the Board through Finance Committee. After approval of the Board, the above documents shall be submitted by secretary to the State Government as required under section 17(X) of Punjab School Education Board Act.
23. *[The Finance and Development Officer] shall maintain the following books of account and such other books of account as may be approved by the Chairman:
- Provided that any modification in these books maintained may be made in consultation with the Examiner, Local Fund Accounts:-

* Amended vide Board's item No. 4(3) dated 27.3.2000.

** Amended vide Board's item No. 16(4) dated 7.10.2009.

- (i) For General Account :-
 - (a) Cash Book.
 - (b) Classified Register of Receipts.
 - (c) Classified Register of expenditure.
 - (d) Bank Pass Book.
 - (e) Investment Register.
- (ii) For Provident Fund Account :-
 - (a) Cash Book.
 - (b) Ledger, exhibiting a separate personal account of each subscriber.
 - (c) Bank Pass Book.
 - (d) Liability Register.
 - (e) Investment Register.
- *(iii) Omitted
- *(iv) Omitted
- (v) Teachers Welfare Fund :-
 - (a) Cash Book.
 - (b) Bank Pass Book.
 - (c) Investment Register.
- *[(vi) General Provident Fund :-
 - (a) Cash Book.
 - (b) Ledger, exhibiting a separate personal account of each subscriber.
 - (c) Bank Pass Book.
 - (d) Liability Register.
 - (e) Investment Register.
- *(vii) Employees Welfare Fund :-
 - (a) Cash Book;

* Amended vide Board's item No. 4(3) dated 27.3.2000.

- (b) Bank Pass Book.
 - (C) Investment Register.
- (viii) Pension Corpus Fund :-
 - (a) Cash Book.
 - (b) Bank Pass Book.
 - (c) Investment Register.
- (ix) Secrecy Fund (Operated by the Chairman):-
 - (a) Cash Book
 - (b) Bank Pass Book
 - (c) Investment Register.

24. All vouchers in support of items of expenditure shall be retained for a period of eight years. Vouchers more than eight years old may be destroyed with the sanction of the Chairman:

Provided that no audit objection relating to the same is outstanding. Account or documents relating to endowment funds shall not, however, be destroyed without the consent of the donor concerned and the specific orders of the Chairman.

**Financial
powers and
Delegations**

25. (1) Officers of the Board shall sanction expenditure in such cases only in which they are authorised to do so by these regulations or any other orders, issued by or with the approval of the Chairman Subject to the provision of regulation 33 of these regulations, no officer shall sanction, without the previous approval of the Board, any expenditure, which involves the introduction of a new practice, likely to lead to increase in expenditure in future (hereinafter in these regulations referred to as new expenditure). The powers to sanction expenditure shall be subject to the observance of any general or special directions which the Board may issue from time to time.
- (2) No expenditure shall be incurred unless funds are made available by the competent authority to meet the expenditure by valid appropriation or reappropriation.

26. No quotation need be obtained for purchases made at a time upto *Rs 500 and for purchases exceeding *Rs. 500 but not exceeding *Rs. 10, 000 quotations shall be called. For all purchases exceeding *Rs. 10,000 tenders shall be invited. The Head of the concerned branch of the Board shall get prepared a comparative statement of the rates obtained and place order with the lowest quotee/tenderer with the approval of the competent authority. Where the lowest quotation/tender is not accepted, the sanction of the Chairman shall be obtained before placing the order giving reasons for accepting the higher quotaion/tender :

Provided that it shall not be necessary to invite quotation/tender in the following case:-

- (i) On the spot purchases made by a purchase committee or officers appointed by the chairman for the purpose.
 - (ii) Purchase made from authorised dealers of specific brand i.e. D.C.M., Remington typewriters, Godrej, Philips Electric Goods, Bata, Usha, Gestetner, etc. at the rates fixed by their principals for the whole of the country/region.
 - (iii) Purchases made from Government Emporium, Co-operative Stores approved by Government, Super Bazar, etc. and from firms with whom the State Government has entered into rate contact.
- **27. (1) The Heads of the Department i.e. the Secretary, the Controller of Examination and the Director shall be authorised to make purchases concerning their departments upto **Rs. 10,000/- at a time, involving one or more items. For making purchases exceeding **Rs. 10,000/- the Chairman shall appoint the following purchase Committees:-

Committee No.	Limit upto which purchase can be made.
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Committee No. 1

(Consisting of three members headed by a Deputy Secretary or an officer of the same status/ Director, Evaluation and Academic Planning/Director Publication/**Joint Secretary	For making purchases exceeding Rs. ** 10,000/- but not exceeding Rs. **50,000/- at a time involving one or more items
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* Amended vide Board's item No. 3 (1) dated 27.9.1990.

**Amended vide Board item No. 5 (3) dated 4-5-2009.

Committee No. 2

(Consisting of 4 members
headed by the Secretary)

For making purchases exceeding
**Rs. 50,000/- but not exceeding
**Rs. 2,00,000/- at a time involving
one or more items.

Committee No. 3

(Consisting of 5 members
headed by the Vice-
Chairman)

For making purchases exceeding
**Rs. 2,00,000/- but not exceeding
**Rs. 4,00,000/- at a time involving
one or more items.

Committee No. 4

(Consisting of 5 members
headed by the Chairman)

For making purchases above
**Rs. 4,00,000/- at a time involving
one or more items.

Note: If considered necessary in the interest of the Board,
the Chairman may constitute a special purchase
committee for any purchase.

Quorum: In the case of committee No. 1, two members shall
form the quorum and in the case of 2nd, 3rd and 4th
committees, three members shall form the quorum.

Procedure**27****(2)**

- * (i) Each tender will be accompanied by an earnest money @ 2 percent of the estimated cost of material to be purchased or Rs. 1,00,000/- whichever is less. In case of acceptance of a tender, the tenderer will have to deposit a security equal to 10% of the estimated cost of material. Earnest money may be got adjusted towards the security.
- (ii) The competent Authority may decide that quotation in place of tender may be called while making direct purchase from government and Semi-government agencies as also from the firms of repute and standard manufacturers subjects to the production of certificate by the suppliers/manufacturers that their rates throughout the country/region are the same.

* Amended vide Board item No. 6 (1) dated 11-7-2000.

** Amended vide Board item No. 5 (3) dated 4-5-2009.

- (iii) With the prior sanction of the Competent Authority, in emergent cases, purchase may be made by the purchase committee by visiting local/outside market from a source other than the manufacturer and it will have to be certified by the Committee that the material has been purchased at reasonable market rate. The quality of the material purchased shall also be kept in view.
- (iv) The tender/quotations will be opened in the meeting of the concerned Purchase Committee and initialed by the members present including the Chairman of the Committee. A comparative statement will then be prepared before deciding the issue of acceptance/rejection of tender/quotation. The purchase committee, for reasons to be recorded in writing, may accept a tender/quotation which may not be the lowest one.

Subject to the approval of the Chairman as required under regulation 26 in exceptional circumstances, the committee may also negotiate with the tenderers/quotationers in the interest of the Board.

- (v) Every meeting of the Purchase Committee will have written proceedings which will be submitted to the competent authority for information and approval to the incurring of expenditure involved.
- (vi) The samples of the material recommended to be purchased will be approved by the Purchase Committee and on receipt of full supply, the said Committee will certify that the material received is in order and of same quality and specification for which the order was placed.
- (vii) The Committee may, if so required take the assistance of a specialist for the approval of sample and for inspection of the material received.

Note: For the purpose of this regulation competent authority means the authority competent to sanction the incurring of expenditure. 'Quotation' means a simple offer of rates without earnest money for the supply of articles not exceeding Rs. 5,000 in value.

Tender means an offer of rates accompanied by the requisite earnest money for the supply of articles exceeding Rs. 5,000 in value.

*** (3) Purchase Procedure of Medicines**

- (i) The Chairman shall appoint a special committee consisting of the Senior Medical Officer and Medical Officer of the Board, Civil Surgeon Mohali, a representative of the Director Health Services, Punjab, not below the rank of Assistant Director and a Senior doctor, serving or retired to be nominated by the Chairman, to approve pharmaceutical firms for the purchase of medicines. Three members shall form the quorum.
- (ii) In the beginning of each financial year, hospital/trade rates of the approved pharmaceutical companies shall be obtained. Hospital/Trade prices being the lowest rates of the firms these should be considered as tendered prices of the companies for whole of that financial year.
- (iii) The companies shall also be asked to inform if there is any subsequent change in prices of their products during that very financial year.
- * (iv)** The list of Medicines/chemicals will be prepared by the Senior Medical Officer according to the brand names out of the firms approved by the committee constituted under clause (i), keeping in view the reasonability of price, quality and the psychological acceptance of the medicine/chemical.
- (v) For petty purchases as detailed below, lists shall be prepared by the Senior Medical Officer and the procedure laid down under regulations 26 and 27 (i) be followed:-
 - (a) Cotton Bandages guase.
 - (b) Chemicals for mixtures.
 - (c) Syringes, Needles.
 - (d) Products from a company required in a quantity for which cost falls short of the limit fixed by the company to supply F.O. R. destination.

* Amended vide Board's item No. 4 (6) dated 31-8-1988.

- (vi) Lists prepared shall be got approved from the Chairman while seeking the administrative sanction of approximate expenditure. Subsequently these lists should be placed before concerned purchase committee, if Chairman so desires.

**Rewards and
Honoraria**

28. (1) Rewards and honoraria to the employees of the Board will be sanctioned by the Board on the recommendations of the Chairman.
**(2) Board may grant one advance increment to a recipient of State award and two increments to the recipient of National award].

Audit

29. (1) The account of the Board shall be got audited day to-day by an audit Officer assisted by necessary staff on the establishment of the Examiner, Local Fund Accounts, Punjab.
(2) The Board shall pay to the Government audit fee as determined by the Examiner, Local Fund Accounts in accordance with the standing orders of the Punjab government.

It shall also be the duty of the Audit Officer to prepare an Annual Audit Report on the Accounts of the Board, certified by him to be correct.

He shall see:-

- (a) that the accounts of the Board are properly kept;
 - (b) that the balances of funds shown therein agree with the bank balances;
 - (c) that all payments are supported by proper vouchers and are covered by proper sanction, and
 - (d) that all receipts and payments are properly classified.
30. The finance and Development Officer *shall take follow up action on the annual audit report and shall submit to the Board annually an annotated copy of the audit report within three months of its receipt from the Examiner, Local Fund Accounts.

**Finance
Committee**

31. The Committee, constituted under section 18 (1) of the Act, shall function for a term of two years. The elected members on the committee shall, however, be eligible for re-election.
32. The meeting of the Committee shall be convened by the Chairman whenever considered necessary.

* substituted by the Board's item No.4 (3) dated 27--3-2000 for 'Deputy Secretary (Finance & Accounts).

** Amended vide Board's item No. 14 (4) dt. 10/1/2006

**Functions of
the Committee**

33. The Functions of the committee shall be:-
- (i) to examine all financial matters, pertaining to the Board, including the budget estimates and reappropriation and the annual accounts and balance sheet and to advise the Board thereon;
 - (ii) to make recommendations to the Board in regard to its finances and all financial matters;
 - *(iii) to examine every proposal for new expenditure exceeding Rs. 20,000 and to advise the Board thereon;
 - (iv) to examine every proposal and make recommendation regarding revision of scales of pay and for determining scales of pay of new posts; and
 - (v) to examine the draft regulations and amendments to regulations affecting the finances of the Board and to make suitable suggestions thereon.

34. An accounts Manual for use by the officials of the Board laying down detailed procedure for the maintenance of accounts may be issued by the Chairman, in consultation with the Examiner, Local Fund Accounts.

**Writing of
Losses**

- **35. (1) The Following authorities are empowered to write off losses upto the limits noted against each:-
- (i) Director Evaluation and Academic planning, upto Rs. 1000/- per item in their own sphere of duty.
Controller of Examination,
Finance and Development
Officer, Joint Secretary,
Chief Medical Officer,
Deputy Director Publication,
All Deputy Secretaries.
 - (ii) Secretary Exceeding Rs 1000/- but upto Rs. 2500/- per item at one time.
 - (iii) Vice-Chairman Exceeding Rs. 2500/- but upto Rs. 5,000/- per item at one time.
 - (iv) Chairman Exceeding Rs. 5000/- but upto Rs. 10,000/- per item at one time.
 - (v) Board All those Exceeding Rs. 10,000/-

* Amended vide notification No. PSEB-Estt-5 EA/85/864 dated 10-4-1985.

** Amended vide Board item 14 (6) dated 10-01-2006.

(2)

The following shall be the procedure for the disposal of losses unserviceable/broken/surplus articles:-

Sr. No.	Name of authority	To declare surplus to requirement articles costing upto	To declare unserviceable/ broken articles costing upto	To dispose of by public auction or by inviting sealed tenders (as the case may be) after obtaining approval of the competent authority to declare surplus/broken/unserviceable articles costing upto,
* (i)	Secretary	1000	***5,000	5000
(ii)	Vice-Chairman	2000	***10,000	10,000
(iii)	Chairman	5000	***25, 000	** one lac
(iv)	Board		-Full powers-	
		(i)	In all cases, the disposal shall be by public auction or sale by inviting sealed tenders. The articles will be sold to the highest bidder or the highest tenderer, as the case may be.	
		(ii)	The articles should not be split up to avoid sanction of the higher authority.	
		(iii)	In the case of articles lost, damaged or stolen the value of such articles for the purpose of writing off loss/recovery from the defaulter, as the case may be, shall be fixed by a committee to be appointed by the Chairman.	
			The value so determined shall be subject to the approval of the Chairman.	
		(iv)	For determining the appropriate value of the articles, the Committee shall take into account the purchase price, the possible wear and tear during the period it was used, the probable life of the article, and the circumstances under which such loss or damage was caused. Where it is established that the loss was caused with a malafide intention and reponsibility is fixed, the committee while assessing the price of the article, shall also take into account the marked price of the article.	

* Amended vide Board item No. 24 dated 20-10-1987 .

** Amended vide Board item No. 6 dated 29-3-1989 .

*** Amended vide Board item No. 9 dated 30-6-1990 .

- *36. Loans and advances will be granted to the employees of the Board by the Chairman on such terms and conditions as are applicable to Punjab Government employees:

Provided that the employees of the Board may be allowed to draw the advances against indemnity bond with two sureties of Board's confirmed employees and they will not be required to mortgage their plots or houses or hypothecate their conveyances.

* Amended vide Board Item No. 4 (3) dated 6-8-1987.

EMPLOYEES SERVICE REGULATIONS

(Under clause (b) of sub-section (2) of section 24 of the Act)

(Approved by the Board vide item No. 20 dated 5-2-1988)

- | | | |
|------------------------------|----|---|
| Short title | 1. | These Regulations may be called the Punjab School Education Board (Employees Service) Regulations. |
| Commencement | 2. | These shall come into force at once. |
| Extent of Application | 3. | These regulations shall apply to all post-specified in Appendix 'A' and the posts created hereafter by the Board unless otherwise stated. |
| Definitions | 4. | In these regulations, unless the context otherwise requires:- <ul style="list-style-type: none">(i) (a) 'appointing authority' in relation to a post means the authority competent to make appointment as mentioned in regulation 8;(b) 'appointment on deputation' means appointment of a person taken on deputation from the Government of India or the Government of any State or any Semi-Government organisation, Public Undertaking or Corporation;(c) 'appointment by promotion' means promotion under these regulation of a person serving under the Board;(d) 'appointment by transfer' means appointment of a person by transfer from a post of equivalent status or grade under any State Government;(e) 'cadre' means the strength of a services or a part of a service sanctioned as a separate unit;(f) 'direct appointment' means an appointment made otherwise than:-<ul style="list-style-type: none">(i) by promotion from amongst the employees of the Board or by transfer of a person already in the service of Government of India or a State Government or any autonomous body; |

- (ii) by taking a person on deputation from the Government of India or the Government of any state or any Semi-Government organisation, Punjab Undertaking or Corporation.
- (g) 'employee' means a person appointed to any post under the administrative control of the Board;
- * (h) 'Establishment Committee' means the committee constituted by the Board for each financial year consisting of the Chairman and four members of the Board, including a Vice-Chancellor and a D.P.I., for the purpose of these regulations;
- (i) 'Government' means the Government of Punjab in Education Department;
- ** (j) 'Junior Services Selection Committee' means a Committee consisting of the Secretary/Joint Secretary and two or more persons to be nominated for the purposes of these regulations. The term of this committee shall be for one year;
- (k) 'Senior Service Selection Committee' means a committee consisting of the Chairman and two or more persons to be nominated by the Board out of which at least one shall be a member of the Board out of which at least one shall be a member of the Board, for the purposes of these regulations. The term of this committee shall be for one year;
- (l) 'Service' means a service under the Punjab School Education Board to which these regulations apply;
- (ii) Other terms and expressions used in these regulations but not defined shall have the meanings respectively assigned to them in the Punjab School Education Board Act, 1969.
- (iii) All other terms and expressions not covered under clauses (i) and (ii) above shall have the meaning assigned to them respectively in Chapter-II of the Punjab Civil Services Rules, Volume-I, Part-I for the time being in force:

Provided that the terms 'Government' and 'Government Employee' wherever they occur in the said rules, shall be deemed to have been substituted by the terms 'Board' and 'Board Employee' respectively.

*Amended vide Board item No. 5 dated 30-3-1995.

** Amended vide Board item No. 11(1) dt 30/10/11.

Number and Character of posts	5.	The service shall comprise the posts as shown in Appendix B to these regulations in separate sections mentioned therein: Provided that nothing in these regulation shall affect the inherent right of the Board to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether temporarily or permanently.
Classification of employees	6.	(1) For the purposes of these regulations, the service shall be divided into four sections, namely:- (a) Administrative; (b) Academic; (c) Publication; (d) Miscellaneous; *[(2) For purposes of appointment there shall be four Groups of employees in the services, namely:-
Group A		Posts in initial entry revised scales of pay having a maximum of Rs. 11,660 or more: Provided that all existing class-I posts irrespective of the minetary limits of the pay scales shall be placed in group 'A'.
Group B		Posts in initial entry revised scales of pay with maximum ranging between Rs. 10640 to 11659/-.
Group C		Posts initial entry revised scales of pay with maximum ranging between Rs. 5160 to 10639/-
Group D		Posts in carrying initial entry revised scales of maximum of which is less than Rs. 5160/-.]
Pay of persons appointed to service	7.	Persons appointed to a post in the service shall be entitled to such scales of pay including special pay, as may be sanctioned by the Board from time to time. The scales of pay and special pay at present in force in respect of specified posts are given in appendix-'B'.
Appointing Authority	8.	(1) The appointment to a post in the service, except to the post of the Secretary, shall be made on the recommendation of the Committees mentioned in column-2 by the authorities indicated in column below:-

* Amended vide Board item number 33 (1) dated 4-10-2007.

	1	2	3
	(1) Posts in the scale of pay the minimum of which is Rs. 4020/-* or less	Junior Services Selection Committee	**Secretary/ Joint Secretary
	(2) Posts in the scale of pay the minimum of which is more than Rs. 4020/-* but not more than Rs. 6400/-*	Senior Services Selection Committee	Chairman
	(3) Posts in the scale of pay the minimum of which is more than Rs. 6400/-*	Establishment Committee	Chairman

Provided that the recommendation of the Establishment Committee shall be implemented after the approval of the Board.

(2) Applications for direct recruitment shall be invited through Employment Exchange or Press.

(3) Notwithstanding anything contained in sub-regulation (1) The Chairman shall have the power to make adhoc appointments to existing posts for a term extending upto six months at a time according to the exigencies of work. Such an appointment may be terminated on or before the expiry of the term at any time without any notice or extended further for such terms as the exigencies of the work may demand:

Provided that such an appointment would automatically cease to exist on the appointment being made in accordance with sub-regulation (1)

**Nationality,
domicile and
character of
candidates
appointed to
the service**

- (9) (1) No candidate shall be appointed to the service unless he is:-
- (a) a citizen of India; or
 - (b) a citizen of Nepal; or
 - (c) a subject of Bhutan; or
 - (d) a Tibetan refugee who came over to India before the First day of January 1962, with the intention of permanently settling in India, or

*Amended vide item No. 6 (4) dated 11-7-2000.

**Amended vide item No. 11 (1) dated 30-10-2011.

Mode of Appointment	11.	The posts in the service shall be filled up by direct appointment or by transfer or deputation or by promotion.
	12.	<p>* (1) No person shall appointed to the post of Secretary, unless he fulfills the qualifications shown below:</p> <p>(i) (a) A Post-graduation degree with atleast 50% marks or LL.B.; and</p> <p>(b) 20 years experience in educational administration-cum-teaching out of which 5 years as Circle Education Officer or its equivalent or higher capacity. OR 8 years experience as Principal of a Degree college or its equivalent or higher capacity. OR 5 years of administrative experience in a University of the state of Punjab on a post not below the grade of Deputy Secretary in the Office of the Board. OR 5 years of the administrative experience as Deputy Secretary or in an equivalent or higher grade post in the office of the Board. OR A member of the Indian Administrative Service or a member of the Punjab Civil Service (Executive Branch) with atleast 5 years experience on the recommendation of the Chief Secretary: Provided that knowledge of Punjabi upto Matriculation or its equivalent standard shall be compulsory:</p> <p>(2) Mode of appointment to the post shall be as laid down in section 15 (1) of the act.]</p>
	13.	<p>(i) The method of appointment and the minimum educational and other qualifications and experience required for other categories of posts in the service of the Board shall be as specified in Appendix 'A' to these regulations.</p> <p>(ii) Appointment to any post by promotion shall be made strictly on the basis of seniority-cum-merit and no person shall be entitled to claim promotion on the basis of seniority alone.</p>
Qualifications and mode of appointment to other posts		
Age	14.	<p>No person shall be recruited to the service by direct appointment if he is less than eighteen years old or is more than thirty years of age on the last date of receipt of application for appointment to the concerned post: Provided that in case of posts where experience is one of the essential qualifications, the upper age limit will be increased by the number of maximum years of experience required for such posts:</p>

* Amended vide Board's item No 1 dated 3-3-2010.

Provided further that the Board, shall have the powers to relax the upper age limit for reasons to be recorded in writing in appropriate cases:

Provided further that the age limits shall be the same as fixed by the Government from time to time together with the relaxation allowed for various categories.

**Medical
Certificate**

15. No person shall be appointed to any post in the Board unless he produces a Medical Certificate of fitness by a Medical Officer or authority not less than the Sr. Medical Officer/Medical Officer of the Board:

Provided that a person who joins service after resigning Government or Quasi-Government service shall be exempted from producing a Medical Certificate of fitness, if he resigned Government or Quasi-Government service with the approval of the competent authority with the permission to join Board's service and the had already been medically examined there by the competent medical authority and declared fit.

**Probation of
Persons
appointed to
Service**

16. (1) Persons appointed to any service under the Board shall remain on probation for a period of one years:

Provided that:—

- (a) any period after such appointment spent 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 unless he is appointed against a permanent vacancy.
- (2) on the completion of period of probation of a person, the appointing authority may:-
- (a) if his work and conduct have in its opinion been satisfactory;
 - (i) Confirm such person from the date of his appointment, if appointed against a permanent vacancy, or

- (ii) Confirm such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or
 - (iii) declare that he has completed his probation satisfactorily, if there is no permanent vacancy.
- (B) If in the opinion of the appointing authority the work and conduct of a person during the period of probation has not been satisfactory, it may:-
- (i) dispense with his services or revert him to a post on which he held lien prior to his appointment to the service, if such an appointment has been made by direct recruitment; or
 - (ii) if such a person has been recruited otherwise than by direct appointment revert him to his former post or deal with him in such other manner as the terms and conditions of the previous appointment may permit; or
 - (iii) extend his period of probation and thereafter if his work and conduct are found satisfactory confirm him from the date of his appointment or any subsequent date:

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

**Seniority of
members of
service**

17. The seniority interse of members of the service in each cadre shall be determined by the length of continuous appointment on a post in that cadre :

Provided that in the case of different cadres, the seniority shall be determined separately for each cadre :

Provided further that in case two or more persons are appointed in the same cadre on the same date, their seniority shall be determined as follows:-

- (a) in the case of persons appointed by direct appointment, it shall be such as may be determined at the time of selection;
- (b) a person recruited by direct appointment shall be senior to a person recruited otherwise;

- (c) a person appointed by promotion shall be senior to a person appointed by transfer;
- (d) in the case of persons appointed by promotion or transfer, seniority shall be determined according to the seniority of such persons in the appointment from which they were promoted or transferred; and
- (e) in the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing higher rate of pay in the previous appointment and if the rate of pay drawn are also the same then their length of such service in those appointments; and if length of service is also the same; an older person shall be senior to a younger person.

Note :- (1) Seniority of member appointed on purely temporary basis shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.

(2) In the case of a member whose period of probation is extended under regulation 16 the date of appointment for purpose of this regulation may be deferred to the extent the date of confirmation is postponed (if so ordered) as a result of extension in the period of probation.

**Leave
contributory
Provident Fund,
Gratuity and
other matters**

18. In respect of leave, provident fund, gratuity and other matters not expressly provided in these regulation the persons appointed to service shall be governed by such regulations as may have been or may hereafter be adopted or made by the Board.

**Discipline,
Penalties and
appeals**

19. In matters relating to discipline, punishment and appeals persons appointed to the service shall be governed by such regulations as may have been or may hereafter be adopted or made by the Board.

Provided that authority empowered to impose penalties under the aforesaid regulations and the appellate authority for the purpose of these regulations, shall be as specified in appendix-'C' to these regulations.

Resignations

- (20) An employee of the Board can resign his post;
- (i) If he is a quasi-permanent employee, by giving one month's notice to the appointing authority or by paying one month's salary in lieu thereof;
 - (ii) if he is a permanent employee by giving three months notice to the appointing authority or by paying three months salary in lieu thereof.

Provided that where an enquiry is going on against an employee or he is under suspension, on charges of misappropriation or defalcation of funds or causing financial loss either to the Board or to the Government, the employee shall not resign save with the prior permission of the appointing authority.

Termination of Service

21. If on the abolition of a post, the services of a permanent employee are to be dispensed with, he shall be given three months notice or three months salary in lieu thereof, besides the other retirement benefits admissible to the employees of the Board.

Age of retirement

22. (i) All whole time paid employees of the Board except Class IV employees, shall retire on reaching the age of fifty eight years:

Provided that in exceptional case, where the Board considers it desirable in public interest, may allow extension in service, not more than one year at time, to an employee beyond the age of superannuation:

Provided further that extension shall be allowed beyond the age of sixty years.

- (ii) The Class IV employees shall retire on reaching the age of sixty years.

Premature retirement

23. (i) (a) The Board may after giving a three months notice in writing require an employee to retire after he attains the age of 55 years.
- (b) The Board, if it is of the opinion that it is in public interest to do so, shall have absolute right to retire an employee on the date on which he completes twenty five years of qualifying service or attains fifty years of age or any date thereafter to be specified in the notice by giving him three months notice in writing.

Provided that where at least three months notice is not given or notice for a period less than three months is given, the employee shall be entitled to claim a sum equivalent to the amount of his pay and allowances at the same rates at which he was drawing them immediately before the date of retirement for a period of three months or for the period by which the notice falls short of three months, as the case may be.

- (2) Any employee may, after giving at least three months previous notice, in writing to the appointing authority, retire from the service, on the date on which he completes twenty-five years of qualifying service or attains fifty years of age or any date thereafter to be specified in the notice:

Provided that no employee under suspension shall retire from service under this sub-regulation except with the specific approval of the appointing authority.

- (3) In this regulation:-

"Qualifying service" means service rendered by an employee in a substantive permanent capacity in the Board and includes, in the case of the employees of the Punjab University/Government absorbed in the service of the Board, service rendered by them under that University or the Government, as the case may be.

Re-employment

24. The Board in exceptional cases, may re-employ an employee on or after his attaining the age of superannuation on such terms and conditions as may be decided by it in each case, subject to the following conditions:

- (i) the person proposed to be re-employed must be below sixty years;
- (ii) the person proposed to be re-employed should be mentally and physically fit. For this purpose he shall furnish a medical certificate from the authority specified by the Board

Provided that the person so re-employed should not be remained in service beyond till attaining the age of sixty years.

Contract Appointment

25. The Chairman may, for reasons to be recorded in writing, make any contract appointment for a specific purpose and for a specific period on purely temporary basis with the approval of the Board.

<i>Part time employees</i>	26.	Except where otherwise expressly provided, nothing contained in the foregoing regulations shall apply to part time employees: Provided that the conditions of service, including leave rules, in the case of such employees shall be such as may be determined by the Board from time to time.
<i>Liability of employees of service to transfer</i>	27.	An employee may be transferred to any post, whether included in any cadre or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Services Rules, Volume-1, Part-1.
<i>Liability of service</i>	28.	An employee shall be liable to serve at any place whether within or outside the State of Punjab on being so ordered by the appointing authority.
<i>Liability for vaccination or re-vaccination</i>	29.	Every employee of the Board shall get himself vaccinated or revaccinated when the Board so directs by special or general order.
<i>Oath of allegiance</i>	30.	Every employee of the Board shall, unless he has already done so, be required to take oath of allegiance to India and to the constitution of India.
<i>Matters not provided in the regulations</i>	31.	In matters for which no specific provision has been made in these regulations or any other regulations made by the Board, the rules contained in Punjab Civil Services Rules, as amended from time to time, and such other rules as are framed by the Government on the subject shall apply mutatis mutandis.
<i>Power to relax</i>	32.	Where the Board is of the opinion that it is necessary or expedient to do so, it may by order for reasons to be recorded in writing, relax any of the provisions of these regulations with respect to any class or category of employees.
<i>Interpretation of the regulations</i>	33.	If any question arises as to the interpretation of the regulations the decision of the Board shall be final.
<i>Savings</i>	34.	Any order issued or any action taken prior to the coming into force of these regulations shall be deemed to have been issued or taken under the corresponding provisions of these regulations and in case of any dispute the decision of Board shall be final.

Appendix A

(Referred to in regulation 13)

Sr. No.	Name of Post	Mode of Appointment	Minimum education and other qualifications	Remarks
1.	2.	3.	4.	5.

Administrative Section

Unit-I

*1. Controller of Examination	<i>By direct Appointment or by transfer On deputation</i>	<p>(a) 2nd class master's Degree or its equivalent qualification from any Indian or foreign University or L.L.B.;</p> <p style="text-align: center;">and</p> <p>(b) 20 years experience in educational administration-cum-teaching out of which 5 years experience as Principal in a degree college or 5 years experience as District Education Officer (Senior Scale) or higher grade post; or five year experience as Deputy Secretary or in equivalent capacity in the office of the Board or in an equivalent capacity in a University or Education Department.</p>
**1-A Joint Secretary	<i>Promotion by selection from amongst eligible Deputy Secretaries/ Deputy Directors or its equivalent capacity in the office of the Board</i>	Master's degree or L.L.B. with three years experience as Deputy Secretary or its equivalent capacity in the office of the Board.

* Amended vide Boards items No. 1 dated 3-3-2010.

** Amended vide Boards items No. 10(2) dated 30-10-2011.

1.	2.	3.	4.	5.
*1-B Finance and Development Officer	Direct Recruitment	1)	Master degree with 55% marks or LL.B with 55% marks from a recognized University.	
		(a)	Three Year regular Service experience of Financial management/administration in Govt.Office/Public Sector Undertaking which should not below the rank of Deputy Secretary.	
			OR	
		2)	M.Com./Master of Finance Control (M.F.C.) or Master of Business Economics (M.BE.)/ M.B.A. in 1st division with good academic record (Matric onwards) from a recognized University;	
		a)	Six year financial administrative regular service experience as Assistant Director/ Assistant Secretary/Assistant Registrar or its equated rank;	
			OR	
			Two years regular service experience as Under Secretary with its scale as per Punjab Govt.norms or its above level in Govt.office/Public Sector Undertaking;	
			OR	
		3)	B.Com./Bachelor degree with Economics as subject and C.A.(Chartered Accountant)/I.C.W.A (institute of costs & work accounts) with good academic record (Matric onwards) from recognized University/ Institution;	
		(a)	Eight years service experience in financial matter/ policy, which has responsible position in Govt.Office/Public Sector Undertaking.	
			Preference: C.A. Who have passed S.A.S. Examination from Comptroller & Auditor General of India/State's Finance Department Will be given preference.	
			Desirable : Knowledge of Computer & proficiency in English language.	
			Note: As per suitability, Officer of Higher rank from the office of the Accountant General who possesses the prescribed qualifications and experience may also be considered for appointment to the post of F.D.O. on deputation on standard terms and conditions.	

1.	2.	3.	4.	5.
**2 Deputy Secretary		i) 25% by direct appointment or by transfer or deputation.	Post graduation in any discipline with Ist division with good academic record, having good knowledge of Computer Application and Punjabi upto Matric standard alongwith 5 years Administrative experience.	
			OR	
			A Board employee with not less than 20 years of service in the Board and who has worked as Assistant Secretary or (on an equivalent post) for a period of not less than 4 years, having a Post Graduation Degree in any discipline.	
		(ii) 75% by promotion	3 years service as Assistant Secretary in the office of the Board.	
*2A Officer on Special Duty	By direct appointment or by Transfer on Deputation		(i) M.A.	
			(ii) 15 years teaching experience as Lecturer or equivalent out of which 5 years should be as educational administrative experience;	
			OR	
			20 Years experience in the Board or University out of which 3 years should be as Superintendent/ Assistant in Administrative wing or in an equivalent capacity.	
			(iii) Minimum age 45 years.	
			(iv) Should have passed Punjabi upto matric standard.	
***2B Advisor to Chairman	An officer enjoying Confidence of the chairman		(1) B.A.	
			(2) Must have an experience of at least 25 years in the office of the Board or a officer retired from higher grade post.	

* Amended vide Board's itme No 33(8) dated 4-10-2007.

**Amended vide Board's item No. 2 (2) dated 22-2-2011.

***Inserted vide Board's item no.5(5) dated 26-2-2009.

1.	2.	3.	4.	5.
*3	Assistant Secretary	(i) 25% by Direct appointment or by transfer or deputation	i) 1st class Post graduation in any discipline from a recognized University with consistant good academic record. ii) 3 years administrative experience. iii) Having sound knowledge of Computer Application. iv) Punjabi upto Matriculation standard.	

ਸਹਾਇਕ ਸਕੱਤਰ ਦੀਆਂ ਯੋਗਤਾਵਾਂ ਦੇ ਨਾਲ ਇਹ ਵੀ ਪੜਿਆ ਜਾਵੇ:

5 years service in the existing post with Post Graduation in any discipline being minimum qualification, provided the total service as Assistant/Stenographer or equivalent or higher post is not less than 15 years

(ii)

(iii) 75% by Direct promotion

OR

Superintendents or persons holding equivalent post in the administrative staff of the Punjab School Education Board with the following qualifications/ experience:-

Ommitted

5 years service as superintendent in the office of the board.

*Amended vide Board's item No. 2 (5) dated 22-2-2011.

1.	2.	3.	4.	5.
*3-A	Assistant Controller (computer) (Ex-cadre)	By direct Appointment or by transfer on deputation	i) Master's degree or LL.B. or its equivalent qualification from any Indian or foreign University. ii) At least 5 years experience as Superintendent Grade-I or its equivalent post in the Board or in a University or in a Government or Semi-Government department. iii) Six Months training in computer application. Desirable Experience in processing examination results through computer in the Board or a University or some examining body.	
4.	Superintendent	By promotion provided that one post of Superintendent will continue to be filled in from amongst the managers on the diminishing cadre till that cadre is exhausted	6 years service as Assistant in the Office of the Board.	

* Amended vide Board's itme No 7(1) dated 11.7.95

1.	2.	3.	4.	5.
*4-A Superintendent	To be prescribed		Ex cadre Post	
Grade-II				
****5 Senior Assistant	i) By promotion	i) Matricualtion or its equivalent examination		By promotion from amongst the clerks/ junior Assistants working in the office of the Board, having minimum five years service as such
	*** ii) Omitted	*** ii) Omitted		
	*** ii) Omitted	i) Omitted		
		ii) omitted		
**5-A Junior Assistant	By promotion from amongst the clerks	5 years experince as a clerk in the office of the Board		
**5-B Omitted				
6. Stock Verifier	By Transfer from amongst the Assistants working in the Board.			
7. Ommitted				
*****8. Clerk	(i) 70% by direct appointment	1. (i) No person shall be given direct appointment to the post of clerk under the Pb. Govt. unless he possesses the Bachelor's Degree from a recognized university or Institution; and		
		ii) Possesses atleast one hundred and twenty hours course with hands on experience in the use of personal Computer or Information Technology in office productivity applications or Desktop Publishing applications from a Government recognized institution or a reputed institution, which is ISO 9001, certified.		

OR

* Inserted vide Baord's item No. 3(10) dated. 30-3-95.

** Amended vide Board's item No.3 (5) dated.25-2-99.

***Amended vide Board's item No.14 dated.18-7-2003.

****Amended vide item No. 11 (2) dated 30-10-2011.

*****Amended vide item No. 17 (2) dated 07-10-2009.

1.	2.	3.	4.	5.
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Possesses a Computer information Technology course equivalent to 'O' level certificate of Department of courses Electronics, Accreditation of Computer courses (DOEACC) of Government of India;

2. The person so appointed as Clerk in terms of sub-rule.
 - i) Shall have a qualify a test in Punjabi typewriting to be conducted by the Board or by the Appointment Authority at the speed of thirty words per minute within a period of one year from the date of his appointment.
3. In case, the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualifies such test, but he shall not be paid any arrears for the period for which he could not qualify the said test;

Provided that where appointment to Group 'C' non technical post is offered to a War Hero, who has been discharged from Defence Services or dependent member of his family under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduate from a recognised University or Institution. However, Such person shall not be required to qualify the test in Punjabi type-writing as specified in sub-rule(2).

1.	2.	3.	4.	5.
	*(ii)	25% Promotion from amongst the Class IV employees (Sahayak, Karamacharies, Chowkidars Daftries etc)	(i) Matriculation (ii) Passing of test in Punjabi Type writing at the speed of 20 words per minute within 6 month from Promotion. (iii) Passing of a General knowledge test in Punjabi and a test in languages shall be compulsory. (iv) Atleast 5 years satisfactory service Class IV employee.	(i) Every 4th vacancy shall be filled by promotion from amongst Class IV employees. (ii) For this purpose common seniority list shall maintained of all Class IV employees working in the Board, keeping in view the dates of their regular appointment.
	*(iii)	5% by promotion from amongst the Packers and Restorers	(i) Matriculation (ii) passing of test in Punjabi Type-writing at the speed of 20 words per minute within 6 months from Promotion. (iii) Passing of a Genereal Knowledge test in Punjabi and a test in languages shall be compulsory. (iv) At least 5 years satisfactory service as Restorer/Packer.	(i) Every 20th vacancy shall be filled by promotion from amongst the Packers/ Restorers.
Note: restorer cadre shall be converted to deminishing cadre.				
**9. Supervisor (Guest House)	By selection from amongst the clerks working in the Board.	(i) B.A (ii) 1 year experience to maintain the Guest house	Ex-cadre Post.	
10. Restorer	By director appointment	Matriculation.		

* Amended vide board's item No. 2 dated 1.7.1997.

**Amended vide Board's item No. 3 (12) dated 27-08-98.

1.	2.	3.	4.	5.
*[11]	Packer	(i) 75% by direct appointment; (ii) 25% by promotion from amongst sahayak karamcharis, chonkidars, mazdoors, Daftries, Security Guards etc.	(a) Matriculation. (a) matriculation; (b) at least 5 years satisfactory service as such.	

Note: The Chairman, Punjab School Education Board is authorised to post/revert a clerk to the post of packer under special circumstances]

UNIT-II

12.	Secretary to Chairman	By promotion	2 year experience as private Secretary in the office of the Board.	
13.	Private Secretary	By promotion	5 years experience as Personal Assistant in the office of the Board.	
14.	Personal Assistant **(Grade I)	By promotion from amongst the Senior Scale Stenographers in the office of the Board.	5 years service as Senior Scale Stenographer.	
15.	Senior Scale Stenographer	By promotion from amongst the Junior Scale Stenographers on the basis of a qualifying test.		
***16.	Junior Scale Stenographer	(i) By direct appointment by holding a competitive in Stenography; (ii) By Promotion from amongst the Steno Typist on the basis of qualifying test.	(a) Possesses Bachelor's Degree from a recognised University or Institution; and (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and (c) Possesses atleast One hundred and Twenty hours course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from Government recognized institution or a reputed institution, which is ISO 9001, certified. OR Possesses Computer Information Technology Course equivalent to 'O' level certificate if Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.	
			-do-	

* Amended vide Board's item No.6 (3) dated.9-12-2003

**Amended vide Board's special decision dated 30-11-1993.

*** Amended vide Board's item No. 17(2) dated 7-10-2009

1.	2.	3.	4.	5.
17.	Steno-typist	by direct appointment by by holding a competitive examination in Stenography.	(a) Possesses Bachelor's Degree from a recognised University or Institution; and (b) Qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed specified by the Government from time to time; and (c) Possesses at least One hundred and twenty hours course with hands on experience in the use of Personal Computer or Information Technology in office Productivity applications or Desktop Publishing applications from Government recognized institution or are reputed institution, which is ISO 9001, certified. OR Possesses a Computer Information Technology Course equivalent to 'O' level certificate or Department of Electronics Accreditation of Computer Courses (DOEACC) of Government of India.	

UNIT-III

*18.	Deputy Secretary (Book Depot)	By promotion	**Four years experience as Senior Manager in the Board.
***[18(a)]	Senior Manager (General cadre)	By promotion from amongst the Managers working in the Text Book Sales Depots of the board, on seniority-cum-merit basis	5 years experience as Manager of Text Book Sales Depot.]

[Provided that one post of Senior Manager shall be filled in by promotion on the basis of seniority from amongst the Managers on the diminishing cadre till that cadre is exhausted]

* Amended vide Board's item No.3 (4) dated.31-10-88

**Amended vide Board's item No.6 (9) dated.11-7-2000.

***Amended vide Board's item No.12 dated.28-03-2006

1.	2.	3.	4.	5.
**[19.	Distt. Manager	50% by direct appointment	1.	Post Graduation in any discipline with first division/MBA with first division from recognized University having good academic record
		50% by promotion from amongst the Senior Assistants working in office of the Board	2.	Having good knowledge of Computer Application.
			3.	Punjabi upto Matric standard.
				Having 5 years experience as Sr. Assistant in the office of the Board.
				Provided that a Senior Assistant getting promotion as District Manager shall have to give option for this cadre and in future shall have no claim to be considered for promotion as Superintendent.
***[20.	Omitted			
*[20a.	Deputy Manager (field office)	By direct appointment		MBA degree with minimum one year experience in the field or sales/Accounts/ Management in the Board/Corporation/ University or any recognised authority. OR B.A. B.Sc.(Honours) in Economics with 2 years Experience. OR Bachelor's degree with Minimum 5 year experience out of which 3 years should be as Senior Assistant or an equivalent post. OR Bachelor's degree with minimum 10 years experience as clerk out of which 5 years should be in the field office of the Board or in some sales organisations.
(****21)	Section Officer	By direct appointment.	(i)	B.Com. and
		By transfer or deputation or By Promotion.	(ii)	S.A.S. with 5 years experience in Accounts or Auditing in Government or Semi-Government or Statutory bodies.
				*S.A.S. with 5 years experience as Senior Auditor.
UNIT-IV				
****21.(a)	Senior Auditor	By promotion		5 years experience as Auditor" in the office of the Board.
****21.(b)	Auditor	By Promotion		5 years experience as Junior Auditor in the office of the Board.
22	Junior Auditor	(i) By direct appointment or by transfer or deputation		B.Com. Preference will be given to those who possess the experience of audit in a Government or Semi-Government or Statutory Autonomous body.

*Amended vide Board's item No.4 (2) dated.30/01/2008

**Amended vide Board's item No.2 (4) dated. 22-02-2011

***Amended vide Board's item No.9 (4) dated.03-11-2006

****Amended vide Board's item No.4 (3) dated.23-10-1996

1.	2.	3.	4.	5.
		UNIT-V		
*23	Jamadar	By promotion from amongst the Sahayak Karamcharies/Security Guard etc.	(i) 5 year experience as Sahayak Karamachari/Security Guard, etc. (ii) Should be able to read and write Punjabi Language.	
*24.	Daftri/ Record Lifter	By promotion form amongst the Sahayak Karamacharies/ Security Guards, etc.	(i) 5 year experience as Sahayak Karamachari/Chowkidar, etc. (ii) Should be able to read and write Punjabi Language.]	
25.	Sahayak Karamcharies/ Helper	By direct appointment	**** Eighth Pass with Punjabi	
*****25a.	Cook	Direct Appointment	(i) Middle Pass (ii) 5 year Experience in Govt./Board /Cor poration /private catering	
**26.	Omitted			
27.	Mali/Water-man/ Paper-lifter	By direct appointment	**** Eighth Pass with Punjabi	
28.	Sweeper/Sweeper-cum-Chowkidar	By direct appointment		
		UNIT-VI		
*****1.	Director Computer	Direct Appointment or by transfer or by deputation	1. First Class Master Degree in computer Science from an Indian University or a Foreign University. 2. At least seven years experience of Teaching Post Graduate. level classes/Research. 3. Matriculation standard or its equivalent knowledge of Punjabi or Hindi Languages.	
***1A.	Deputy Director (computer) Ex Cadre Post	50% Direct Recruitment/ Deputation	(a) M.Tech/MCA/Master of Information Technology or its equivalent Master Degree in Computer Sciecnce from recognized University. (b) Punjabi at Matric Level. (c) 6 years regular teaching experience in recognized college/University. OR 10 years regular Service experience in responsible position from Board/Govt. office/reputed National Institution Preferential: (Experience in Examination work of University/Board or Published standardised research work especially in Computer science/Information technology.) Having 3 years experience as Subject Expert (Computer) in the office of the Board.	
		50% By Promotion		

* Amended vide Board's item No.5 (4) dated 22-01-2003 and further amended vide item 19 dated 6-2-1992. (vide order 110-123 dated 2.4.2008)

** Amended vide Board's item No. 19 dated 6-2-92.

**** Amended vide Board's item No.4 (6) dated 21-1-1999

***** Amended vide Board's item No.23 dated 28-1-2011

*** Amended vide board's Item No. 27 (4) dt 29/6/2011

***** Amended vide Board's item No.24 dated 28-1-2011

ACADEMIC-SECTION

UNIT-I

1.	2.	3.	4.	5.
*1.	<i>Omitted</i>			
**[2	<i>Director Academics</i>	By direct appointment or by transfer or by deputation	<p>a) 1st class Graduation and 1st class Post Graduation from recognized University with good academic record</p> <p>AND</p> <p>b) 15 years regular service of a responsible job out of which 7 years experience as Deputy Director/Deputy Secretary in the office of the Board/ University/Research Department;</p> <p>OR</p> <p>15 years regular teaching experience from Recognized Degree college.</p> <p>OR</p> <p>8 years regular teaching service experience of Post Graduate classes in the University/Colleges, having the research work of very high standard or Ph.D</p> <p>OR</p> <p>20 years teaching experience out of which 8 years as P.E.S. in the Department of School Education.</p> <p>c) Punjabi upto Matriculation or its equivalent standard.</p> <p>Preferential: Ph.D/Standardised research published with sound knowledge of Computer Application.]</p>	

*Amended vide Board's item No.19 dated 6-2-92.

**Amended vide Board's item No.2 (1) dated 22-2-2011.

1.	2.	3.	4.	5.
*3.	Joint Director	Promotion by selection from amongst the eligible Deputy Directors working in the Academic Wing of the Board	2nd class Master's degree or LL. B., with 3 years experience as Deputy Director in the Academic Wing of the Board.	
			OR	
			Subject Expert/Assistant Director with total 12 years experience in any or all capacities combined as subject Expert/Assistant Director/Assistant subject Expert, Teacher (Senior Secondary level) and Educational Administration .	
			Punjabi and Hindi upto Matriculation or equivalent Standard.	
			Preferential:- Training/Experience in Educational planning and Evaluation. Experience in writing or editing or text books production.	
		(ii) 75% by promotion	4 years experience as a subject Expert or an Assistant Director in the office of the Board.	
**4	Subject Expert i)	50% by direct appointment or by transfer or deputation	i) Post-graduation (1st division) in the concerned subject with Ph.D.	
			OR	
			ii) Master's degree with at-least 55% marks in the concerned subject with B.Ed. in 2nd division. and	
			8 years regular service as a teacher of Secondary School/High School level.	
			OR	
			4 years regular teaching experience of Degree College.	
			OR	
			Senior Project Officer working in the Board having eight years regular service experience with atleast 55% marks in Master's degree.	

*Amended vide Board's item No.2 dated.25-2-1999.

**Amended vide Board's item No.10 (1) dated. 19-3-2010

1.	2.	3.	4.	5.
			Knowledge of Punjabi & Hindi upto Matriculation or its equivalent standard.	
			Preferential:- Recognised Research & writing work or editing.	
		ii) 50% by Promotion	From amongst the Senior Project Officers working in the Board having eight years regular service experience.	
5.	*Subject Expert (Vocational)	By direct appointment or by transfer or deputation	a) Master's degree with 55% marks in the concerned subject. b) 8 years regular service experience in the relevant field in the Govt. office/ reputed institute.	
			OR	
			4 years regular service experience in Degree College.	
			c) Knowledge of Punjabi & Hindi upto Matriculation or its equivalent standard.	
**6.	Omitted			
***7.	Ommitted			
8.	Assistant statistical Officer.	By direct appointment or by transfer on on deputation.	Bachelor's degree with Mathematics or Economics or Statistics.	

*Amended vide Board's item No.5 (6) dated. 26-2-2009.

**Amended vide Board's item No.6 (10) dated.30-11-93.

***Ommitted vide Board item No. 4 dt 28-3-11.

1.	2.	3.	4.	5.
UNIT-II				
***9.	Chief Librarian	By promotion	5 years experience as Librarian in the office of the Board.	
****10.	Librarian	By Promotion or by transfer on deputation	(i)	B. Lib. IInd Division
			(ii)	Knowledge of Punjabi and Hindi upto Matriculation or equivalent standard. and 5 year experience.
*****11.	Assistant Librarian	By direct appointment	(i)	matriculation IInd Division.
			(ii)	Diploma in Library Science.
			(iii)	Knowledge of Punjabi and Hindi upto Matric or equivalent standard.
UNIT-III				
*****12.	Artist/ Layout Expert	50% By direct appointment or by transfer 50% by promotion	(i)	5 years diploma in Arts, and
			(ii)	Knowledge of Punjabi upto Matriculation standard. Having 5 years experience as Junior Artist & layout expert in the office of the Board.
*12-A	Junior Artist cum lay out Expert	By Direct Appointment	(i)	Bachelor of fine Arts.
			(ii)	Punjabi upto Matriculation.
UNIT-IV				
13.	Editor Pakhrian	By promotion	Five years experience as assistant editor in office of the Board.	
14.	Assistant Editor	By direct appointment	(i)	M.A. (Punjabi) 2nd division;
			** (ii)	2 years experience of editing.

* Amended vide Board's item No.4 (17) dated 12-01-2000.

** Amended vide Board's item No.8 dated 30-9-1992.

*** Amended vide Board's item No.5 (2) dated 26-3-1994.

**** Amended vide Board's Item No. 21(5) dt 28/1/11.

***** Amended vide Board's item No.4 (5) dated 29-6-1993.

***** Amended vide Board's item No.8 dated 08-12-2011.

1.	2.	3.	4.	5.
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UNIT-V

*.15	Deputy Director Quality Education and Field Programme	(i) 25% by direct appointment by transfer or deputation	(i) Master's degree 2nd class; (ii) 12 years experience of teaching and or educational administration out of which three years should be in the field of school curriculum and evaluation and or teacher training.
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OR

Subject Expert/Assistant director with Total 12 years experience in any or all capacities combined as Subject Expert/Assistant Director, Assistant subject Expert. Teacher (Senior Secondary Level) and Education Administration.

- (iii) Punjabi and Hindi upto Matriculation or equivalent Standard.

Preferential:- Training/Experience in Organising Educational Seminars, Workshops, Students Activities.

- (ii) 75% by promotion 4 years experience as Subject Expert or an Assistant Director in the Office of the Board.

* Amended vide Board's item No.19 dated 06-02-1992.

UNIT-VI

1. Principal

- i) 25% by direct Appointment. A:
- i) Pre-university/Higher Secondary/Senior Secondary with atleast 55% marks.
 - ii) B.A./B.Sc. 1st Div.
 - iii) Master degree in any subject in 1st Div.
 - iv) B.Ed. or any other equivalent qualification in 1st. div.
 - v) 7 yrs. Teaching experience as lecturer out of which 3 yrs shall be as Head of a High/Sr. Sec. school or any other equivalent post.

Preferential-

- i) Ph.D.
- ii) M.Ed./M.Phil
- iii) Published work related to education
- B) Min. Age - 45 years.

- i) 75% by promotion
- Minimum 7 years experience as Lecturer in regular Pay scale.

2. Lecturer

- i) 25% by direct Appointment. A:
- i) Pre-university/Higher Secondary/ Senior Secondary with atleast 55% marks.
 - ii) B.A./B.Sc. 1st Div.
 - iii) Postgraduate degree in equivalent in the relevant subject in 1st Div.
 - iv) B.Ed. or any other equivalent qualification in 1st. div.

Preferential:-

- i) Ph.D.
- ii) M.Ed./M.Phil
- lii) Published work related to education
- B) Min. Age - 40 years.

		ii) 75% by promotion	Postgraduate with B. Ed.
3.	Master/ Mistress	i) 75% by direct Appointment	i) B.A. / B. Sc./ B. Com. 1st Division (ii) B.Ed. in 1st Division (iii) Pre-university/ Higher Secondary/ Senior Secondary with atleast 55% marks. (iv) Should have passed Punjabi upto Matric Standard. (i) B.Sc. Agriculture 1st Division. (ii) Should have passed Punjabi upto Matric Standard. (i) Graduate with degree in Advanced Physical Training course or Diploma (D.P.Ed) 1st Division. (ii) Should have passed Punjabi upto Matric Standard.
	Agriculture Master		
	Physical Education Master		
		ii) 25% by Promotion	Postgraduate with B.Ed.
4.	Classical and Vernacular Teacher(C.&V.) (Pbi./Hindi)	by direct Appointment	i) B.A. / B. Sc./ B. Com. 1st Division (ii) B.Ed. in 1st Division (iii) Pre university/Higher Secondary/ Senior Secondary with atleast 55% marks. (iv) Should have passed Punjabi upto Matric Standard.

Amended "Vide Board" item No. 9(5) dated 29.3.12.

5.	Classical and Vernacular Teacher(C.&V.) (Drawing)	by direct Appointment	i) Two Years diploma in Art & Craft 1st Division (ii) Pre-university/ Higher Secondary/ Senior Secondary 1st Division (iii) Should have passed Punjabi upto Matric Standard.
6.	Vocational Teacher	by direct Appointment	i) Diploma in Cutting and tailoring/needal work or equivalent qualification in 1st Division (ii) Pre-university/Higher Secondary/ Senior Secondary 1st Division (iii) Should have passed Punjabi upto Matric Standard.
7.	J B.T/E. T.T.	by direct Appointment	i) JBT/ETT course 1st Division. (ii) Pre-university/Higher Secondary/ Senior Secondary 1st Division (iii) Should have passed Punjabi upto Matric Standard
8.	Tabla Master	by direct Appointment	(i) Diploma in Tabla Vishard 1st Division. (ii) Pre-university/ Higher Secondary/ Senior Secondary 1st Division (iii) Should have passed Punjabi upto Matric Standard
9.	Librarian	by direct Appointment	(i) Degree in Library Science 1st Division.

			(ii) Graduation 1st Division.
			(iii) Should have passed Punjabi upto Matric Standard.
10.	School Librarian	by direct appointment	(i) Certificate or Diploma in Library Science 1st Division.
			(ii) Pre-university/Higher Secondary/ Senior Secondary 1st Division.
			(iii) Should have passed Punjabi upto Matric Standard
11.	Senior Lab Attendant	by direct Appointment	a)
			(i) Senior Secondary 1st Division with relevant subject.
			(ii) Should have passed Punjabi upto Matric Standard.
			(b) Preferential:
			(i) B.A./ B.Sc.
			(ii) B.Ed.
12.	Lab Attendant	by direct Appointment	i) Matric with Science as a subject.
			(ii) Must have passed Punjabi.
13.	Class-IV	by direct Appointment	(i) Middle with Punjabi.

1.	2.	3.	4.	5.
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PUNJABI TEACHING AND RESEARCH CENTRE

*1	Deputy director Punjabi Cell	(i) 25% by direct appointment or by transfer or deputation.	(i) M.A.Punjabi 2nd division. (ii) 12 years experience in creative writing/writing or editing text books or lexicography or linguistics or research work or teacher training or teaching or translation or terminology work.	
			OR	
			**4 years experience as a subject Expert and/or Assistant Director in the office of the Board.	
			Preferential:- Ph. D. In Punjabi or adequate research work in Punjabi.	
		** (ii) 75% by Promotion	**4 years experience as Subject Expert or Assistant Director in the Office of the Board with Punjabi upto B.A. or Honors in Punjabi.	
***2.	Omitted			

* Amended vide Board's item No. 19 dated 6.2.1992.

** Amended vide Board's item No. 5(9) dated 26.3.1998.

*** Omitted vide Board's item No. 4 dated 28.3.2011.

1.	2.	3.	4.	5.
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*3. Omitted

PUBLICATION SECTION

**1	Director Printing and Publication	Direct recruitment/or by Transfer or by deputation	(i) First Class master degree from any Indian /Foreign University. (ii) First Class graduate in Printing Technology. (iii) 10 years experience in printing / Publication out of which 5 years experience should be deputy director or equivalent officer post. Matriculation standard. (iv) knowledge of Punjabi & Hindi language.
***1(a)	Deputy Director Publication	By promotion	4 years experience as Publication officer in the office of the board.
*****1b	Omitted		
****2.	Publication Officer	(i) By direct appointment 25% (ii) By promotion 75%	(i) B.A/ B.Sc. Com. or any equivalent degree (ii) Diploma in printing Technology. (iii) 5 years experience in Printing Publication line. 5 years experience as Assistant Publication Officer/Head Proof Reader in the office of the Board.

*Amended vide Board's item No.6 (10) dated. 30-11-1993.

**Amended vide Board's item No.24 dated.28-1-2011.

***Inserted vide Board's item No. 3 (2) dated 14-1-1994

**** Insertes vide Board's item No. 3 (15) dated 19-11-1998.

***** Omitted vide Boards items No. 14 (5) dated 30-1-2008

1.	2.	3.	4.	5.
***3.	Assistant Publication Officer	(i) By direct appointment 25%	MBA 1st class alongwith one years experience in Publication line & having good knowledge of computer.	
		(ii) By promotion 75%	5 years experience as Proof Reader in the office of the Board.	
*4.	Proof Reader	By promotion	Five years experience as a copy holder in the office of the Board.	
**[5.	Copy Holder	By direct appointment	(i) matriculation 1st Division or Senior Secondary Certificate Examination Part-II (2nd Division) or its equivalent examination or Bachelors degree (any division). (ii) 2 years experience as copy holder/ clerk in Govt./Private Sector/Board/ University/ Govt Printing Press]	

Note: Where-ever any ratio between appointment by direct recruitment and appointment by promotion has been prescribed, it will apply to the total number of posts comprising that cadre.

*Amended vide Board's item No.4 (1) dated. 30-6-1989

**Amended vide Board's item No. 10 (3) dated.1 9-3-2010

***Amended vide Board's item No. 10 (3) dated.30-10-2011

MISCELLANEOUS SECTION

1.	2.	3.	4.	5.
UNIT-I				
1.	Senior Medical Officer	By promotion from Medical Officer	5 years experience as Medical Officer in the office of the Board.	
2.	Medical Officer/ Lady Doctor	By direct appointment or by transfer on deputation	M.B.B.S	
*2a	Chief Pharmacist Grade-II	By promotion	10 years experience as Pharmacist/Dispenser	
**3.	Dispensar/ Pharmacist	By direct Appointment	(i) Matric with science and (ii) Diploma in Pharmacy (iii) Registered with Punjab Pharmacy Council. **(iv) 2 years experience as Dispenser/Pharmacist in Punjab Govt./Semi. Govt. Institute.	
***3.(a)	Staff Nurse	By direct Appointment	(i) Matric or its equivalent. (ii) Registered as a Division Nurse with Punjab Nurses Registrar Council or B.Sc. (Hons.) (Nursing Mehila). (iii) 5 years experience.	

* Amended vide Board's item No.4 (2) dated 12-10-1994.

** Amended vide Board's item No.6 (9) dated 11-07-2000.

*** Amended vide Board's item No.4 (4) dated 12-10-1994

1.	2.	3.	4.	5.
4.	Laboratory Technician (Grade-I & II)	By direct Appointment	Diploma in Clinical Laboratory Technology from a recognised Institution.	
*5.	Pharmacist Grade II	By direct Appointment	(i)	Matric with Science; and
			(ii)	diploma in Pharmacy.
			(iii)	Registered with Punjab Pharmacy Council
			(iv)	2 years experience as Dispenser/ Pharmacist in Govt./Semi Govt. Institute.
**6.	Lady Attendant	By direct appointment	(i)	Eighth Pass with Punjabi
			(ii)	Certificate of trained Dai

UNIT-II

*****7.	Media and Relation Officer.	By Promotion	5 years experience as A.P.R.O. or in an equivalent capacity	
***8.	Information officer	By direct appointment or by transfer on deputation.	(i)	Bachelor's degree of a recognised University; and
			(ii)	Diploma in Journalism or public relations
****9.	Lady Welfare Officer	To be Prescribed	Up-graded from Assistant. lady personal officer Post.	
*****9a.	Senior Project Officer	(i) 50% by direct Appointment	(i)	M.A.
			(ii)	2 years experience as Project Officer or in an equivalent or higher grade post.
		(ii) 50% by promotion	5 years experience as Project Officer in the office of the 'board'.	

*Amended vide Board's item No.8 dated 28-2-2001.

**Amended vide Board's item No.6 (9) dated 30-11-1993

***Amended vide office order No.PSEB-ESSTT/EA. -III-94/1221 dated 30-3-1994

****Amended vide Board's item No. 3(4) dated 6-8-1993

*****Amended vide Board's item No.5 (4) dated 26-3-1994

***** Amended vide Board's item No.6 dated. 19-03-2010

1.	2.	3.	4.	5.
*10.	Project officer	By direct appointment or by Transfer or Deputation	M.A./ M.Sc./M.B.A./M.C.A. First Division Along with one year experience as Assistant Project Officer or its equivalent Executive Post in a reputed concern. OR Master's Degree or equivalent to Master's Degree 2 nd division with B.Ed. and two Years experience as Assistant Project Officer or its equivalent Executive Post in a reputed concern. OR M.C.A./M.B.A. second division along with two years experience as Assistant Project Officer or its equivalent Executive Post. in areputed concern. OR Master's Degree, 2 nd division with B.Ed. and regular school teachers having two years teaching experience	
		25% by promotion	5 years service as Assistant Project officer in the office of the Board.	
**10a	Assistant Welfare Officer Sports	By direct appointment	(i) M. A.(Physical Education) or equivalent qualification. (ii) Knowledge of Punjabi upto Matriculation or its equivalent standard	
			Preferential :- Diploma in any Sports discipline	
*10(b)	Assistant Project officer	By direct appointment of by Transfer or Deputation	B.A./B.Sc./B.C.A./B.B.A. first division or Bachelor's degree or equivalent to Bachelor degree with B.Ed. OR Master's degree with 2 nd division. OR Master's degree with one year experience/ Executive Post. OR Bachelor's degree with two years experience/ Executive Post.	
Note: This post shall be on the diminishing cadre.				
****11.	Ommitted			
***11A	Senior legal Advisor	By -Promotion	3 years experience as legal Advisor in the office of the Board.	
11B.	Legal Advisor	(A) 50% by direct Appointment	(i) Law Graduate; (ii) Knowledge of Punjabi upto Matriculation Standard.	

*Amended vide Board's item No.6 (1) dated. 8-12-2011

**Amended vide Board's item No.5 (4) dated 26-3-94

***Amended vide Board's item No.3 (9) dated 25-02-1999

****Ommitted vide Board's item No.4 dated 28-03-2011

1.	2.	3.	4.	5.
			Preferential :-	
			LL. M. higher educational qualification experience as Retainer/Legal Advisor in a Corporation/Board.	
		(ii) 50% by promotion	(i) 7 years experience as assistant attorney Grade-II/Law officer in the office of the Board.	
		Promotion		
*11C.	Law officer	By selection from amongst the eligible for Senior Assistant superintendent working in the Board.	LL.B. Degree with atleast 5 years experience as Senior Assistant.	
12.	Assistant Attorney (Grade-II)	By direct appointment	Law Graduate (Professional)	

UNIT-III

**12.(A)	Estate Officer	to be prescribed		
***13.	Security officer	By direct appointment Or by promotion	A retired military personnel not below the rank of a commissioned officer or 5 years experience as Assistant Security Officer.	
14.	Assistant Security Officer.	By direct appointment	A retired military personnel not below the rank of Naib-Subedar.	
15.	Security Guard	By direct appointment	(i) 8th Pass with Punjabi. **** (ii) Preferably a retired military personnel.	

*Amended vide Board's item No.9(2) dated 29-03-2012.

**Amended vide Board's item No.19 dated 6-2-1992.

***Amended vide Board's item No.6(4) dated 30-11-1993

****Amended vide Board's item No.4 (6) dated 21-1-1999

1.	2.	3.	4.	5.
UNIT-IV				
16.	Typewriter Mechanic	By direct Appointment	(i) Matriculation; and (ii) Diploma from Punjab Government Workshop or five years practical experience.	
****16.A	Telephone Operator	Direct Appointment	(i) Senior Secondary Pass with IInd Division. (ii) 8 years Experience & Diploma in Telephone Operator. <small>(iii) Pbi upto Matric Standard</small>	
*17.	Machineman	By promotion from amongst Daftries/ Sahayak Karmcharies/ Chowkidars/Majdoor etc. on the basis of test of competency.	(i) 5 years Experience as Sahayak Karamchari/Chowkidar, etc. (ii) Should be able to operate is machine. (iii) Knowledge of Punjabi and Hindi.	
18.	Electrician	By direct Appointment or by promotion	(i) Matriculation, and (ii) diploma in electrician trade from I.T.I OR	
19.	Helper Electrician	By direct appointment	(i) Matriculation; and (ii) Diploma in Electrician trade from I.T.I	
20.	Carpenter	By direct appointment	(i) Matriculation; and (ii) 5 years experience as carpenter.	
21.	Plumber	By direct appointment	(i) I.T.I certificate; and (ii) 8th pass with Punjabi.**	

UNIT-V

***1.	Driver	50% by direct appointment	(i) Having Driving Licence of a Heavy & Light vehicle with 2 years driving experience; & (ii) Should be 8th pass with Punjabi & English.	
		50% by promotion	(i) 5 years experience as Bus/Truck Helper. (ii) Having driving licence of a Heavy and Light vehicle. (iii) Knowledge of Punjabi Language of Primary Standrad.	

*Amended vide Board's item No.5 (4) dated. 23-1-2003

**Amended vide Board's item No. 4 (6) dated 21-1-1999

***Amended vide Board's item No. 14 (5) dated 10-1-2006

****Amended vide Board's item No. 21 (4) dated 28-1-2011

1.	2.	3.	4.	5.
*2.	Motor Mechanic-cum- Driver	By direct Appointment	(i) (ii) (iii)	Diploma in Motor-Machanic from I.T.I. Three years experience as motor Mechanic. Must possess driving licence; and Should be 8th passed with English and punjabi. 8th pass with Punjabi. **
3.	Bus/Truck Helper	By direct appointment		

UNIT-VI

***1.	Executive Engineer	By promotion		From amongst the Sub-Divisional Engineers, who have an experience of working as such for a minimum period of eight years.
****1A	Sub-Divisional Engg. (civil)	(i) 65% by direct appointment		B.E.(civil) with a minimum of 3 years experience in construction of multi- storeyed building with proper knowledge of PWD accounting system for measurements, schedule of rates specifications for civil and Public Health and Preferably for E-I works also.

OR

3 years Diploma equivalent to
granted by the Punjab Technical
Education Board with a minimum
of 12 years experience in
construction of multi-storeyed
buildings Knowledge of PWD
accounting system for
measurements schedule of rates,
specifications for civil and Public
health works and preferably for E.I.
Works also.

*Amended vide Board's item No.5 (4) dated. 22-1-2003

**Amended vide Board's item No. 4 (6) dated 21-1-1999

*** Inserted vide Board's item No.5 (4) dated 26-2-2009

****Amended vide Board's item No. 3 (19) dated 6-8-87, 4(6) dated. 5.2.88, 3(21) dated 27.8.98

1.	2.	3.	4.	5.
		*(ii) 35% by promotion from amongst the following categories:		
		(a) 20% from amongst the Sectional Officer	Workings as sectional Officer and must have 10 years service	
		(b) 5% from amongst the Draftsman & Tracer Services	Working as Draftsman/Trace and must have 10 years service.	
		(c) 10% from amongst the Sectional officer and Draftsman/ Tracers	(i) Working sectional officer or Draftsman/Tracer (ii) Degree in Civil Engineering with 2 years service. Or A.M.I.E. with 5 years service.	
**2.	Sectional Officer (Elect)	By Direct Appointment	3 years Diploma in civil Engg. equivalent to awarded by the Punjab Technical Education Board with Minimum 3 years experience in the E-I works, installation of multi storeyed buildings and knowledge of PWD accountancy system for measurements, billing, schedule or rates and specifications for E-I works.	

*Amended vide Board's item No.6 (8) dated. 11-7-2000.

**Amended vide Board's item No. 3 (19) dated 06-08-1987, 4 (6) dated. 5-2-1988, 3 (21) dated 27-08-1998.

1.	2.	3.	4.	5.
*3.	Sectional Officer(c)	By direct appointment	3 years Diploma in civil Engg. equivalent to awarded by the Punjab Technical Education Board with Minimum of 3 years in construction of multi-storeyed buildings and knowledge of PWD Accounting system for measurements, billing, schedule of rates and specifications etc.	
**3.A	Sectional Officer (Mechanical)	By direct appointment	3 years Diploma in machanical Engg. Equivalent to awarded by the Punjab Technical Education Board with 3 years experience to handle machanical works.	
**4.	Ommitted			
***5	Ommitted			
6.	Draftsman	By direct appointment	2 years diploma in Civil from the I.T.I. with a 5 years experience as Junior Draftsman.	
7.	Foreman	By direct appointment	Matriculation with experience to handle Azo Printing Machine/duplicating machine.	

*Amended vide Board's item No.3 (19) dated. 6-8-1987, 4(6) dated 5-2-1988, 3(21) dated 27-8-1998

**Ommited vide Board's item No. 21 (2) dated 28-1-2011

***Ommited vide Board's item No. 4 dated 28-3-2011

1.	2.	3.	4.	5.
*8.	Sub-Fire Officer	(1) By direct appointment (2) By promotion	(i) Graduate, Preferably in Science. (ii) Should have passed Sub-Fire Officer Course from N.F.S. College, Nagpur. (i) Minimum Matriculation with Punjabi (ii) Should have passed Sub-fire Officer course from N.F.S. College, Nagpur (iii) 5 years experience as leading fireman and fireman.	
*9	Fireman	By direct appointment	Minimum Matriculation. Should preferably be demobilized soldiers or other able bodied, person below the age of 30 years who are quite fit to undergo rigorous of the duties of a fire-brigade personnel.	
Note:- Physique for the post at Sr. No 8 & 9				
(i) Height minimum 5' 5"				
(ii) Chest 33½" unexpanded with 1½" expansion				
(iii) Eye sight 6/6 both eye with or without glasses.				
Physical fitness standards:				
(i) Running a distance of 100 yards with weight of 60 kg in one minute.				
(ii) Lifting the hook ladder to a vertical position by 3rd and 6th round.				
(iii) Climbing a rope or a vertical pipe to a height of 8-10 feet from the ground.				
**10.	Lift Operator	By direct appointment	Matriculation with Punjabi 2 years electrical course from I.T.I.	

*Amended vide Board's item No.3 (1) dated. 25-03-1996.

**Amended vide Board's item No. 9 (10) dated 26-03-1994.

APPENDIX- 'B'
(Referred to in Regulation 5)

Sr. No.	Designation of the Post	No. of Posts	Pay scale of the Post
1.	2	3	4
(a) Administrative Section			
UNIT-I			
1.	Secretary	1	37400-67000+8800+2500 S.A.
2.	Controller of Examination	1	37400-67000+8800+2500 S.A.*
3.	*Joint Secretary	3	15600-39100+8400+2500 S.A.*
4.	**Finance & development officer	1	15600-39100+8400+2500 S.A.*
5.	Deputy Secretary	9	15600-39100+7600+2500 S.A.*
5A	O.S.D.	1	25000-Fixed P.m.
6.	Assistant Secretary	23	(i) 10300-34800+5000+2500 S.A.* (Direct recruitmet) (ii) 10300-34800+5400+2500 S.A.* (For Promotee)
6A.	*****Director Computer	1	37400-67000+8800
7.	***Deputy Director (Computer)	1	15600-39100+7600
7A.	****Asstt. Controller (Computer Ex-cadre)	1	7880-11660+400 S.A.
8.	Superintendent	112	15600-39100+5400+2000 S.A.
9.	***** Superintendent (Grade-2 (Ex-cadre)	1	10300-34800+4800+1200 S.A.
10.	Senior Assistant	474	10300-34800+4400+900

* Amended vide Board's item No.14 (5) dated 30-01-2008 and amended vide Pb. Govt. Memo No. 5/2/2011
5 E 3/2357 dated 4.12.2011.

** Amended vide Board's item No.3 (4) dated 12-10-1994

*** Amended vide Board's item No.3 (7) dated 19-11-1998

**** Amended vide Board's item No.7 (1) dated 11-7-1995

***** Amended vide Board's item No.3 (10) dated 30-3-1995

***** Amended vide Board's item No.24 dated 28-1-2011

1.	2	3	4
11	Stock Verifier	1	10300-34800+3800+240 S.A.
12.	*Clerk	358	10300-34800+3200+400 S.A.
*13.	Omitted		
*14.	Junior Assistant	357	10300-34800+3600+500 S.A.
15	Manager (Guest House)	1	15600-39100+5400+2000 S.A.
16.	Restorer	25	5910-20200+2400+240 S.A.
17.	Packer	53	4900-10680+1800+240 S.A.

UNIT-II

18.	Secretary to Chairman	1	15600-39100+7600+2500 S.A.
19.	Private Secretary	1	15600-39100+5400+2000 S.A.
20.	**Personal Assistant Grade-I	6***	15600-39100+5400+2000 S.A.
21.	Senior Scale Stenographer	18****	10300-34800+4400+900 S.A.
22.	Junior Scale Stenographer	21****	10300-34800+3600+500 S.A.
23.	Steno typist	9	10300-34800+3200+400 S.A.

UNIT-III

24.	Deputy Secretary (Book Depot)	1	15600-39100+7600+2500 S.A.
25.	Senior Manager	2****	10300-34800+5400+2000 S.A.

* Amended vide Board's item No.5 (2) dated 26-3-1994 and amended Board's item No. 5 dt. 29.3.2012.

** Amended vide Board's special item dated 30-11-1993

*** Amended vide Board's item No.21 (3) dated 6-2-1992

**** Amended vide Board's item No.6 (1) dated 11-7-1995

***** Amended vide Board's item No.6 (9) 11-7-1995

1.	2	3	4
26	*District Manager	21	10300-34800+5000+600 S.A.
*27	Omitted		
**28.	Deputy Managar (Field office)	3	5800-9200+200.S.A.

UNIT-IV

29.	Senior Auditor	1	10300-34800+4800+600 S.A
30.	Omitted		
31.	Auditor	4	10300-34800+4400+480 S.A.
31A.	Junior Auditor	***5	10300-34800+4400+480 S.A.
32.	Sweeper-cum-Chowkidar	18	4900-10680+1650+240 S.A.

UNIT-V

33.	Jamadar	3	4900+10680+1800+320 S.A
34.	Dafti	47	4900-10680+1650+320 S.A
35.	Darfti-cum-Record Lifter	3	4900-10680+1400+320 S.A
36.	Sahayak Karamchhari/Helper****	243	4900-10680+1650+240 S.A
*****36A.	Cook	3	4900-10680+1650+240 S.A
37.	Mali	6	4900-10680+1650+160 S.A
38.	Head Mali	1	4900-10680+1800+160 S.A
39.	Security Guard	91	4900-10680+1650+240 S.A
40.	Water-man	5	4900-10680+1650+240 S.A
41.	Paper Lifter	1	4900-10680+1650+240 S.A
42.	Sweeper	19	4900-10680+1650+240 S.A.

* Amended vide Board's item No.19 dated 6-2-1992

** Amended vide Board's item No. 4 (2) dated 30-1-2008.

*** Amended vide Board's item No.3 (18) dated 23-10-1996

**** Amended vide Board's item No.23 dated 29-6-1993

***** Amended vide Board's item No.23 dt 28-i 2011

1.	2	3	4
(b) Academic Section			
UNIT-I			
1.	*Omitted		
2.	*Director Academic	1	37400-67000+8800
3.	Deputy Director	**3	15600+39100+7600
4.	Omitted		
5.	***Subject Expert	13	10300-34800+5000
6.	***Omitted		
7.	Omitted		
8.	Assistant Statistical	1	10300-34800+4400
UNIT-II			
9.	Omitted		
10.	****Librarian	1	10300-34800+3200
11.	****Assistant Librarian	1	5910-20200+2400
UNIT-III			
12.	Artist/cum lay out Expert	1	10300-34800+5000
13.	Junior Artist-cum-lay out Expert	1	10300-34800+4200
UNIT-IV			
14.	Editor (Magazine)	1	15600-39100+5400
15.	Assistant Editor	2	10300-34800+3800
16.	*Deputy Director (Quality Education and Field Programme)	1	15600-39100+7600
17.	Principal	11	15600- 39100 +6600
18.	Lecturer	105	10300- 34800 + 5400
19.	Master/Mistress	118	10300- 34800 +5000
20.	C & V Teacher (Pbi/Hindi)	03	10300- 34800 + 4400
21.	C & V Teacher(Drawing)	05	10300- 34800 + 4400
22.	Vocational Teacher	04	5910-20200 + 2400
23.	J.B.T/E.T.T.	39	10300- 34800 + 4200
24.	N.T.T	11	6000/- (Consolidated)
25.	Tabla Master	04	5910-20200 + 2400
26.	i) Librarian	12	10300- 34800 +3200
	ii) School Librarian		5910-20200 +2400
27.	Senior Lab. Attendent	08	5910-20200 + 2400
28.	Lab. Attendent	31	4900-10680 + 1300
29.	Class I V	60	4900-10680 + 1650+ 240(S. P)

* Amended vide Board's item No.19 dated 6-2-1992

** Amended vide Board's item No. 13 dated 30-9-1992 Item No. 19 dated 6-2-1992 and item No. 3(2) dt. 25.2.99.

*** Amended vide Board's office order P.S.E.B. Estt-EA-I/92/3245 dated 17-12-1992, PSEB, EA12, Estt. 2011/3182 Dt. 14.12.2011, and PSEB - EA12 Estt. 2012/ 827 dated 28.3.2012.

**** Amended vide Board's office order No. P.S.E.B. Estt-EA-I/ 92/253 dated 5-2-1992

1.	2	3	4
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(C) Publication Section

1.	*Director (Printing & Publication)	1	37400-67000+8800
2.	**Deputy Director Publication	1	15600-39100+7600
3.	***Omitted		
4.	Publication Officer	2	10300-34800+5400
5.	Assistant Publication Officer	8	10300-34800+5000
6.	Head Proof Reader	1	10300-34800+5000
****7.	Proof Reader	10	10300-34800+3800
*****8.	Copy Holder	3	5910-20200+1900

*Amended vide Board's item No.24 dated 28-01-2011

**Amended vide Board's item No.3 (2) dated 14-1-1994

***Omitted vide Board's item No.14 (5) dated 30-1-2008

**** Amended vide Board's item No. 4 dated 28.3.11.

(D) Miscellaneous Section

UNIT-I

1.	Senior Medical Officer	1	15600-39100+6600
2.	Medical Officer/Lady Doctor	1	10300-34800+5400
3.	*Chief Pharmacist Grade-2	1	10300-34800+4600
4.	*Dispenser/Pharmacist	3	10300-34800+4200
5.	**Staff Nurse	1	10300-34800+4600
6.	Laboratory Technician (Grade-I)	1	5910-20200+2400
7.	Laboratory Technician (Grade-II)	1	5910-20200+2000
8.	Pharmacist (Grade-II)	1	5910-20200+2000
9.	Lady Attendant	1	4900-10680+1650+240 S.A.

UNIT-II

10.	Media & Related Officer	1	10300-34800+5000
11.	***Information Officer	1	10300-34800+4200
12.	****Lady Welfare Officer	1	10300-34800+5000
13.	*****Senior Project Officer	5	10300-34800+4200
14.	Project Officer	9	10300-34800+3800
14A.	*****Asth. Project Officer	3	10300-34800+3600
15.	Assistant Welfare officer (Sports)	1	10300-34800+4400

* Amended vide Board's item No. 4(2) dated 12-10-1994.

**Amended vide Board's item No.4 (4) dated 12-10-1994.

***Amended vide Board's Office order No. P.S.E.B./Estt./EA-3/97/1221 dated 30-3-1994.

****Amended vide Board's item No.3 (4) dated 6-8-1993.

*****Amended vide Board's item No.5 (4) dated 26.3.94 and Board's item No. 14 dt. 16.3.2012.

*****Amended vide Board's item No.5 (7) dated 25-3-98 and Board's item No. 5 dt. 8.12.2011.

1.	2	3	4
16.	Omitted		
17.	*Senior Legal Advisor	1	15600-39100+7600+1000 S.A.
18.	*Legal Advisor	1	10300-34800+5400+400 S.A.
18.	Assistant Attorney (Grade-II)	1	6400-10640
18A.	**Law Officer	1	15600-39100+5400 +2000 S.A.

UNIT-III

19.	Omitted		
20.	***Security Officer	1	10300-34800+5400+400 S.A.
21.	Assistant Security Officer	1	10300-34800+3800

UNIT-IV

22.	Type Writer Mechanic	1	5910-20200+1900+240 S.A.
22A****	Telephone Operator	1	5910-20200+2400 (G.P.)
23.	Machineman	5	10300-34800+320
24	Electrician	1	5910-20200+1900+500 (S.A.)
25	****Helper Electrician	1	4900-10680+1650 +240 (S.A.)
26.	Carpenter	1	5910-20200+1900+240 (S.A.)
27.	Plumber	1	4900-10680+1650+240 (S.A.)

UNIT-V

28.	Driver	13	5910-20200+2400+1400 S.A.
29.	Motor Mechanic-cum-Driver	1	5910-20200+2400+1400 S.A.
30.	Bus/Truck Helper	4	4900-10680+1650+240
31.	Supervisor-cum-Driver	1	5910-20200+2400+1800 S.A.

* Amended vide Board's item No. 3(9) dated 25-2-1999.

**Amended vide Board's item No.28 (4) dated 28-12-1989.

***Amended vide Board's item No.19 dated 6-2-1992.

****Amended vide Board's item No.8 dated 28-12-1989.

*****Amended vide Board's item No. 21 (4) dated 28-1-2011

1.	2	3	4
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UNIT-VI

1.	****Executive Engineer	1	15600+39100+5400
1.A	*Sub-Divisional Engineer	2	10300-34800+4800
2.	*Section Officer (Civil)	4	10300-34800+4800
2A.	*****Bhag Officer (Machanical)	1	10300-34800+4800 (Grade-P)
3.	*****Omitted		
4.*	Section Officer (Elect)	1	10300-34800+4800
*****5.	Divisional Accountant	ommitted	10300-34800+3800
6.	*Draftsman	2	(i) 10300-34800+3800 (ii) 10300-34800+3200
7.	**Sub-Fire Officer	1	10300-34800+3800
8.	**Fireman	2	5910-20200+1900+500 (S.A.)
9.	***Lift Operator	3	5910-20200+1900+500 S.A.
10.	*Feroman	1	4900-10680+1650+240 S.A.

Note: (1) The Incharge Senior Medical Officer and Senior Medical Officer/Lady Doctor will not be entitled to practice privately. They will be given non-practising allowance on the pattern of Punjab government.

Note: (2) Any grade as shown here would be automatically considered to have been modified to the extent of any revision that may be allowed by the Board or Government.

Note: (3) The benefit of selection grade will be allowed in the cardres in which it may be permissible under Government instructions issued from time to time.

* Amended vide Board's item No. 3(19) dated 6-8-1987, 4(6) dated 5-2-1988, 3 (21) dated 27-8-1998.

**Amended vide Board's item No.3 (1) dated 25-3-1996.

***Amended vide Board's item No.9 (10) dated 26-3-1994.

****Amended vide Board's item No.5 (4) dated 26-2-2009.

*****Amended vide Board's item No. 21 (2) dated 28-1-2011

*****Amended vide Board's item No. 4 dated 28-3-2011

APPENDIX 'C'

(Referred to in Regulation 19)

Sr. No.	Category of Employee	Punishing Authority	Appellate Authority
*1.	Employee in scale of pay the minimum of which is less than Rs. 4020/-	Secretary	Chairman
*2.	Employee in scale of Pay the minimum of which is more than Rs. 4020/-	Chairman	Board

* Amended vide Board's item No. 6 (4) dated 11-07-2000.

EMPLOYEES CONDUCT REGULATIONS

Extract from Punjab Govt. Gazette dated October 13, 1978)

[Under clause (b) of sub-section (2) of Section 24 of the Act]

PART-I

PRELIMINARY

- | | |
|------------------------------|--|
| <i>Short title</i> | 1. These Regulations shall be called the Punjab School Education Board Employees (Conduct) Regulations, 1978. |
| <i>Commencement</i> | 2. These shall come into force at once. |
| <i>Extent of Application</i> | 3. These shall apply to all the employees of the Punjab School Education Board. The employees, who are on deputation on foreign service with the Board, will, however, continue to be governed by their respective rules. |
| <i>Definitions</i> | 4. In these Regulations, unless there is anything repugnant in the subject or context:-

(1) 'Employee' means any person appointed by the Board or by any other authority subordinate to it, to any post in connection with the affairs of the Board.

(2) 'Members of family' in relation to an employee of the Board includes;

(i) the wife or the husband, as the case may be, of the employee, whether residing with the employee or not but does not include a wife or husband, as the case may be, separated from employee by a decree or order of a competent court;

(ii) son or daughter or step son or step daughter of the employee wholly dependent on him, but does not include a child or stepchild who is no longer in any way, dependent on the employee or of whose custody the employee has been deprived of by or under any law;

(iii) any other person related, whether by blood or marriage, to the employee or to the employee's wife or husband and wholly dependent on the employee. |

- (3) Other terms and expressions have the meaning respectively assigned to them in the Punjab School Education Board Act, 1969 or Regulations framed there under.

PART II

5. Every employee shall at all times:-
- (a) Maintain absolute integrity;
 - (b) maintain devotion to duty;
 - (c) do nothing which is unbecoming of an employee of the Board;
 - (d) conform to and abide by the provisions of the Punjab School Education Board Act, 1969 and the rules and regulations made thereunder;
 - (e) comply with and obey all lawful orders and directions which may, from time to time, be issued to him in the course of his official duties by any person or persons to whom he may be subordinate in the service of the Board.

Employment of near relatives

6. **Employment of near relatives of the relatives of the Board's employees in private undertaking enjoying Board's patronage:-**

- (1) No Board's employee shall use his position or influence directly or indirectly to secure employment for any member of his family in any company or firm having official dealings with the Board.
- (2) (i) No Board's employee shall except with the previous sanction of the Chairman, permit his son, daughter or other dependent to accept employment in any company or firm with which he has official dealings or in any other company or firm having official dealings with the Board :

Provided that where the acceptance of the employment cannot await prior permission of the Chairman or is otherwise considered urgent, the matter shall be reported to Chairman and the employment may be accepted provisionally subject to the permission of the Chairman.

- (ii) A board's employee shall, as soon as he becomes aware of the acceptance by a member of his family of an employment in any company or firm, intimate such acceptance to the prescribed authority and shall also intimate whether he has or has had any official dealings with that company or firm.

- (3) No Board's employee shall in the discharge of his official duties deal with any matter or give or sanction any contract to any company or firm or any other person if any member of his family is employed in that company or firm or under that person or if he or any member of his family is interested in such matter or contract in any other manner and the Board's employee shall refer every such matter or contract to his official superior and the matter or contract shall thereafter be disposed of according to the instructions of the authority to whom the reference is made.

***Obligation to
Maintain secrecy***

7. Every employee shall maintain strict secrecy regarding the Board's affairs and shall not divulge directly or indirectly any information of a confidential nature either to a member of the public or of the Board's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior's order, in writing in the discharge of his duties.

***Employees to
Promote Board's
Interests***

8. Every employee shall serve the Board honestly and faithfully and shall make his utmost endeavour to promote the interests of the Board and shall show courtesy in his dealings with the public.

***Participation in
Politics and
Elections***

9. (i) No employee shall be a member of, or otherwise be associated with, any political party or any organisation which takes part in politics nor shall he take part in, subscribe in aid of, or assist in any other manner any political movement or activity.
- (ii) It shall be the duty of every employee to endeavour to prevent any member of his family from taking part in, subscribing in aid of, assisting in other manner, any movement or activity which is or tends directly or indirectly to be subversive of the Board or of the Government as by law established, Where an employee is unable to prevent a member of his family from taking part in or subscribing in aid of or assisting in any other manner any such movement or activity, he shall make a report to that effect to the board.
- (iii) If any question arises whether a party is political or whether any organisation takes part in politics or whether any movement or activity falls within the scope of sub-regulation (i) and (ii) the decision of the Board thereon shall be final.
- (iv) No employee shall canvass or otherwise interfere with, or use his influence in connection with or take part in an election to any legislature or local authority :

Provided that :-

- (1) an employee qualified to vote at such election may exercise his right vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted;
- (2) an employee shall not be deemed to have contravened the provisions of this sub-regulation by reason only that he assists in the conduct of an election in due performance of duty imposed on him by or under any law for the time being in force.

Explanation

The display by an employee on his person, vehical or residence of any electoral symbol shall amount to using his influence in connection with an election within the meaning of this sub-regulation.

Joining of Associations

10. No employee shall join, or continue to be a member of an association the objects or activities of which are prejudicial to the interest and sovereignty and integrity of India or to the interest of the Board or to public order or morality.

Demonstrations and strikes

11. No employee shall-
 - (i) engage himself or participate in any demonstration which is prejudicial to the interests of the Board or the interests of the sovereignty and integrity of India, The security of the State, Public order, decency or morality, or which involves contempt of court, defamation or incitement to an offence, or
 - (ii) resort to or in any way abet any form of strike or coercion or physical duress in connection with any matter pertaining to his service or the service of any other employee of the Board.

Connection with Press and Radio

12.
 - (i) No Employee shall, except with the previous sanction of the Chairman, own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication.
 - (ii) No employee shall except with the pre vious sanction of Chairman or in the bonafide discharge of his duties participate in any radio broadcast or contribute any article or write a letter either in his own name or anonymously, pseudonymously or in the name of any other person to any newspaper or periodical.

Provided that no such sanction shall be required if such broadcast or such contribution is of a purely literary, artistic or scientific character.

***Criticism of
Government of
the Board***

No employee shall, in any radio broadcast or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication to the press or in any public utterance make any statement of fact or opinion:

- (i) Which has the effect of any adverse criticism of any current or recent policy or action of the Board or the State Government;
- (ii) Which is capable of embarrassing the relations between the Board and any other University or Board of School Education.

Provided that nothing in this regulation shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

***Evidence Before
Committee or
any other
authority***

14. (1) Save as provided in sub-regulation (3), no employee shall, except with previous sanction of the Chairman, give evidence in connection with any inquiry conducted by any person, committee or authority.
- (2) Where any sanction has been accorded under sub regulation (1), no employee giving such evidence shall criticise the policy or any action of the State Government or the Board.
- (3) Nothing in this regulation shall apply to :-
- (a) evidence given at an inquiry before an authority appointed by the State Government or the Board; or
 - (b) evidence given in any judicial inquiry; or
 - (c) evidence given in any department inquiry ordered by authorities subordinate to the Government or the Board.

Explanation

Quotation by a Board's employee (in the representation to the Secretary/ Chairman) of or from any letter, to which he is not authorized to have access or which he is not authorised to keep in his personal custody or for personal purposes, shall amount to unauthorised communication or information within the meaning of this regulation

***Unauthorised
Communication
or Information***

15. No employee shall, in accordance with any General or special order of the Board or in the performance in good faith of the duties assigned to him, communicate directly or indirectly any official document or any part thereof, or information to any other employee of the Board or any other person to whom he is not authorized to communicate such documents or information.

<i>Subscription</i>	16. No employee shall, except with the previous sanction of the chairman ask for or accept contributions to or otherwise associate himself with the raising of any funds or other collections in cash or in kind in pursuance of any object whatsoever.
<i>Gift</i>	17. (1) Save as otherwise provided in these regulations, no employee shall accept or permit any member of his family or any other person acting on his behalf to accept gift.
<i>Explanation</i>	<p>The expression 'gift' shall include free transport, boarding loading or other service or any pecuniary advantage when provided by any person, other than a near relative or personal friend having no official dealings with the employee or Board.</p> <p>Note: (i) A casual meal, gift or other social hospitality shall not be deemed to be a gift.</p> <p>(ii) An employee shall avoid accepting lavish hospitality or frequent hospitality from any individual having official dealings with him or from industrial or commercial firms, organisations, etc.</p> <p>(2) On occasions, such as wedding, anniversaries; funerals or religious functions, when the making of a gift is in conformity with the prevailing religious or social practice an employee may accept gifts from his near relatives but he shall make a report to the Secretary if the value of any such gift exceeds :- (i) Rs. 500 in the case of an employee holding a Class I post</p> <p>(ii) Rs. 250 in the case of an employee holding a Class II post</p> <p>(iii) Rs. 100 in the case of an employee holding a Class III post and IV post.</p> <p>(3) On such occasions as are specified in sub-regulations (2) an employee may accept gift from his personal friends having no official dealings with him, but he shall make a report to the secretary if the value of any such gifts exceeds :-</p> <p>(i) Rs. 500 in the case of an employee holding any Class I Post.</p> <p>(ii) Rs. 100 in the case of an employee holding any Class II Post.</p> <p>(iii) Rs. 50 in the case of an employee holding any Class III and class IV post.</p>

- (4) In any other case, an employee shall not accept or permit any member of his family or any other person acting on his behalf to accept any gift without the sanction of the Chairman, if the value thereof exceeds :-

- (i) Rs. 75.00 in the case of an employee holding an Class I or Class II Post: and
(ii) Rs. 25.00 in the case of an employee holding any Class III or Class IV Posts.

***Prohibition to
give, take or
demand Dowry***

17. (a) No employee shall –
(i) give or take or abet giving or taking of dowry; or
(ii) demand, directly or indirectly, from the parents or guardian of a bride or bridegroom, as the case may be, any dowry.

Explanation

For the purposes of this regulation 'dowry' has the same meaning as in the Dowry Prohibition Act. 1961 (28 of 1961)

***Public
Demonstration in
Honour of the
Board Employees***

18. No Board employee shall, except with the previous sanction of the Chairman, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour of any other employee of the Board :

Provided that nothing in this regulation shall apply to—

- (i) a farewell entertainment of a substantially private and informal character held in honour of an employee of the Board or any other employee of the Board on the occasion of his retirement or transfer of any person who has recently quit the service; or
(ii) the acceptance of simple and inexpensive entertainment arranged by public bodies or institutions.

***Private Trade or
Employment***

19. (1) No employee shall, except with the previous sanction of the Chairman engage directly or indirectly in any trade, business or negotiate for or undertake any other employment or remunerative work :

Provided that an employee may, without such sanction, undertake honorary work of a social or charitable nature or occasional work of literary, artistic, or scientific character, subject to the condition that his official duties do not thereby suffer; but he shall not undertake or shall discontinue such work if so directed by the Chairman.

Explanation

Convassing by an employee in support of the business of insurance agency, commission agency, etc. owned or managed by his wife or any other member of his family shall be deemed to be a breach of this subregulation.

- (2) Every employee shall report to the Chairman/Secretary if any member of his family is engaged in a trade or business or owns or manages an insurance agency or commission agency.
- (3) No employee shall, without the previous sanction of the Chairman except in the discharge of his official duties, take part in registration, promotion or management of any bank or other company which is required to be registered under the Companies Act, 1955 (1 of 1955) or any other law for the time being in force or any co-operative society for commercial purposes :

Provided that an employee may take part in the registration, Promotion or management of a co-operative society substantially for the benefit of employees of the Board registered under the Co-operative Societies Act, 1961, or any other law for the time being in force, or of a literary, scientific or charitable society registered under the Societies Registration Act, 1860 (21 of 1860) or any corresponding law in force.

- (4) No employee shall accept any fee for any work done by him for any public body or any private person without the previous sanction of the Chairman.

Investment lending and Borrowing

Explanation

20. (1) No employee shall speculate in any stock, share or other investment.

Frequent purchase or sale or both of share, securities or other investments shall be deemed to be speculation within the meaning of this sub-regulation.

- (2) No employee shall make, or permit any member of his family or any person acting on his behalf to make any investment which is likely to embarrass or influence him in the discharge of his official duties.
- (3) If any question arises whether any transaction is of the nature referred to in sub-regulation (1) or (2) the decision of the Chairman thereon shall be final.

(4) (i) No employee shall, save in the ordinary course of business with a bank or a public limited company either himself or through any member of his family or any other person acting on his behalf—

(a) lend or borrow or deposit money, as a principal or an agent to, or from, or with, any person or firm or private limited company within the local limits of his authority or with whom he is likely to have official dealings, or otherwise place himself under any pecuniary obligation to such person or firm or private limited company; or

(b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid

Provided that an employee may give to or accept from a relative or a personal friend, a purely temporary loan of a small amount free of interest, or operate a credit account with a bonafide tradesman or make an advance of pay to his private employee:

Provided further that nothing in this sub-regulation shall apply in respect of any transaction entered into by a Board employee with the previous sanction of the Board.

(ii) When a Board employee is appointed or transferred to a post of such nature as would involve him in the breach of any of the provisions of sub-regulation (2) or sub-regulation (4), he shall forthwith report the circumstances to the prescribed authority and shall thereafter act in accordance with such order as may be made by such authority.

***Insolvency and
habitual
Indebtedness***

21. An employee shall so manage his private affairs as to avoid habitual indebtedness, or insolvency. An employee against whom any legal proceeding is instituted for the recovery of any debt due from him, or for adjudging him as an insolvent shall forthwith report full facts of the legal proceedings to the Board

An employee, who makes false statement under this regulation or appears unable to liquidate his debts within a reasonable time or applies for the protection of any insolvency court, shall be liable to dismissal.

**Movable,
Immovable and
Valuable
Property**

Note:- The burden of proving that the insolvency or indebtedness was the result of the circumstances, which, with the exercise of ordinary diligence the employee *could not have foreseen*, or over which he had no control and had not proceeded from extravagant or dissipated habits, shall be upon the employee.

22. (1) Every employee shall, on his first appointment to any service or post and, thereafter, by the 30th June, every year submit a return of his assets and liabilities as on 31st March, last in such form as may be prescribed by the Chairman, giving full particulars regarding:
- (a) The imovable property inherited by him or owned or acquired by him or held by him on lease or mortgage either in his own name or in the name of any member of his family or in name of any other person;
 - (b) Shares, debentures and cash including bank deposits inherited by him or similarly owned, acquired or held by him;
 - (c) Other movable property inherited by him or similarly owned, acquired or held by him;
 - (d) Debts and other liabilities incurred by him directly or indirectly.

Note: (i) In all returns, the value of items of movable property worth less than Rs. 1000 may be added and shown as a lump sum. The value of articles of daily use such as clothes, utensils, crockery, books, etc. need not be included in such returns.

- (ii) Every employee, who is in the service of the Board on the date of commencement of these regulations shall submit a return under this sub-regulation on or before such date as may be specified by the Secretary after such commencement.
- (2) No employee shall, except with the previous knowledge of the Chairman, acquire or dispose of any movable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family

Provided that the previous sanction of the Chairman shall be obtained by the employee, if any such transaction is :

- (a) with a person having official dealings with the employee; or
 - (b) otherwise than through a regular or reputed dealer.
- (3) Where an employee enters into a transaction in respect of movable property either in his own or in the name of a member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds Rs. 1000/- in the case of employee holding any Class I or Class II post or Rs. 500/- in the case of an employee holding any Class III or Class IV post:

Provided that the previous sanction of the prescribed authority shall be obtained if any such transaction is :-

- (i) with a person having official dealings with the employee or;
 - (ii) otherwise than through a regular or reputed dealer :
- (4) The Secretary may, at any time, by general or special order, require an employee to furnish, within the period specified in the orders, a full and complete statement of such movable or immovable property held or acquired by him or on his behalf or by any member of his family as may be specified in the order. Such statement shall, if so, required by the Secretary include the details of the means by which or the source from which, such property was acquired.

Explanation I :- For the purposes of this regulation, the expression 'Movable Property' includes:-

- (i) Jewellery, insurance policies, the annual premia of which exceeds Rs. 1000 or one-sixth of the total annual emoluments received from the Board whichever is less, shares, securities and debentures;
- (ii) Loans and advances by such employees whether secured or not; and
- (iii) motor cars, motor cycles, horses or any other means of conveyance, and

- (iv) refrigerators, radios, radiograms and television sets.

Explanation II: For the purpose of this regulation 'Lease' means except where it is obtained from or granted to a person having official dealings with the employee, a lease of immovable property from year to year or for any term exceeding one year or reserving a yearly rent.

Restrictions in relation to acquisition and disposal of immovable property outside India and transitions with foreigners etc.

22.(A) Not with standing anything contained in sub-regulation (2) of regulation 22 no employee shall except with the previous sanction of the prescribed authority:-

- (a) acquire, by purchase, mortgage, lease, gift or otherwise, either in his own name or in the name of any member of his family, any immovable property situated outside India.
- (b) dispose of, by sale, mortgage gift, or otherwise or grant any lease in respect of any immovable property situated outside India which was acquired or is held by him either in his own name or in the name of any member of his family;
- (c) enter into any transaction with any foreigner, foreign Government foreign organisation or concern:-
 - (i) for the acquisition, by purchase, mortgage, lease, gift or otherwise either in his own name or in the name of any member of his family of any immovable property;
 - (ii) for the disposal of, by sale, mortgage, gift or otherwise or the grant of any immovable property which was acquired or is held by him either in his name or in the name of any member of his family.

Vindication of Acts and Character of Board employees

23. (i) No employee shall, except with the previous sanction of the Chairman, have recourse to any court or to the press, for the vindication of an official act which has been the subject matter of an adverse criticism or an attack of a defamatory character.
- (ii) Nothing in this regulation shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity and where any action for vindicating his private character or any act done by him in his private capacity is taken, the employee shall submit a report to the competent authority regarding such action.

*Convassing of
Non-official or
other influence*

24. No employee shall bring or attempt to bring any political, personal or other influence to bear upon any authority of the Board, to further his interests or the interests of any other person in respect of matters pertaining to his service or the service of such other person, or in respect of any other matter involving a pecuniary or other benefit to him or to such other person.

*Restrictions
regarding
marriage*

25. (1) No employee, who has a wife/husband living, shall contract another marriage without first obtaining the permission of the Chairman, notwithstanding that such subsequent marriage is permissible under the personal law for the time being applicable to him.
- (2) No female employee shall marry any person who has a wife living without first obtaining the permission of the Chairman.
- (3) An employee who has married or marries a person other than of Indian Nationality shall forthwith intimate the fact to the Board.

*Consumption of
Intoxicating
Drinks and Drugs*

26. Every employee shall
- (a) strictly abide by any law relating to intoxicating drinks or drugs in any area in which he may happen to be for the time being.
- (b) not be under the influence of any intoxicating drinks or during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of such drink or drug;
- (c) refrain from consuming any intoxicating drink or drug in a public place;
- (d) not appear in a public place in a state of intoxication; and
- (e) not use intoxicating drink or drug to in excess.

Explanation:- For the purpose of this regulation, 'Public Place' means any place or premises including a conveyance, to which the public have, or are permitted to have, access whether on payment or otherwise.

*Delegation of
powers*

27. The Board may by general or special order, direct that any power exercisable by it under these regulations, except the power under regulation 26 and this regulation, shall subject to such conditions if any, as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

- *28 In matters for which no specific provision has been made in these regulations, the rules contained in the Punjab Civil Services Rules, and other instructions issued on the subject, shall apply.

Interpretation

- **29. If any question arises as to the interpretation of these regulation the decision of the Board shall be final.

* Amended vide Board's resolution No.23 dated 20-10-1987.

* *Amended vide Board's resolution No.4 (2) dated 06-08-1987.

EMPLOYEES PUNISHMENT AND APPEAL REGULATIONS

(Extract from Punjab Govt. Gazette dated Nov. 10, 1978)

[Under clause (b) of sub-section (2) of Section 24 of the Act]

PART I

PRELIMINARY

- | | |
|------------------------------|--|
| Short Title | 1. These regulations may be called the Punjab School Education Board employees (Punishment and Appeal) Regulations, 1978. |
| Commencement | 2. These shall come into force at once. |
| Extent of application | 3. These shall apply to all the employees of the Punjab School Education Board, The Employees, who are on foreign service with the Board will, however, continue to be governed by their respective rules. |
| Definitions | 4. In these Regulations, unless there is anything repugnant in subject or context:- <ul style="list-style-type: none">(i) 'Employee' means any person appointed to any post by the Board or by any other authority Subordinate to it in connection with the affairs of the Punjab School Education Board;(ii) 'Appointing Authority' means the authority empowered to make appointments to various posts in the Board as specified in the Punjab School Education Board Service Regulations;(iii) 'Punishing Authority' means the authority competent under these regulations to impose on an employee any of the penalties specified in Regulation 5 of these Regulations;(iv) 'Establishment Committee' means the Committee constituted by the Board for each financial year consisting of the Chairman and at least two members of the Board for the purpose of these regulations;(v) Other terms and expressions have the meaning respectively assigned to them in the Punjab School Education Board Act. 1969 or regulations made thereunder; |

PART II

PUNISHMENT AND APPEALS

Penalties

5. Notwithstanding anything contained in any other regulation and without prejudice to such action to which an employee may become liable under any other regulation or law for the time being in force, any or all the following penalties may be imposed for good and sufficient reasons on any employee of the Board :-

Minor penalties :

- (i) censure;
- (ii) withholding of his promotion ;
- (iii) recovery from his pay of the whole or part of any pecuniary loss caused by him to the Board by negligence or breach of orders ;
- (iv) withholding of increments of pay.

Major penalties :

- (v) reduction to lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay ;
- (vi) reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions of restoration to the grade or post or service from which the employee was reduced and his seniority and pay on such restoration to that grade, post or service ;
- (vii) compulsory retirement;
- (viii) removal from service which shall not be a disqualification for future employment under the Board;
- (ix) dismissal from service (which shall ordinarily be a disqualification for future employment under the Board).

Explanation -

The following shall not amount to a penalty within the meaning of this regulation, namely-

- (i) withholding of increments of an employee for failure to pass any departmental examination in accordance with the regulations or orders governing the conditions of his appointment ;
- (ii) stoppage of an employee at the efficiency bar in the time scale of pay on the ground of his unfitness to cross the bar ;
- (iii) non-promotion of an employee, whether in a substative or officiating capacity after consideration of his case to a service, grade or post for promotion to which he is eligible ;
- (iv) reversion of an employee officiating in a higher service, grade or post to a lower service, grade or post, on the ground that he is considered to be unsuitable for such higher service, grade or post or on any administrative ground unconnected with his conduct;
- (v) reversion of an employee appointed on probation to any service, grade or post, to his permanent service, grade or post during or at the end of the period of probation, in accordance with the terms of his appointment or the regulations and orders governing such probation ;
- (vi) reversion of an employee promoted from a lower post to higher post, to such lower post for want of vacancy ;
- (vii) compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement ;
- (viii) termination of the service -
 - (a) of an employee appointed on probation during or at the end of the period of his probation in accordance with the terms of his appointment or the regulations and orders governing such probation ; or
 - (b) of a temporary employee appointed otherwise than under contract, on the expiration of the period of the appointment or on the abolition of the post or before the due time in accordance with the terms of his appointment ; or
 - (c) of an employee under a contract or agreement in accordance with such contract or agreement or in the case of an employee appointed for a specified period at the end of such period.

Note:(1) The discharge of a person appointed to hold a temporary appointment, otherwise than in accordance with the provisions of Explanation (viii) (b) amounts to removal or dismissal and is, therefore, appealable under these regulations.

- (2) The distinction between censure, the withholding of promotion and non-selection to a selection post is of considerable importance. Both censure and the withholding of promotion are appealable under these regulations. On the other hand, non-selection for a selection post is not appealable. If an employee because of an unsatisfactory record and unfavourable confidential reports, is not selected for a selection post and some other employee Junior to him is selected in preference, this does not amount to the withholding of promotion. If any enquiry is held against an employee and an order of censure is passed on him, it is open to him to appeal ; if he does not appeal or his appeal is rejected, and is subsequently because of the existence of this censure in his record, he is not selected for a selection post and some other employee junior to him is selected in preference, this also does not amount to the withholding of promotion. If, however, an enquiry is held against an employee and an order is passed that he should not be promoted to a selection post for a definite period or until he has obtained good reports this order would amount to the infliction of the penalty of withholding promotion. This distinction between non-selection for a selection post and withholding of a promotion may be summed up as being that in the former case the employee in question is considered for selection but some other employee is preferred on his merits. While in the later case the employee in question has been declared before hand as a disciplinary measure to be ineligible for selection irrespective of the merits of the other employees available.

3. (i) While reduction of a seniority as an independent penalty is not provided for in regulation 5 and cannot be imposed as such, the loss of seniority as a result of an order of reduction to a lower post or time scale being inherent in the order of reduction cannot be avoided.
- (ii) The seniority on repromotion of an employee reduced to a lower post or time-scale should be determined by the date of such repromotion in accordance with the orders issued by the competent authority on the subject or seniority. Such an employee should not be restored to his original position unless this is specifically laid down at the time the order of punishment is passed or revised on an appeal.
- (iii) An employee in respect of whom one of the penalties included in regulation 5(vi) was imposed, will on repromotion count previous service in the higher grade under rule 4.4 of the Punjab Civil Service Rules, Volume 1, Part 1, unless the order of punishment or the order passed or the order passed on appeal directs otherwise.
- (iv) An order debarring an employee from counting his past service in the grade from which he is reduced if and when reappointed to it, amounts to an order of reduction to a stage of the grade lower than that admissible under rule 4.4 of the Punjab Civil Service Rules, Volume-1, Part 1, and does not, therefore, fall outside the scope of regulation 5.

4. Unauthorised desertion of his post by an employee in face of enemy action or threat of enemy action clearly amounts to grave misconduct and would, therefore, constitute a 'good and sufficient' reason within the meaning of regulation 5, for removal or dismissal in addition to any penalty provided in the East Punjab Essential Services (Maintenance) Act, 1947.

***Punishment and
Appellate
Authority***

The authorities specified in column (3) of the table set out in the appendix shall, in respect of an employee of the description specified in column (2) thereof be competent to impose the penalties specified in Regulation 5. An appeal against an order imposing such a penalty shall lie to the authority specified in column (4) of the table.

***Authority to
institute proceeding***

7. (1) The Board or the Chairman may-
- (a) institute disciplinary proceedings against any employee;
 - (b) direct punishing authority to institute disciplinary proceedings against any employee on whom that punishing authority is competent to impose under these regulations any of the penalties specified in regulation 5.
- (2) A punishing authority competent under these regulations to impose any of the penalties specified in clauses (i) to (iv) of regulation 5 may institute disciplinary proceedings against any employee for the imposition of any of the penalties specified in clauses (v) to (ix) of regulation 5 notwithstanding that such punishing authority is not competent under these regulations to impose any of the latter penalties.

***Procedure for
imposing penalties***

8. (1) No order imposing on an employee any of the penalties specified in Regulation 5 shall be made except after-
- (a) informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken, and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;
 - (b) holding an inquiry in every case :

Provided that in cases involving minor penalties the punishing authority may dispense with the inquiry if in its opinion such inquiry is not necessary;

*Procedure for
holding an
enquiry*

- (c) taking the representation, if any, submitted by the employee under clause (a) and the record of inquiry, if any, held under clause (b) into consideration; and
 - (d) recording a finding on each imputation of misconduct or misbehaviour.
- (2) The record of the proceedings in such cases shall include;
- (i) a copy of the intimation to the employee of the proposal to take action against him;
 - (ii) a copy of the statement of imputations of misconduct or misbehaviour delivered to him;
 - (iii) his representation, if any;
 - (iv) the evidence produced during the inquiry;
 - (v) the findings on each imputation of misconduct or misbehaviour; and
 - (vi) the orders on the case together with reasons therefor.
9. (1) In case where the punishing authority is of the opinion that it is necessary to hold an enquiry it shall frame in writing a definite charge in respect of each imputation of misconduct or misbehaviour and draw up a list of documents by which and a list of witnesses by whom the articles of charges are proposed to be sustained.
- *(2) The punishing authority may itself enquire into or appoint an officer of the Board or any person (in service/or retired) from outside the Board to enquire into the charges against any employee. An enquiry officer, other than the officer of the Board, may be paid remuneration upto Rs. 6000/- as determined by the Chairman in accordance with the nature/ value of the case.

Explanation- Where the punishment authority itself holds the enquiry any reference in this regulation to the enquiry officer shall be construed as a reference to the punishing authority.]

- (3) The punishing authority shall forward the charge-sheet framed under sub-para (1) alongwith the list of documents, list of witnesses and the record of the case to the enquiry officer.

- (4) The punishing authority may appoint an employee of the board or any other person to be known as the presenting officer to present on its behalf the case in support of the articles of charge.
- (5) The employee may take the assistance of any other employee to present the case on his behalf, but may not engage a legal practitioner for the purpose, unless the presenting officer appointed by the punishing authority is a legal practitioner, or the punishing authority having regard to the circumstances of the case, so permits.
- (6) The enquiry officer shall call upon the employee to appear before him on such day and at such time as the former may, by a notice in writing, specify in this behalf. When the employee so appears, the enquiry officer shall read over and explain the articles of charges to him and shall deliver to him a copy each of the articles of charge, list of documents and list of witnesses.
- (7) (a) The enquiry officer shall then adjourn the enquiry to another date for the filing of the written statement of defence by the employee.
(b) For the purpose of preparation of his defence, the employee may inspect the record in possession of the enquiry officer. He may also inspect with the permission of the enquiry officer, any record in possession of the Board, if in the opinion of the enquiry officer such record is relevant for the purpose of enabling him to prepare his defence.
- (8) If the employee does not admit any of the charges in his written statement of defence, the enquiry officer shall call upon the presenting officer and the employee to produce their evidence with regard to such articles of charge and may for this purpose fix one or more dates as he deems fit.

Explanation : An imputation not specifically denied in the written statement of defence shall be deemed to have been admitted.

- (9) Evidence shall be recorded in the presence of the parties and the opposite party shall have the right to cross-examine the witnesses.
- (10) If it shall appear necessary, in the interests of justice, the enquiry officer may in his discretion allow the presenting officer or the employee, or both to produce additional evidence or may himself call new evidence or recall and re-examine any witness.

- (11) The enquiring authority may, after the employee closes his case, and shall, if the employee has not examined himself, generally question him on the circumstances, appearing against him in the evidence for the purpose of enabling the employee to explain any circumstances-appearing in the evidence against him.
- (12) The enquiry officer shall, after the conclusion of the evidence, hear the arguments of the presenting officer and the employee or may permit them to file written arguments, if they so desire.
- (13) The enquiry officer shall then record his findings on each article of charge and give reasons in support thereof.
- (14) If the employee does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the enquiry officer on any date fixed for the enquiry or otherwise fails or refuses to participate in the enquiry, the enquiry officer may hold the enquiry ex-parte.
- (15) (a) Where the enquiry officer ceases to be in the service of the Board, or becomes incapable of conducting the enquiry or the punishing authority is of the opinion that unnecessary delay has been caused by the enquiry officer in conducting the enquiry or the enquiry by him may not be or appear to be fair and impartial the punishing authority may withdraw the enquiry from him and appoint another enquiry officer and transfer the enquiry to him.
- (b) The enquiry officer appointed under para (15) (a) may in his discretion, conduct the enquiry de novo or proceed with it from the stage at which it stood on the date of his appointment in which case the enquiry shall from the date of its commencement be deemed to have been held by him :

Provided that if such enquiry officer is of the opinion that further examination of any of the witnesses whose evidence has already been recorded is necessary in the interest of justice, he may recall, examine and cross-examine any such witness as here in before provided.

*Action on the
Enquiry Report*

- (16) No finding or order passed in an enquiry shall be called into question before or set aside by any authority including the enquiry officer merely on the ground that there has been any infringement of any provision of this regulation unless such infringement causes prejudice to the aggrieved party and objection thereto is taken at the earliest opportunity.

10. (1) The punishing authority if it is not itself the enquiring authority may, for reasons to be recorded by it, in writing, remit the case to the enquiring authority for further enquiry and report and the enquiring authority shall there upon proceed to hold the further enquiry according to the provisions of regulation 7 as far as may be.
- (2) The punishing authority shall, if it disagrees with the findings of the enquiring authority on any article of charge record its reasons for each disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.
- (3) (i) If the punishing authority having regard to its findings on all or any of the articles of charge, is of the opinion that any of the penalties specified in clauses (v) to (ix) of regulation 5 should be imposed on the employee, it shall:-
- (a) furnish to the employee a copy of the report of the enquiry held by it and its findings on each article of charge or where the enquiry had been held by an enquiring authority, appointed by it, a copy of the report of such authority and a statement of its findings on each article of charge together with brief reasons for its disagreement, if any, with the findings of the enquiring authority ;
- (b) give the employee a notice stating the penalty proposed to be imposed on him and calling upon him to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representation as he may wish to make on the proposed penalty on the basis of the evidence adduced during the enquiry held under regulation 7.
- (ii) The punishing authority shall after considering the representation, if any, made by the employee determine what penalty, if any, should be imposed on the employee and make such orders as it may deem fit.

- Comununication of orders** 11 Orders made by the punishing authority shall be communicated to the employee who shall also be supplied with a copy of the report of the enquiry, if any, held by the punishing authority and a copy of its findings on each article of charge, or where the punishing authority is not the enquiring authority, a copy of the reports of the enquiring authority and a statement of the findings of the punishing authority together with brief reasons for its disagreement, if any, with the findings of the enquiring authority unless they have already been supplied to him.
- Common Proceedings** 12. (1) Where two or more employees are concerned in any case the Chairman or any other authority competent to impose the penalty of dismissal from service on all such employees may make an order directing that disciplinary action against all of them may be taken in a common proceeding.
- Note :- If the authorities competent to impose the penalty of dismissal on such employees are different, an order for taking disciplinary action in a common proceeding may be made by the highest of such authorities with the consent of the others.
- (2) Any order under sub-regulation (1) shall specify :-
- (i) the authority which may function as the punishing authority for the purpose of such common proceeding ;
 - (ii) the penalties specified in regulation 5 which such punishing authority shall be competent to impose ;
 - (iii) whether the procedure laid down in regulation 7, 8 and 9 shall be followed in the proceedings.
- Limitation for Appeal** 13. Every appeal shall be filed within a period of 60 days from the date of passing of the orders appealed against :
provided that the appellate authority may extend the period of limitation for sufficient cause.
- Decision on Appeal** 14. The appellate authority may, after consideration of the case:-
- (a) set aside, reduce, confirm, or enhance the penalty ; or
 - (b) remit the case to the authority which imposed the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case :

Provided that

- (i) the appellate authority shall not impose any enhanced penalty which neither such authority nor the authority which made the order appealed against is competent to impose ;
- (ii) no order imposing an enhanced penalty shall be passed unless the appellant is given a reasonable opportunity of making any representation which he may wish to make against such enhanced penalty.

***Finality of
decision***

15. Subject to the provisions of these regulations, the decision of the appellate authority shall be final.

Suspension

16. (1) The appointing authority or any other authority to which it is subordinate or the punishing authority, may place an employee under suspension
- (a) where a disciplinary proceeding against him is contemplated or is pending ; or
 - (b) where a case against him in respect of any criminal offence is under investigation, enquiry or trial.
- (2) The employee shall be deemed to have been placed under suspension by an order of appointing authority :-
- (a) with effect from the date of his detention, if, he is detained in custody, whether on a criminal charge or otherwise for a period exceeding forty eight-hours ;
 - (b) with effect from the date of his conviction, if in the event of a conviction for an offence he is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired consequent to such conviction.

Explanation : The period of forty-eight hours referred to in clause (b) of this sub-regulation shall be computed from the commencement of the imprisonment after conviction and for this purpose, intermittent periods of imprisonment, if any, shall be taken into account.

- (3) Where a penalty of dismissal, removal or compulsory retirement imposed upon an employee under suspension is set aside on appeal or on review under these regulations and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to have continued to remain in force on and from the date of original order imposing the penalty of dismissal, removal or compulsory retirement and shall remain in force until further orders.
- (4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of court of law and the punishing authority on reconsideration of the circumstances of the case, decides to hold a further enquiry against him on the allegations on which the penalty of dismissal, removal or compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of dismissal or removal, or compulsory retirement and shall continue to remain under suspension until further orders.
- (5) (a) An order of suspension made or deemed to have been made under this regulation shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- (b) Where an employee is suspended or is deemed to have been suspended whether in connection with any disciplinary proceedings or otherwise, and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing direct that the employee shall continue to be under suspension until termination of all or any of such proceedings.
- (c) An order of suspension made or deemed to have been made under this regulation may at any time be modified or revoked by authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

Note :- The payment of allowance during suspension and on reinstatement shall be governed by the rules laid down in Punjab Civil Services Rules, Volume I, Part I.

17. Notwithstanding anything contained in these regulations

- (i) the Board; or
- (ii) the Chairman;

may at any time either on its or his own motion or on the application made by the aggrieved employee, call for the records of any enquiry or order and review any order made under these regulations and on so reviewing may :-

- (i) confirm, modify or set aside the order; or
- (ii) confirm, reduce, enhance or set aside the penalty imposed by the order or impose any penalty where no penalty has been imposed; or
- (iii) remit the case to the authority which made the order or to any other authority directing such authority to make such further enquiry as it may consider proper in the circumstances of case; or
- (iv) pass such other order as it or he may deem fit;

Provided as follows-

- (a) No appealable order shall be reviewed against which an appeal has not been preferred. An order against which an appeal has been preferred shall not be reviewed during the pendency of the appeal.
- (b) An application for review of an order shall not be entertained unless it is made within 30 days from the date of the passing of the order or unless the applicant satisfies the Board or the Chairman, as the case may be, that he had sufficient cause for not making the application till then.
- (c) No order imposing any penalty or enhanced penalty shall be made except after giving a reasonable opportunity to the employee concerned for showing cause against the proposed penalty or enhanced penalty.
- (d) No order other than the one confirming the order under review shall be passed by the Board except by a resolution supported by two third of the total number of its members.

- (e) The Chairman shall not review any order except one passed by an authority subordinate to him.

*Service of Orders,
Notices etc.*

18. Every order, notice and other process made or issued under these regulations shall be served in person on the employee concerned or communicated to him by registered post.

*Power to relax
time limit and to
condone delay*

19. Save as otherwise expressly provided in these regulations, the authority competent under these regulations to make any order may, for good and sufficient reasons or if sufficient cause is shown extend the time specified in these regulations for any thing required to be done under these regulations or condone any delay.

Repeal and Saving

20. (1) An appeal pending at the commencement of these regulations against an order made before such commencement shall be considered and orders thereon shall be made in accordance with these regulations, as if such orders were made and the appeal was preferred under these regulations;
- (2) As from the commencement of these regulations any appeal or application for review against any orders made before such commencement shall be preferred or made under these regulations; as if such orders were made under these regulations

Provided that nothing in these regulations shall be construed as reducing any period of limitation for any appeal or review provided by any regulation in force before the commencement of these regulations.

- *21. In matters for which no specific provision has been made in these regulations, the rules contained in the Punjab Civil Services Rules and such other instructions as may be issued on the subject shall apply.

Interpretation

- **22. If any question arises as to the interpretation of these regulations, the decision of the Board shall be final.

General Regulation

- ***23. The Chairman may appoint any person, not on the establishment of the Board, as Enquiry officer to make a fact finding probe into any matter in which the interest of the Board is in any way involved. He may also fix remuneration upto Rs. 2000/- for the Enquiry Officer in accordance with the nature seriousness of the case.

* Amended vide Board's item No.21 dated 20-10-87.

** Amended vide Board's item No. 4(2) dated 6-8-87.

*** Amended vide Board's item No. 37 dated 20-10-87.

APPENDIX
REFERRED TO IN REGULATION 6

*Sr. No.	Category of employees	Punishing authority	Appellate authority
1.	Employees in scale of pay minimum of which is less than Rs. 4020	Secretary	Chairman
2.	Employees in scale of pay the minimum of which is more than Rs. 4020	Chairman	Board

*Vide Board Item No 6 (4) dated 11.7.2000.

MEDICAL ATTENDANCE REGULATIONS

(Extract from Punjab Government Gazette, dated November 2, 1979)

[Under clause (j) of sub-section (2) of section 24 of the Act]

PART 1

PRELIMINARY

- | | |
|------------------------------|--|
| <i>Short Title</i> | 1. These regulations shall be called the Punjab School Education Board (Medical attendance) Regulations, 1979. |
| <i>Commencement</i> | 2. These shall come into force at once. |
| <i>Extent of application</i> | 3. These shall apply to all the officers and employees of the Punjab School Education Board. |
| <i>Definitions</i> | 4. In these regulations, unless there is anything repugnant in the subject or context :- |

*(a) 'Employee' means any person appointed permanently/ temporarily/ on contract basis /on adhoc basis to any post in connection with the affairs of the Punjab School Education Board. A person employed on part-time basis will not be considered an employee for the purposes of these regulations;

(b) 'Family' shall include (a) wife/husband, (b) unmarried son, (c) unmarried or widowed sister, (d) parents, (e) unmarried brother and (f) unmarried/widowed daughter ordinarily residing with the employee and wholly dependent on him;

Note (1) For the purpose of allowing reimbursement of the medical expenses incurred by the employee on the treatment of his entirely dependent parents, as are otherwise admissible under the Rules, the employee concerned should furnish a certificate to the competent authority on the following lines :-

* Amended vide notification No. PSEB-Estt-EA-5/84/2054 dated 14-06-84

(This amendment will come into force retrospectively with effect from 2nd November, 1979.)

"Certified that his/her father or mother, as the case may be, is solely dependent on him/her and that he/she has no source of income of his/her own what-so-ever."

- (2) No member of the employee's family who is in service elsewhere or is engaged in any business will be allowed the benefit of free medical aid.
- *(c) 'Medical Attendent' means the Medical Officer-in-charge of the Board Dispensary or any Medical Officer of a Government Dispensary/ Hospital or any other private medical practitioner approved by the Board;
- (d) 'Salary' means the amount drawn monthly by an employee of the Board as pay including special pay, personal pay, and dearness pay and any other emoluments specially classed as pay by the competent authority;
- (e) 'Sanctioning Authority' means the authority to whom the powers to sanction re-imburement of medical charges under these regulations have been given;
- (f) Other terms and expressions shall have the meaning respectively assigned to them in the Punjab School Education Board Act, 1969 or the regulations made thereunder.

PART II GENERAL

- *5. All employees of the Board and their families will be entitled to free medical aid from the Board's dispensary or any other Government dispensary/Hospital or a private medical clinic, as may be decided by the Board.
6. Medicines for the employees and their families will, as far as possible, be stocked at the Board's dispensary in accordance with the list prepared in advance.

The Medical Officer-in-charge of the Board's dispensary shall, however, be empowered to make purchases of any particular medicines from the open market when in his opinion the prescription of such medicines is necessary in a certain case.

*Amended vide Notification No. PSEB. Pb. EP-79/3801, Dated October, 22, 1979

7. When the Medical Officer of the Board certifies that the arrangements for the treatment of a patient are not available in the Board's dispensary and refers him to a Government Hospital, all the expenses on treatment including laboratory examination, X-ray, etc., as out-door or in-door patient in the hospital will be reimbursed by the Board.
- *8 The Medical officer of the Board may refer a patient to General Hospital, Chandigarh, Post Graduate Institute of Medical Education and Research, Chandigarh, or any Government Hospital in Punjab, for clinical tests/ treatment. These Hospitals may further refer the patient to any other Hospital/ Medical institute in India for clinical test/treatment. The expenses thus incurred by the employee shall be re-imbursed by the Board.
9. If a Board's employee falls ill while on official duty at a station other than his headquarter he will be re-imbursed actual expenses of medical treatment on the following conditions :-
 - (1) The employee produces a certificate from a Registered Medical Practitioner, if the expenses do not exceed Rs. 20; and
 - (2) The employee obtains medical certificate from a doctor employed in a State hospital in case the expenses exceed Rs. 20.
10. When the Medical Officer of the Board is called to attend at the residence of an employee for consultation/or treatment on account of his own illness and /or the illness of a member of his family, a visiting fee will be paid by the employee as follows :-

	fee for visit
(1) Employees drawing salary not exceeding Rs. 250 P. M.	Nil
(2) Employees drawing salary exceeding Rs. 250 P. M.. but not exceeding Rs. 500 P. M.	Rs. 4 per visit
(3) Employees drawing salary exceeding Rs. 500 P. M.	Rs. 8 per visit

Note :- The recovery of the visiting fee from the Board's employees shall be effected monthwise through the Finance and Accounts Officer of the Board on receipt of intimation from the Medical Officer on the prescribed form duly signed by the employee for each visit and shall be credited to the Board's account.

- 11 An account of visiting fees will be maintained by the Medical Officer of the Board regularly date-wise on a prescribed register and furnished monthly to the Finance and Accounts Officer of the Board.
- *12 All employees of the Board and their families will also be entitled to free dental and tuberculosis treatment under the Punjab Dental treatment Rules, 1952 and Punjab Services (Treatment of Government Employees suffering from tuberculosis). Rules 1947, as amended from time to time.
- *13. Any case not coming within the purview of these regulations shall be decided in accordance with the Punjab Services (Medical Attendance) Rules, 1940, as amended from time to time.
- **14. If any question arises as to the interpretation of these regulations, the decision of the Board shall be final.

Interpretation

*Amended vide Board item No. 22 dated 20-10-1988.
*Amended vide Board item No. 4(2) dated 6-8-1987.

TRAVELLING ALLOWANCE REGULATIONS

(Extract from Punjab Government Gazette, dated August 2, 1974)

(Under clause (b) of sub section (2) of Section 24 of the Act)

PART I

PRELIMINARY

- | | | |
|------------------------------|----|--|
| <i>Short title</i> | 1. | These Regulations shall be known as the Punjab School Education Board (Travelling Allowance) Regulations, 1974. |
| <i>Commencement</i> | 2. | These shall come into force at once. |
| <i>Extent of application</i> | 3. | These shall apply to the members and employees of the Board, as also to other persons required to perform journeys in the interest of Board. |
| <i>Definition</i> | 4. | In these Regulations, unless there is anything repugnant in the subject or context :-

(a) 'Duty Point' means :-

(i) at the headquarters, the place or office where a person remains on duty, i.e. the place of employment at the headquarters ;

(ii) at outstations, the place/ office visited on duty, where there are two or more such points at an out station, the following shall be taken as the duty points :- |

If the person concerned reaches that station by rail, steamer, or air the point which is farthest from the railway station, harbour (or Jetty) or the airbooking centre, as the case may be; and

If he reaches that station by road, the point which is farthest from the point where the journey to that station commenced.

Note:- Where a journey commences/ends at a station which is neither the headquarters nor the place of duty, it may be treated to have commenced /ended at the residence.

- (b) 'Travelling Allowance' means an allowance granted to cover the expenses, which a member/employee/person incurs in travelling in the interest of Board's business. It includes an allowance granted for the maintenance of conveyance;
- (c) Other terms and expressions have the meanings respectively assigned to them in the Punjab Civil Service Rules. unless any terms and expressions are defined in the Punjab School Education Board Act, 1969 or Regulations framed by, the Board. In the latter case, the meaning so assigned shall be applicable.

PART II

TRAVELING ALLOWANCES TO THE EMPLOYEES OF THE BOARD

*Grades of
employees of the*

- *5. For the purpose or travelling allowance/daily allowance grading of the employees in various pay ranges in the revised scales of pay (as sanctioned vide the Punjab Civil Services (Revised pay Rules 1988 shall be as under :-

Grade	Pay Range
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.

Note :- The grade to which a retired person belongs on his re-employment shall be determined with reference to the pay which he actually receives plus the amount of gross pension, if any, which he is permitted to draw in addition to pay :

Provided that if such pay plus pension exceeds the pay of the post, or if it is on a fixed rate of pay, or the maximum pay of the post, if it is on a time scale of pay, such excess shall be ignored.

* Amended vide Board's item No. 6(3) 11.7.2000

ENTITLEMENT TO TRAVEL BY RAIL, ROAD, AIR AND RATES OF MILEAGE AND DAILY ALLOWANCE

Journey by Rail *6. (1) (a) The entitlement to travel by Rail shall be as under

Grade	Travel Entitlement
I	Ist Class A . C. / Shatabadi Executive class.
II	A . C. Chair Car / A . C. Two tier sleeper/Ist. Class.
III & IV	Ist. Class/ A . C. Chair Car / A . C. three tier
V & VI	* 2nd class Sleeper.

The reservation charges shall be reimbursed.

- (b) An employee travelling on Board's business should always purchase return tickets, where available after making enquiries from the Railway Booking Office.
- (c.) An employee travelling by rail will be entitled to travel by the class to which he is entitled under regulation 6 (1) (a) supra and shall be paid the actual fare of the class by which he travels, not exceeding the fare of the class to which he is entitled.

Journey by Road (2) In case the journey is to a place connected by rail, the employees shall have the option to travel by any mode of road transport i. e. whether by Air. Conditioned Bus, Deluxe Bus or Ordinary Bus, subject to the payment of actual fair charge or maximum Railway fair, whichever is less. In the case of stations not directly connected by rail the entitlement of road travel shall be as under :-

Grade	Entitlement
I & II	A . C. Bus.
III	Deluxe Bus/Express Bus.
IV, V & VI	Ordinary Bus.

* Amended vide Board item No. 6 (3) dated 11-07-2000.

Journey by Air

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

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

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

- * (4) The revised rates of road mileage per Km. shall be as under:-

Grade	Own Motor Car	Own Motor Cycle/ Scooter	Ordinary Cycle	Other Means of conveyance	Other Means
	Rs. P.	Rs. P.	Rs. P.	Rs. P	Rs.P.
I	6.00	2.40	1.00	7.00	6.00
II	6.00	2.40	1.00	7.00	6.00
III	6.00	2.40	1.00	7.00	6.00
IV	-	2.40	1.00	-	3.00
V	-	2.40	1.00	-	3.00
VI	-	-	1.00	-	3.00

Note:1 The Members of the Board, the Academic Council and special invitees shall be entitled to claim taxi/own car charges @ 7.00, Rs. 6.00 per K.M. for attending the meetings of the Board and its subcommittees, Academic council and other functions of the Board.

Note: 2 The members of the committees of the Board and the inspectors appointed in connection with the conduct of the Board's examinations etc. shall be entitled to claim Mileage allowance @ Rs. 2.40 per K.m. if they use their Motor Cycles/Scooters for attending the meetings of the committees and inspection of centres, as the case may be.

**Amended vide Board's item No.4 (9) dated 29.3-2007.

Note: 3 The members of the Board, Circle Education Officers, Flying Squads, Officers of the Board or any other person appointed in connection with the conduct of Board's examination shall be paid @ * [Rs. 7.00] per k.m. for hiring taxi or * [Rs. 6.00] per k.m. for using his own car.

*Note:4 Party-Head shall be paid * [Rs.350] Lump-sum visit for carrying the answer books & question papers etc. from the field offices/Head office by Trucks.

*Note:5 Omitted

Classification of Cities/Rates of Daily Allowance

** (5) (i) (A) Classification of Cities

The revised classification of cities in or out side the state for the purpose of grant of T.A./D.A. to Government employees shall be as under:-

- | | | |
|-----|--|-----|
| (a) | Cities with population of 50 lakhs and above; | A-1 |
| (b) | Cities with population of 20 lakhs and above but less than 50 lakhs; | A-2 |
| (c) | Cities with population of 10 lakhs and above but less than 20 lakhs; | B-1 |
| (d) | Cities with population of 05 lakhs and above but less than 10 lakhs. | B-2 |

** (B) Rates of Daily Allowance:

The revised rates of daily allowance shall be as under:

Grade	A-1 Class cities-hotel/ Non-Hotel/ rates	A-2 Class Cities-hotel/ Non-Hotel rates	B-1 Class Cities-hotel/ Non-Hotel/ rates	B-2 Class cities & other Places hotel/Non- hotel rates
I	Rs. 400/- Rs. 200/-	Rs. 320/- Rs. 100/-	Rs. 240/- Rs. 120/-	Rs. 160/- Rs. 80/-
II	Rs. 350/- Rs. 150/-	Rs. 280/- Rs. 120/-	Rs. 210/- Rs. 90/-	Rs. 140/- Rs. 60/-
III	Rs. 225/- Rs. 125/-	Rs. 180/- Rs. 100/-	Rs. 135/- Rs. 75/-	Rs. 90/- Rs. 50/-
IV&V	Rs. 190/- Rs. 100/-	Rs. 150/- Rs. 80/-	Rs. 115/- Rs. 60/-	Rs. 75/- Rs. 40/-
VI	Rs. 150/- Rs. 75/-	Rs. 120/- Rs. 60/-	Rs. 90/- Rs. 45/-	Rs. 60/- Rs. 30/-

***Note: 6. The official of the Board (Party Head) deputed to distribute the Question Papers and other materials relate to conduct of middle, matric and Senior Secondary examinations at District level shall be paid honorarium @ Rs. 1000/- for annual examinations & Rs. 500/- for supplementary examinations in addition to T.A./D.A.]

****Note:7 The employee deputed at collection centre for Middle examination shall be paid honorarium @ Rs. 200/- Lump-sum per day to each person in lieu of T.A./D.A.]

*Amended Vide Board's Item No.10 (10) dt. 03/11/2010.

**Amended vide Board's Item No.6 (3) dated 11-7-2000.

*** Added vide Board's Item No. 14 (4) dated 30-1-2008

****Added vide Board Item 2 (2) dated 23-9-2008.

(ii) (a) Omitted

(b) Omitted

*(iii) The maximum revised rates of hotel accommodation/Tourist Bungalows for tour outside Punjab and Chandigarh on the production of receipt shall be as under :-

Grade	Accommodation			
I	Re-imbursement of actual expenditure incurred towards normal single room rent in a hotel of A category not above 5 star.			
II	Re-imbursement of actual expenditure incurred towards normal single room rent in a hotel of A category not above 3 star.			
	A-I Class Cities	A-Class Cities	B-1 Class Cities	B-2 Class Cities/other places
III	Any hotel room upto Rs. 200/- per day	Any hotel room upto Rs. 160/- per day	Any hotel room upto Rs. 120/- per day	Any hotel room upto Rs. 80/- per day
IV & V	Any hotel room upto Rs.150/- per day	Any hotel room upto Rs.120/- per day	Any hotel room upto Rs. 90/- per day	Any hotel room upto Rs.60/- per day
VI	Any hotel room upto Rs. 100/- per day	Any hotel room upto Rs. 80/- per day	Any hotel room upto Rs. 60/- per day	Any hotel room upto Rs. 40/- per day

At New Delhi and Shimla, the expenditure on hotel accommodation and daily allowance at hotel rates shall be re-imbursed only if no accommodation is available in Punjab Bhawan/Circuit-Houses/Rest Houses at these places.

* Amended vide Board item No. 6 (3) dated 11-7-2000.

*(iv) 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.

*(v) (a) 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 calender day at half the normal 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 travelling Allowance.

*(b) A full daily allowance shall be admissible for journey beyond 25 kms. from the headquarter if the period of absence is 6 hours or more. If the period of absence is less than 6 hours, half daily allowance shall be admissible.

*(c) No incidental charges shall be payable in addition to the daily allowance/half daily allowance.

(vi) Except in the case of work connected with the examination, daily allowance may not be drawn for a continuous halt of more than 10 days at any one place unless the same is sanctioned by the Chairman in each case on the ground that the prolonged halts are necessary in the interest of Board's work.

(vii) The rate of daily allowance of a person, who spends part of a day in one locality and part of it in a place for which a different rate of daily allowance prevails, should be determined according to the place where he spends the night succeeding such day.

Note :- In the case of re-employed pensioners, the provisions of note below regulation 5 apply in regard to mileage, incidental and daily allowance.

7. Except as provided above, and in Part III below the rates etc. relating to matters of T. A. not provided for in these regulations shall be determined by the Chairman.

*. Amended vide Board item No. 6(3) dated 11-7-2000.

Part III

- *8 Omitted.
- *9 Omitted.
- **10. The Members of the Board who do not fall in Grade I by virtue of their pay shall be considered as officer drawing pay Rs. 5000.
- ***11. The members of the Board shall be entitled to daily allowance at a flat rate of Rs. 80/- per day for attending the meeting of the Board or its committee or on other work of the Board they will be paid full daily allowance for the day.
- 12(a) The local members of the Board, Academic Council, local special invitees, local members of other committees of the Board and local enquiry Officers shall be entitled to conveyance allowance per day as under:-
- | | | |
|---------|--|------------------------|
| ****(i) | Local members of the Board Academic Council Un fair means committee and local special invitees (Chandigarh, Mohali or Panchkula) | **** Rs. 300/- per day |
| (ii) | Local members of other committees or enquiry officers coming from Chandigarh, Mohali & Panchkula | **** Rs 250/- per day |
- (b) When a member has to perform work for the Board on separate days but with an interval between them of less than four days, he shall be entitled to charge only daily allowance for the intervening days.
- *13. A members of the Board who is entitled to travel by air/air conditioned rail accommodation by virtue of his office may also avail himself of this facility when performing duty on business of the Board. Other members may travel by air/air conditioned rail accommodation only with the prior approval of the Chairman who will certify that air/air conditioned travel was urgent and necessary in the interest of the Board's business. Single air fare each way or return fare shall be allowed. (Provision regarding Chairman deleted)

*vide notification No. 1968-EP-PSEB-EA-5/81 published in the Punjab Govt. Gazettee dated June 5, 1981

**Amended vide Board's item No.3 (7) dated 30-06-1989

*** Amended vide Board's Item No. 6 (3) dated 11-7-2000

**** Amended vide Board's item No. 3(8) dated 28.3-2006

Note : (1) In respect of journeys performed by rail/air return tickets, where available shall invariably be purchased. In case of journeys, where such concession is available the railways/air fare claimed shall be restricted to the actual cost of the return ticket.

The person concerned shall have to furnish the following certificate, according to the circumstances of the case, before he can claim the reimbursement of the railway/air fare:-

"Certified that the return tickets at reduced rates were not available for the stations between which the journey was performed."

OR

"Certified that the journey was performed by purchasing return ticket at reduced rate and fare claimed is only that actually paid."

Note : (2) The railway/air fare will be admissible from the permanent place of residence of the member concerned or from any other place from which the journey is actually performed, with the permission of the Chairman.

Note : (3) T. A. will not be paid unless the person concerned certifies that he actually travelled by the class for which T. A. has been claimed.

Note : (4) When it is possible to travel between two places by alternative routes and the journey is performed by a route longer than the shortest, the Chairman may allow the fare calculated according to the route actually taken :

Provided that he is satisfied that the journey by longer route was necessary in the interest of the Board.

14. If a member resides or is on duty outside the territorial jurisdiction of the Board, he shall be entitled to T.A. only from and to the point at which he enters and leaves the territorial jurisdiction of the Punjab Board.
15. A member of the Board or a member of a Committee constituted by the Board who has to attend meetings on two or more consecutive days may return to his headquarters after completion of Board's business each day if the distance involved in the return journey does not exceed 120 K. M.;

Provided that the Chairman may, in exceptional cases, permit a member to return to his head quarters, on the same day even though the distance exceeds 120 K. M. If he is satisfied that the second journey is unavoidable.

Part IV

T. A. TO PERSONS OTHER THAN MEMBERS AND EMPLOYEES

16. Payment of travelling allowance admissible to persons other than members and employees who perform duty in the interests of the Board may be made in accordance with the decision of the Board from time to time. In the case of non-officials, their declared income will be taken as pay for the purpose of regulating travelling allowance.

Part V

JOURNEY ON TRANSFER

- *17 An employee on transfer shall be entitled to T. A. as under :-

(a) For journey by rail :

- (i) He may draw one fare of the class of accommodation to which his grade entitled him and daily allowance for himself as well as for each member of his family irrespective of age.

Note :- The definition of family as contained in rule 2.17 of the Punjab Civil Services Rules, Volume I, Part I for the purpose of travelling allowance, would also include the employee's dependent parents. \

- *(ii) The employees shall be entitled to the transport charges for the carriage of their personal effect on transfer, according to the following norms:-

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

* Amended vide notification No. 1968-EP-PSEB-EA-5/81 published in the Punjab Govt. Gazette dated June 5, 1981

- *(iii) The rates shall be fixed for carriage or personal effects by road only. The State Transport Commissioner shall determine the distance between two stations by road, by shortest route and shall also fix rates per truck per kilometer and revise them atleast annually. If necessary, he may fix separate rates for journey covering smaller distances.
- *(iv) If an employee transports his personal effects by rail, the existing rules and instructions shall apply.
- *(v) The Board employees shall also be allowed a composite transfer grant equal to one months 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 one/ three of the basic pay :

Provided a change of residence is actually involved. This grant would be in addition to the transportation charges and packing charges, transport incidentals for the employees and the members of his family as well as the road mileage for journeys between the residence and the railway stations/ bus-stands/ airport at the old and new stations shall be admissible as these will instead be subsumed by the composite transfer grant.
- *(vi) 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.

Part VI

JOURNEY BY STAFF CAR

- ** 18. When a member/ employee of the Board uses a staff car or is provided with means of locomotion at the expenses of the Board and does not pay the cost of its use or propulsion, he shall be paid full daily allowance in case absence from head quarters exceeds eight hours and if it is followed by night halt out-side the Headquarters the daily allowance shall be admissible at the rates of the place of night halt.

* Amended vide Board item No. 6 (3) dated 11-7-2000.

** Amended vide Board item No. 3 (7) dated 30-6-1989.

PART VII

GENERAL REGULATIONS

19. A person is on tour when absent on duty from his headquarters with proper sanction. The Chairman may, in case of doubt, decide whether a particular absence from headquarters is absence on duty.
20. The Chairman may impose such restrictions, as he may think fit, upon the frequency and duration of journeys to be made on tour by the employees of the Board.
- *21. An employee travelling by road between stations connected by rail shall be entitled to the actual fare paid for the road transport, viz., motor car, omnibus, etc. :

Provided that the claim for the actual fare for the hire of conveyance does not exceed the railway fare to which he is entitled.
- *22. If an employee travels in another person's car and does not pay anything for the use or propulsion of vehicle, he will be entitled to daily allowance in accordance with regulation 6(5) (ii).
- *23. If due to some emergent work, under orders of the Chairman a person is required to undertake journey which costs him more than the railway fare of the class to which he is entitled or the mileage allowance admissible to him by road, he shall be paid the actual cost of the journey, whether or not the two stations are connected by rail.
24. An employee may be permitted, in emergency to travel in full car/taxi between stations connected by rail or to perform journey by a longer route, by the Secretary for work connected with the conduct of examinations and by the Chairman for other Board's work.
25. Unless specially permitted by the Chairman, no person whose ordinary place of residence is the same as the place of Board's business or duty, shall be entitled to T.A. and D. A., if he comes from an out station to attend the Board's business or to a place of duty at that place.
26. Unless specially permitted by the Chairman, no person residing within the territorial jurisdiction of the Board shall be entitled to charge T. A. from a place farther than the one in which he ordinarily resides.

* Amended vide notification No.1968-EP-PSEB-EA-5/81 published in the Punjab Govt gazette dated June 5, 1981.

27. Bills not presented within six months from the dates of journey shall lapse and shall not be entertained without the special sanction of the Chairman for good cause shown.
28. Notwithstanding anything contained in these regulations, the Chairman may, in exceptional circumstances, for reasons to be recorded, sanction special rates, i. e. in excess of those mentioned in these regulations.
29. The Secretary is authorised to sanction the reimbursement of berth cancellation charges when it is got done in the interest of the Board.
30. An employee summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in a case to which neither the Board nor the State is a party shall not be entitled to any payment other than that admissible by the Rules of the Court.
31. An employee summoned to give evidence of facts that have come to his knowledge in the discharge of his duties in a case to which State is a party. shall be entitled to usual T. A. from the Board, and whatever he gets from the Court, shall be credited to the Board.
- *32. The following authorities shall be the Controlling Officers for the purposes of sanctioning Tour programmes and countersigning travelling allowance bills of the employees of the Board.

Sr. No.	Category of employee	Authority to which the power is delegated
1.	Chairman	Chairman, subject to the condition that he shall send a copy of his each tour programme as well as intimation regarding his leave and absence from headquarters to the Secretary to Government, Punjab, Education Department well in advance.
2.	Vice-Chairman, Secretary and Officer-on Special Duty.	Chairman
3.	Director, Evaluation and Academic Planning, Director, Publications, Deputy Secretaries and F. D. O. and other officers of equal status.	Secretary

Assistant Secretaries and
other staff.

Deputy Secretary or Officers of
equivalent or higher status
under whom they work.

- *33. The travelling allowance/daily allowances admissible to the Board employees on travel at the rates indicated above would also mutatis Mutandis be admissible to the family of deceased Board's employee on his death while in service and similarly to the employees for journeys on retirement.
34. For any matter not provided for in these Regulations, the Travelling Allowance Rules contained in the Punjab Civil Services Rules Vol. 111 shall apply. In the case of any dispute arising out of the interpretation of these regulations or otherwise, the, decision of the Chairman shall be final.
- **35. The Board may adopt the Punjab Government Travelling allowance rules with any modifications as may be considered necessary.

* Amended vide Notification No. 1968-EP-PSEB-EA- 5/81 dated June 5, 1981

** Amended vide Board resolution No. 4(2) dated 6 - 8 - 1987

LEAVE REGULATIONS

(Extract from Punjab Government Gazette dated August 23, 1985)

(Under clause (b) of sub-section (2) of section 24 and sub-sections (1)

& (3) of Section 15 of the Act)

Section I

GENERAL

- | | |
|------------------------------|--|
| <i>Short title</i> | 1. These regulations may be called the Punjab School Education Board(Leave) Regulations, 1985. |
| <i>Commencement</i> | 2. These regulations shall come into force at once. |
| <i>Extent of application</i> | 3. Subject to the provisions of regulation 29, they shall apply to all the employees of the Punjab School Education Board. The employees who are on foreign service with the Board will, however, continue to be governed by their respective rules or by the terms of their deputation, as the case may be. |
| <i>Definitions</i> | 4. In these regulations, unless there is anything repugnant in the subject or context :-
(a) "Completed years of Service" and "One Year's continuous service" mean continuous service of the specified duration under the Board and include periods spent on duty as well as on leave including extra-ordinary leave;
(b) Duty includes :-
(i) Service as a probationer or apprentice :
Provided that service as a probationer is followed by confirmation without a break;
(ii) Joining Time; and
(iii) Any other period declared by the Board as such.
Note :- No leave of any kind can be treated as duty for the purpose of any regulation unless contrary is expressly stated therein. |

- (c) "Earned Leave" means leave earned in respect of period spent on duty;
- (d) "Employee" means any person appointed to any post by the Board or by any other authority subordinate to it in connection with the affair of the Punjab School Education Board;
- (e) "Half pay leave" means the amount of half pay leave earned in respect of completed years of service;
- (f) "Leave Salary" means the monthly amount paid by the Board to an employee on leave as determined in Regulation 18;
- (g) "Pay" means the amount drawn monthly by an employee as :-
 - (i) the pay, other than the special pay or pay granted in view of his personal qualifications which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre;
 - (ii) technical pay, special pay and personal pay ; and
 - (iii) any other emoluments which may be specially classed as pay by the Board;
- (h) "Permanent Employee" means a person who holds substantively a permanent post or holds a lien on a permanent post or would hold a lien on a permanent post had his lien not been suspended;
- (i) "Specified Medical Authority" means :-
 - (i) for employees in pay scale the minimum of which is less than Rs. 3120/- p.m. a Registered Medical Practitioner or a Registered Vaid or Hakim or a Medical Officer of the Board;
 - (ii) for other employees, Civil Surgeon or the Principal Medical Officer, as the case may be, or a Medical Officer of the Board.
- (j) "Substantive Pay" means the pay, other than special pay, personal pay or emoluments classed as pay by the Board to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre;

- (k) "Leave" includes earned leave, half pay leave, commuted leave, extra-ordinary leave and casual leave;
- (I) "Holiday" means :-
- (a) a holiday prescribed or notified by or under section 25 of the Negotiable Instruments Act, 1881 ; and
 - (b) a day on which office of the Board is ordered to be closed for the transaction of business without reserve or qualification.
- (m) All other terms relating to the leave used in these regulations, shall have the meaning respectively assigned to them in the Punjab Civil Services Rules, Volume-1, Part-1.

***Authorities
empowered to
grant leave***

5. Power to grant leave of all kinds, except casual leave shall vest in the authorities indicated below :-

Class of Employees	Authority competent to grant leave
1. Employees in the pay scale minimum of which is less than Rs. 2200/- p.m. (the minimum of the scale of Supdt.)	Secretary
2. Employees other than those specified in (i) above.	Chairman

*Note :- The Chairman may delegate his powers to the Vice-Chairman or to the Secretary. The powers conferred on the Secretary under item No (i) of this regulation may be delegated by him to any officer not below the rank of a Deputy Secretary.

***Power to refuse
leave or recall
employees on
leave***

6. Leave cannot be claimed as of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it and an employee already on leave may be recalled by that authority when it is considered necessary in the interest of the Board.

***Lapse of leave
on cessation of
service***

7. Leave earned by an employee lapses on the date on which he ceases to be in service.

*Amended vide Board's item No. 4 (2) dated 6-8-87.

- Earlier return** 8. An employee on leave may not return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the authority which granted him leave.
- From leave**
- Commencement** 9. (i) Leave shall commence from the day on which transfer of charge is affected and end on the day preceding that on which the charge is resumed :
- and Termination** Provided that no transfer of charge shall be necessary in the case of casual leave.
- (ii) An authority competent to grant leave may permit Sundays or other recognised holidays to be prefixed and/or suffixed to leave.
- Obligation to** 10. An employee shall, before proceeding on leave intimate to the authority **furnish leave** granting leave, his address while on leave and shall keep the said authority informed of any change in the address previously furnished.
- Report on return** 11. An employee on leave shall, unless otherwise instructed to the contrary, **from leave** return for duty to the post from which he proceeded on leave.
- When medical** 12. The authority sanctioning leave may require an employee who applied for **fitness** leave for reason of health to produce a medical certificate of a Specified Medical Authority.
- certificate may**
- be demanded** Similarly, it may require him to produce a medical certificate of fitness before he resumes duty even though such leave was not actually granted on a medical certificate. These Certificates should be in the forms given as annexures 'A' and 'B' to these Regulations.
- Leave not** 13. Leave may not be granted to an employee under suspension or against **admissible to an** whom proceedings for disciplinary action are pending.
- Employee under** Note :- The period spent under medical treatment by an employee under **Suspension** suspension, shall be treated as spent under suspension and the subsistence allowance as admissible under the regulations shall be given for that period. On reinstatement, it shall be specified whether it is to be treated as 'duty' or 'Non-duty' with reference to the provisions of the regulation unless the employee concerned desires and the competent authority orders that it may be converted into leave of the kind due and admissible to him.
- Leave Account** 14. A leave account showing the various kinds of leave earned by an employee shall be maintained in the form given as Annexure 'C'.

When application should be submitted

- (1) Applications for earned, half pay and extraordinary leave shall ordinarily be submitted at least one month before the date from which leave is required.
- (2) Applications which do not satisfy the requirement of sub-regulation (1) may be refused without assigning any reason.

Section II

ORDINARY LEAVE

Earned Leave

16. (1) The earned leave admissible to an employee is :
 - (a) 1/24th of the period spent on duty during the first 10 years of his service ;
 - (b) 1/18th of the period spent on duty during the next 10 years of his service ; and
 - (c) 1/12th of the period spent on duty thereafter.

Note:- For the purpose of assessing the length of service under this regulation, break in service occurred as a result of entrenchment shall not entail forfeiture of previous service. Further in case of women employees, break in service due to resignation as a result of family circumstances of the employees, shall also be condoned by the reappointing authority :

Provided that the break does not exceed 10 years.

Half pay Leave (2)

- (a) The half pay leave admissible to an employee in respect of each completed year of "service" is 20 days.
- (b) The half pay leave due may be granted to an employee on medical certificate or on private affairs.
- (c) Commuted Leave not exceeding half the amount of half pay leave due may be granted to an employee on medical certificate only subject to the following conditions :-
 - (i) Commuted leave during the entire service shall be limited to a maximum of 240 days.
 - (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half pay leave due.

- (iii) Half pay leave upto a maximum of 180 days shall be allowed to be commuted during the entire service where such leave is utilised for an approved course of study, certified to be in the public interest by the leave sanctioning authority :

Provided that no commuted leave may be granted under this regulation unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry and provided further that no commuted leave may be granted unless it has been applied for atleast 30 days at a time.

Note : 1 The option once exercised will be final and debars an employee from claiming reconversion, as a matter of right though the authority which granted leave can (if so disposed) allow it.

Note : 2 When commuted leave is granted to an employee under this regulation and he intends to retire subsequently, the commuted leave should be converted into half pay leave and difference between the leave salary in respect of commuted leave and half pay leave should be recovered. An undertaking to this effect should, therefore, be taken from the employee who avails himself of commuted leave, but question whether the employee concerned should be called upon to refund the amount drawn in excess as leave salary should be decided on merits of each case i.e. If the retirement is voluntary, refund should be enforced, but if the retirement is compulsorily thrust upon him by reason of ill health, incapacitating him for further service or in the event of his death, no refund should be taken.

- (d) Save in the case of leave preparatory to retirement "leave not due" may be granted to an employee in permanent employee for a period not exceeding 360 days during his entire service out of which not more than 90 days at a time and 180 days in all, may be otherwise than on medical certificate. Such leave will be debited against the half pay leave the employee may earn subsequently.

Note : 1 Leave not due should be granted if the authority empowered to sanction leave is satisfied that there is reasonable prospect of the employee returning to duty on the expiry of the leave and should be limited to the half pay leave, he is likely to earn thereafter.

Note : 2 The half pay leave earned by an employee in respect of a completed year of service can be availed of by him during the course of leave or during an extension thereof within which the date of anniversary of service falls.

Note : 3 Where an employee who has been granted "Leave not due" under this clause applies for permission to retire voluntarily, the leave not due shall, if the permission is granted, be cancelled and his retirement shall have effect from the date on which such leave commenced. An undertaking to this effect should, therefore, be taken from the employees who avail of "leave not due". But the question whether an employee should be called upon to refund the amount of leave salary should be decided on the merits of each case, e.g. if the retirement is voluntarily, refund should be enforced, if it is unavoidable by reason of ill health incapacitating him for further service or in the event of his death no refund should be insisted upon.

Note : 4 When "Leave not due" is granted to an employee under this clause and he applies for permission to retire voluntarily or resigns of his own volition at any time after returning to duty, the question of refund of leave salary in respect of the "leave not due" already availed of before return to duty shall, to the extent it has not been subsequently wiped off, be treated in the same way as laid down in note (3) above.

Note : 5 The temporary employees who are suffering from T. B./ Leprosy/Cancer or mental illness, 'Leave not due' may be granted to such employee, for a period not exceeding 360 days during the entire service subject to the fulfillment of conditions of regulation 16 (2) (d) *ibid* and also subject to the following further conditions :-

- (i) that the employee has put in a minimum of one year's service.
- (ii) that the post from which the employee proceeds on leave is likely to last till his return to duty ;
- (iii) that the request for the grant of such leave is supported by medical certificate of the medical officer of the Board.

Limit up to which leave may be taken

17. Accumulation of leave shall be permissible to any extent but the period of earned leave which can be taken at one time shall be 120 days. Leave on half pay will not ordinarily be allowed for more than 360 days at a time. Earned leave and leave on half pay can, however be combined.

Leave Salary

18. (1) An officer on earned leave shall be entitled to leave salary equal to the pay drawn immediately before proceeding on earned leave.
- (2) An officer on half pay leave or leave not due is entitled to leave salary equal to half the amount specified in sub-regulation (1).
- (3) An officer on commuted leave is entitled to leave salary equal to the amount admissible under sub-regulation (1).
- (4) An officer on extraordinary leave is not entitled to any leave salary.

- (5) (a) An employee who is granted leave beyond the date of compulsory retirement or quitting or services as the case may be, shall be entitled during such leave to leave salary as admissible under this regulation.
- (b) Where such an employee is re-employed during such leave the leave salary shall be restricted to the amount of leave salary admissible while on half pay leave.
- (c) If during such re-employment, he is granted leave earned by him during the period of re-employment, the leave salary shall be based on the pay drawn by him.
- (6) Leave salary upto one month may be allowed in advance to all employees proceeding on earned leave subject to the following conditions :-
- (a) No advance may be granted when the leave taken is less than thirty days.
- (b) The amount of the advance should be restricted to the net amount of leave salary for the first month of leave that is clearly admissible to the employee after deduction on account of Income Tax, Contributory Provident Fund, House Rent, repayment of advances etc.
- (c) The advance should be adjusted in full in the leave salary bill in respect of the leave availed of where the advance cannot be adjusted in full the balance should be recovered from the next payment of pay or /and leave salary.
- (d) The amount of advance will be debited to the head of account to which the pay etc of the employee is debited and the adjustment of advance will be watched through objection book by the Finance and Accounts Officer.
- (e) Advances shall be sanctioned in whole rupee.
- (7) In case an employee dies while in service, the cash equivalent of the leave salary (carrying the appropriate amount of dearness allowance) that the deceased employee would have got had he gone on earned leave that would have been due and admissible to him but for his death on the date immediately following the date of death and in any case not exceeding leave salary for 120 days shall be paid to his family.

- Note : 1 The leave salary of an employee who is reinstated after period passed under suspension and who proceeds on leave shortly after or immediately on reinstatement should be calculated on the basis of the pay actually drawn by or allowed to him immediately before the leave commenced.
- Note : 2 In the case of leave preparatory to retirement or refused leave, an undertaking for recovery of leave salary if any, paid in excess shall be taken from the employee.
- Note : 3 The leave salary payable under these regulations shall be drawn in rupees in India.

Section III

MATERNITY EXTRA, ORDINARY AND CASUAL LEAVE

- Maternity Leave* 19. The competent authority may grant to a female employee maternity leave on full pay for a period not ordinarily exceeding three months. The grant of leave should be so regulated that the date of confinement falls within the period of this leave. This leave may be extended to six months on the certificate of the Principal Medical Officer or Medical Officer of the Board or of a member of the Women's Medical Service, India. Maternity leave is not debited against the leave account :

Provided that no leave under this regulation shall be granted to a female employee who has three or more Children.

- Note : 1 During such period she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. The term 'pay' in this regulation includes officiating pay :

Provided the authority sanctioning the leave certifies that the employee would have continued to officiate had she not proceeded on leave.

- Note : 2 Maternity leave under this regulation may also be granted in cases of mis-carriage, abortion, including abortion induced under the Medical Termination of Pregnancy Act, 1971, subject to the conditions that:-

- (i) the leave does not exceed six weeks;
- (ii) the application for the leave is supported by a certificate from a registered medical practitioner. The certificate of the Medical Officer of the Board be called for in cases of doubt.

Note : 3 Any other kind of leave may be permitted to be prefixed to maternity leave without insisting on a medical certificate. But any leave applied for in continuation of the maternity leave may be granted only if the request is supported by a medical certificate.

Note : 4 The amendments, if any, made by the State Government in regard to the grant of maternity leave to its employees, shall also be applicable to the employees of the Board.

**Extra-ordinary
leave**

20. (1) Extra-ordinary leave may be granted to any employee in special circumstances:-
- (a) When no other leave is admissible ; or
 - (b) When other leave is admissible, but the employee concerned applies in writing for the grant of extra-ordinary leave.
- (2) The authority empowered to grant leave may commute retrospectively:-
- (a) Period of absence without leave into extra-ordinary leave.
 - (b) Extraordinary leave granted, into leave of different kind if the latter type of leave was admissible at the time extraordinary leave was granted.

Note : I The power to commuting retrospectively, period of absence without leave into extraordinary leave under clause (b) is absolute and not subject to the conditions mentioned in clause (a). In other words, such a commutation is permissible even when other leave was admissible to the employee concerned at the time his absence without leave commenced. This concession, however, cannot be claimed by the employee as a matter of right.

Note : 2 The concession admissible under clause (2) cannot be claimed by an employee as a matter of right.

Note : 3 Extra-ordinary leave granted to an employee on medical certificate may be commuted retrospectively into leave not due at the discretion of the authority competent to sanction leave in respect of extraordinary leave taken on medical certificate. Such a commutation is also permissible in a case where extraordinary leave was granted to an employee on medical certificate during temporary service, and he is subsequently confirmed or declared quasi-permanent with effect from a date earlier than the commencement of the extraordinary leave.

Note : 4 Extraordinary leave taken by an employee otherwise than on medical certificate, may also be commuted into leave not due at the discretion of the authority competent to sanction leave.

Note : 5 For permanent employee rule 3. 25 of Punjab Civil Services Rules, Volume-1, Part I, shall apply.

(3) Subject to the provision of clauses (1) and (2), extraordinary leave not exceeding the following limits may be granted to a temporary employee by the competent authority on any one occasion :-

- (i) One year ;
- (ii) twelve months in case where the employee has completed three years, continuous service on the date of expiry of leave of the kind due and admissible under the regulations [including one year's extraordinary leave Under (i) above] and this request for leave is supported by a medical certificate as required under the regulations;
- (iii) eighteen months, where the employee is undergoing treatment for :-
 - (1) pulmonary tuberculosis or pleurisy of tubercular origin in a recognised sanatorium ; or
 - (2) tuberculosis of any other part of the body by a qualified tuberculosis specialist or a civil surgeon; or
 - (3) leprosy in a recognised leprosy institution or by a Civil Surgeon or a specialist in leprosy recognised as such by the State Administrative Medical Officer concerned.

- (4) Twelve months where an employee is undergoing treatment for cancer, or for mental illness in an institution recognised for the treatment of such disease or by a Principal Medical Officer or a specialist in such disease;

Note : This concession will be admissible only to those employees who have been in continuous service of the Board for period exceeding one year.

- (5) Twenty-four months where the leave is required for the purpose of prosecuting studies certified to be in the public interest :

Provided the employee concerned has completed three years continuous service on the date of expiry of leave of the kind due and admissible under the regulations (including one year extraordinary leave under (i) above).

Note : 1 This concession of extraordinary leave upto eighteen months will be admissible also to an employee suffering from pulmonary tuberculosis or pleurisy of tubercular origin who receives treatment at his residence under a tuberculosis specialist recognised as such by the state Administrative Medical Officer concerned and produces a certificate to be signed by that specialist to the effect that he is under his treatment and that he has reasonable chances of recovery on the expiry of the leave recommended.

Note : 2 The concession of extraordinary leave upto eighteen months under this sub-regulation will be admissible only to those employees who have been in continuous service for a period exceeding one year.

Note : 3 Where an employee who is not in permanent employ or quasi-permanent employee fails to resume duty on the expiry of the maximum period of extraordinary leave granted to him or where such an employee who is granted a lesser amount of extraordinary leave than the maximum admissible, remains absent from duty for any period which together with the extraordinary leave granted exceeds the limit upto which he could have been granted such leave under this regulation, he shall be removed from service after following the procedure laid down in the Punjab School Education Board Employees (Punishment & Appeal) Regulations, 1978.

Note : 4 Where an employee avails himself of the above leave concession for undergoing treatment for T. B. or leprosy, he should be required to produce a fitness certificate before he is permitted to resume duty on the expiry of the leave from the medical officer in-charge of a recognised sanatorium/ or from a T. B. Specialist recognised by a State Government while such an employee suffering from Tuberculosis of any other part of the body should produce a certificate from a qualified T. B. Specialist or a Civil Surgeon.

Casual Leave

21. (1) Casual leave may be granted as under :-

- | | | |
|-------|---|-------------------|
| (i) | Employees with service not exceeding 10 years | 10 days in a year |
| (ii) | Employees with 10 to 20 years | 15 days in a year |
| (iii) | Employees with service exceeding 20 years | 20 days in a year |

*Provided that all women employees in the service of the Board shall be entitled to twenty days casual leave every year irrespective of number of years of service.

Note : 1 From the date on which an employee completes his 10th or 20th year of service as the case may be, he will be given leave in that year according to the next higher scale. Thus if an employee completes 10 years service on the 30th April, 1979, he will be entitled to 15 days casual leave for the entire year 1979.

**Note : 2 Casual leave to the employees the minimum of whose pay scale is less than Rs. 10300 p. m. shall be granted by the Superintendent under whom they work or the Branch Officer, as the case may be. For employees the minimum of whose pay scale is Rs. 10300 /- or above, casual leave shall be granted by the Head of the Branch concerned. Casual leave to the Secretary/ Controller of Examination/Director and other officers in the equivalent grade shall be granted by the Chairman and in his absence by the Vice-Chairman. The Chairman may delegate his powers to the Vice-Chairman or the Secretary. Casual leave may be granted forming maximum spell of sixteen days including holidays at a timewithin the limits prescribed above. Holidays may be permitted to be included which shall not be debited to the casual leave account but the total period of absence shall not exceed 16 days.

- (2) Persons employed temporarily for a period of less than one year, may be allowed casual leave at the rate of one day for every month of service actually put in but not exceeding 10 days, in all.
- (3) If an employee overstays his casual leave for any reason whatsoever, for example a breakdown on the road due to floods, landslide the entire period of absence will be debited to his leave account other than that of casual leave and not only the period by which he has overstayed his casual leave.

* Amended vide Board's item No. 7 dated 20-9-89.

Amended vide Board's item No. 4 (2) dated 31-8-88.

- (4) Casual leave is treated as duty and cannot be combined with any other kind of leave. It shall not be granted so as to cause evasion of the rules regarding :-

- (i) date of reckoning pay and allowances;
- (ii) change of office; and
- (iii) return to duty.

An employee may not leave his head-quarter during casual leave or in holidays without the permission of the authority competent to sanction him casual leave.

Note : Casual leave at the credit of an employee shall lapse on the last day of the calendar year.

Section IV

MISCELLANEOUS

22. These regulations will not apply to employees who have been allocated to the Board from the Punjab University. Such employees shall continue to be governed by the regulations of the Punjab University applicable to them at the time of their allocation, unless any employee specifically opts for leave regulations of the Board. Such option shall be exercised within 3 months of the date of enforcement of these regulations and option once exercised shall be final.

Interepretation and Relaxation

23. (1) In matters relating to leave not specifically provided for in these Regulations, the Rules contained in the Punjab Civil Services Rules, Volume- 1, Part-I and Part-II, as amended from time to time, shall apply.
- (2) The power to interpret these regulations will vest with the Board whose decision shall be final.
- (3) Where the Board is satisfied that the operation of any of these regulations causes any hardship in any particular case, it may by order dispense with or relax the requirements of that regulation to such extent and subject to such conditions, as it may consider necessary, for dealing with the case in a just and equitable manner.
- (4) Notwithstanding anything provided in the above referred regulations, the instructions/amendments of the Government issued from time to time, except Regulation No. 5, shall mutatis mutandis be applicable to the Board's employees.

ANNEXURE 'A'

(Referred to in regulation 12)

MEDICAL CERTIFICATE IN SUPPORT OF ILLNESS

Signature of applicant

(To be filled in by the applicant in the presence of Medical Attendent or Medical Practitioner)

I,, after careful personal examination of the case,
hereby certify that..... whose signature is given above, is
suffering from
and I consider that a period of absence from duty of
with effect from is absolutely
necessary for the restoration of his health

Dated, the.....

Authorised Medical Attendent or
other Registered Medical Practitioner
(with seal of office)

Regd. No. _____

ANNEXURE 'B'

(Referred to in regulation 12)

MEDICAL CERTIFICATE OF FITNESS AFTER EXPIRY OF LEAVE

Signature of applicant

I,(Authorised Medical Attendent/Registered Medical Practitioner) do hereby certify that We/I have examined of the Punjab School Education Board whose signature is given above and find that he has recovered from his illness and is now fit to resume duties in the Board. We/I have examined the original medical certificate(s) and statement(s) of the case (or certified copies thereof) on which leave was granted or extended and have taken these into consideration in arriving at our/my decision.

Dated

Authorised Medical Attendent or
other Registered Medical Practitioner
(with Stamp)

Place

Regd. No. _____

Annexure 'C'

(Referred to in Regulation 14)
FORM OF LEAVE ACCOUNT

Employee's name _____ Date of Birth _____
 Date of compulsory retirement _____
 Nature of continuous service _____

EARNED LEAVE												HALF-PAY LEAVE ON PRIVATE AFFAIRS AND ON MEDICAL CERTIFICATE												
Sl. No.	Leave at credit (in days)	Leave Taken			Length of Service				Credit of Leave		Leave on Private Affairs or on Medical Certificate			Commuted leave on Medical on full pay (Limited to 240 days) in entire Service				Leave not due on medical Certificate (Limited to 360 days) in entire Service				Total half-pay leave taken (Columns 17+21+24)	Balance on return from leave (Columns 4-15)	Remarks
		From	To	No. of days	Balance on return from leave	From	To	No. of completed years of Service	Leave earned (in days)	Leave credit (columns 26-13)	From	To	No. of days	From	To	No. of days	Committed leave converted into half-pay leave (twice of col. 20)	From	To	No. of days				
4	Leave earned (in days)	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

Period of Extraordinary leave taken should be noted in red ink in column 27 for remarks.

The entries in columns 10 and 11 should indicate only the beginning and end of completed years of service at the time half-pay leave commences. In case where a Board's employee completes another years of service while on half-pay leave, the extra credit should be shown in column 10 to 14 by making suitable additional entries and this should be taken into account when completing column 26.

Wherever transition from one fraction to another takes place, the credit at that stage should be rounded off to the nearest day, i.e. from below half should be ignored and those of half or more should be reckoned as day.

For different rates of earning leave during different spans of service, Regulation 16 of Leave Regulations may be referred to.

In order to apply the maximum limits of commuted leave and leave not due as prescribed in the relevant Regulations sum total of such entries appearing in column 20 and 24 respectively, will also have to be taken into account.

****Contributory Provident Funds**

(Extract from Punjab Govt. Gazette, dated Dec. 22, 1978)

(Under clause (b) of sub-section (2) of Section 24 of the Act)

<i>Short Title</i>	**1. These regulations may be called the Punjab School Education Board (Contributory Provident Fund) Regulations, 1978.
<i>Commencement</i>	2. These shall come into force at once.
<i>Extent of Application</i>	3. They shall apply to all whole time employees of the Board appointed substantively to substantive posts. Note : An employee whose confirmation is ordered from a retrospective date will be entitled to the benefit of these regulations from the date of his confirmation.
<i>Definitions</i>	4. In these regulations, unless there is anything repugnant in the subject or context :- (a) "Act" means the Punjab School Education Board Act, 1969; (b) "Pay (for purposes of C. P. F. deduction) includes pay, special pay, dearness pay and A.D.A.; (c) "Contribution means any contribution payable by the Board as employer in respect of a subscriber under these regulations; (d) "Family" means :- (i) in the case of a male subscriber the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of the subscriber : Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which he belongs to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate, unless the subscriber subsequently informs the Board in writing that she shall continue to be so regarded;

*Amended vide Board's item No. 3 (3) dated 20-10-1987 effective from 1-11-1987.

**Amended vide Board's item No. 6(1) dated 23-10-96.

- (ii) in the case of a female subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber :

Provided that if a subscriber by notice in writing to the Board expresses her desire to exclude her husband from her family, the husband shall hence forth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate, unless the subscriber subsequently cancels such notice in writing.

Note :- "Child" means a legitimate child and includes an adopted child where adoption is recognised by the personal law governing the subscriber. Where a subscriber has given his child to another person, under the personal law of the adopter and adoption is legally recognised, such a child should for the purpose of these regulations, be considered as excluded from the family of the natural father;

- (e) "Fund" means the Punjab School Education Board Contributory Provident Fund established under these regulations;
- (f) "Subscriber" means an employee of the Board who is required or is entitled to become a subscriber to the fund;
- (g) "Subscription" means a subscription to the fund made by a subscriber;
- (h) "Year" means a financial year beginning on the 1st day of April and ending on the 31st day of March of the subsequent year.
- (i) Any other expression employed in the regulations which is defined either in the Provident Fund Act, 1925 or in the Punjab School Education Board Act, 1969, is used in the sense therein defined.

Constitution of the Fund 5.

- (1) The Board shall constitute a fund to be called the Punjab School Education Board Contributory Provident Fund.
- (2) The Fund shall be maintained in rupees and shall be constituted of-
 - (a) subscriptions to be made by the subscribers and contributions to be made by the Board;
 - (b) balance transferred from any other Contributory Provident Fund where such transfers are authorised by the Chairman;

*Custody and
Investment of
the Fund*

(c) interest on deposits and investments.

6. (1) The Board shall open an account to be called the Punjab School Education Board Contributory Provident Fund Account, in the Savings Bank Account of the State Bank of India or any of its subsidiary Banks or in the post office :

Provided that only one account shall be maintained for this purpose.

- (2) The account shall be operated by the Secretary.
- (3) As soon as may be, at the beginning of each month and if possible before the 5th day of each month the Board shall pay into the Contributory Provident Fund Account the amount of all subscriptions recovered under the provisions of the regulation 8 and of the contribution payable under the provisions of regulation 9.
- (4) (i) The Board may from time to time withdraw any sum from the contributory provident fund account and may invest such sum in a Government security such as National Savings Certificates, National Plan Savings Certificates, or as fixed or short term deposit in the State Bank of India or any of its subsidiary Banks, a nationalised Bank or the Punjab State Co-operative Bank Ltd., as may be considered in the best interests of the subscribers :

*Provided that the Board may also invest any sum into any development project of the Board and in that event the Board shall credit the fund with interest on such investment at such rate as the Board may think proper but which shall not be less than the average yearly rate of interest being earned on other investments made from this fund.

- (ii) The interest obtained by the investment of any sum under clause (i) shall be deposited in the Contributory Provident Fund Account.

*Employees who
shall or may
subscribe to the
Fund*

7. (1) Every whole time employee of the Board appointed substantively to a permanent post, shall as a condition of his service, be required to become a subscriber to the Fund.

*Amended vide Board's item No. 10 dated 26-11-1987.

- (2) Any whole-time employee, appointed temporarily or on probation in the first instance and subsequently confirmed in the same appointment may be admitted by the Chairman to the benefits of the Fund from the date of his temporary appointment :

Provided that there has been no break or interval between the termination of the temporary appointment and the commencement of the permanent appointment.

*Subscription to
the Fund*

8. (1) The rate of monthly subscription shall be ten percent of the pay of the subscriber :

Provided that when the calculations involve fraction of a rupee amount less than fifty paise shall be ignored and fifty paise or more shall be taken as whole rupee.

- (2) Such subscriptions shall be deducted from month to month from the salary of each subscriber and the amount deducted shall be paid into the Contributory Provident Fund Account to the credit of the subscriber.
- (3) A subscriber may, at his option increase his subscription to an amount not exceeding 30% of his pay.

*Contribution by
the Board*

9. (1) The Board shall contribute to the Contributory Provident Fund of each subscriber at the rate of ten percent of his pay :

Provided that-

- (a) if a subscriber resigns within five years of the commencement of his service the Chairman may deduct from the sum standing to his credit in the contributory provident fund :-
- (i) the whole of the contribution and the interest thereon if the period of service of the subscriber is one year or less.
 - (ii) half the amount of the contribution and interest thereon if the period of service of the subscriber is more than one year but less than five years.

- (b) no employee of the Board, who has, in the opinion of Chairman, been guilty of dishonesty or other gross misconduct and has been consequently dismissed from service, shall be entitled to the benefit of or to receive any part or share in, any sums, at any time contributed by the Board to the Fund on his account, or the accumulated interest or profits there of and the Board shall be entitled to recover, as the first charge from the amount for the time being at the credit of any employee, a sum equivalent to the amount of any loss or damage at any time sustained by the Board by reason of his dishonesty or negligence, but not exceeding in any case the total amount of contribution, credited to his account by the Board and of any interest or increment which has accrued on such contributions.

- (2) No subscriber shall be entitled to Board's contribution during the period of leave beyond the date of retirement.
- (3) The contribution shall be made only for the period spent by the subscriber on duty or the period of leave with full pay or average pay.

Interest

10. (1) After deducting service charges to be determined by the Board, but not exceeding 1% of the closing balance of the Contributory Provident Fund Account at the close of a year the interest earned during that year shall be distributed among the subscriber on pro rata basis :

Provided that a subscriber finally quitting service during the course of the year shall be allowed interest on his Contributory Provident Fund balance at the previous year's rate.

- (2) The Board shall pay to the credit of the account of a subscriber interest by it on the amount at his credit in the fund, at the end of the year.

*Maintenance of
Accounts*

11. (1) The Finance and Accounts Officer or any other officer authorised by the Board shall maintain a Contributory Provident Fund Account in Form P. F. I of which separate portions shall be assigned to each subscriber, and there shall be entered therein each month the amount of each subscription, the amount of Board's contribution and the monthly balance on which interest is to be calculated.

- (2) (a) The Contributory Provident Fund Liabilities Account shall be maintained in Form C P. F. I - A, which shall be posted up on each day on which amounts are credited or debited to the accounts (From C. P. F. 1) of the subscribers.
- (b) The amount of interest accrued on the balance at the credit of a subscriber shall be calculated at the end of the year or when the account is closed to the nearest paisa, on the lowest balance, excluding fractions of a rupee, at the credit of the subscriber between close of the fifth day and the last day of each month.
- (3) (a) Each subscriber shall be furnished with a Pass Book in Form C. P. F. 2 free of cost and in the event of its loss by the subscriber, a duplicate Pass Book may be issued on payment of one rupee.
- (b) At the close of each financial year, the subscriber shall present his Pass Book in the month of July, for making entries showing (i) the balance at credit of his account at the beginning of the year, (ii) amounts added thereto by way of subscription and contribution and the interest accrued thereon during the year, (iii) the amount advanced during the year, (iv) recoveries of advances, and (v) balance at credit of his account at the end of the year.
- (4) Before a cheque is drawn for payment of subscriptions and contributions as required by regulations 8 and 9, a bill shall be prepared in Form C. P. F. 3 and submitted with the relevant salary and establishment bills for signature to the authorised officer :

Provided that the Board may make payment of the subscriptions and contributions on a single bill and by means of a single cheque in respect of all subscribers or on separate bills and by means of separate cheques in respect of subscribers of different departments.

- (5) (a) No sum shall be withdrawn from the Contributory Provident Fund account with the Savings Bank except:-
- (i) for the purpose of investment or placement; or
- (ii) for the purpose of making an advance to a subscriber; or
- (iii) when a subscriber's account is to be closed for payment to the subscriber or his heirs.

- (b) Whenever a sum is withdrawn from the Contributory Provident Fund Account with the Saving Bank, such sum shall forthwith be credited to the Board's Fund under the head "Suspense Account" and the payments shall be made therefrom for the purpose for which the sum was withdrawn by means of a separate cheque on a bill in Form C. P. F. 4 and such payment shall be debited to the same head.
- (6) All the transactions relating to Contributory Provident Fund Account shall be passed through Contributory Provident Fund Cash Book in Form P. F. 5 which should be reconciled with the Savings Bank Pass Book at the end of each month but not later than 5th day of the subsequent month.
- (7) The Board shall also maintain -
 - (a) A Contributory Provident Fund Investments Account in Form C. P.F.6.
 - (b) A Contributory Provident Fund Investments Interest Account in Form C. P. F. 7.
 - (c) An account in Form C.P.F 8 showing the amount available for payment of insurance premia of the subscribers.

Nomination

12. (1) A subscriber shall at the time of joining the Fund send to the Secretary a nomination in Form C. P. F. 9 conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable or having become payable has not been paid :

Provided that if , at the time of making the nomination the subscriber has a family the nomination shall not be in favour of any person or persons other than the members of his family.

- (2) If a subscriber nominates more than one person under sub-regulation (1) above, he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (3) A subscriber may, at any time, cancel or modify a nomination by sending a notice in writing :

provided that the subscriber shall, alongwith such notice, send a fresh nomination made in accordance with the provisions of the regulation in the said form.

- (4) A subscriber may provide in a nomination that in the event of any specified nominee predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination :

Provided that where the subscriber has a family, such other nominee shall also be a member of the family :

Provided further that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

- (5) (a) Every nomination made and every notice of cancellation given by a subscriber shall be communicated to the Secretary and to the extent, that it is valid, take effect on the date on which it is received by the Secretary.
- (b) If the subscriber is the Secretary himself, he shall give his nomination or notice of cancellation to the Chairman.

*Advances from
the Contributory
Provident Fund*

13

- (1) The Chairman may sanction the payment to a subscriber of an advance from his Contributory Provident Fund account for any one or more of the following purposes :-
- (a) to meet the cost of-
- (i) Purchase of a house;
 - (ii) Construction of a house;
 - (iii) Purchase of land for house.
- (b) to meet expense on -
- (i) A subscriber's own marriage ; or
 - (ii) Marriage of a subscriber's daughter, son or dependent sister.
- (c) to meet the cost of -
- (i) A subscriber's education abroad ; or
 - (ii) Medical, Engineering and other technical or specialised courses in India beyond the Higher School stage by the subscriber or his children :

Provided that the duration of the course of study not less than three years.

- (d) to pay insurance Premia under Regulation 15;
- (e)
 - (i) to meet expenses in connection with the prolonged illness of the subscriber or dependent member of his family, and
 - (ii) to meet any other expenses considered reasonable by the Board. (Appendix - A)

The advance shall be in whole rupees and shall not exceed 12 month's pay of the subscriber in the case of (a) and (b), 9 months in the case of (c) and 6 months in case of (e) subject to the condition that the advance shall not exceed one-half of the amount standing at the credit of the subscriber.

- (2) No advance shall be granted to a subscriber until a previous advance drawn for the same purpose is repaid in full.
- (3) The Chairman may sanction an advance out of the Contributory Provident Fund to a subscriber who wants to build a house at Chandigarh upto an amount not exceeding 24 month's pay or half of amount standing to his credit in the fund, whichever is greater, subject to the following conditions:-
 - (i) The advance shall not exceed the subscriber's subscription.
 - (ii) The advance shall be paid in three instalments; the first instalment immediately on sanction and subsequent instalments on production of a certificate from the authority, determined by the Chairman to the effect that the previous instalment has been spent in full on the construction of the house.
 - (iii) The advance shall be recovered in 96 equal monthly instalments. In the case of subscriber due to retire before complete recovery of advance in 96 instalments, the number of monthly instalments shall be so fixed that the whole amount is recovered before his retirement.
 - (iv) The subscriber applying for advance would have to declare the amount of loan, if any received by him from any other source for the purpose.

- (4) Notwithstanding anything contained in this regulation a subscriber who has put in 25 year's service under the Board may be granted a non-refundable advance from his Contributory Provident Fund for the construction of a house subject to the condition that the advance shall not exceed the subscriber's own subscription.

***Recovery of
Advance***

14. (1) An advance shall be recovered from the pay of the subscriber in 48 equal monthly instalments in the case of advance at (a) and (b), 6 in the case of (c) and 24 in the case of (e) referred to in Regulation 13 (1) above.
- (2) A subscriber may, at his option, make repayment in a smaller number of instalments.
- (3) The recovery shall commence with the issue of pay for the month following the one in which an advance is drawn.
- (4) Recovery shall not be made, except with the subscriber's consent, when he is on leave other than leave on full pay or is in receipt of subsistence allowance. The amount of each instalment shall be fixed in terms of whole rupees.
- (5) Interest shall be charged on advance at such rate as may be specified by the Board from time to time for credit of interest to the Contributory Provident Fund. The interest shall ordinarily be recovered in one instalment in the month after complete repayment of the Principal, but if the period of repayments exceeds 30 instalments, the interest may, if the subscriber so desires, be recovered in two equal monthly instalments. The method of recovery shall be the same as in the case of advance. The payment shall be recovered to the nearest rupee.

***Payment of
Insurance
premium***

15. (1) Payment of premia on the insurance policy on the life of a subscriber, who has subscribed to the fund for at least five years, may at his option be made out of his own subscription to the Contributory Provident Fund:

Provided a fresh policy is taken and the total annual premium does not ordinarily exceed the subscriptions in any one year.

- (2) The Board will not make any payment on behalf of a subscriber to the Life Insurance Corporation or take steps to keep the policy alive. The subscriber himself will be responsible in this behalf.

- (3) A subscriber, who desires to withdraw any amount for payment of premium, shall apply for it in writing to the Secretary and shall attach to the application, premium warrant well before the date of payment.
- (4) The receipt of payment of the premium from Life Insurance Corporation shall be submitted by the subscriber to the Secretary as soon as it is received by him.
- (5) The policy to be financed out of the Contributory Provident Fund shall be assigned to the Board and the form of the policy shall be such as can be legally assigned to the Board.
- (6) The policy shall be assigned within three months after the payment of the first premium out of the Contributory Provident Fund and the assignment of the policy shall be endorsed in the form C. P. F. 10 or form C. P. F. 11 or form C. P. F. 12 or form C. P. F. 13 according to the policy is on the life of the subscriber or on the joint lives of the subscriber and the subscriber's wife or husband or the policy has previously been assigned to the subscriber's wife or husband.
- (7) The policy after being assigned shall be kept in the safe custody of the Secretary. If the policy is not assigned or delivered within three months of the first payment to the Secretary for being kept in his safe custody the Secretary shall recover the amount paid as premium on the policy from the emoluments of the subscriber and credit the same to his Contributory Provident Fund Account.
- (8) (a) Save as provided in sub-clause (b) the policy shall be reassigned to the subscriber and handed back to him on his quitting service or on his refunding any advances taken from the Contributory Provident Fund for the purpose of paying premia thereon and in the event of his death before quitting the service, a reassignment shall be executed in favour of and the policy be handed to the legal representative of his estate under the terms of the policy or as determined by a civil court having competence to pass order in this respect. Notice of the reassignment shall be sent to the Life Insurance Corporation by the Secretary.

- (b) If notice has been received by the Secretary of any assignment or attachment of, or encumbrance on the policy, he shall not execute a reassignment of the policy in favour of the subscriber or in the event of his death, of the legal representative of his estate as determined by a Civil Court having competence to pass orders in this respect until he has obtained the orders of the Chairman.
- (9) If the policy assigned to the Board matures before the subscriber quits the service of the Board or if a policy on the joint lives of a subscriber and the subscriber's wife or husband assigned under this regulation falls due for payment by reason of the death of the subscriber's wife or husband, the Secretary shall proceed as follows:-
- (i) If the amount assured together with the amount of profits, if any, is greater than the whole of amount withdrawn from the fund in respect of the policy the Secretary shall re-assign the policy to the subscriber and make it over to him and the subscriber shall pay to the fund the whole of the amount withdrawn, and in default the said amount shall be recovered by deduction in one sum from the emoluments of the subscriber, and if the said amount be more than half the subscriber's emoluments, recoveries shall be made in monthly instalments of moieties of his emoluments, till the entire amount recoverable be paid by him.
 - (ii) In case the amount assured together with the profits, if any, is less than the whole of the amount withdrawn, the Secretary shall realise the amount assured together with the profits and place the amount so realised in the Contributory Provident Fund account of the subscriber.
 - (iii) The profits which accrue on any policy may be allowed to accumulate with the policy until it matures, but if it is incumbent on the policy holder to withdraw them as they fall due, the amount shall be credited to the subscriber's account in the Fund.

- 10) (a) When the assigned policy is delivered to the Secretary it shall be accompanied with a certificate from the subscriber to the effect that no prior assignment of the policy exists. The certificate shall be verified by a direct reference by the Secretary to the Life Insurance Corporation.
- (b) Notice of the assignment of the policy shall be given by the subscriber to the Life Insurance Corporation and acknowledgement receipt of the notice shall be handed over by the subscriber to the Secretary within three months of the date of the assignment.
- (11) If a policy lapses on account of non-payment of premium and cannot be made 'paid-up' the whole amount paid till then as premium shall be recovered from the emoluments of the subscriber and credited to his Contributory Provident Fund Account.
- (12) If a policy becomes 'paid-up' the difference between the paid up value and the total amount of premia paid out of Contributory Provident Fund shall be recovered from the emoluments of the subscriber and credited to the Contributory Provident Fund Account of the subscriber.
- (13) No subscriber is allowed to take any loan on the policy

***Payment of
Accumulation***

16. (1) When a subscriber quits service, the amount standing to his credit in the fund shall, subject to any deductions, become payable to him

Provided that a subscriber, on reaching the age of retirement, granted extension in service, may be permitted to withdraw 50 percent of the amount standing to his credit.
- (2) When a subscriber has proceeded on leave preparatory to retirement, he may, at the discretion of the Chairman be permitted to withdraw upto 90 percent of his accumulation in the Fund. If for any reason the subscriber does not retire at the end of the leave, the amount withdrawn shall be refunded in full to the Fund as a condition of continued employment. The payment shall not effect the rules in regard to subscriptions during such leave or interest on the balance.
- (3) When a subscriber dies the amount standing to his credit in the Contributory Provident Fund shall be withdrawn from the savings bank account and payment of such amount shall be made-

(a) When the subscriber leaves a family-

- (i) If a nomination made by the subscriber in accordance with the provisions of regulation 12 in favour of a member or members of his family subsists, the amount standing to his credit in fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.
- (ii) If no such nomination subsists or such nomination relates only to a part of the amount standing to the credit of the subscriber, the whole amount or the part not covered by the nomination shall, notwithstanding any nomination purporting to be in favour of any person other than a member of the subscriber's family become payable as to one moiety to the husband or the widow (or in equal shares to the widows), as the case may be, and as to the other moiety in equal shares to the children of the subscriber :

Provided that if one or more of his sons have died leaving behind their widows or sons or both the respective shares of each such deceased son shall be payable in equal shares amongst their sons or widows or both :

Provided further that if the subscriber has left only a husband or widow or widows, as the case may be, the amount shall become payable to such husband or widow or in equal shares to such widows, as the case may be, or if the subscriber has left only children, the whole of the amount shall become payable to such children in equal shares subject to proviso (i) above or failing both children and widow or widows or husband, as the case may be , in equal shares among other members of the family :

Provided further that no shares shall be payable to-

- (i) married daughters whose husbands are alive and
- (ii) married daughters of deceased son whose husbands are alive;

if there is any member of the family other than those specified in clauses (i) and (ii) above.

(b) When the subscriber leaves no family:-

- (i) If a nomination made by him in accordance with the provisions of Regulation 12 in favour of any person or persons subsists, the amount standing to his credit or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.
- (ii) Or if no nomination made by him in accordance with the provisions of Regulation 12 subsists, or if such nomination relates only to a part of the amount standing to his credit in the fund, the whole amount or the part thereof to which the nomination does not relate, shall be payable to his legal heirs.

Explanation- For the purposes of this clause a subscriber's posthumous child shall be considered to be a member of his family at the time of his death and, if born alive, shall be treated in the same way as a surviving child born before the subscriber's death.

Interest not payable for late claim

17. Every subscriber on quitting Board's service shall claim payment of Contributory Provident Fund amount standing to his credit within one year of quitting service. Interest on Contributory Provident Fund shall be payable only upto the end of the month preceding that in which payment is made or upto the end of twelfth of the month after the month in which such amount became payable, whichever of these periods be less.

Deduction on account of the amounts due to the Board

18. Notwithstanding anything contained in regulation 16, if any amount is due from a subscriber to the Board when his account is closed; the Board may deduct such amount, not exceeding in any case the total amount of the Board's contribution while making final payment.

Interpretation

19. If any question arises as to the interpretation of these regulations, the decision of the Board shall be final.
20. The Contributory Provident Fund of the employees of the Board in existence at the time of the enforcement of these regulations shall be deemed to have been constituted under these regulations and shall be administered accordingly from the date of such enforcement.

PUNJAB SCHOOL EDUCATION BOARD

[(Regulation

CONTRIBUTORY PROVIDENT FUND LEDGER

C.P.F. Account

Name of Depositor

No.

Address

Designation

Pay as on 1st April Rs.
Subsequent change on Rs.

Account for the year 20__20__

1	2	3	4	5	6	7	8	9	1
Deductions made in the Month of	Deductions made in the Month of	Amount of sub-crip-tion	Recovery of loan	Board's Contri-bution	Total with-drawals	Actual monthly Balance in hand	Monthly balance on which interest is calculated	Monthly balance of withdrawal	Rema

Opening balance

April
 May
 June
 July
 August
 September
 October
 November
 December
 January
 February
 March
 Total

Interest for
20__20__Balance on
31st March, 20__

PUNJAB SCHOOL EDUCATION BOARD

•[Regulation 11 (2)]

CONTRIBUTORY PROVIDENT FUND LIABILITIES ACCOUNT FOR THE YEAR 20__20__

APRIL					MAY, JUNE, MARCH				
No. of the Depositor	Name and Designation	Opening balance	Date of credit	Deductions from salary	Board's contribution	Total	Interest added for the year	Total carried forward to next year's account	Remarks

Note: Withdrawals, if any, are to be noted in red ink after the total of the month in which it occurs, the next balance being shown from the next month onward.

Title page- (1) PUNJAB SCHOOL EDUCATION BOARD

Regulation 11 (3) (a)

PASS BOOK

Contributory Provident Fund Pass Book

of

Shri(Board Employee)

N.B.- (1) This Pass Book may be presented every year in the month of July for entry.

(2) If the Pass Book is lost, duplicate Pass Book will be supplied on payment of one rupee. (Inside title cover)

Page (2)

- 1 Name of the subscriber
2. Father's Name
3. Date of Birth
4. Designation
5. Department
6. Address
7. Date of employment
8. Mark of identification
9. Signature of subscriber

Page (3)

- 1 Contributory Provident Fund Account No
2. No. of insurance Policy out of the Fund
3. Maturity Date
4. Nominee(s) declared
5. Date of payment of premium
6. Due date of payment of premium
7. Total amount of premium paid upto 31st March

FORM C.P.F.2

Interest Suspense Account Year 20.....20.....

Deduction made in the Month of	P.F. Sub.	Board's Contribution	Recovery of loan	G.P.F.I Misc.	Total	Amount Advanced during the year	Balance at the close of each month	Amount of loan outstanding at the close of each month	Remarks
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
1	2	3	4	5	6	7	8	9	10
Opening Balance as on									
1. March paid in April									
2. April paid in May									
3. May paid in June									
4. June paid in July									
5. July paid in August									
6. August paid in Sept.									
7. Sept. paid in Oct.									
8. Oct. paid in Nov.									
9. Nov. paid in Dec.									
10. Dec. paid in Jan.									
11. Jan. paid in Feb.									
12. Feb. paid in March									
Interest accrued @%P.A.									
Total as on									

PUNJAB SCHOOL EDUCATION BOARD**Regulation 11 (4)****CONTRIBUTORY PROVIDENT FUND BILL**

No..... Year..... Month.....

Detailed Head of Account	No and date of salary or Establishment Bill	Amount of subscription	Amount of contribution	Total
--------------------------------	--	---------------------------	---------------------------	-------

Total

Date

Signature of Secretary or Head of Department

Pay Rs.

Signature of officer authorised to order payment

Examined and entered

Pre-audited and passed for Rs. _____

(Rupees _____)

Supdt.

Auditor

Resident Audit Officer

Date

Paid vide Cheque No. _____ Dated _____

D.S.F. & A/Secy.

Regulation 11 (5) (b)

Voucher No. _____

PUNJAB SCHOOL EDUCATION BOARD
CONTRIBUTORY PROVIDENT FUND PAYMENT BILL

For the month of _____ 20

Head of Charge	Description of charge and authority	Amount	
		Rs.	P.

Total :

Carried over

Brought Forward

Rs.

Paise

Total

(Rupees _____)
Total Amount in
Received Contents

Dated _____

Checked by _____

Clerk _____

Assistant _____

Superintendent

Pay Rs.

Rupees _____

D.S.F. & A/Secretary

(Initials of Asst./Supdt.)

Signature of Branch Officer

Name of Branch

AUDITENFACEMEN

Pre-audited and passed for

(Rupees _____)

Junior Auditor R A O.

Paid by Cheque No. _____ Dated _____

D.S. (F. & A/Secy)

**PUNJAB SCHOOL EDUCATION BOARD
CONTRIBUTORY PROVIDENT FUND ACCOUNT**

Remitted to Savings Bank				Withdrawals from Savings Bank		Disposal of sums withdrawn			
Date	Bill No.	Amount	Interest credited by Savings Bank	No. of challan crediting amount withdrawn to Board's fund	Amount	Balance after each trans- action	Investments Bill Amount No.	Payment to Subs- criber by way of advance	Payment to Refund Subs-criber to or his Boards heirs on Fund

PUNJAB SCHOOL EDUCATION BOARD
CONTRIBUTORY PROVIDENT FUND INVESTMENT ACCOUNT

PURCHASE OF INVESTMENT

Serial No.	Date	Bill No.	Description of investment	Nominal value	Actual price debit able to Provident Fund	Cost		Interest	
						Brokerage and other charges debitable to Board's Fund	Total cost	Rate	
1	2	3	4	5	6	7	8	9	

SALE OF INVESTMENT

Net Price Realize					Disposal of Proceeds			
Amount	Number of challan with which remitted to Bank	Amount	Brokerage and other charges on account of sale	Gross Price realized	No. of repayment to provident fund Ac-count in Savings Bank	Bill for Amount Repaid to Ac-count in Savings Bank	Difference debited (-) or credited (+) to Board's Fund	
10	11	12	13	14	15	16	17	

PUNJAB SCHOOL EDUCATION BOARD
CONTRIBUTION PROVIDENT FUND INVESTMENT INTEREST ACCOUNT

20 _____ 20 _____

Instalments of Interest Due			Instalments of Interest Received		Disposal of Proceeds		
Serial No. in Contributory Provident Fund Investments Account (C.P.F. 6)	Date	Amount	No. and date of challan with which remitted to treasury	Amount	Paid Contributory Provident Fund	No. and Date of Bill	Amount Paid into Board's Fund
1	2	3	4	5	6	7	8

20.....

Instalment of interest Received	Disposal of proceeds	Instalments of Interest

Date	No. and date of challan with which remitted to Bank	Amount	Paid into Contributory Provident Fund		Paid into Board's Fund	Date	No. and date of challan with which remitted to Bank	Amount
			No. and date of Bill	Amount				
9	1	1	1	1	1	1	1	1

20.....

Disposal of Progress			Instalment of Interest Received		Disposal of Proceeds		
Paid into Contributory Provident Fund			Paid into Contributory Provident Fund		Paid into Contributory Provident Fund		
No. and date of Bill	Amount	Paid int Board's Fund	Date	No. and date of challan with which remitted to Bank	Amount	No. and date of Bill	Paid int Board's Fund
1	1	2	2	2	2	2	2

PUNJAB SCHOOL EDUCATION BOARD
REGISTER SHOWING THE AMOUNT AVAILABLE FOR PAYMENT OF INSURANCE
PREMIA OF CONTRIBUTORY PROVIDENT FUND SUBSCRIBER

C.P.F. ACCOUNT NO.
 Name

Date	Amount lying to the credit of subscriber in column 8 of Register C.P.F.1	Total of previous payments of premium	Outstanding balance of advance made under Regulation (13.1) (d)	Interest accrued since 1st April	Loss of interest on advance due from subscriber	Total of columns 2 to 6
1	2	3	4	5	6	7
Half of amount shown in column 7 (Subscription plus interest accrued thereon,	Total of columns 3, 4 and 6 amount from subscriber Plus interest accrued on	net amount available for payment as premium (Column 8 Column 9)	Amount paid as premium	No. and date of payment vouchers	Progressive total of premium paid	Remarks
8	9	10	11	12	13	14

PUNJAB SCHOOL EDUCATION BOARD NOMINATION FORM

I hereby declare that in the event of my death the amount at my credit in the Contributory Provident Fund shall be distributed among the persons mentioned below in the manner shown against their names.

The amount due to nominee who is minor at the time of my death should be paid to person whose names appears in column 5.

1	2	3	4	5	6	7
Name and address of the nominee	Relationship with the subscriber	Whether major or minor, if minor, state his age	Amount of share of deposit	Name and address of the person to whom payment is to be made on behalf of the minor	Sex and parentage of person mentioned in column 5	Remarks

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Here state unmarried or widower

Signature of Subscriber

Occupation of Subscriber

Two witness to signature of subscriber

Witness No. 1 Witness No. 2

Signature..... Signature.....Address of subscriber.....

Occupation..... Occupation.....Station.....

Address.....Address.....Date.....

Note:- A subscriber having a family as defined in Regulation 4 (d) is not permitted in this Form of Declaration to leave the amount of his accumulation in the Fund or any part of it to any one outside his family.

PUNJAB SCHOOL EDUCATION BOARD
FORM OF ASSIGNMENT

"I, A.B. ofhereby assign into the Secretary of the Punjab School Education Board, the within policy of assurance as security for payment of all sums which under the Contributory Provident Fund Regulations of the Punjab School Education Board, I may hereafter become liable to pay to the Board Contributory Provident Fund".

I hereby certify that no prior assignment of the within policy exists

Dated this day of20

Station

Signature of Subscriber

One witness to signature

PUNJAB SCHOOL EDUCATION BOARD

FORM OF ASSIGNMENT

"We, A. B. (the subscriber) ofand C.D. (the joint assured)in consideration of the Secretary of the Punjab School Education Board agreeing at our request to accept payments towards the within policy of assurance in substitution for the subscriptions payable by me the said A.B. to the Board Contributory Provident Fund (or as the case may be, to accept the withdrawal of the sum of rupeesfrom the sum to the credit of the said A.B. in the Contributory Provident. Fund for payment of the premium of the within policy of assurance) hereby, jointly and severally assign upto the said Secretary the within policy of assurance as security for payments of all sums which said A.B. may hereafter become liable to pay to that Fund".

We, hereby certify that no prior assignment of the within policy exists.

Dated thisday of20

Station

Signature of the subscriber

One witness to Signature

PUNJAB SCHOOL EDUCATION BOARD

FORM OF ASSIGNMENT

I, wife of and
 the assignee of the within policy, having at the request of the assured, agreed
 to release my interest in the policy in favour of the in order
 that may assign the policy to the Secretary, Punjab School Education Board,
 who has agreed to accept payments towards the within policy of Assurance in substitution for the
 subscription payable by to the Board Contributory Provident Fund,
 hereby at the request and by the direction of assign and I,
 the said assign and confirm upto the Secretary of the Punjab School
 Education Board the within policy of Assurance as Security for payment of all sums Which under the
 Contributory Provident Fund Regulation, the said may hereafter become liable to
 pay to the Fund.

We hereby certify that no prior assignment of the within policy exists.

Dated this day of 20

Station

Signature of assignee

and of the subscriber

One witness to signature

PUNJAB SCHOOL EDUCATION BOARD **FORM OF ASSIGNMENT**

"Form of single tenant assignment to be used in cases where a subscriber to the Board Contributory Provident Fund, who has effected an assurance policy under the Provident Fund Regulations is admitted to the Board Contributory Provident Fund."

I, of
(Subscriber's name) (Subscriber's address)

hereby further assign unto the Secretary, Punjab School Education Board the within policy of assurance as security for the payment of all sums which under the Contributory Provident Fund Regulations the said may hereafter become liable to pay to the Board Provident Fund. (Subscriber's name)

I hereby certify that except an assignment to the Secretary of the Punjab School Education Board as Security for payment of all sums which the said has become (Subscriber name)

liable to pay under the Contributory Provident Fund Regulations, no prior assignment of the within policy exists.

Dated this day of 20

Station

One witness

.....
(Signature of Subscriber)

APPENDIX-A

[Referred to in Regulation 13 (e) (ii)]

The Chairman may sanction the payment of an advance to a subscriber for the following purposes:-

- 1 (i) Akhand Path
- (ii) Namkaran/Mundan Ceremony
- (iii) Repair of House
- *2. For the purchase of any of the following articles (new or old):-
 - (i) Cooler
 - (ii) Geyser
 - (iii) Ceiling Fan
 - (iv) Refrigerator
 - (v) Television
 - (vi) Scooter/Motorcycle
 - (vii) Moped/Cycle

* Ammended by the Board vide item No. 3(11) dated 5-1-1983.

GENERAL PROVIDENT FUND REGULATIONS

(Approved by the Board vide item No. 5(2) dated 30-11-93)

(Under clause (b) of sub-section (2) of section 24 of the Act)

- | | |
|------------------------------|--|
| Short Title | 1. These regulations may be called the Punjab School Education Board (General Provident Fund) Regulations, 1993. |
| Commencement | 2. These regulations shall come into force with effect from April 1, 1991. |
| Extent of Application | 3. They shall apply to all temporary employees of the Board who have completed a continuous services of one year and all permanent employees who have opted for pension scheme. |
| | 4. In these regulation, unless there is anything repugnant in the subject or context :- <ul style="list-style-type: none">(a) "Act" means the Punjab School Education Board Act, 1969 as amended from time to time;(b) "Pay" includes pay, special pay, dearness pay, D.A. and any other allowance classified as pay by the Board;(c) "Family" means-<ul style="list-style-type: none">(i) in the case of a male subscriber, the wife or wives and children of a subscriber and the widow or widows and children of a deceased son of the subscriber : |

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased, under the customary law of the community to which he belongs, to be entitled to maintenance, she shall thence-forth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate, unless the subscriber subsequently informs the Board in writing that she shall continue to be so regarded;

- (ii) in the case of a female subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber :

Provided that if a subscriber by notice in writing to the Board expresses her desire to exclude her husband from her family, the husband shall thenceforth be deemed to be no longer a member of the subscriber's family in matters to which these regulations relate, unless the subscribers subsequently cancels such notice in writing;

Note :- "Child" means a legitimate child and includes an adopted child where adoption is recognised by the personal law governing the subscriber. Where a subscriber has given his child to an other person, under the personal law of the adopter and adoption is legally recognised, such a child should for the purpose of these regulations, be considered as excluded from the family of the natural father.

- (d) "Fund" means the Punjab School Education Board General Provident Fund established under these regulations ;
- (e) "Subscriber:" means an employee of the Board who is required or is entitled to become a subscriber to the fund ;
- (f) "Subscription" means a subscription to the fund made by a subscriber;
- (g) 'Year' means a financial year beginning on the 1st day of April and ending on the 31st day of March of the subsequent year ;
- (h) any other expression employed in the regulations which is defined either in the Provident fund Act, 1925 or in the Punjab School Education Board Act, is used in the sense therein defined.

**Constitution of
the fund**

5. (1) The Board shall constitute a fund to be called the Punjab School Education Board General Provident Fund.
- (2) The fund shall be maintained in rupees and shall be constituted of-
- (a) Subscriptions to be made by the subscribers ;
- (b) Interest on deposits and investments.

Custody and investment of the Fund

- (6) (1) The Board shall open an account to be called the Punjab School Education Board General Provident Fund Account, in the Savings Bank Account of the State Bank of India or any of its subsidiary Bank or in the post office and sums paid into the Fund under these regulations shall be credited to this account.
- (2) The Account shall be operated by the Secretary.
- (3) As soon as may be, at the beginning of each month and, if possible before the 10th day of each month the Board shall pay into the General Provident Fund Account the amount of all subscriptions recovered under the provisions of these regulations.
- (4) (i) The Board may from time to time withdraw any sum from the general provident fund account and may invest such sum in a Government security such as National Savings Certificates, National Plan Savings Certificates, or as fixed or short term deposit in the State Bank of India or any of its subsidiary Banks, a nationalised Bank as may be considered in the best interest of the subscribers:

Provided that the Board may also invest any sum into any development project of the Board and in that event the Board shall credit the fund with interest on such investment at such rate as the Board may think proper but which shall not be less than the average yearly rate of interest being earned on other investments made from this fund.

General Provident Fund Regulations. *6(4)(i) **Note:** This rule should be read with the rule no. 9 of Financial Regulation.

- (ii) The interest obtained from the investment of any sum under clause (i) shall be deposited in the General Provident Fund Account.

Employees who shall or may Subscribe to the Fund

7 All employees of the Board, as mentioned in regulation 3 shall subscribe to this fund.

Provided that no such employee as has been required or permitted to subscribed to the C.P.F. shall be eligible to subscribe to this fund.

Note:- 1. Probationers shall be treated as temporary employees for the purpose of this regulation.

Note:- 2. A temporary employee who completed one year of continuous service during the middle of the month shall subscribe to the Fund from the Subsequent month.

* Amended vide Board's item No.16 (3) dated 07-10-2009

**Rate of
subscription to
the Fund**

- *[8(1) [The minimum rate of monthly subscription to the fund shall be 10% of the pay of the subscriber and the subscriber can't subscribe more than his emoluments. The amount of subscription so fixed shall remain unchanged through out the year:

Provided that the amount of subscription may be enhanced/decreased twice in the course of a year i.e. in the month of March and September:

Provided further that when the calculations involve fraction of a rupee amount less than fifty paise shall be ignored and fifty paise or more shall be taken as whole rupee.

- (2) Such subscriptions shall be deducted every month from the salary of each subscriber and the amount deducted shall be paid into the General Provident Fund Account to the credit of the subscriber.

Interest

9. **[(1) [The interest rate on General Provident Fund shall be at the same rate as fixed by the Punjab Govt. from time to time. In case, the amount of interest earned during the year on investments of Provident Fund is less than the total amount to be distributed among the subscriber then the same shall be recouped from Boards General Fund and if more the 'same will be credited into Board's General Fund:

Provided that a subscriber finally quitting service during the course of the year shall be allowed interest on his Provident Fund balance at the previous year rate till the next year rate is decided.

Note ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਜਨਰਲ ਪ੍ਰੋਵੀਡੈਂਟ ਫੰਡ ਦੇ ਵਿਨਿਯਮ ਅੱਗੇ ਤੋਂ ਲਾਗੂ ਕੀਤੇ ਜਾਂਦੇ ਹਨ।

- *(2) The Board shall pay to the credit of the account of a subscriber interest earned by it on the amount at his credit in the fund at the end of the year]

**Maintenance of
Accounts**

- (10) (1) The Deputy Secretary (Finance and Accounts) shall maintain a General Provident Fund Account in Form G.P.F. I of which separate portions shall be assigned to each subscriber and therein shall be entered each month the amount of each subscription and the monthly balance on which interest is to be calculated.
- (2) (a) The General Provident Fund Liabilities Account shall be maintained in Form G. P. F. I-A, which shall be posted up on each day on which amounts are credited or debited to the accounts (Form G.P.F.-I) of the subscribers.
- (b) The amount of interest accrued on the balance at the credit of a subscriber shall be calculated at the end of the year or when the account is closed to the nearest paise, on the lowest balance, excluding fractions of a rupee, at the credit of the subscriber between close of the 10th day and the last day of each month.

*Amended vide Board item No. 3 (3) dated 23-9-2008.

**Amended vide board item No. 17 (3) dated 7-10-2009.

- (3) (a) Each subscriber shall be furnished with a Pass Book in Form G.P.F. 2 free of cost and in the event of its loss by the subscriber, a duplicate Pass Book may be issued on payment of five rupees.
- (b) At the close of each financial year, the Deputy Secretary (Finance and Accounts) shall call for the Pass Books from the subscribers in the month of July, for making entries showing (i) the balance at credit of each subscriber at the beginning of the year, (ii) amounts added there to by way of subscription and interest accrued thereon during the year, (iii) the amount advanced during the year, (iv) recoveries of advances. and (v) balance at credit of his account at the end of the year.
- (4) Before a cheque is drawn for payment of subscriptions as required by regulation 8. a bill shall be prepared in Form G.P.F. 3 and submitted with the relevant salary and establishment bills for signature to the authorised officer :

Provided that the Board may make payment of the subscriptions on a single bill and by means for a single cheque in respect of all subscribers or on separate bills and by means of separate cheques in respect of subscribers of different departments.

- (5) (a) No sum shall be withdrawn from the General Provident Fund account with the savings account with the bank except ;-
- (i) for the purpose of investment or placement; or
- (ii) for the purpose of making an advance to a subscriber;
- or
- (iii) when a subscriber's accounts is to be closed for payment to the subscriber or his heirs.
- (b) Whenever a sum is withdrawn from the General Provident Fund Account with the saving Bank, such sum shall forthwith be credited to the Board's Fund under the head "Suspense Account" and the payments shall be made there from the purpose for which the sum was withdrawn by means of a separate cheque on a bill in Form G. P. F. 4 and such payment shall be debited to the same head.

- (6) All the transaction relating to General Provident Fund Account shall be passed through General Provident Fund Cash Book in Form G.P.F. 5 which should be reconciled with the Savings Bank Pass Book at the end of each month but not later than 10th day of the subsequent month.
- (7) The Board shall also maintain-
 - (a) A General Provident Fund Investments Account in Form G.P.F. 6.
 - (b) A General Provident Fund Investments Interest Account in Form G.P.F. 7.

Nomination

11. (1) A subscriber shall, at the time of joining the Fund send to the Secretary a nomination in Form G. P.F. 8. conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable or having become payable has not been paid

Provided that if, at the time of making the nomination the subscriber has a Family the nomination shall not be in favour of any person or persons other than the members of his family.

- (2) If a subscriber nominates more than one person under sub-regulation (1) above, he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- (3) A subscriber may, at any time, cancel or modify a nomination by sending a notice in writing :

Provided that the subscriber shall, alongwith such notice, send a fresh nomination made in accordance with the provisions of the regulation in the said form.

- (4) A subscriber may provide in a nomination that in the event of any specified nominee predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination :

Provided that where the subscriber has a family, such other nominee shall also be a member of the family

Provided further that if at the time of making the nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family.

5. (a) Every nomination made and every notice of cancellation given by a subscriber shall be communicated to the Secretary and to the extent, that it is valid, take effect on the date on which it is received by the Secretary.
- (b) if the subscriber is the Secretary himself, he shall give his nomination or notice of cancellation to the Chairman.

**Advances from the 12.
General Provident
Fund**

- (I) The Chairman or any other officer authorised by him may sanction the payment of temporary advance to a subscriber from his General Provident Fund Account for any one or more of the following purposes :-

- (i) to pay expenses in connection with the prolonged illness of the subscriber and members of his family or any person actually dependent on him;
- (ii) to pay for the overseas passage for reasons of health or education of the subscriber and the members of his family and any person actually dependent on him;
- (iii) to meet the cost of education of the subscriber or of any person actually dependent on him in the following cases:
- (a) for education outside India, whether for an academic, technical, professional or vocational course;
- (b) for medical, engineering and other technical or specialised courses in India beyond the high School stage :

Provided that the course of study is not less than three years;

- (c) for the Company Secretary-ship course of the Institute of Company Secretaries of India; and
- (d) for the course of pre-sea training imparted on the Training ship ' Rajendra' to the prospective navigation officers on merchant ships.
- (iv) to meet the cost of subscribers own marriage, the marriage of dependent sisters and his children and other ceremonies.

- (v) to meet the cost of funeral or ceremonies connected with death of the persons dependent on him.

Note :- In cases falling under items (1), (iv) and (v) above temporary advances may also be granted to pay debts incurred :

Provided an application is made within 30 days after the event to which it relates.

- (vi) to meet the cost of :-

- (i) Purchase of a house;
- (ii) Construction of a house;
- (iii) Purchase of land for a house.

- (2) No advance shall be granted unless the earlier advance taken for the same purpose has been fully repaid.
- (3) The Chairman may, in special circumstance, sanction the payment of a temporary advance to a subscriber if he is satisfied that the subscriber requires the advance for reasons other than those specified in sub-rule (1) (Appendix-A).
- (4) The advance shall be in whole rupees and shall not exceed 2/3 of the amount at the credit of the subscriber in the fund.

**Recovery of
temporary
Advance**

- 13. (1) A temporary advance shall be recovered from the pay of the subscriber in 24 equal monthly instalments.
- (2) A subscriber may, at his option, make repayment in a smaller number of instalments.
- (3) The recovery shall commence with the issue or the pay for the month following the one in which the advance was drawn.
- (4) Recovery shall not be made, except with the subscriber's consent, when he is on leave other than leave on full pay or is in receipt of subsistence allowance. The amount of each instalment shall be fixed in terms of whole rupees.
- *(5) Omitted

**Non refundable
Advances**

- 14. The Chairman or any other Officer authorised by him may sanction a non-refundable advance to a subscriber from the amount standing to his credit in the fund for any one or more of the following purposes, namely:-

- (1) (i) Building or acquiring it built up house for his residence or repaying any out-standing amount on account of loan expressly taken for the purpose before the date of receipt of the application for withdrawal but not earlier than 12 months of that date, or constructing or making addition or alteration to a house already owned by a subscriber ;
- (ii) Purchasing a house-site or repaying any outstanding amount on account of loan expressly taken for this purpose before the date of receipt of the application for withdrawal but not earlier than twelve months of that date ;
- (iii) For constructing a house on a site purchased utilising the sum withdrawn under sub-clause (ii) above.
- (2) To meet the cost of education of the subscriber or of children actually dependent on him in the following type of cases
 - (i) For education outside India beyond the High School. stage whether for an academic, technical vocational, or professional course ; and
 - (ii) For medical, engineering and other technical or specialised courses in India beyond the High School stage :

Provided that the course of study is not less than three years duration.
- (3) To meet the expenses in connection with each marriage of the subscriber's daughters and if the subscriber has no daughter, for any female relation dependent upon him and each marriage of his sons.
- (4) To meet the expenses in connection with each betrothal of subscriber's sons and daughters and if the subscriber has no son or daughter, for any other male or female relation actually dependent on him.

**Conditions for
granting non-
refundable
advance**

15. To be eligible for a non-refundable advance a subscriber must fulfil the condition of minimum service as laid down here-under-
 - (i) for purchase of house, 12 years service
plot, construction of
house etc. under
regulation 14(I)

		(ii)	for purpose of education marriages and betrothal, under regulation 14(2), 14 (3), and 14 (4)	20 years service or within ten years before the date of retirement on super-annuation, which ever is earlier.
Amount of non-refundable advance	16.	(1)	Any sum withdrawn by a subscriber for purposes mentioned in regulation 14(1), 14(2) and 14(3) shall not exceed 3/4th of the credit balance in his fund account.	
		(2)	The amount of withdrawal for the purpose of each betrothal will normally be limited to 3 months pay of the subscriber or 20% of the amount standing to the credit of the subscriber.	
Payment of Accumulation	17.	(1)	When a subscriber quits service, the amount standing to his credit in the fund shall, subject to any deductions, become payable to him:	
			Provided that a subscriber, on reaching the age of retirement, granted extension in service may be permitted to withdraw 50 percent of the amount standing to his credit.	
		(2)	When a subscriber has proceeded on leave preparatory to retirement, he may at the discretion of the Chairman, be permitted to withdraw upto 90 percent of his accumulation in the Fund. If for any reason the subscriber does not retire at the end of the leave, the amount withdrawn shall be refunded in full to the Fund as a condition of continued employment. The payment shall not affect the regulation in regard to subscriptions during such leave or interest on the balance.	
		(3)	When a subscriber dies the amount standing to his credit in the fund shall be withdrawn from the savings bank account and payment of such amount shall be made:-	
		(a)	When the subscriber leaves a family :-	
		(i)	if a nomination made by the subscriber in accordance with the provisions of regulation 11 in favour or a member or members of family subsists, the amount standing to his credit in the fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.	

- (ii) If no such nomination subsists or such nomination relates only to a part of the amount standing to the credit of the subscriber, the whole amount or the part not covered by the nomination shall, notwithstanding nomination purporting to be in favour of any person other than a member of the subscriber's family, become payable as to one moiety to the husband or the widow (or in equal shares to the widows), as the case may be, and as to the other moiety in equal shares to the children of the subscriber :

Provided that if one or more of his sons have died leaving behind their widows or sons or both, the respective shares of each such deceased son shall be payable in equal shares amongst their sons or widows or both :

Provided further that if the subscriber has left only a husband or widow or widows, as the case may be, amount shall become payable to such husband or widow or in equal shares to such widows, as the case may be, or if the subscriber has left only children, the whole of the amount shall become payable to such children in equal shares subject to provision (i) above or failing both children and widow or widows or husband, as the case may be, in equal shares among other members of the family :

Provided further that no shares shall be payable to-

- (i) married daughters whose husbands are alive; and
- (ii) married daughters of deceased son whose husbands are alive;

If there is any member of the family other than those specified in clause (i) and (ii) above.

(b) When the subscriber leaves no family :-

- (i) If a nomination made by him in accordance with the provisions of Regulation II in favour of any person or persons subsists the amount standing to his credit or the- part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination. or
- (ii) If no nomination made by him in accordance with the provisions of Regulation 11 subsists, or if such nomination relates only to a part of the amount standing to his credit in the fund, the whole amount or the part thereof to which the nomination does not relate, shall be payable to his legal heirs.

Explanation—For the purposes of this clause a subscriber's posthumous child shall be considered to be a member of his family at the time of his death and, if born alive, shall be treated in the same way as a surviving child born before the subscriber's death.

Interest not Payable for late Claim

18. Every subscriber on quitting Board's service shall claim payment of Provident Fund amount standing to his credit within one year of quitting service. Interest on Provident Fund shall be payable only upto the end of the month preceding that in which payment is made, or upto the end of the twelfth of the month after the month in which such amount became payable, whichever of these periods be less.

Deduction on account of the amounts due to the Board

19. Notwithstanding anything contained in regulation 17, if any amount is due from a subscriber to the Board when his account is closed, the Board may deduct such amount while making final payment.

Interpretation

20. If any question arises as to the Interpretation of these regulations, the decision of the Board shall be final.
21. The General Provident Fund of the employees of the Board in existence at the time of the enforcement of these regulations shall be deemed to have been constituted under these regulations and shall be administered accordingly from the date of such enforcement.

22. For anything not specifically provided in these regulations, the rules contained in the Punjab C.S.R. (Volume-II) and instructions issued by the Punjab Government from time to time on the subject shall apply with the approval of the Chairman.

PUNJAB SCHOOL EDUCATION BOARD GENERAL PROVIDENT FUND LEDGER

[Regulation 10

Folio No. of E.C.R.

G.P.F. Account No. Name of Depositor Designation.....

Address..... Pay as on 1st April Rs.

Account for the year 20..... Subsequent change on.....

Rs. 20.....

Deductions made in the Month of	Deductions made in the Month of	Amount of subscription	Recovery of loan	Total with-drawls	Actual monthly Balance	Monthly balance on which interest is calculated	Monthly balance of withdrawal	Remain
1	2	3	4	5	6	7	8	9

Opening balance

April

May

June

July

August

September

October

November

December

January

February

March

Total

Interest for

20

20

Balance on

31st March, 20

GENERAL PROVIDENT FUND LIABILITIES ACCOUNT FOR THE YEAR 2020

Note :- Withdrawals, if any, are to be noted in red ink after the total of the month in which it occurs, the net balance being shown from the next month onward.

Title page – (1) PUNJAB SCHOOL EDUCATION BOARD

Regulation 10 (3) (a)

PASS BOOK

General Provident Fund Pass Book

of

Shri.....(Board Employee)

N.B. – (1) This Pass Book may be presented every year in the month of July for entry.

(2) If the Pass Book is lost, duplicate Pass Book will be supplied on payment of five rupees.

(Inside title cover)

Page (2)

1. G.P. F. Account No.
2. Name of the subscriber
3. Father's Name
4. Date of Birth
5. Designation
6. Department
7. Address
8. Date of employment
9. Mark of identification
10. Signature of subscriber

FORM G.P.F.-2

Year.....							
Deductions made in the Month of	G.P.F. Sub.	Recovery of loan	Total	Amount advanced during the year	Balance at the close of each month	Amount of loan outstanding at the close of each month	Remarks
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	
1	2	3	4	5	6	7	8
Opening Balance as on							
1. March paid in April							
2. April paid in May							
3. May paid in June							
4. June paid in July							
5. July paid in August							
6. August paid in Sept.							
7. Sept. paid in Oct.							
8. Oct. paid in Nov.							
9. Nov. paid in Dec.							
10. Dec. paid in Jan.							
11. Jan. paid in Feb.							
12. Feb. paid in March							
Interest accrued @ % P.A.							
Total as on							

PUNJAB SCHOOL EDUCATION BOARD

Regulation 10 (4)

GENERAL PROVIDENT FUND BILL

No. Year..... Month.....

Detailed Head of account	No. and date of salary or establishment Bill	Amount of subscription

Total

Date

Signature of Secretary or Head of Department

Pay Rs. _____

Signature of officer authorised to order payment

Examined and entered

Pre-audited and passed for Rs. _____

Rupees _____)

Supdt.

Auditor

Resident Audit Officer

Date _____

Paid vide Cheque No. _____ Dated _____

Regulation 10 (5) (b)

Voucher No. _____

PUNJAB SCHOOL EDUCATION BOARD
GENERAL PROVIDENT FUND PAYMENT BILL

For the month of _____ 20

Head of Charge	Description of charge and authority	Amount	
		Rs.	P.

Total : _____

Carried over _____

Brought forward

Rs.

Paise

Total

(Rupees _____)
Total amount in words
Received Contents

Date _____
Checked by _____
Clerk _____
Assistant _____
Superintendent _____
Pay Rs. _____
Rupees _____
D.S.F. & A/Secretary
(Initials of Asst./Supdt.)

AUDITENFACEMENT

Pre-audited and passed for

(Rupees _____)

Junior Auditor R A O.

Signature of Branch Officer

Name of Branch

Paid by Cheque No. _____

Dated _____

D.S.(F. & A/Secy)

PUNJAB SCHOOL EDUCATION BOARD
GENERAL PROVIDENT FUND ACCOUNT

Remitted to Savings Bank				Withdrawals from Savings Bank		Disposal of sums withdrawn	
Date	Bill No.	Amount	Interest credited by Savings Bank to Board's fund	No. of challan crediting amount withdrawn	Amount	Balance after each trans- action	Investments
							Payment to sub-criber by way of advance
							Payment to subscriber or his heirs on Fund
							Refund to Boards Fund
							Bill No. Amount
							Closure of Account
							Bill No. Date

PUNJAB SCHOOL EDUCATION BOARD
GENERAL PROVIDENT INVESTMENT FUND ACCOUNT
PURCHASE OF INVESTMENT

Serial No.	Date	Bill No.	Description of investment	Nominal value	Actual price debitable to Provident Fund	Cost		Interest	
						Brokerage and other charges debitable to Board's Fund	Total cost	Rate	
1	2	3	4	5	6	7	8	9	

SALE OF INVESTMENT

Net Price Realised					Disposal of Proceeds			
Amount	Number of challan with which remitted to Bank	Amount	Brokerage and other charges on account of sale	Gross Price realised	No. of Bill for repayment to Provident Fund account in savings Bank	Amount Repaid	Difference debited (-) or credited (+) to Board's Fund	
10	11	12	13	14	15	16	17	

PUNJAB SCHOOL EDUCATION BOARD
GENERAL PROVIDENT FUND INVESTMENT FUND ACCOUNT

20____ 20____

Instalments of Interest Due Instalments of Interest Received Disposal of Proceeds

Serial No. in Contributory Provident Fund Investments Account (G.P.F.6)	Date	Amount	No. and date of challan with which remitted to treasury	Amount Received	Paid into General Provident Fund	No. and Date of Bill	Amount	Paid into Board's Fund

1

3

4

5

6

7

8

20.....

Instalment of interest
Received

Disposal of proceeds

Instalments of interest

Date	No. and date of challan with which remitted to Bank	Amount	Paid into General Provident Fund	No. and date of Bill	Amount	Paid into Board's Fund	Date	No. and date of challan with which remitted to Bank	Amount
9	10	11	12	13	14	15	16	17	

20.....

Disposal of Progress	Instalment of Interest Received	Disposal of Proceeds
----------------------	---------------------------------	----------------------

Paid into General Provident Fund				Paid into General Provident Fund			
No. and Date of Bill	Amount	Paid into Board's Fund	Date	No. and date of challan with which remitted to Bank	Amount	No. and Date of Bill	Paid into Board's Fund
18	19	20	21	22	23	24	26

PUNJAB SCHOOL EDUCATION BOARD NOMINATION FORM

I hereby declare that in the event of my death the amount at my credit in the General Provident Fund shall be distributed among the persons mentioned below in the manner shown against their names.

The amount due to nominee who is minor at the time of my death should be paid to person whose names appears in column 5.

1	2	3	4	5	6	7
Name and address of the nominee	Relationship with the subscriber	Whether major or minor, if minor, state his age	Amount of share of deposit	Name and address of the person to whom payment is to be made on behalf of the minor	Sex and parentage of person mentioned in column 5	Remarks

Here state unmarried or widower

Signature of Subscriber.....

Occupation of Subscriber

Two witnesses to signature of subscriber

Witness No. 1

Signature.....

Occupation.....

Address.....

Witness No. 2

Signature.....

Occupation.....

Address.....

Address.....

Station

Date

Note :- A subscriber having a family as defined in Regulation 4 (e) is not permitted in this Form of Declaration to leave the amount of his accumulation in the Fund or any part of it to any one outside his family

APPENDIX-A
[Referred to in Regulation 12 (3)]

The Chairman may sanction the payment of an advance to a subscriber for the following purposes:-

1.
 - (i) Akhand Path
 - (ii) Namkaran/Mundan Ceremony
 - (iii) Repair of House

2. For the Purchase of any of the following articles (new or old):-
 - (i) Cooler
 - (ii) Geyser
 - (iii) Ceiling Fan
 - (iv) Refrigerator
 - (v) Television
 - (vi) Scooter/Motorcycle
 - (vii) Moped/Cycle

Note: For amount of advance and recovery thereof please see Board vide item No. 3 (II) dated 5-1-1983

EMPLOYEES' PENSION, PROVIDENT FUND AND GRATUITY REGULATIONS

(Approved by the Board vide item No. 6 (1) dated 2-9-1992)

- | | |
|---|--|
| Short Title | 1. These regulations may be called the Punjab School Education Board (Employees' Pension, Provident Fund and Gratuity) Regulations, 1991. |
| Commencement | 2. These regulation shall be deemed to have come into force on and with effect from the first day of April, 1991. |
| Condition of qualification for pension | 3. Only such Board employees shall qualify for pension who were holding substantively permanent posts on the date of their retirement. |
| Extent of application | 4. These regulations shall apply to:-
<ul style="list-style-type: none">(i) all the employees of the Punjab School Education Board who join service on or after coming into force of these regulations.(ii) the employees recruited by the Board after its inception, erstwhile employees of the Punjab University whose services were allocated to the Board and the employees of the Printing and Stationery Department, Punjab taken on deputation but later absorbed in the Board Service.(iii) the employees taken on deputation from other departments but later on absorbed in the service of the Board. <p>Note :- These regulation shall apply to the employees mentioned in clauses (ii) and (iii) if they opt for these regulations otherwise they shall be governed by the Punjab School Education Board (Provident Fund) Regulation 1978.</p> |
| Definitions | 5. Unless there is anything repugnant in the subject or context the terms used in these regulations shall be used in the sense here-in-after explained:-
<ul style="list-style-type: none">(a) "Act" means the Punjab School Education Board Act, 1969 as amended from time to time;(b) 'Active Service' for the purpose of these regulations includes, besides time spent on duty all kinds of leave as given in chapters of the Punjab Civil Services Rules, Volume-1, Part-I, except extraordinary leave taken otherwise than on medical certificate; |

- (c) The expression 'Pension' includes Gratuity;
- (d) The 'date of superannuation' of an employee of the Board, other than class IV employee, is the date on which he attains the age of 58 years or as may be decided by the Board from time to time;
- (e) in the case of a class IV employee of the Board, the 'date of retirement' is the date on which he attains the age of 60 years;

Note :- An employee whose date of birth falls on any day of a month other than the first of that month shall, on attaining the age of superannuation, retire on the last working day of that month. In case the date of birth of an employee is the first of a month he shall retire on the afternoon of the last working day of the preceding month.

- (f) The term 'Average emolument' means the average calculated upon the emoluments of the last 10 month of qualifying service;
- (g) 'Board' means the Punjab School Education Board;
- ** (h) The term 'emoluments' for the purpose of calculating" various retirement and death-cum-retirement benefits shall mean basic pay, personal pay, if any, and Non-Practising Allowance, in the revised scales promulgated under the Punjab civil Services (Revised Pay) Rules 1998 amended from time to time;
- (i) 'Qualifying Service' generally includes all periods spent on duty without interruption and all periods of leave in which leave salary is paid.

**Addition to service
Qualifying for pension**

- *[6. An employee shall be eligible to add to his service qualifying for superannuation pension (but not for any other pension)-
 - (1) the actual period not exceeding one fourth of the length of his service or the actual period by which his age at the time of recruitment exceeds thirty five years or a period of five years, which ever is less, if the post to which he is appointed is one:-
 - (a) For which post-graduate research or specialised qualifications, or experience in scientific, technological or professional field is essential;

* Amended Vide Board's Item No. 21(6) dated 28.1.2011.

**Amended Vide Board's Item No. 6 (5) dated 11-7-2000.

- (b) to which candidates of more than thirty five years of age are normally recruited;
- (2) the actual period equal to the experience prescribed for the post, but not more than eight years, for which special qualification and experience is required at the time of recruitment. Such employee shall be deemed to have been appointed prior to his /her actual appointment by the period equal to the experience prescribed for that post, but not more than eight years, for determination of eligibility for pension of that employee, if his/her previous service is pensionable. This will apply retrospectively those appointed before 1.1.2004 and prospectively those appointed on or after 1.1.2004

Provided that this concession shall not be admissible to an employee whose actual qualifying service at the time of retirement is less than 10 years in the Board.]

Reduction in Pension

7. An employee of the Board compulsorily retired from service as a penalty may be granted by the authority competent to impose such penalty, . pension or gratuity or both, at a rate not less than 2/3rd and not more than full compensation pension or gratuity or both, admissible to him on the date of his compulsory retirement.

Pensionary benefits

8. (1) The following benefits shall be admissible to an employee of the Board under the pension scheme:-
 - (i) Service gratuity or Pension;
 - (ii) Death Gratuity;
 - (iii) Retirement Gratuity;
 - (iv) Family pension/Extraordinary Pension;
 - (v) Ex-Gratia Grant;
 - (vi) Old age special allowance;
 - (vii) Travel concession;
 - (viii) Commutation of pension.
- (2) Pensionary benefits shall be determined with reference to the qualifying service rendered and the emoluments/average emoluments last drawn by him.

Compensation pension

9. Compensation pension shall be admissible to an employee who is discharged from service due to abolition of the post held by him and it is not possible to provide him job in an equivalent post.

Invalid Pension

10. It is admissible to an employee on his retirement, who is permanently incapacitated for the service due to bodily or mental infirmity.

Superannuation pension

11. It is admissible to an employee who is required by regulations to retire at a particular age.

Retiring Pension

12. It is admissible to an employee of the Board who seeks voluntary retirement.

Calculation of Pension

- *13. (1) The minimum of Pension/Family pension shall be Rs. 3500/- P.M.
- (2) Pension shall continue to be 50% of basic pay (Plus N.P.A). It shall also continue to be calculated on the basic of last paid drawn or 10 month average which ever is beneficial to the employees subject to a minimum of 3500/- p.m. w.e.f. 1.1.2006.

In calculating the length of qualifying service for the purpose of pension, a fraction of a year equal to three months and above shall be treated as a completed one half and year and counted as qualifying service for determining the amount of pension.

- Note 1 :**
- (i) pension calculated as above shall be rounded to the next higher rupee If the pension is say at Rs. 2270-05 it will be rounded to Rs. 2271/- p.m.
 - (ii) Dearness relief sanctioned from time to time compensate for the increase in consumer price index, shall be payable in addition to the pension.

Service Gratuity:

14. Where the qualifying service of an employee is less than 10 years (20 half year), he shall be entitled to service gratuity payable under the gratuity regulations.

Death-cum Retirement Gratuity

15. Gratuity shall be payable to an employee as approved by the Board in its meeting dated 28-12-89 vide item No. 8.

* Amended vide Board's item No. 21 (8) dt 28-01-2011

Family Pension

16. (i) The rate of family pension in respect of employee who die in harness during the first seven years or till the Government employee would have attained the age of superannuation had the survived which ever period is less shall be as follows:

Pay in the revised pay structure	Rate of Enhanced family pension per mensem
----------------------------------	--

Pay up to Rs. 10000/-	60% of pay
pay above Rs. 10000/-	50% of pay subject to minimum of Rs. 6000/-

Note : (1)

In case both husband and wife are employed the eligible children shall be entitled to two families pensions one in respect of each parent in the event of death of both of them, subject to a maximum of Rs. 3000/-. It may change as per the state Government instructions issued from time to time

(2)

The rate of family pension in respect of employee who die in harness after first seven years from the date of his death or till the Government employee would have attained the age of superannuation had he survived, which ever period is less, shall as follows:

Pay in the revised pay Scale	Rate of Enhanced family pension per mensem
------------------------------	--

Pay up to Rs. 10000/-	40% of pay
pay above Rs. 10000/-	30% of pay subject to minimum of Rs. 4000/-

- (3) The maximum limit of pension shall be 50% of the highest pay applicable under the revised pay structure which is Rs. 77000/- (pay in pay band Rs. 67000+Grade pay Rs. 10000/ P.M.)
- (4) Similarly the maximum of family pension shall be 30% of the highest pay applicable under the revised pay structure which is Rs. 77000/- (pay in pay band Rs. 67000+Grade pay Rs. 10000/- PM.)
- (5) The decisions contained in this letter shall be effective from 1.1.06.
- (6) The other terms and conditions mentioned in the letter under reference shall remain the same. (Letter No. 3/39/09-FPPC/1513 dated 21.12.09)

***Definition of
Family***

- *17. For the purpose of Rule 6.17 (3) of Punjab Civil Services Rule Volume- II, the definition of Family shall also include the following relatives of the deceased Board employee :

Son/daughter including widowed d/divorced daughter till he/she attains the age of 25 years or upto the date of his/her marriage re-marriage or till he/she starts earning his/her livelihood, whichever is earlier, son/ daughter including widowed/divorced daughter shall be deemed to be earning his her livelihood if his/her income is Rs. 2620/- per mensem or more.

* Amended Vide Board's item No. 6 (5) dated 11-7-2000.

**Duration of
Family Pension**

18. *(i) Parents who are wholly dependent on the Board employee when he/she was alive :

Provided the deceased employee had left behind neither a widow nor a child. The parents whose total income from all sources was Rs. 3500/- per mensem or more at the time of death of employee shall not be considered to be dependent.

- (ii) In case a son or a daughter is suffering from any disorder or disability of mind or is physically disabled so as to render him or her incapable of earning of living, family pension shall be payable for life subject to production of medical certificates.
- (iii) Commutation of pension shall have no effect on the quantum of family pension.

**Extraordinary
pension and
awards**

19. Extra-ordinary pension and awards shall be payable in the following cases at the rates/quantum announced by the State Government and approved by the Board from time to time.

- (1) When an employee is killed or disabled in the course of discharge of his duty.
- (2) When an employee, while performing his duties dies as a result of attack by or during action against extremists, dacoits, smugglers and anti-social elements etc.
- (3) When a pensioner is killed by extremists or anti-social elements etc. as a retaliation for some action taken by him against such extremists or anti-social elements etc. in the performance of his duty while in service.
- (4) When a close relation of an employee or pensioner is killed/ disabled by extremists or anti-social elements as retaliation for any action taken by him in performance of his duty while in service.

- Ex-gratia Grant** 20. Ex-gratia Grant shall be admissible to the family of a deceased employee, as approved by the Board in its meeting dated 12-12-1973 vide item no. 4 (2)

* Amended vide Board's item No. 21 (8) dt 28-01-2011

Old age special Allowance *21. In addition to above previsions, the quantum of pension available to the old pensioners/family pensioners, shall be increased as follows:-

Age of Pensioners/Family Pensioners	additional quantum of Pension/Family Pension
From 65 years to less than 75 years	5% of revised basic pension/family pension
From 75 years to less than 80 years	10% of revised basic pension/family pension
From 80 years to less than 85 years	20% of revised basic pension/family pension
From 85 years to less than 90 years	30% of revised basic pension/family pension
From 90 years to less than 95 years	40% of revised basic pension/family pension
From 95 years to less than 100 years	50% of revised basic pension/family pension
100 years or more	100% of revised basic pension/family pension

Travel Concession 22. *(i) Pensioners (not family pensioners) shall be granted Travel concession equal to one month's basic pension after every block of two years. For this purpose block shall be calculated from 1st January and 1st July of the year succeeding full two years after retirement.

Illustration:-

An employee retiring on 30th Sept. 1991 shall be eligible to draw the amount of first travel concession in January, 1994 and thereafter in January 1996 and so on.

(ii) The travel concession shall be payable in January or in July along with the pension for the month of December or in July along with the pension for the month of June. No receipt for expenditure having been actually incurred on travel or any certificate shall be required.

Commutation of Pension 23. *(i) Employee retiring on or after 1.1.2006 will now be permitted to commute pension equivalent to 40% of their basic pension. Commuted portion of pension shall be eligible for restoration after 15 years from the actual date of commutation.

(ii) For calculating the lump sum payment for commutation, the instructions of the State Government/Provisions of C.S.R. Rules in force at present shall be applicable. Any future revision shall be adopted with the prior approval of the Board. A few entries of the table, currently in force are given below as illustration

Age Next birthday	Commutation value expressed as number of years purchase
59 years	8.371
60 years	8.287
61 years	8.194

*Amended vide board's item No. 21(8) dt 28/01/2011

- *(iii) An example of calculation of commuted value payable is given below:-

Example: An employee belonging to class I to III retires on attaining the age of superannuation (58). If pension admissible to him is say Rs. 2500/- per month, he can commute any amount not exceeding Rs. 1000/-. In case he apply for commutation of Rs. 1000/- per month within one year of retirement, before attaining the age of 58, he will be entitle to receive Rs. 1,00,452/- as commuted value of pension.

$$1000 \times 12 \times 8.371 = 100452$$

Thereafter his monthly pension will be Rs. 1500/- but Dearness relief will continue to be paid as admissible on the total pension of Rs. 2500/- P.M.,

- (iv). Commutation of pension is permissible without medical examination if applied for within one year of the date of retirement. In the case of invalid pension, commutation is permitted only after medical examination. In case of employees retiring between 1.4.91 and the date of notification of these regulations the period of one year shall be counted from the date of notification.
- (v) Commuted portion of pension shall be restored when the pensioner attains the age of 70 years, if the commutation was applied for and sanctioned within one year of retirement, and the employee had retired on' attaining the age of superannuation. For other types of cases, restoration shall be done after varying periods as specified in the C. S. R. of instructions of the State Govt.
24. (i) The employees who were in the service of the Board on 1.4.91 shall exercise their option within three months of the notification of these regulations if they desire to be governed by these regulations. Option once given shall be final.
- (ii) The employees who fail to exercise their option within the prescribed period shall be deemed to have opted for continuing under contributory Provident Fund Regulations.

- 25 (i) The employees of the Board who opt for pension scheme under these regulations, the contribution of the Board towards their Contributory provident Fund Account, as on 1.4.91 and thereafter along with interest thereon, shall be transferred from their Contributory Provident Fund Account to the Board for being credited to the Punjab School Education Board Pension Fund/ Corpus.
- (ii) The employees who opt for this scheme their share of Contributory Provident Fund (i.e. subscription) as on, 1.4.91 alongwith interest thereon shall be transferred to their General Provident Fund (GPF) Account which they shall be required to open. Such employee shall also be required to make regular contribution to the (GPF) as provided in the Punjab School Education Board (General Provident Fund) Regulations.
26. Those who have retired/will retire during the period between 1.4.91 and the date of notification of these Regulations may, if they so desire, opt for the pension scheme subject to the condition that they shall have to refund the Board's contribution to their Provident Fund including interest received by them, together with simple interest at the rate of 12% per annum from the date of withdrawal to the date of repayment.
27. The employees who join service of the Board on or after 1.4.91 will be governed by the provisions of Pension Scheme. Those who were in service on 1.4.91 shall have the option either to be governed by these regulations or to continue to be governed under C.P.F. scheme.
28. The pension payment authority shall be one who is delegated such powers by the Board or has had the power to disburse salary etc. in the case of pensioners.

Pension Payment Authority

Establishment of Fund

- *[29(i) For the payment of pension, there shall be established a fund to be known as the Punjab School Education Board Pension Corpus Fund and the Board shall contribute a sum equal to the 10% of the total budget of salary head during the year. The half of the amount shall be transferred in the month of April and the remaining half in the month of September towards Pension Corpus Fund under single voucher.

Note: The Board contribution towards pension corpus fund of each employees shall be Rs. 1,00,000/- (One lac) for every six months service who has been benefited under rule-6 to add his/her qualifying service.]

* Amended Vide Board's Item No. 3 (3) dated 23.9.2008.

- (ii) The contribution made by the Board alongwith interest thereon, from the date of its inception, till I-4-91, to the Contributory Fund, Provident Fund Account of such employees who opt for pension. shall be treated as pension corpus fund.
- (iii) The Board shall continue to make monthly contribution towards the Contributory Provident Fund Account of such employees who do not opt for this scheme.
- Operation of Fund** 30. (i) The fund shall be held and administered by the Secretary, Punjab School Education Board.
- (ii) All payments to be made to employees of the Board on account of pension, shall be withdrawn from the fund/corpus established for the purpose and the gratuity shall be paid from the General fund as usual.
- Maintenance of the fund** 31. (i) **Maintenance of the fund**
- (a) The account Corpus/Fund shall be maintained by Finance and Development officer, Punjab School Education Board;
- (b) All the transactions relating to Pension Corpus shall be passed through 'Pension Corpus Cash Book' which should be reconciled with the Saving Bank 'Accounts Pass Book. at the end of each month;
- (c) The Board shall maintain a 'Pension Corpus Investment Account Register'.
- Employees Pension, Provident Fund & Gratuity Regulation.**
- (ii) **Investment of Fund.**
- The Board may place, such money as is not required for 'immediate use, in fixed deposit as may be considered in the best interest of the employees.
- Note:** This rule should be read with the rule no. 9 of Financial Regulation.
32. The Bank through which the pension is to be disbursed shall also be required to keep account as per Board's instructions issued from time to time.
- General provisions relating to grant of pension** 33. (i) Subject to the provision of these regulations the Rules contained in the Chapters II, IV, V, VI, VIII, IX, X, XI and Rules 3.8, 3.9, 3. 17 to 3.29 of chapter III of the Punjab Civil Service Rules, Volume II, shall apply mutatis mutandis.

* Amended Vide Board's Item No. 16 (3) dated 7-10-2009

- (ii) For the words 'Accountant General, Punjab' wherever occurring in the rules, mentioned in Sub-regulation (i) above, the word Dy. Controller (Local Audit), Local Fund Accounts, Punjab, Punjab School Education Board shall be read.
- Pension** 34. (i) After completion of the pension papers of an employee in the form and manner as laid down in the Punjab Civil Service Rules Volume-II these shall be put up to the Deputy Controller (Local Audit) for verification of qualifying service and emoluments.
- (ii) After the verification by the Deputy Controller (Local Audit), the competent authority shall issue sanction to the grant of pension and death cum retirement gratuity and shall simultaneously issue pension payment order in the form and manner as explained in the Punjab Civil Services Rules, Volume-II as amended from time to time.
- Payment of Pension** 35. The competent authority to whom such power is delegated shall issue sanction to the State Bank of India. or Punjab National Bank or Punjab & Sind Bank or any other Nationalised-Bank authorised for the purpose, for making payment to the pensioners every month regularly till a revised order/Instructions are issued by the competent authority.
- General provident fund** 36. (i) On coming into force of the pension scheme the contributory Provident Fund, in case of the employees who opt for pension, shall be converted into General Provident Fund and their subscription portion of the Contributory Provident Fund along with interest thereon shall be credited to the General Provident Fund Account. The portion representing the Board's contribution towards the contributory Provident Fund of these employees shall be credited to the Pension Fund.
- (ii) The employees who join the service on or after 1-4-91 shall be covered under the Pension Scheme and the General Provident Fund Regulation, as approved by the Board shall be applicable in their case.
- Interpretation of the regulations** 37. If any question arises as to the interpretation of the regulations, the decision of the Board shall be final.
- Savings** 38. For anything not specifically provided in these regulations, the Punjab Civil Services Rules on Pensions and instructions of the State Government issued from time in this regard shall be applicable mutatis mutandis.

PAYMENT OF GRATUITY REGULATIONS

(Under clause (b) of Sub-section (2) of section 24 read with sub-section (1 A) and (3) of Section 15 of the Act)

(Approved by the Board vide item No. 8 dated 28-12-1989)

- Short title** 1. These regulations may be called the Punjab School Education Board (Payment of Gratuity) Regulations, 1989.
- Commencement** 2. These regulations shall come into force at once.
- Extent of application** 3. These regulations shall apply to all whole-time confirmed employees of the Board appointed against substantive posts.
- Definitions** 4. In these regulations, unless there is anything repugnant in the subject or context :-
- (a) 'Family shall include the following relatives of the employee :-
- (i) wife or wives including judicially separated wife of wives, in the case of male employee ;
 - (ii) husband including judicially separated husband in the case of female employee ;
 - (iii) sons ;
 - (iv) un-married and widowed daughters' } (including step-children and adopted children
 - (v) brothers below the age of 18 years and unmarried and widowed sisters including step-brothers and sisters
 - (vi) Father (including adoptive parents in case of
 - (vii) mother } individuals whose personal law permits adoption.)
 - (viii) married daughters; and
 - (ix) children of a predeceased son ;
- (b) 'Gratuity means the amount payable under these regulations by the Board to an employee or his family at the time of his retirement or death in acknowledgement of his service.

- ****(c) For the purpose of calculating the retirement-cum Death gratuity dearness allowance admissible to a Board employee on the date of his retirement or on the date of his death shall also be treated as emoluments along with his basic pay, personal pay, if any non-practising allowance in the raised scale promulgated under the Punjab Civil Services (Revised Pay) Rules, 1998 as amended from time to time;
- (d) 'Persons' shall include any company or association or body of individuals whether incorporated or not,
- *** (e) 'Qualifying service' means service which counts for Board's contribution towards the Provident Fund Regulations and for those who opted Pension Qualifying service means all period spent on duty without interruption and does not include period of service of non-pensionable establishment and period of service in work charged establishment;
- (f) Other terms and expressions used but not defined shall have the meanings respectively assigned to them in the Punjab School Education Board Act, 1969.

Eligibility

5. An employee who has become eligible for subscription towards the contributory Provident Fund under the Punjab School Education Board (Provident Fund) Regulations, 1978 and has completed a minimum of 5 year qualifying service may, on his retirement from service, be granted gratuity not exceeding the amount specified in regulation-6.

**amount of
Gratuity**

6. (a) The amount of gratuity will be one-fourth of the pay of the employee for each completed six-monthly period of qualifying service subject to 16½ times the 'pay' in the case of employees holding posts carrying pay scales the maximum of which is *Rs.600/- or more and 17½ times the pay in the case of employees holding posts carrying pay scales the maximum of which is less than *Rs. 600/-
Provided that in case gratuity shall exceed ** Rs. 1,00,000.

*(unrevised)

**Amended vide Board's item No. 7 dated 28-12-1989.

*** Amended vide Board's item No. 5(10) dated 26-3-1998 and 4(1) dated 21-1-1995 effect w.e.f. 1-4-1991.

****amended vide Board's item No. 6(5) dated 11-07-2000.

- (b) In case an employee with 5 years qualifying service or more, dies while in service, he or his nominee or his family members shall be entitled to a minimum gratuity of 12 times the pay of the employee at the time of his death but in no case it shall exceed **Rs. 1,00,000/.

**Admissibility of 7.
gratuity in case of
death while in
service**

If an employee, who has completed five years qualifying service dies while in service, a gratuity not exceeding the amount specified in regulation 6 may be paid to the person or persons on whom the right to receive the gratuity is conferred under regulation-14 and if there is no such person, it shall be paid in equal shares to such surviving members of the employee's family as are detailed in clause (i) to (iv) of sub-regulation (a) of regulation 4 except widowed daughter and if there are no such surviving members it shall be paid to the surviving widowed daughter if any, and to such members of the family of employee as are detailed in clause (v) to (ix) of the aforesaid regulation in equal shares.

**Admissibility in 8.
case of death
before 5 years
qualifying service**

The family of a permanent employee who dies before completing five years qualifying service will also be eligible for a gratuity equal to six months' pay of the employee at the time of his death except in case in which death occurs in the first year of service where the gratuity admissible will be equal to two month's pay.

**Admissibility in 9.
case of death after
retirement**

If an employee who has become eligible for gratuity under these regulations dies after he has retired from service and the sum actually received by him at the time of death on account of gratuity is less than the amount equal to twelve times of his pay, residuary gratuity equal to the deficiency may be granted to the person or persons nominated by the employee under regulation 14 or to a member of his family in case the nominee is predeceased :

Provided that the residuary gratuity will be admissible only if the death of the employee takes place within five years from the date of his retirement.

**Reduction to the 10.
amount of
gratuity**

- (1) If the service of an employee, in the assessment of the appointing authority has not been thoroughly satisfactory, the Board may, on the recommendation of the appointing authority, make such reduction in the amount of gratuity as it thinks proper.

- (2) In a case where the amount of gratuity is proposed to be reduced under sub-regulation (I) the appointing authority shall serve upon the employee concerned a notice specifying the reduction proposed to be made in such amount and the grounds therefore and call upon such employee to submit within fifteen days of the receipt of the notice or within such further time as may be allowed by the appointing authority, such representation as such a person may wish to make against the proposed reduction and take into consideration the representation, if any, submitted by such person before making its recommendations to the Board.

**Recoveries from
Gratuity**

11. The Board will have the right to effect recoveries from the gratuity sanctioned under these regulations, for the whole or part of any pecuniary loss caused to the Board, if in a departmental or judicial proceeding, the employee is found guilty of grave misconduct or negligence resulting in such pecuniary loss during the period of his service.

Disqualification

12. No gratuity shall be granted if the employee was dismissed or removed from the service of the Board for mis-conduct, insolvency or inefficiency.

Special provisions

13. The Board may, at its discretion grant such gratuity as it may deem fit under the circumstances to :-

- (i) a person who joins the Board's service at an age when he cannot complete full five years qualifying service upto the time of retirement :

Provided that he has not received the maximum amount of gratuity from his previous employer if any viz. Rs. 1,00,000/-

- (ii) a person who has been incapacitated for further service of the Board on account of mental or physical illness before completing five years qualifying service in the Board.

Nomination

14. (1) An employee shall, at any time after his confirmation make a nomination in a form given in the appendix A, conferring on one or more persons, the right to receive any gratuity that may be sanctioned under these regulations :

Provided that if at the time of making the nomination the employee has a family the nomination shall not be in favour of any person or persons other than the members of his family.

- (2) If an employee nominates more than one person under sub-regulation (1), he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole amount of the gratuity.
- (3) An employee may provide in a nomination:-
- (a) in respect of any specified nominee, that in the event of his predeceasing the employee; the right conferred upon that nominee shall pass to such other persons as may be specified in the nomination :
- Provided that if at time of making the nomination the employee has a family consisting of more than one member, the person so specified shall not be a person other than a member of his family;
- (b) that the nomination shall become invalid in the event of the happening of the contingency specified therein.
- (4) The nomination made by an employee who has no family at the time of making it, or a provision made in the nomination made under sub-regulation (3) by an employee whose family consists, at the date of making the nomination, of only one member, shall become invalid in the event of the employee subsequently acquiring a family or an additional member in the family, as the case may be.
- (5) Every nomination made, and every notice of cancellation given by an employee shall be communicated to the Secretary and to the extent, that it is valid, take effect on the date on which it is received by the Secretary.
- (6) If the officer is the Secretary himself he shall give his nomination or notice of cancellation to the Chairman.
- (7) An employee may at any time, cancel or modify a nomination by sending a notice in writing

Provided that he shall, alongwith such notice, send a fresh nomination made in accordance with the provisions of these regulations in the prescribed form.

*Power of
interpretation*

15. If any question arises as to the interpretation of these regulations, the decision of the Board shall be final.

Savings

- *16. For anything not specifically provided in these regulations, the Punjab Civil Services Rules on Gratuity shall be applicable mutatis mutandis.

Note:- Please also see Annexure 'A' to these regulations.

* Amended vide Board item No. 5(2) dated 12-7-94.

APPENDIX 'A'
Referred to in Regulation No. 14
PUNJAB SCHOOL EDUCATION BOARD
Nomination Form

I hereby declare that in the event of my death the amount of gratuity that may be sanctioned by the Board, shall be distributed among the persons mentioned below in the manner shown against their names.

The amount due to nominee who is minor at the time of my death should be paid to the person whose name appears in the columns 5.

Name & Address of the nominee	Relationship with the employee	Whether major or minor, if minor, state his age	Amount or share	Name & Address of the person to whom pay- ment is to be made on behalf of the minor.	Sex & percentage of person mentioned in Column 5	Remark
--	--------------------------------------	--	--------------------	--	--	--------

Here State unmarried or widower

Signature of the employee

Witness No. 1..... Witness No. 2 Designation

Signature Signature Address of the Employee

Occupation Occupation Station

Address Address..... Dated

Note:- An employee having a family as defined in Regulation 4 is not permitted in this Form of Declaration to leave the amount of his gratuity or any part of it to any one outside his family.

ANNEXURE 'A'

(Extract from Punjab Government Finance Department)

**Letter No. 1/5/89-1 F.P. III/8078 dated 31st August 89,
adopted by the Board vide item No. 7 dated 28-12-89**

EMOLUMENTS AND AVERAGE EMOLUMENTS

- 2.1 The term 'Emoluments' for purpose of calculating various retirement and death benefits shall include Basic Pay as defined in Rule 2.44 (a) (i) of Punjab Civil Services Rules, Volume-I, Part-I, Special pay, including NPA (Non Practising Allowance) Personal Pay and Dearness Pay (as and when Dearness Allowance is treated as Dearness pay) which the Government employee was drawing at the time of his/her death or retirement.
- 2.2 The average emoluments shall be determined on the basis of the emoluments (as defined in para 2.1 above) drawn during the last ten months of service.
- 2.3 The average emoluments of those employees who retire within 10 months from the date of coming over to revised scales of pay shall be calculated as follows:-
- | | | |
|------|---|--|
| (i) | For the period during which pay is drawn in Pre-revised scales. | Basic pay, personal pay, if any, Special Pay including NPA, plus actual D.A., Adhoc D.A. admissible upto CPI 608 in the unrevised scales and I.R. (Interim Relief) If any appropriate to such basic pay, sanctioned w.e.f. 1-1-1986, and |
| (ii) | For the period during which pay is drawn in the revised scales. | Basic pay, personal pay, if any, and special including NPA in the revised scale. |

SERVICE GRATUITY AND PENSION

- 3.1 Where qualifying service is less than ten years (20 half years) the service gratuity shall be calculated at the uniform rate of half month's emoluments for every completed six monthly period of service.

RETIREMENT GRATUITY/DEATH GRATUITY

- *4.1 The maximum limit of Retirement-cum-Death Gratuity is raised from the present Rs.3.50 lacs to Rs. 10.00 lacs (letter No. 3/23/09-3FPPC 879 dt. 7.8.09)

* Amended Vide Board's Item No. 21 (8) dated 28.1.2011.

- 4.2 In the case of death of an employee in harness the gratuity shall be admissible at the following rates:-

	Qualifying service	Amounts of Death Gratuity
(i)	Less than one year	2 times the emoluments.
(ii)	One year or more but less than 5 years	6 times the emoluments.
(iii)	5 years and more but up to 12 years.	12 times the emoluments.
(iv)	Above 12 years	Half the emoluments for each completed six monthly period of qualifying service subject to a maximum of 33 times the emoluments and a ceiling of Rs. 10.00 lacs. (letter No. 3/23/09-3FPPC 879 Dt. 7.8.09)

* Amended Vide Board's Item No. 21 (8) dated 28.1.2011.

EX-GRATIA GRANTS AND OTHER FACILITIES RULES

(Approved by the Board vide item No. 4 (2) of 12-12-73)

Short Title 1. These rules shall be known as the Punjab School Education Board rules for payment of ex-gratia grants and other facilities to the family of a Board employee who dies while in service.

Commencement 2. These rules shall come into force at once, except that rule 4 will come into force when the Board starts its own dispensary.

Adhoc Ex-gratia grant *3. Ex.gratia grant admissible : vide Rule 2.7 of Punjab Civil Services Rules Volume II to members of family of an employee who dies in harness shall be paid at the rate of Rs. 50,000/- on a uniform basis. The employees who while in service are permanently disabled and rendered unfit, for further service shall also be given ex-gratia grant at the rate of Rs. 50,000/- on a uniform basis. The ex-gratia grant will be payable to the members of the family of a deceased employee mentioned below in that order

- (i) Widow/husband.
- (ii) Dependent sons/daughters..... in equal shares.
- (iii) Dependent father/mother..... in equal shares.
- (iv) Dependent brothers/sisters.....in equal shares.

Note: In case of categories (ii) to (iv) adhoc-ex-gratia grant will be admissible only if they were unemployed and entirely dependent on the deceased employee subject to submission of proof thereof to the satisfaction of the Secretary.

Explation : Pay means the Amount drawn monthly by a Board employee as pay:-

- (i) The pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre, and Overseas pay, technical pay, special pay, and personal pay, and

*Amended vide Board item No. 6 (5) dated 11-7-2000.

- (iii) any other emoluments which may be specially classed as pay by the competent authority.

Free Medical Aid 4. Free medical aid will be given to the family* of a deceased employee including his minor children as admissible to serving employees except that the cost of medicines which are required to be purchased from the market for treatment shall not be reimbursed.

Accommodation 5. In case where the deceased employee was in possession of Board accommodation, his family will be allowed to retain the accommodation, for one year after his death, the rate of resit being the same as was applicable to him at the time of his death. In other cases, the house rent allowance admissible to the deceased employee, will continue to be paid to the family for one year after his death.

Notes :-

- (1) If the family of a deceased Board employee vacates the residential accommodation retained by it before the expiry of one year of its own accord, the benefit of house rent allowance will not be admissible for the remaining period.
- (2) If the family leaves the place of posting of the deceased Board employee before the expiry of one year which automatically amounts to surrender of Board accommodation at that place, the house rent allowance for the remaining period will not be admissible.
- (3) If the residential accommodation allotted to the deceased employee is got vacated by the Board from his family due to certain special circumstances, alternative accommodation if available would be allotted to such a family.
- (4) If no accommodation is available as referred to in Note (3) above, house rent allowance for the remaining period would be granted :

Provided the family lives at that station.

Education facilities 6. (i) Tuition fee at the rate as admissible in Government institutions shall be reimbursed to the unmarried children of the deceased employee upto the degree courses (including Professional Courses); provided the children get admission in the said courses on merit and pass the examination held from time to time.

*For purpose of operation of Rule 4 family mean husband/wife

- (ii) The benefit will be admissible from the date of death of the Board employee concerned to his children who are actually dependent upon their guardian.

*Procedure for
grant of above
facilities*

7. The information in regard to the deceased employee and his family would be obtained in the enclosed proforma alongwith an affidavit duly attested and a reasonable proof of title to grant other facilities as the case may be.

Eligibility

8. Adhoc ex-gratia grant and other facilities will be admissible to the families of the regular Board employees i.e. employees working against permanent posts on basis of permanent recruitment whether confirmed or not, who die while in service of the Board. The work charged/re-employed employees and those employed on adhoc basis and the persons who are given term appointment or are appointed on contract basis or appointed temporarily against some temporary scheme or leave arrangement or daily wages shall not be eligible for grant of benefit under these rules.

PUNJAB SCHOOL EDUCATION BOARD
FORM OF APPLICATION FOR EX-GRATIA GRANTS/OTHER FACILITIES

Application from the family of late Shri/Shrimati
employed as.....in the office of Punjab School Education Board.

- (1) Name and full address of applicant.
- (2) Relationship to the deceased employee.
- (3) Circumstances and date of death of the employee.
- (4) Name and ages of surviving relations of deceased.

- | | | Name | Age |
|-----|--|------|-----|
| (a) | Widow/Husband | | |
| (b) | Sons | | |
| (c) | Un-married daughters | | |
| (d) | Widowed daughters | | |
| (e) | Parents wholly dependent on the employee | | |
| (f) | Widowod/Un-married sisters | | |

- (5) Any other relevant information.

Place

Dated.....

.....

Signature of applicant

ACCIDENT/VIOLENCE RELIEF FUND REGULATIONS

(Under clause (j) of sub-section (2) of section 24 read with

Clause (18) of section 17 of the Act)

(Approved by the Board vide Item No. 3(5) dated 29-3-1989)

- | | |
|--------------------------------|--|
| <i>Short title</i> | 1. These regulations may be called the Punjab School Education Board (accident/violence relief fund) Regulations, 1989. |
| <i>Commencement</i> | 2. They shall come into force with effect from the annual examinations of 1989. |
| <i>Definitions</i> | 3. In these regulations unless there is anything repugnant in the subject or context :-

(a) 'Committee' means the accident/violence relief fund Committee;
(b) 'Employee' means an employee of the Board or a Government employee or an employee of an affiliated institution, appointed/deputed by the Board for the conduct of examinations;
(c) 'Examination' means an examination conducted by the Board;
(d) 'Fund' means the accident/violence relief fund;
(e) 'Teacher' means a person imparting instruction in an institution;
(f) All other terms and expressions used in these regulations but not defined shall have the meaning respectively assigned to them in the Punjab School Education Board Act, 1969. |
| <i>Institution of the Fund</i> | 4. A fund, to be called the Punjab School Education Board Accident/violence relief fund shall be instituted to which the Board shall deposit annually a sum of Rs. 5 lacs.. The Board may decide to deposit more than Rs. 5 lacs in any year, if such a need arises. |
| <i>Objectives</i> | 5. The fund shall be used for giving aid to the persons, teachers and employees or to their legal heirs, as the case may be, who get injured or die while performing the duty assigned to them by the Board with regard to the conduct of examinations. |

Committee

6. (i) The Board shall appoint a committee to be called the accident/violence relief fund committee to deal with cases relating to grant of aid out of the accident/violence relief fund and the recommendations of the Committee shall be put up to the Chairman for final orders.
- (ii) The Committee shall consist of
- (a) Three members of the Board;
 - (b) Controller of Examinations; and
 - (c) Secretary of the Board, who shall be the member Secretary.

Channel for getting aid

7. For getting aid out of this fund, a teacher or an employee or a person shall submit his application through the District Education Officer/Head of the Institution concerned and a Board employee shall submit his application through the Head of the Branch. In case of death of a teacher or an employee or a person, his legal heir may submit his claim direct to the Secretary of the Board.

The Secretary of the Board will examine all such claims and put up these claims to the Committee with his comments for final decision.

8. If a teacher or an employee is injured or dies while performing duty assigned to him by the Board in connection with the conduct of examinations he or his legal heir as the case may be, shall be given aid out of this fund, subject to a maximum of Rs. one lac :

Provided that the person concerned shall produce a certificate from the Civil Surgeon or the Chief Medical Officer of the District concerned or from the Head of the Department of the recognised Medical College from where he gets treatment, certifying the incapacitation/injury suffered by him.

Accounts

9. (i) The money constituting the fund shall be in the name of the Punjab School Education Board in State Bank of India under the head accident/violence relief fund.
- (ii) The Deputy Secretary, Finance and Accounts shall be responsible for keeping the Accounts of the fund which will be auditable.

Expenditure

10. The expenditure out of the fund shall be sanctioned by the Chairman on the recommendations of the committee constituted under regulation 6 and cheques for payments out of the fund shall be signed by the Secretary or by any other officer of the Board so authorised by the Chairman in this behalf.

***Power of
Interpretation***

11. If any question arises as to the interpretation of these regulations, the decision of the Board shall be final.

EMPLOYEES WELFARE FUND REGULATIONS

(Under sub-sections (1) and (2) of section 24 read with sub-section (18) of section 17 of the Act)

(Approved by the Board vide item No. 3 (26) dated 20-10-1987)

- | | | |
|---|----|---|
| Short title | 1. | These regulations may be called the Punjab School Education Board (Employees' welfare Fund) Regulations, 1987. |
| Commencement | 2. | These regulations shall come into force at once. |
| Definitions | 3. | In these regulations, unless there is any thing repugnant in subject or context:

(a) 'Committee' means the Employee's Welfare Fund Committee constituted under regulation 10 of these regulations;

*(b) 'Employee' means any employee of the Board who has completed one year's continuous service on adhoc or regular basis;

(c) 'Family' shall include wife/husband, dependent children and parents;

(d) 'Fund' means the Punjab School Education Board Employee's Welfare Fund instituted under these regulations. |
| Institution of the Fund | 4. | The Board shall institute a fund to be called the Punjab School Education Board Employee's Welfare Fund. It will consist of the amount accumulated in the office of the Board by way of deduction made from the salary of every employee of the Board defined in regulation 3. |
| Rate of Contribution | 5. | **Rs. 120/- per annum shall be deducted from the salary of each employee in 2 equal instalments of Rs. 60/- each. These deductions shall be made from the salary for the months of March and September, paid in April and October respectively. The Board shall contribute in lump sum every year such amount as it may decide. |
| Custody and investment of the Fund | 6. | (1) The Board shall open an account to be called the Punjab School Education Board (Employees' Welfare Fund) Account in the Saving Bank Account of the State Bank of India. The account shall be operated by the Secretary. |

*Amended vide Board's item No. 2(1) dated 6-8-1993.

**Amended vide Board's item No. 10 (3) dated 03-11-2010.

	(2)	The Committee may place such money as is not required for immediate use, in fixed deposit in any scheduled Bank.
Objectives	7.	<p>The employees welfare fund shall be used for</p> <p>(a) giving grant to the legal heir of an employee in the case of death of the employee during service.</p> <p>(b) giving grant to an employee in case of casualty rendering him permanently disabled to continue in service.</p> <p>(c) giving loan to an employee for his own or his family member's treatment in a Govt. hospital/special medical institute of national repute.</p> <p>(d) paying charges of the vehicle/s used by the employees for attending the funeral/condolence/final prayer meeting of an employee or his spouse. Such a payment shall be made once only in every case.</p> <p>*(dd) for giving a gift to an employee on his retirement.</p> <p>(e) any other purpose considered reasonable by the committee.</p>
Quantum of grant/loan	8.	<p>The quantum of grant/loan payable to an employee or his legal heir, shall be such as may be decided by the Committee keeping in view the financial position of the fund, and as approved by the Chairman of the Board. The maximum amount of grant payable under clause (a) of Regulation 7 shall be Rs. 20,000/- and the maximum limit for grant/loan under clauses (b) and (c) of the said regulation shall be Rs. 10,000/-. In serious cases requiring very specialised treatment involving high operation charges etc., request for loan shall be considered on its merit and the availability of funds irrespective of the aforesaid limit.</p> <p>An employee who seeks loan under clause (c) of Regulation 7 shall produce a certificate from the concerned hospital/institute showing the estimated expenditure involved in the treatment. The loan so granted shall be recovered from the employee with interest at the rate to be decided by the committee.</p>

*Amended vide Board item No. 5(5) dated 26-03-98

- Expenditure** 9. *(1) The expenditure out of this fund shall be sanctioned by the Chairman on the recommendations of the committee constituted for the purpose under these regulations. The cheques for the payments out of this fund shall be signed by the Secretary or any other officer of the Board so authorised by the Chairman :

Provided that the Chairman may sanction expenditure out of this fund for purpose mentioned in regulation 7(dd) without the recommendation of the Employee's welfare Fund Committee. (2) The Deputy Secretary (Finance & Accounts) shall be responsible for keeping the accounts of this fund which is auditable. He shall maintain cash book and Bank Pass Book or any other documents considered necessary.

***Constitution of
the employees
Welfare Fund
Committee***

10. (1) The committee shall consist of the following :-
- | | | |
|-------|---|----------|
| (i) | Secretary, Punjab School Education Board | Chairman |
| (ii) | President, Punjab School Education Board
Employees' Association | Convener |
| (iii) | Controller of Examinations | Member |
| (iv) | President, Punjab School Education Board
Officers Association, | Member |
| (v) | General Secretary, Punjab School Education
Board, Employees Association. | Member |

Provided the Chairman, Punjab School Education Board may substitute any member any time.

- (2) President, Punjab School Education Board Officers Association may depute Vice-President of the Association to take part in the meetings of the committee.

*Amended vide Board item No. 5(5) dated 26-3-98

TEACHERS WELFARE FUND REGULATIONS

(Approved by the Board vide item No. 18 dated 5-2-88)

(Under clause (j) of sub-section (2) of section 24 of the Act.)

- | | | |
|--------------------------------|----|---|
| <i>Short Title</i> | 1. | These regulations may be called the Punjab School Education Board (Teachers Welfare Fund) Regulations, 1988. |
| <i>Commencement</i> | 2. | These regulations shall come into force with effect from 1-4-1988. |
| <i>Definitions</i> | 3. | In these regulations, unless there is anything repugnant in the subject or context :

(a) 'Affiliated institution' means an institution affiliated or deemed to be affiliated to the Board for the purpose of admission to the privileges of the Board;

(b) 'Committee' means 'The Teachers Welfare Fund Committee' constituted by the Board under regulation 7 of these regulations;

(c) 'Fund' means 'The Punjab School Education Board Teachers Welfare Fund' instituted under these regulations. |
| <i>Institution of the fund</i> | 4. | There shall be instituted a fund to be called "The Punjab School Education Board, Teachers Welfare Fund", and the amounts accumulated or accruing in the office of the Board by way of deductions at such rate, as may be decided by the Board from time to time, made from the remuneration of the teachers who are engaged in the conduct of Board's examinations and in evaluation of scripts and the contribution made by the Board or any other donations to the Fund or any other income accruing from the properties, if any, raised out of this fund, shall be paid into this fund. |
| <i>Objectives</i> | 5. | (1) The fund shall be used exclusively for the benefit of the teachers of affiliated institutions.

(2) In particular and without prejudice to the generality of the foregoing provision, the Fund may be used for all or any of the following objectives namely :-

(i) to set up and maintain a Teacher's Home at Chandigarh or at any place in Punjab or a Holiday Home for teachers at one or more hill stations ; |

- (ii) to provide financial assistance to the teachers who get injured or incur some disability while performing the duty assigned to them by the Board ;
- (iii) to pay compensation to the dependents of the teachers who die while performing duty assigned to them by the Board ;
- (iv) to meet expenditure of the staff employed to carry out the objectives or the fund : and
- (v) to meet any expenditure which in the opinion of the Board promotes the welfare of the teachers.

Staff

6. The Chairman may, with the approval to the Board make necessary provision for the staff required to carry out the objectives of the fund.

Teacher's Welfare Fund Committee

7. (i) The Board shall appoint a Committee to be called the 'Teachers Welfare Fund Committee' to deal with all matters relating to the fund and the recommendations of the committee shall be put up to the Chairman for final orders.
- (ii) The teacher's welfare fund committee shall consist of two members of the Board, two teachers of the affiliated institutions and the Secretary of the Board who shall be the member Secretary.
- (iii) Three members shall constitute quorum for a meeting of the Teachers Welfare Fund Committee.
- (iv) The members of the 'Teachers Welfare Fund Committee, shall hold office for a period of two years from the date of their nomination as members by the Board.

Channel for Getting assistance

8. All applications for assistance from the fund shall be submitted to the Board through the District Education Officer or Principal of the affiliated School concerned.

Accounts

9. (i) The "money constituting this fund shall be kept in the name of the Punjab School. Education Board in State Bank of India under the head 'Teachers Welfare Fund'.
- (ii) The Deputy Secretary (Finance and Accounts) shall be responsible for keeping the accounts of this fund, which will be auditable. He shall maintain Cash Book, Bank Pass Book, Investment Register and such other books as may be considered necessary for the purpose.

Expenditure 10. The expenditure out of the fund will be sanctioned by the Chairman on the recommendations of the Teachers Welfare Fund Committee constituted under regulation-7 and the cheques for payments out of the Fund shall be signed by the Secretary or by any other Officer of the Board so authorised by the Chairman in this behalf.

Limit on Expenditure 11 (i) The amount of financial assistance under clause (ii) and (iii) of regulation 5 shall not exceed Rupees five thousand in either case.
(ii) The expenditure on revenue account to be incurred out of the Fund in a financial year shall not exceed 80% of the total amount received during the financial year, excluding the interest earned on the Fund.

Power of Interpretation 12. If any question arises as to the interpretation of these regulations the decision of the Board shall be final.

CONSTRUCTION AND MAINTNANCE WORK REGULATIOS

(Approved vide Board's item No. 21 dated 5-2-88)

Title

1. These regulations may be called the Punjab School Education Board (Construction and Maintenance Work) Regulations, 1988.

Definitions

2. In these regulations, unless there is anything repugnant in the subject or context :-
 - (i) 'Administrative approval' means an order of the competent authority to the Executive Engineer of the Board to execute a certain work at a stated sum based on rough cost estimates with preliminary plans prepared by him;
 - (ii) 'Advance payment' means a payment made on a running account to a contractor for the work done by him but not measured ;
 - (iii) 'Contract work' means a written agreement and containing stipulation as to the quantity and rates of items of work to be done and time within which it is to be completed and is generally for completed items of work, i.e. both for material and labour;
 - (iv) 'Executive Engineer' means the Executive Engineer of the Board;
 - (v) 'Final payment' means the last payment on a running account made to a contractor on the completion or determination of his contract and in full settlement of the account;
 - (vi) 'Hand receipt' is a simple form of voucher intended to be used for miscellaneous payment advances;
 - (vii) 'Issue rate' means the cost per unit of an article borne on the stock account of the Construction and Maintenance Wing for calculating the amount creditable to the sub-head concerned of the stock account by charging the account or service concerned on the articles issued and includes carriage and other incidental charges incurred on acquisition, but does not include storage charges and shall not be in excess of the market rate;

- (viii) 'Market rate' when used in respect of an article borne on the stock account of the Construction and Maintenance Wing means the cost per unit at which the article or an article of similar description can be procured at a given time at the stores godown from the market;
- (ix) 'On account payment' means a payment made on a running account to a contractor in respect of the work done or supplies made by him and duly measured;
- (x) 'Piece Work' means an agreement in the form of work order (and not a contract) which contains only the specification of the work and rates to be paid for it without specifying 'quantity' or the 'time limit' within which it is to be executed;
- (xi) 'Secured advance' means an advance made, on the Security of materials brought to the site of work, by a contractor whose contract is for completed items of work (i.e. for both labour and material);
- (xii) "Storage Charges" means the percentage rate levied, on all issues of stock to cover expenditure incurred, after acquisition of stores, on work charged establishment employed on keeping initial accounts, custody of stock and maintenance of stores, godown or yards etc;
- (xiii) 'Supervision charges' means the charges levied, in addition to book value and storage charges, in respect of stock materials sold to the public or Government or Semi-Government Departments;
- (xiv) 'Technical advisor' means an officer of the rank of a Chief Engineer working or retired, so appointed by the Board for rendering technical advice in connection with the Construction and Maintenance activities of the Board;
- (xv) 'Technical sanction' means an order of the competent authority sanctioning a properly detailed estimate of cost of work of construction or repair, proposed to be carried out by the Construction or/and Maintenance Wing and it shall not ordinarily exceed the administrative approval by more than 5%;
- (xvi) 'Work contingencies' means the incidental expenses of miscellaneous character which cannot be classified appropriately under any distinct sub-head of work in the estimate, yet pertain to the work as a whole;

- (xvii) All other terms and expressions used in these regulations but not defined shall have the meaning assigned to them in the Punjab School Education Board Act, 1969; P. W. D. Financial Rules and P. W. D., definitions, as the case may be.

Administration 2. Administration of the Construction and Maintenance Wing of the Board property will be under the immediate charge of the Executive Engineer who will be directly responsible to the Chairman for its efficient working and will be assisted by Sub Divisional Officer and other technical and non-technical staff in the discharge of his duties.

- General Regulations** 3. (a) No work shall be commenced or liability incurred in connection with it until :-
- (i) Administrative approval has been obtained from the Chairman;
 - (ii) Sanction, either special or general, of the Chairman has been obtained authorising the incurring of the expenditure;
 - (iii) A properly detailed design and estimate has been prepared;
 - (iv) Funds to cover the charges during the year have been provided by the competent authority in the budget.
- (b) If in any case, on ground of emergency, the Executive Engineer is required by any authority of the Board to carry out a work or incur a liability, which involves infringement of clause (a) the requisition from such authority shall be obtained in writing. On receipt of the requisition, or on his own responsibility the Executive Engineer may proceed to undertake the necessary work and seek formal approval of the competent authority immediately thereafter.

POWERS TO SANCTION ESTIMATES

Administrative Approval 4. (1) For original works, annual and special repairs and maintenance of the building, roads, landscaping, machinery tools and plants etc. of the Board, the rough cost or detailed estimate shall be sanctioned by the Chairman but the expenditure shall be restricted upto availability of funds during the financial year.

Technical Sanction (2) (a) For the Annual repair and Maintenance of buildings, roads, landscaping, machinery and Tools and Plants the rough cost or detailed estimates shall be prepared and technically sanctioned by the Executive Engineer.

- (b) For additions, alterations, special repairs and new works amounting to Rs. * 1,00,000/- the estimates (rough cost or detailed) shall be technically sanctioned by the Executive Engineer and for estimates beyond Rs. * 1,00,000/- the same shall be approved by the Technical Advisor to the Board.

- Notes:
- (i) The detailed estimates shall be revised if the excess over the original estimates is more than 5%.
 - (ii) Different Materials required for maintenance shall be purchased by the Executive Engineer as per routine or priority requirements, following the prescribed procedure.
 - (iii) The authority granted for a sanction to an estimate must on all occasions be looked upon as strictly limited by the precise objects as provided in the estimate. Any anticipated or actual savings on a sanctioned estimate shall not, without special authority, be utilised to carry out additional works not provided in the original estimate or fairly contingent on its actual execution.

Any subsequent development of a work deemed necessary while the work is in progress, which is not fairly contingent on the work executed as first sanctioned, shall be covered by a supplementary estimate.

***Allotment of
Works or
Supplies***

5. (1) The works and supplies not exceeding Rs. *1,00,000/- and Rs. 30,000/- respectively in cost shall be allotted to the lowest quotationer out of a minimum of three quotationers after calling competitive quotations by the Executive Engineer. In case the work is to be allotted to or supply is to be made from a party other than the lowest contractor or supplier, as the case may be, the sanction of the Chairman shall be obtained by the Executive Engineer before the allotment of work or effecting of the purchase. In case of emergent works where quotations are not possible, Executive Engineer shall be empowered to issue work orders upto Rs. 5000 (each time) without calling the quotations.

*Amended vide Board item No. 10 dated 30-03-1995.

- (2) For works and supplies exceeding **Rs. 1,00,000/- and 30,000/- respectively in cost, the quotations or tenders shall be called by the Executive Engineer which will be processed in his office and comparative statement drawn and the comparative statement in detail will be put up to the Tender Allotment Committee (both for work and purchases) comprising the following members:-

- | | | | |
|------|--|-----|------------------|
| (a) | An Engineer not below the rank of
serving or retired Chief Engineer,
by name. | ... | Chairman |
| (b) | An Officer not below the rank of
Superintending Engineer of the State
P.W.D. (B & R) to be appointed by
name. | ... | Member |
| *(c) | A member of the Board to be
Nominated by the Board | ... | Member |
| (d) | Secretary of the Board. | ... | Member |
| *** | [(e) Executive Engineer | ... | Member/Convener] |

The tenure of the Committee shall be for two years. The outside technical members of the Tender Allotment Committee shall be appointed by the Board and their honorarium shall be such as fixed by the Board.

The Executive Engineer shall place the purposal before the committee. The Committee shall make specific recommendations. regarding the allotment of work or supplies to the Chairman, In case the Committee recommends a tender other than the lowest, it will record reasons therefor. The recommendation of the Committee will be put up by the Executive Engineer to the Chairman for approval whose decision shall be final.

* Amended Vide Board's Item No. 4 dated 30-3-92.

* Amended Vide Board's Item No.10 dated 30-3-95.

*** Amended vide Board item No. 33 (3) dated 4.10.2007.

- Note : (i) In case purchases are made on DGS & D rates or the rates approved by Controller of stores, Punjab or from a proprietary concern or from any Corporation (Central or State) or from a Government Emporium (Central or State) from Khadi Gram Udyog or from State PWD or Autonomous Body or from authorised dealers or firms or manufacturers at the authorised dealers price list rates fixed by their Principals, etc., the requirement of calling tender or quotations shall be dispensed with :

Provided that in the case of purchases from the authorised dealers of firms or manufacturers prior sanction of the Chairman shall be obtained if the purchase on a single item exceeds Rs. 10,000/-.

- (ii) In case of less than 3 valid quotations prior approval of the Chairman shall be obtained.

*Spot Purchase
Committee*

- *(3) (a) In case of purchases where no response is received after calling of quotations or tenders or when materials are required urgently or/and it is considered necessary that calling of quotations or tenders will not serve the purpose and only delay the works or where materials required are such for which no particular specifications can be laid, the SPOT PURCHASE COMMITTEE OR THE SPOT QUOTATION COLLECTION COMMITTEE., duly constituted by the Chairman shall make purchases or collect quotations from the market or suppliers and make immediate purchases at competitive rates.

*Constitution of
Spot Purchase
Committee and
Spot Quotation
Collection Committee*

- (b) (i) FOR PURCHASES UP TO Rs. 30, 000/-
- (1) Executive Engineer or Sub-Divisional Officer as his representative.
 - (2) Sub- Divisional Officer (Concerned)
 - (3) An Officer of the Board deputed by the Chairman.
- (ii) FOR PURCHASES EXCEEDING Rs. 30,000/-
- (1) Executive Engineer
 - (2) Sub-Divisional Officer (Concerned)

*Amended Vide Board's item No. 4 (1) dated 7-4-1988.

- * (3) Secretary of the board or an Officer, not below the rank of a Deputy Secretary, nominated by him.

In case of Spot Collection of Quotations, the quotations shall be signed by members and proceedings recorded. The quotations shall be processed in the office of the Executive Engineer and the case shall be put up to the Tender Allotment Committee (both for work and:, purchases) as in the case of regular purchase after calling quotations or tenders.

Note: The Chairman may increase or decrease the members of the Committees or the Composition thereof.

Schedule of Rates 6. The works shall be got executed on the rates as given in the Common Schedule of rates (Vol.1,II,III and IV) of PWD (B&R) Punjab and at the prevailing ceiling zonal premium in the PWD (B&R), Punjab from time to time. Works of special nature shall be got executed on item rate basis. The Executive Engineer shall be competent to get works done by engaging labour through Muster Rolls or work orders or contracts at full ceiling zonal premium prevalent at that time on the respective common schedule of rates. The Chairman on specific recommendations of the Tender Allotment Committee can allow Work at rates higher than prevailing ceiling premium at the time of allotment.

Estimates for Works

7. (i) Provision shall be made in the estimate for all incidental expenditure which could be foreseen. In addition a provision shall be made to cover the cost of daily or work charged staff as contingencies which cannot be foreseen upto 3% of the estimated cost of the work.
- (ii) The detailed estimates shall be prepared in the Construction and Maintenance Wing on the basis of the plans and details received from the approved Architect or consultants.
- (iii) The detailed estimates shall be comprehensively drawn up under specific heads. Necessity and urgency of work, as well as expected time of its completion etc. shall invariably be included in the report.

*Amended vide Board's item No. 6 (8) dated 30-11-1993.

- (iv) Changes during the execution of work shall be made by the Executive Engineer as considered necessary due to change of design by the Architect or if it is necessary from structural or economy reasons. It shall not be necessary to revise any detailed estimate unless the total expenditure exceeds the original estimates by 5%. Excess beyond 5% over the detailed estimate shall be regularised with the approval of the Chairman on the basis of a revised estimate.
- (v) All sanctioned estimates shall be noted by drawing branch of the Construction and Maintenance Wing in the Register of works. Reference to the serial page and number of the estimates register (on which the estimates has been noted) shall be entered on the estimate for cross reference.

***Manner of
Execute of work***

***Notice Inviting
Tenders***

- 8. All works, except those to be executed departmentally shall be entrusted to a contractor on contract basis after inviting quotations or tenders.
- 9. Notice inviting tender, which is an important document forming as it does the basis of contract agreement, shall be most carefully drawn up by the Head Draftsman and Superintendent of the Office of the Executive Engineer on the basis of the sanctioned or bid purpose estimate or drawings and checked by the Sub-Divisional Officer and Executive Engineer. It shall be precise, complete and as per PWD schedule of rates or item rates and PWD specifications. Normally tenders accompanied by earnest money shall be called for the execution of all works and repairs intended to be given on contract. Before inviting tenders the following contract documents shall be prepared so that there may be no ambiguity which might subsequently give rise to complications or go to the extent of vitiating the contract :-
 - (i) A complete set of bid purpose drawings showing the general details of the proposed work.
 - (ii) A complete specification of the work, unless reference can be made to the relevant para in the Punjab PWD specification book, shall be noted against each item in the schedule of quantities in the tender calling notice.
 - (iii) A list of materials to be issued by the Board giving the rates and place of issue.
 - (iv) If possible a schedule of quantities.

- (v) Rates of items of work.
- (vi) A set of conditions of contract.

In fact all conditions and specifications, which shall subsequently find a place in the contract agreement shall be clearly brought out in the notice inviting tender.

Authority shall always be reserved to reject any or all the tenders received without assigning reasons and shall be expressly stated in advertisement of notice issued to the registered contractors.

Note: List of approved contractors shall be maintained for each class of work in the office of Executive Engineer. The Executive Engineer shall be competent to call tenders through the Press and sanction the expenditure chargeable to the contingencies of the respective work or to the office contingencies.

CALLING OF QUOTATIONS AND TENDERS

10. *(1) No work or purchase order shall be necessary for a work or purchase likely to result in payment of less than Rs. 1000/-. In such cases it will not be necessary to call quotations.
- *(2) For works or purchases above Rs. 1000/- but less than Rs. 10,000 7 days notice shall be given. In exceptional and extremely urgent cases, the prior sanction of the Chairman shall be obtained to carry out a work order or purchase materials without calling quotations for works or purchases exceeding Rs. 1000/- but not exceeding Rs. 10,000/-
- *(3) For works or purchase exceeding Rs. 10,000/- but not exceeding Rs. ** 1,00,000/- limited enquiry shall be issued giving 10 days clear notice to the approved contractors/firms but no advertisement shall be required.

Note: For item No. 10.2 and 10.3 a minimum of 7 quotations notices shall be issued.

- (4) For works above Rs. * * 1,00,000/- advertisement shall be sent through the press giving 2 to 3 weeks clear notice.

*Amended vide Board's item No. 4 (1) dated 7-4-1988.

**Amended vide Board's item No. 10 dated 30-3-1995.

**Receipt and opening
of tenders**

- *[11.(i) The intending contractor or his authorised agent is required to deliver his tender in person to the Executive Engineer or his office Superintendent so as to reach the Executive Engineer or office Superintendent before or at the time and place notified in this regard in the tender notice. The tenders shall be opened by the Executive Engineer concerned in the presence of the committee consisting of the Chairman, Vice-Chairman, Secretary, Executive Engineer and Deputy Secretary (Accounts), and the intending contractors or their authorised agents who may choose to be present for the purpose on the date and time and place indicated in the tender notice.

At the time of opening the tenders, out of 5 members of the committee, the presence of Chairman or Vice-Chairman and two other members shall be compulsory.

The earnest money may be deposited in cash with the Board or in the form of banker's deposit at call receipt. The original receipt shall be submitted with the tender. The Chairman, in the interest of better competition may allow a contractor who is already working in the construction work of the Board without furnishing any earnest money alongwith the tender, provided that such a contractor shall have to deposit the earnest money with the Board before actual allotment of work is made to him:]

- (ii) The earnest money to accompany a tender or quotation shall be 2% of the estimated cost subject to maximum of Rs. 50,000/-
- *[(iii) The members of the committee present shall initial all tenders received in the office in respect of a particular work and the Comparative statement thereof shall be prepared by the office Superintendent under the Supervision of the Executive Engineer. All the tenders shall be entered in the register (hereinafter called the tender register) in the presence of Executive Engineer and tender register shall be counter-signed by the Secretary.]
- (iv) The contractor shall invariably date and initial corrections in the schedule of quantities, schedule of materials to be issued and specifications and other essential parts of tender documents before submission.
- (v) An ambiguous tender shall be liable to be rejected.
- (vi) Normally no conditional tender shall be accepted and it shall be rejected outright. However, where the conditions mentioned in the tender have no financial implications or where the tender remains the lowest even after accounting for the financial implication of the conditions, the tender may not be rejected but may be considered on merits.

* Substituted by Item 6 (2) dated 9.12.2003

*[(vii) Generally, as a matter of principle the lowest tender shall be accepted, however, if acceptance of a tender containing higher rates is recommended by the Executive Engineer then he shall give reasons in writing for doing so.]

(viii) When the tender is not accepted, the earnest money or deposit at call receipt, as the case may be, shall be refunded and the acknowledgement obtained. The earnest money deposited by the successful tenderer shall become part of the security deposit and as such shall be dealt with accordingly.

Security for Works 12. (1) The security deposit under the terms of contract agreement shall be recovered from the contractor in instalments out of his running bills @ 5% of the gross amount of each bill.

(2) The competent authority may allow refund or release of the security deposit against a bank guarantee after verification from the bank concerned.

Agreements 13. (i) As soon as a tender is accepted, the contractor shall within 10 days make good the deficiency of the security deposit to be deposited under the notice of the tender before an agreement is entered into. The agreement shall be executed on a stamp paper in proper form which shall be carefully prepared. All pages shall be numbered and all corrections attested by the executants and witnesses. No abbreviations shall be used and the form approved by the Chairman shall be used for the agreement.

(ii) Every page of agreement shall be signed at its bottom by the executants. Interlineations, blanks, interpolations, corrections, and alterations shall be avoided but when considered absolutely necessary they shall invariably be made in ink and attested by the executants. Attestations of every sort shall be so made as to leave the original words legible.

(iii) All references to specified sums of money, quantities and terms of years and so on shall invariably be expressed both in words and in figures.

(iv) In framing an agreement, the two main objectives to be achieved are:

(a) nothing material be omitted;

* Substituted by Item 6 (2) dated 9.12.2003

b) All that is expressed must be unequivocally worded beyond any possibility of ambiguity and convey clearly what is desired to be conveyed. In laying down specifications generalities must be avoided.

(v) The 'Fair Wage Clause' shall invariably be inserted in the agreement.

(vi) Delays in the execution or renewal of agreements are most objectionable and some time may result in loss to the Board. As far as possible, they shall be executed whether by way of renewal or otherwise, as the case may be, prior to the dates from which these come into force.

(vii) The compensation to be imposed for delay in execution or defective work shall be mentioned. Where the work is not completed within the stipulated period compensation shall be levied on the Contractor unless the circumstances in the opinion of Executive Engineer are beyond the control of the contractor. Where the contractor is found negligent and the work and progress in the opinion of the Executive Engineer is unsatisfactory compensation can be levied even before the expiry of the entire contractual time.

(viii) The contract agreement shall be signed by the Executive Engineer on behalf of the Board and authorised representative on behalf of the Contractor.

(ix) No payment shall be made before the signing of the contract agreement.

14. The Executive Engineer shall be competent to allow extension in time limit after considering the reasons given by a contractor :

Provided that the application is submitted by him before the expiry of the time limit. In case the application is received after the expiry of time limit, approval of the Chairman shall be taken to grant extension.

15. Four copies of agreements shall be prepared and distributed as under:-

- (1) Original with the Executive Engineer (in the custody of office Supdt.)
- (2) One attested copy with the Contractor.
- (3) One attested copy with the Sub-Divisional Officer.
- (4) One attested copy with the Resident Audit Examiner.

*Custody of
Completed
Documents*

All tenders or quotations received shall be entered in the register of tenders.

- | | | |
|---|-----|---|
| <i>Completion Certificate</i> | 16. | After the contractor has submitted a completion report and the work has been measured and inspected, a completion certificate in the prescribed form shall be prepared and signed by the Sub-Divisional Engineers and approved by the Executive Engineer. |
| <i>Refund of Security/Earnest Money for Works or Supplies</i> | 17. | The security received or deducted from the contractor's bill shall be refunded after 3 months of the final measurements of work or 10 days after the completion of supplies on obtaining a certificate from the Sub-Divisional Officer by the Executive Engineer that no defects have appeared in the work necessitating its forfeiture in whole or in part. |
| <i>Measurement Books</i> | 18. | <ul style="list-style-type: none">(i) The measurement book is an initial record of great importance.(ii) All entries in the measurement book shall invariable be made in ink.(iii) Payments for all works done, otherwise by daily labour, or on lump sum contract and for all supplies, shall be made on the basis of measurements recorded in the measurement books.(iv) Measurement shall be recorded at site of work and shall not be copied from some other record.(v) In addition to the detailed instructions printed on the measurement book itself, the following points shall, however, be borne in mind while dealing with measurement books<ul style="list-style-type: none">(a) The Sub-Divisional Officer or Executive Engineer shall never sign a bill without referring to the measurement book and seeing that the measurement entries are duly crossed off by drawing in red ink one diagonal line across each page of measurement book. The number and date of voucher shall be quoted against the item by the Accounts Branch of the Executive Engineer when the bill is passed. They shall not sign in full or permit any contractor to do so on duplicate copies of bills even though duly headed "duplicate".(b) It shall be seen that the date of measurement and the name of contractor is entered at the top of all measurements and that no blank spaces are left in measurement books. |

- (c) All the books shall be numbered in seriatum and a register of these shall be maintained, showing the serial number of each book, the names of Officer or Official to whom issued, the date of issue and the date of return, so that their eventual return to the Construction and Maintenance Wing may be watched.
- (d) All bills will be entered in the measurement books by the Sectional Officer. The Sub-Divisional Officer while giving cheque and bill order in the measurement book, shall see that the work has actually been done at site according to the measurement entered in the measurement book. He will check 35% of the measurements for all items of work and 100% measurements of hidden works items No., final bill shall not be paid unless the Sub-Divisional Officer has checked 100% all the measurements and the Executive Engineer also seen the site and personally satisfied himself about the correctness of the bill. If any mistake is found while checking the measurements of the Sectional Officer, the Sub-Divisional Officer shall correct the same and initial the correction made with date. If the difference is below 2% or Rs. 100/-, whichever is less, the payment shall be made as per corrections made by the Sub-Divisional Officer on the basis of correct measurements and no action be taken against the Sectional Officer. However, if the difference in measurement is more than specified above, such action against the officials concerned be taken by the Executive Engineer as is deemed necessary.
- (e) Measurement for excavation in foundations and supplies on road side shall be checked by the Sub-Divisional Officer before concreting the foundations or using the road side material.
- (f) All measurement books shall be submitted to the Construction and Maintenance Wing by the Sub-Divisional Officer from time to time so that at least once in six months the enteries recorded in each book may be checked to see that payments of all bills have been made and that reference to payments has been filled in.

- (g) Executive Engineer Will exercise token test check of measurements recorded by the Sub-Divisional Officer or Sectional Officer.
- (h) All completed measurement books shall be recorded in the Construction and maintenance Wing and shall not be destroyed till the expiry of the prescribed period of their preservation, i.e. 15 years.

*Standard
Measurement
Books*

19. (i) Measurement Books may not be used in cases where the maintenance of standard measurement books of building has been authorised for facility of preparing estimates. These books shall also be utilized for the purposes of preparing contractor's bills for annual repairs.
- (ii) The standard measurement books thus maintained shall be numbered in alphabetical serial so as to be readily distinguishable from ordinary measurement books.
- (iii) In view of the fact that these books will form the basis of both the annual repair estimates and contractor's bill for work done they shall be written up either by the Sub-Divisional Officer or the Sectional Officer. This shall be brought up to date under Supervision of the Sub-Divisional Officer with reference to any additions and alterations which may be carried out.
- (iv) When payment is based on standard measurements, the following certificate shall invariably be recorded on the bill in his own handwriting by the Sub-Divisional Officer preparing, examining or verifying it;

'CERTIFIED that the whole of the work billed for herein has been actually done and that no portion thereof has been previously billed for in any shape'

Muster Rolls

20. (i) The Muster Rolls, as its name denotes, is a nominal roll or list of labourers employed departmentally on each date on a work and shall be kept in the prescribed form. It is an initial record of labour employed and must be written up daily by the subordinate official deputed for the purpose. When the Muster Roll is not maintained by a Sectional Officer he shall physically check the labour occasionally. The Sub-Divisional Officer shall also inspect the work without previous notice once or twice a week and check the attendance.

- (ii) The labour employed on daily wages shall be sanctioned by the Executive Engineer at rates not in excess of the rates sanctioned for similar class of employees on regular basis and where no such posts exist, at rates of P.W.D. Common Schedule of rates and Sanctioned Zonal premium of P W D (B & R) or the minimum rates fixed by the Deputy Commissioner. The Muster Roll shall be submitted weekly or monthly, as may be considered necessary, for payment.
- (iii) Muster Roll shall never be prepared in duplicate. It shall be permissible to have one or more Muster Rolls for the same work.
- (iv) The attendance and absence of labourers and the fine, if any levied, shall be recorded daily in Part-II of the Muster Roll in such a way as to facilitate the correct calculations of the net wages of each labourer for the period of payment.
- (v) Every 3rd Muster Roll or first or final Muster Roll, which ever is earlier, shall be a measured roll and consumption statement for it shall be prepared by the Sectional Officer concerned, verified by the Sub-Divisional Officer and approved by the Executive Engineer. All other rolls shall be unmeasured and their expenditure and progress shall be accounted for in the next measured roll.
- (vi) In case of works un-susceptible to measurement or which are not covered under the Common Schedule of rates and specifications, certificate to the effect that the work is unsusceptible to measurement or the item is not covered in the normal rates in the Common Schedule of Rates, shall be given by the Sectional Officer to be approved by the Sub-Divisional Officer.
- (vii) The Sub-Divisional Officer shall make the payment in the presence of Sectional Officer concerned and they will record a certificate on the Muster Roll 'that the payment has been made to the actual persons in their presence'. If any amount remain unpaid, the details thereof shall be recorded in the arrear register and payment of arrear made from that register as and when necessary.

Note :- (1) When making payment of arrear, suitable note of payment shall also be recorded against the original entries in the register of unclaimed daily wages in such a manner as to guard against second payment.

- (2) The Road Work Inspector is authorised to make entries of measurements in Muster Roll.

**Work Charged
Establishment**

21. (i) In order to keep record of attendance or work charged staff, who are paid on acquittance roll and whose consolidated rates of pay are sanctioned by competent authority, viz., road coolies, mates, beldars, malies etc., register shall be used. On the completion of the month, the names of the employees and the days for which they have worked (including the days they have been on casual leave) shall be transcribed from the attendance register on to an acquittance roll and submitted by the Sub-Divisional Officer to the Executive Engineer's Office for payment.
- (ii) The pay scale of work charged establishment shall be those as in the State P.W.D. (Branches) for similar categories. The Executive Engineer shall be competent to engage labour or workmen or Supervisor etc. Under work charged establishment and to sanction initial pay in the pay scales subject to a maximum of the pay scales up to *9200/- Chargeable to works expenditure or contingencies.
- (iii) Leave, etc. Allowable to work charged establishment shall be sanctioned by the Executive Engineer according to the rules framed in this regard in State P.W.D. for similar type of labour or workman.
- (iv) T.A. Bills of journeys of Regular or Workcharged Staff in the Construction and Maintenance Wing will be authorised and approved by the Executive Engineer. The travelling allowance in such cases shall be governed by the Punjab School Education Board (Travelling Allowance) Regulations, 1974.

**Instruction for
Preparation of Bills
of Contractors and
Suppliers**

22. Payment to contractors and suppliers for work done or material supplied shall be made on the following basis:
- (i) Bills shall be prepared on the basis of entries in the measurement book. Full rates, as per agreement etc., shall be allowed only if the quantity of work done is upto the stipulated specification.
- (ii) Part rates for incomplete item of work can be allowed by the Executive Engineer.

* Amended vide Board's item No. 4 (3) dated 30-01-2008

- (iii) Analysis of rate for items of work which have cropped up during execution but not provided in the tendered rates shall be prepared by the Sub-Divisional Officer and approved by the Executive Engineer.
- (iv) Before signing the bill, the Sub-Divisional Officer shall
 - (a) Compare the quantities in the bill with those shown in the measurement book.
 - (b) See that rates are correctly entered and calculations checked by the Sub-Divisional Clerk.
 - (c) Compare it with the previous bill, if it is on running account.
- (v) When a bill is prepared, the relevant entries in the measurement book shall be scored out by a diagonal red ink line by the Sub-Divisional Officer before signing the bill and measurement book. The second diagonal line shall be made in green ink by the Divisional Accountant after Pre-audit and before signing the cheque by the Executive Engineer and endorsement shall be made on the abstract of measurements in the measurement book giving reference to voucher/number and date to serve as a check against double payment.

***Payment to
Contractors***

- 23. (i) Whenever necessary and considered appropriate Mobilisation advance not exceeding 10% of the estimated or tendered cost can be allowed by the Chairman to a contractor, against a proper bank guarantee for starting work on recommendation of the Tender Allotment Committee (both for work and purchases). The same shall be recovered from the Running Bills together with interest at the rate of interest chargeable on loans to be granted by the Nationalized Bank on prorata basis i.e. in proportion to the gross amount of each bill. Full mobilisation advance shall be recovered from the contractor before the last running bill.
- (ii) No other payment shall be made to a contractor in respect of any work, unless the same has been measured and accounted for in the measurement book. Final payment shall be authorised after the work has been completed to the satisfaction of the Executive Engineer.
- (iii) Running payments shall not be made to a contractor unless the work is estimated to cost more than Rs. 1,000/-.

- (iv) Normally works will be started after obtaining Technical Sanction. However, in emergent cases in view of para 2.89 of P.W.D. code, payments will be admitted in audit provisionally upto 40% of the estimated cost in cases where the technical sanction is to be accorded by the Executive Engineer and upto 75% of the estimated cost in case where the technical sanction is to be accorded by the Technical Advisor. Provisional payments upto 90% of the estimated cost will be accepted in audit with the approval of the Chairman. No final payment will be admitted without technical sanction.
- (v) Payment shall be made to a contractor on the basis of rates in the agreement. If any of the rates do not exist in the agreement but are available in the Punjab P.W. D. schedule of rates those shall be followed as per terms of agreement. If such rates are not available either in the agreement or in the Punjab P.W.D. schedule of rates these shall be decided by the Executive Engineer on the basis of analysis prepared by his office. A copy of the analysis shall also be sent alongwith the bill to the audit for record.
- (vi) Reduced rates can be paid to the contractor in running bills, depending on conditions of work. It shall not be necessary to make any analysis for such reduction in rates. However if any reduced rate is paid in a final bill, an analysis shall be approved by the Executive Engineer for the same.
- (vii) Unmeasured payments or bills can be made as running payments.
- (viii) Delays in payments cause rise in the contractor's rates as also delay in execution of work. Running bills of contractors shall, therefore, be normally paid once in a month. Distribution of time for different offices shall generally be as under :-

(a)	Detailed measurements and preparation of bill by the Sectional Officer and Checking the same by the Sub-Divisional Officer.	Maximum 5 days depending on the Magnitude of work of measurements.
(b)	Detailed checking of bill including calculations by the drawing branch in the Executive Engineer's Office.	Maximum 2 days.

- | | | |
|-----|---|-----------------|
| (c) | Checking by Divisional Accountant in Executive Engineer's Office. | Maximum 2 days. |
| (d) | Checking by Audit branch. | Maximum 2 days. |
| (e) | Issue of cheque by the Executive Engineer's Office. | Maximum 2 days. |
| (f) | Checking of un-measured Muster Rolls in Audit Office | Maximum 1 day. |
| (g) | Measured Muster Rolls in Audit Branch. | Maximum 2 days. |

In case of final bills of running accounts time taken will be commensurate with the number of pages of measurement Book to be checked but not more than a week each for drawing branch, Divisional Accountant and Audit Branch. In case of running first and final bills of contractor/supplier time taken will be 4 days each by Executive Engineer's Office/ Audit Branch.

24. The following P.W.D. forms shall be used for the preparation of contractor's bills:-

- (i) First and final bill.
- (ii) Running Accounts bill.
- (iii) Final Accounts bill.
- (iv) Secured advance bill.

***Advance
payment and
Secured
Advances***

25. The advance payments to contractors (for work done but not measured) shall be admissible on the following conditions

- (a) The Sub-Divisional Officer or the Executive Engineer shall certify that not less than the quantity of work paid has actually been done.
- (b) Advance payment previously made for items concerned shall be adjusted as soon as those items are measured or billed for.
- (c) If secured advance has been previously allowed on the security of material and such material has been used on an item, the advance for that item shall not exceed the value of work done less proportionate amount of secured advance on account of material used.

- Note :
- (i) The next running bill following the unmeasured bill shall be a measured bill.
 - (ii) As a general rule payments for supplies are not permissible until the stores have been received or surveyed. If a payment is permitted on the production of railway receipt, the payment is treated as an advance payment against final settlement on receipt of stores.
 - (iii) Secured advance can be allowed to a contractor whose contract is for both labour and materials, subject to the following :-
 - (a) that an indenture in the proper form has been drawn up securing a lien of the department on the material brought by him to the site of work so as to guard against any loss due to misuse of material or shortage or for want of proper watch, safe custody etc.
 - (b) that Sub-Divisional Officer shall certify that the materials have actually been brought to the site of work and are required for use on work for which a contract for finished work has been executed, and the contractor has not previously received any advance on the security of those materials.
 - (c) that the materials are of imperishable nature.
 - (d) that the amount of secured advance shall be assessed on the market rates, if not known.

Note :- Secured advances shall be recovered as soon as the materials are utilized and bills for relevant items are repared. Secured advance shall be allowed as per standard PWD (B&R) rules and its mention in each work order contract shall not be necessary.

- (a) Liabilities on behalf of a contractor, may in the interest of work, be incurred, under intimation to him, in accordance with the items of his agreement (e.g. to engage labourers or contractors or to incur other liabilities to complete the work which the contractor has neglected or failed to do). No other financial aid in any other form is admissible.

**Explanation :* In addition to mobilisation advance and secured advance the Engineer-in-charge may give financial aid to the contractor with the approval of the competent authority in the shape of advance under construction and Maintenance. Rule 26(a) against bank guarantee of the equal amount for otherwise as the competent authority may consider and interest @ 17% shall be charged on this advance. This advance alongwith the accrued. interest shall be recovered from the running bills of the contractor and un-recovered amount, if any, shall be recovered from the 5% security deposit and/ or Bank Guarantees. The advance so granted to the contractor, shall be utilized on this work alone for its early completion strictly, under the direction of the Engineer-in-charge.

The Engineer-in-charge shall have the right to exercise check over the expenditure to be incurred out of such advance. The operation of this clause shall be entirely at the discretion of the Engineer-in-charge and shall not entitle the contractor to claim financial assistance as a matter of right.

- (b) Issue of materials to contractors, whose contract is for complete items (e.g. for labour and materials both) is permissible in the following cases :-
- (i) When it is necessary to retain in the hands of the Board the supply of controlled materials.

*Inserted Vide Board's item No. 12 dated 29-6-1993.

- (ii) When in the interest of work, or for utilisation of existing stock it is desirable to retain in the hands of the Board the supply of certain other materials. In such cases the contract shall specify the materials the place of delivery and the rate (including storage) and the contractor shall be held responsible to obtain the articles from the Board and deductions shall be made from his bill regardless of fluctuation in the market rate or stock issue rate.
- (iii) If the contractor desires the issue from the stock of any other materials, not provided for in his contract, for bonafide use on the work, these may be issued on the authority of the Executive Engineer at 'issue rate' and shall include storage charges @ 3% and supervision charges @ 10%. The carriage and incidental charges shall be borne by the contractor. The recovery rate of such items shall be the derived issue rate or market rate, whichever is more.

*Contractor's
Ledger*

27. (a) Contractor's ledger is a personal account maintained, by the Executive Engineer's Officer for each contractor separately in respect of transactions connected with the contract for execution of work or supplies made.

In respect of petty contractors, however, a single ledger headed "petty contractors" shall be opened.

- (b) The contractor's ledger shall be checked independently once a month in the Executive Engineer's office and not at the time of preparation of contractor's bill.
- (c) Ledger account shall be checked and balanced monthly.
- (d) Closing balance of each account shall show the amount outstanding under each suspense account.
- (e) Separate account will be maintained for each contractor for each work.
- (f) Balance shall not be allowed to remain outstanding for long time.
- (g) Account of security deposits shall not be included in the ledger account.

- Stock Account* 28. (i) Materials received from various sources (viz. suppliers, Government Departments) shall be entered in measurement book after detailed inspection, weighment etc., by the Sectional Officer. Acknowledgement shall be issued to suppliers duly signed by the Sub-Divisional Officer.

For every issue there shall be an indent signed by the Sub-Divisional Officer or a Sectional Officer authorised to draw materials up to a certain limit.

- (ii) All transactions of receipts and issues shall be recorded in the register of stock-receipts and issue in quantities only in the order of occurrence and shall be submitted through the Sub-Divisional Officer to the Executive Engineer's office every month regularly in the first week of succeeding month.
- (iii) In the Executive Engineer's Office, a monthly abstract of receipts and issues shall be prepared and completed in respect of :-
- (a) Value or quantities shown as receipt or issue.
- (b) Storage charges on materials issued.

- Reserve Stock Limit* 29. There is a limit on the value of stock upto which the Executive Engineer can keep in his store's material required for use on work. The Executive Engineer shall regulate the purchases of stock in such a way that during any month the value of the balance stock in hand does not exceed the reserve stock limit but in case the reserve stock limit is exceeded on account of some special circumstances it should be got regularized from the Chairman. At the same time the excess should be absorbed within six months. The reserve stock limit for stock shall be Rs. 20/-lacs. Supervision labour to look after the stores shall be chargeable to 3% storage charges.

- Tools and plants* 30. (i) Only numerical accounts shall be kept in the proper form.
- (ii) The expenditure on tools and plants shall be charged to the final head Tools and Plants. Special items required for a specific work shall, however, be debited to the work.
- (iii) The register of tools and plants shall be closed yearly.
- (iv) The articles lost or found short shall continue to be borne on the accounts, until recovered or written off by the Chairman. The articles found surplus shall be treated as receipt in the tools and plants accounts but shall not effect the financial account.

- Road Material Register** 31. The account of the road material shall be maintained in proper form in form IV register and shall be checked monthly in the Construction office. The physical balance shall be checked by the Sub Divisional Officer once every half yearly in September and March.
- Material at Site Account** 32. (i) Material at Site Account is an account of all departmental materials brought on to the site of work showing the source and quantities of all receipts and of their issues to the work, as the transactions occur. This account shall be kept both in quantities and values in the case of major estimates, where accounts are kept by sub-heads and only by quantities in other cases (if minor estimates). The form of this account also provides for record of estimated quantities and values of materials so that the actual use of materials can be controlled with reference to estimated requirement on works executed departmentally and also where any or all items of contract are for labour only. In the case of work executed by contractors whose contract is for completed items of work (i.e. for both labour and materials) the record of the estimated requirements of materials, applies only to the materials the supply of which is retained in the hands of the Board (materials belonging to a contractor should never be mixed up with departmental materials).
- (ii) For departmental works the material at site account shall be maintained in form IV register to be maintained by the Sectional Officer separately for each work.
- Issue of Material to Contractors** 33. (i) Material shall be issued to the contractors as per terms of contract. If any material is issued other than that mentioned in the contract the rates shall be settled before issue and generally it shall be the market price or the cost price plus 3% storage charges and 10% supervision charges whichever is more.
- (ii) If any material is found surplus after completion of work it shall be taken back at rates not higher than those at which it was issued, but storage and supervision charges shall not be refunded.
- (iii) Contractor's receipts are not necessary for labour charges incurred on their account and cost of material issued for replacement of bad work under the agreement.

- (iv) Recoveries of material shall be made from the contractors as early as possible from their next running bills except in case of such material which has not ever been used and a certificate is given that the material is lying at site, stating the reasons, therefore, briefly.

At the time of preparation of final bill, certificate shall be given by the Sectional Officer and Sub-Divisional Officer incharge that no recovery is outstanding against the contractor.

This shall be verified monthly in the office of the Executive Engineer after checking all the concerned indent books of the Sectional Officer.

- (v) Account of materials issued to contractors shall be maintained in stock and form IV register by the Sectional Officer.

*Accounts and
payment*

- 34 (i) The Executive Engineer shall be the drawing and disbursing Officer for his works, T.A. and other contingency payments.
- (ii) He will hold one or more Bank Accounts in his favour.
- (iii) He will also hold a chest for keeping some amount for petty purchases, earnest money and security, demand drafts etc.
- (iv) The bills, Muster Rolls etc., shall be checked by the drawing branch and Divisional Accountant and Superintendent and the same shall be signed by the Executive Engineer and sent for pre-audit. Cheque shall be issued and signed by the Executive Engineer after pass for payment order has been recorded by the audit.
- (v) (a) Executive Engineer shall be competent to sanction imprest or temporary advance upto Rs. 10,000/- at a time to Sub Divisional Officer or Sectional Officer for purchase or work orders. These imprest accounts shall be got adjusted after post audit within 30 days.

(b) In cases of temporary advances exceeding Rs. 10,000/- where payment clause of the purchase order is delivery ex-shop against cash payment by means of cheque or demand draft or in case of advances for the material such as cement, steel etc. which are to be purchased from Government or Semi-Government bodies/firms where advance payment is to be deposited with them. before the issue or alongwith the issue of purchase order, these temporary advances shall be got sanctioned by the Executive Engineer from the Chairman. The cheque or demand draft will be issued by the Executive Engineer after pre-audit in favour of the firm or Government or Semi-Government body. Such temporary advances shall be got adjusted within 30 days of the receipt of the material in the store by the Executive Engineer's office after post audit.

- (vi) The budget for the works T.A., Contingencies etc. shall be got approved by the Executive Engineer from the Chairman.
- (vii) Funds shall be got transferred by the Executive Engineer from the accounts branch to his Bank account after getting the approval of the Chairman.
- (viii) Proper records such as ledger, sub ledgers, contractors ledger, vouchers of stock and payments etc.,-shall be maintained by the Divisional Accountant in his office.
- (ix) The Executive Engineer shall be competent to sanction expenditure for furniture, papers, stationery, books, general items of office use etc. required for his office.

Audit of Bills 35. The Resident Audit Examiner shall also see that contractor's ledger is being maintained properly in the Executive Engineer's office and recoveries from the Contractor's bills are made from their running bills from time to time. The final pass order shall be recorded by the Resident Audit Examiner before the payment is made and cheque issued.

Transfer Entry Book 36. The transfer entry book shall contain a record of all transfer entries included in Accounts, where no cash transactions are involved e.g. issue of stock to works, work to work transfer of materials, issue from stock or specific work to other departments than the construction wing, write back of an erroneous debit or credit etc. The book shall be posted as soon as the transactions become known from advices of debits, transfer orders etc., from the Sub-Divisional Officer.

- Work Abstract** 37. To enable the Executive Engineer to discharge his responsibility for the correct maintenance of the accounts of different works and to have proper control over expenditure the Divisional Accountant shall prepare a monthly account of all the cash and stock transactions. The Divisional Accountant shall ensure :-
- (i) that the outlay is posted correctly.
 - (ii) that the cash and stock charges debited and the adjustments made are all bonafide and legitimate.
 - (iii) that progress during the month is given.
 - (iv) that outstanding for labour, contractors and materials are not of long duration.
 - (v) that a comparison of outstanding dues to or from the contractor is made with the contractor's ledger, in the case of one or two works every month.
- Register of Works** 38. The register of works shall be maintained in the Executive Engineer's Office. This register shall be a permanent and collective record of expenditure incurred on all works carried out during the year, showing the expenditure month by month compared with the estimate. The object of such a record is to show to the Executive Engineer the rates at which these different kinds of works are carried out and to enable him to watch the expenditure and also to obtain the necessary sanction, wherever required.
- The register shall be put up by the Divisional Accountant to the Executive Engineer along with day books on the 15th of following month for perusal and signatures.
- Monthly Account** 39. Finally the Divisional Accountant in the Executive Engineer's office shall prepare one consolidated account of all transactions effecting the account of works according to the estimates sanctioned.
- Miscellaneous** 40. (i) For any clarification or interpretation of these rules, the decision of the Chairman shall be final.
- (ii) Chairman may delegate any of the powers vested in him in the foregoing rules to any other officer of the Board.
- (iii) Any matter not covered under these regulations shall be regulated as per relevant rules of the State P. W. D. (Buildings and Roads Branch).

- (iv) All the proformas referred to in these regulations shall confirm to the corresponding proformas prescribed by the P.W.D. (B & R) Branch, Punjab.

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MOTOR VEHICLES RULES

(Approved vide Board's item No. 9 dated 7-6-72)

1. These rules may be called "the Punjab school Education Board (Motor Vehicle) rules, 1972".
2. they shall come into force at once.
3. The Motor vehicles, owned by the Board, will be under the administrative control of the Secretary, who will be the controlling Officer, unless some other officer has been so designated by the Chairman for any vehicle, and will be responsible for the proper use, care and maintenance of the vehicles and for the strict enforcement of these rules.
4. For each vehicle, there shall be log-book (Form BVI) which shall remain in the custody of the driver. Among other requirements of the columns of the log-book, emphasis must be laid on
 - (a) Proper classification of the purpose of journey;
 - (b) Immediate entry of petrol, diesel, oil and lubricants put in the fuel tank or served to the parts of the vehicle as no separate stock account thereof is required to be kept;
 - (c) The recording of readings of the kilometer after each journey, giving the timings of commencement and stoppage thereof.

A copy of the log-book will also be kept in the office of the controlling Officer.
5. Where the log-book indicates the utilisation of a vehicle for a private purpose, the authority for such utilisation shall be checked up by the Controlling Officer or other employees empowered in this behalf and recovery made from the party concerned at the prescribed rates. The number of the cash. receipt issued shall be quoted in the log-book for reference.
6. In addition to the log-book, referred to in Rule 4, there shall be for each vehicle a register in which portions shall be set apart to keep a record of other vital information in performas BV 2 to BV 6 as under:-

- (a) Particulars of each vehicle and incumbency of drivers in form BV 2;
- (b) Particulars of changing oil, filter, element in form BV3; (c) Particulars of replacement of tyres in form BV4;
- (d) Particulars of battery in form BV5;
- (e) Particulars of consumption of fuel, oil and lubricating oil in form BV6;

(The above information may be recorded in one register for each vehicle)

7. The driver of a vehicle shall close the log-book for the month by working out the performance or mileage per litre of the fuel. This may be checked by some technical hand to ensure that the consumption of fuel etc., as compared to the distances covered is upto the work. In case excess fuel is consumed, the matter should be investigated into and proper measures adopted to check it.
8. The vehicles, owned by the Board's are intended ordinarily for use for journeys on bonafide official work of the Board by the officers and such other staff as may be permitted to do so. They may also be used for Journeys from office/residence of the Secretary Vice-chairman/Chairman and any other officer specially permitted by the Secretary for the purpose to attend official meetings and other functions of the Board.
9. No road mileage will be charged in the travelling allowance bill by officers in respect of official journeys, performed by the Board vehicles and T.A. for such journeys will be claimed as admissible under the T.A regulations.
10. The Secretary may permit the use of a vehicle for non-duty journeys to a limited extent on the condition that its use for a non-duty and private purpose shall not interfere with the official requirements in any case.
11. The following classes of non-duty journeys will be regarded as permissible:-
 - (a) Occasional journeys performed by officers from their residence to office and vice versa;
 - (b) Urgent visits to hospitals;
 - (c) Local journeys performed by officers at places of halt during tour;

(d) Omitted

Note : In exceptional circumstances not categorised above, the Chairman may allow the use of Board's vehicles locally at Chandigarh on usual payment.

12. The use of Board's vehicles for marriages, journeys to places of public amusement such as cinemas, races, clubs etc. will not be permitted.
13. The charges for the use of vehicles for non-duty journeys will be as follows:-
 - (a) (i) In case of death of an employee bus can be used once free of cost and Rs. 8/- per kilometer for the second time.
 - (ii) In case the death of Mother/Father/Wife/Husband and Child of an employee bus can be used first 50 Kilometer free and Rs. 8/- will be charged for the rest per kilometers.
 - (iii) Other than the above (i) and (ii) bus can be used with full payment as Rs. 20/- per kilometer.
 - (iv) Rs. 3-50 paise will be charged for the private use of Car.
- (b) Omitted.
- (c) Omitted.
- (d) Omitted.
14. Omitted
15. The charges, prescribed in regulation 13 will be recovered against receipt. The controlling Officer will be responsible for the proper recovery of these charges and credit to the Board. He will bring to the notice of the Vice-Chairman/Chairman the cases of inordinate delay in payment of the dues on the part of officers.
16. The normal working hours of a driver will be from 9.00 A.M. to 6-00 P.M.; with an interval of one hour for lunch.
- *17. No over-time will be admissible to the Drivers. They will, however, be entitled to a special pay or other benefits as may be sanctioned by the Board from time to time.

*Amended by the Board vide item No. 33 (9) dated 14-12-81.

18. The vehicles belonging to the Board, should not be driven by any official other than the driver engaged for the purpose except with the permission of the Controlling Officer.
19. No vehicle should be garaged at the residence of any officer/official except with the prior approval of the Controlling officer.
20. The driver shall be responsible for the maintenance and proper upkeep of the vehicle in his charge. He will clean the vehicle daily, check the tyre pressure, oil level in the crank case, water level in the radiator, battery etc.

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PUNJAB SCHOOL EDUCATION BOARD

(Form BV-I)

LOG BOOK

Duty Slip No.	Date of Journey	Time of Journey commenced at	Time of Journey completed at	Detail of Journey From To	Speedometer reading Commencement of Journey	At the end of journey	K. M. travelled
1	2	3	4	5	6		

Detail of material carried or persons travelled	Whether on Board duty or Private	Signature of Driver	Signature of the officer who travelled	Reference to recovery for private journey		Petrol or Diesel in litres at the commencement of each journey in tank/in can
				No. & date of receipt	Amount recovered	
7	8	9	10	11	12	

Petrol or Diesel in litres Purchased during the journey	At the end of journey	Other Lubricants Repairs and Replacements. Particulars of expenditure	
			At the end of journey
13	14	15	16

Cost	No and date of Voucher Payment	Signature of the Controlling Officer	Remarks
17	18	19	

Particulars of Vehicles and Incumbency of Driver

1. Type of vehicle Car/Station wagon
2. Mark of vehicle
3. Registered No. of the vehicle.
4. Engine No.
5. Chassis number.
6. Horse Power.
7. Whether Petrol or diesel Engine.
8. Date of Acquisition.
9. How acquired (by purchase or from transfer from other department).
10. Whether New or Second Hand.
- H. Tyres No. 1 2 3 4 5
12. List of tools & accessories.
13. List of spare parts to be kept with driver.

Particulars of the driver incharge of the vehicle

Sr. No.	Name of driver	Period of charge	Signature of the driver	Signature of the Controlling Officer
		From To		

Check of tools and accessories

Date of Checking	Name and full designation of checking officer.	Result of checking	Initials of checking officer.	Remarks.
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- 1.
- 2.
- 3.
- 4.

Note :- The tools and accessories shall be checked every six months by an officer deputed by the Controlling Officer.

PUNJAB SCHOOL EDUCATION BOARD
Particular of changing Oil Filter, Element

(Form BV-3)

Date	Mileage/k. m.	Intervals in miles/k. m.	Remarks
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PUNJAB SCHOOL EDUCATION BOARD
Particular of Replacement of Tyres

(Form BV-4)

Date	Mileage	Number of Tyres-purchased	Number of Tyres replaced	Remarks
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PUNJAB SCHOOL EDUCATION BOARD

(Form BV-5)

Particular of Battery

No. and make of the existing battery	Date of which battery changed	No. and make of new battery	Remarks

PUNJAB SCHOOL EDUCATION BOARD

Form BV-6

Particulars of consumption of Fuel, Oil and Lubricants

Month	Petrol or diesel oil used in miles per litre or kilometers per litre	Engine Oil Consumed in O2, per mile or millilitre per kilometre	Remarks

INCIDENTAL AND SUPPLEMENTARY PROVISIONS, REGULATIONS

*(Under sub-section (1) of section 24 read with clause (J) of
sub-section (2) of section 24 of the Act)*

(Approved by the Board vide item No. 4 (7) dated 31.8. 1988)

- | | | |
|-------------------------------------|----|---|
| <i>Short title and commencement</i> | 1. | (i) These regulations may be called the Punjab School Education Board (incidental and supplementary Provisions) Regulations, 1988.

(ii) They shall come into force at once. |
| <i>Definition</i> | 2. | In these regulations unless the context otherwise requires, 'Act' means the Punjab School Education Board Act, 1969. |
| <i>Incidental and Supplementary</i> | 3. | Notwithstanding anything contained in the regulations made under section 24 of the Act, the Board shall have the power to do all matters and perform all functions necessary for carrying out the provisions of the Act and Regulations framed by the Board from time to time under section 24 of the Act. |
| <i>Interpretation</i> | 4. | The power to interpret whether any action or thing purported to have been taken or done is covered within the functions and duties of the Board or not, shall vest with the Board and it shall be final and shall not be questioned by any agency or office assisting the Board in carrying out its functions and duties. |
| <i>Saving</i> | 5. | Any action or thing purported to have been taken or done under the regulations made by the Board about which the regulation is silent shall be deemed to have been taken or done under these regulations. |

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਨੋਟੀਫਿਕੇਸ਼ਨ

ਨੋਟੀਫਿਕੇਸ਼ਨ (22) ਪਸਸਬ-ਮੀਟਿੰਗ-2006/16

ਮਿਤੀ: 01.02.2006

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਐਕਟ, 1969 ਸੋਧ ਐਕਟ 1987 ਅਤੇ ਸੋਧ ਐਕਟ 2000 ਦੀ ਧਾਰਾ 24 ਦੀ ਉਪ-ਧਾਰਾ (2) ਦੇ ਖੰਡ (J) ਅਧੀਨ ਮਿਲੇ ਅਧਿਕਾਰਾਂ ਤਹਿਤ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਦੀ ਮੀਟਿੰਗ ਮਿਤੀ 10.01.2006 ਵਿੱਚ ਮੋਦ ਨੰ: 14 (7) ਰਾਹੀਂ ਲਏ ਨਿਰਦੇਸ਼ ਅਨੁਸਾਰ, "ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਰਾਇਟ ਟੂ ਇਨਫਰਮੇਸ਼ਨ ਵਿਨਿਯਮ 2005" ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਲਾਗੂ ਕੀਤੇ ਜਾਂਦੇ ਹਨ:-

RIGHT TO INFORMATION REGULATIONS

UNDER CLAUSE "J" OF SUB-SECTION 2 OF SECTION 24 OF THE "ACT"

(Approved vide board's item no. 14 (7) dated 10.01.2006)

Short title & Commencement:-	1. (1) These regulations may be called the "Punjab School Education Board Right to Information Regulations 2005. (2) They shall come into force on and with effect from the 12 th day of October 2005.
Definitions:	2. (1) In these regulations, unless the context, otherwise requires- (a) "Act" means the Right to Information Act, "2005 (Central Act No. 22 of 2005); (b) "Commission"-means the punjab Information Commission, constituted under section 15 of the Act; (c) "Form" means a Form, appended to these regulations; and (d) "Section" means a section of the Act. (e) "Public Information officer means officer nominated/ appointed by Punjab School Education Board to provide information under these regulations. (2) The words and expressions used in these regulations, but not defined, shall have the same meanings as assigned to them in the Act.
Application for obtaining information	3. (1) A person, who desires to obtain any information admissible under the Act, shall make an application in Form 'A' to the Public Information Officer along with a fee as specified in regulation 5 of these regulations.
(Section 2(m), 6 & 27)	In case information demanded by the candidate relates to the inspection and the photocopy of his/her Answer sheet the candidate shall make an application in Re-checking form. (2) On the receipt of an application, made under sub-regulation (1) of regulation 3, the Public information Officer shall give a receipt in-token thereof to the applicant.
Deposit of Fee:- (Section)	4. (1) The fee may be deposited either in cash or by draft in favour of Secretary, Punjab School Education Board, payable at Mohali/Chadigarh.

*Amended vide Board's Item No. 9 (3) dated 29-3-12

X

- (2) On receipt of an application, submitted under sub regulation (1) of regulation 3, the Public Information Officer shall assess how much fee is required to be paid by the applicant for obtaining the information.
- (3) the fee assessed under sub-regulation 2 of regulation 4 shall be informed to the applicant by the Public Information Officer in form "B" within a period of seven days from the receipt of application.
- (4) In case the applicant fails to deposit the requisite fee within a period of fifteen days after the issuance of the intimation given to him under sub regulation 3 of regulation 4 it shall be construed that the applicant is no longer interested in obtaining the information sought for, and his application shall be deemed to have been filed.

**Quantum of fee:
(section 6 and 7)**

- *5
- (1)
 - (i) An application for obtaining any information under sub-section (1) of section 6, shall be accompanied with a fee of rupees ten only.
 - (ii) In case information demanded by the candidate related with the inspection and the photocopy of his/her Answer-sheet the Candidate should apply on the form prescribed for re-checking of Answer-sheet and Add fee at rate of Rs. 500/- (Non-refundable) per Answer-sheet. and the Application for this purpose must be made to the Public Information Officer (Exam.) of the Board within 15 days of the declaration of result. After that no application shall be entertained as Answer-sheets record kept only for 2 (Two) Months after the declaration of result.
 - (2) For providing an information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates, namely:-
 - (a) Rs. 10/- for each page in A-4 or A-3 Size paper, created or copied plus postage, and
 - (b) If information is to be provided on a large size of paper than that of specified in clause (a), the actual cost price of such a paper shall be charged.
 - (3) For providing an information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates namely:-
 - (a) Rs. 50/- for providing information in floppy plus postage.
 - (b) Rs. 100/- for providing information in diskette plus postage, and
 - (c) If information sought is of such a nature, which is contained in a printed document of which a price has been fixed, then that information will be provided after charging the price fixed for that printed document. However, If only an extract or page of such, a printed document is asked for, then a fee of Rs. 10/- per page shall be charged from the applicant.

- *(4) No fee for inspection of record shall be charged, if such an inspection is made for one hour only. However, if inspection is made for a period of more than one hour, then a fee of rupees ten shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period above fifteen minutes shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.

**First Appeal :
(Section 19 (1))**

- **6. Any person, who does not receive a decision within the time specified in sub section (1) or clause (a) or subsection (3) of section 7, or is aggrieved by the decision of the public Information Officer as the case may be, within thirty days from the expiry of such period or from the receipt of such a decision prefer an appeal to the Appellate authority i.e. Vice-Chairman, or any other Officer appointed by the Chairman, Punjab School Education Board.

**Procedure to be
followed in deciding
appeal:**

- **7. before deciding an appeal, the Appellate Authority shall,-
- Serve notice to the concerned persons;
 - Entertain any evidence in support of appeal. Which may be oral or in writing from the concerned persons;
 - Examine on oath or by having affidavits from the persons concerned;
 - Peruse or inspect the documents or any records or copies thereof;
 - Inquire through the authorized officer the facts of an appeal or may require facts in detail, if it so deems appropriate, hear the Public Information Officer or any other senior officer, who has decided the first appeal, as the case may be; and
 - Receive evidence on affidavits from the Public Information Officer or any senior officer, who had decided the first appeal or from any other person, from whom the evidence may be deemed necessary;

**Mode of serving
Notice:**

- **8. The Appellate Authority may serve notice to The persons concerned in any of the following modes, namely:-

- by hand delivery (dasti) through server, or
- by registered post with acknowledgment due; or
- by publication in the news paper;

**Order by the Vice
Chairman**

- **9. (1) The Appellate Authority shall make order in writing, and pronounce the same in the presence of the concerned parties.
(2) The party concerned may, obtain the copy of the order from the First Appellate Authority.

**Second Appeal:
(section 19 (3))**

- *10. A second appeal against the decision under sub section 1 of section 19 shall lie within 90 days from the date, on which the decision should have been made or was actually received with the State Information Commission.

* Amended Vide Board's Item No 9 (7) dated 3-11-2006.

* Amended Vide Board's Item No 9 (3) dated 29-3-2012.

FORM 'A'
(See regulation 3 (1))

The Public Information Officer/
Assistant Public Information Officer
Punjab School Education Board, S.A.S Nagar

- (1) Full name of the applicant
- (2) Address
- (3) Particulars of information required
 - (i) Subject matter of information
 - (ii) The period to which the information relates
 - (iii) Description of the information required
 - (iv) Whether information is required by post Or in person ("the actual postal charges shall be included in additional fees.)
 - (v) In case by post (Ordinary, Registered or Speed post.)

Place :

Date:

Signature of the applicant.

Broad category of the subject to be indicated (such as scholarship/grant/
Service matters/Result of Examination etc:

Relevant period for which information is required to be indicated.

Specific details of the information are required, to be indicated.

Acknowledgement

Received your application date

Vide Diary No. _____ Dated _____

Signatures of Public Information Officer/
Assistant Public Information officer
Punjab School Education Board

FORM 'B'
(See regulation 4 (3))

From

Public Information Officer,
Punjab School Education Board,
S.A.S. Nagar.

To

(Name of the Applicant)
Address of the Applicant.

Sir,

please refer to your application dated _____ addressed
to the undersigned requesting information regarding. -----The additional
fee for supplying this information to you is Rs. _____.

2. You are requested to pay the fee at this Office or make payment by draft in the
name of Secretary, Punjab School Education Board, payable at Mohali/
Chandigarh to this office and collect the information _____.
3. the amount of fee shall be deposited in the budget head no. (to be intimated to
the applicant by the concerned department).

Public Information officer,
Punjab School Education Board
S.A.S. Nagar.

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ
ਨੋਟੀਫਿਕੇਸ਼ਨ

ਨੋਟੀਫਿਕੇਸ਼ਨ (50) ਪਸਸਬ-ਮੀਟਿੰਗ-2008/118

ਮਿਤੀ: ਮੋਹਾਲੀ: 01-04-2008

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਐਕਟ, 1969 ਸੋਧ ਐਕਟ 1987, ਸੋਧ ਐਕਟ 2000 ਅਤੇ ਸੋਧ ਐਕਟ-2005 ਦੀ ਧਾਰਾ 24 ਦੀ ਉਪ-ਧਾਰਾ (2) ਦੇ ਖੰਡ (c) ਅਤੇ (d) ਅਧੀਨ ਮਿਲੇ ਅਧਿਕਾਰਾਂ ਤਹਿਤ, ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਦੀ ਮੀਟਿੰਗ ਮਿਤੀ 30.01.2008 ਵਿੱਚ ਮੱਦ ਨੰ: 14(3) ਰਾਹੀਂ ਲਏ ਨਿਰਦੇਸ਼ ਅਨੁਸਾਰ, 'ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਰਾਈਟ ਟੂ ਇਨਫਰਮੇਸ਼ਨ ਵਿਨਿਯਮ 2005' ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੋਧ ਕਰਨੀ ਪਰਵਾਨ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-

ਸੋਧ ਨੰ:II

ਕਲੰਡਰ ਜਿਲਦ-I ਰਾਈਟ ਟੂ ਇਨਫਰਮੇਸ਼ਨ ਵਿਨਿਯਮ 2 (1) ਏ (e) ਭਾਗ ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੋਧ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:-

*(e) "Public Information Officer" means officer designated by Punjab School Education Board to provide information under these regulations.

- (i) Public Information Officer (Examinations) means Officer designated by Punjab School Education Board to provide all information related to Examination (All Branches under the Control of Controller of Examination) re-checking and inspection of Answer-sheet by the concerned Candidate
- (ii) Public Information Officer (General) means Officer designated by Punjab School Education Board to provide all information other than, examinations.

ਕਲੰਡਰ ਜਿਲਦ-I ਰਾਈਟ ਟੂ ਇਨਫਰਮੇਸ਼ਨ ਵਿਨਿਯਮ 3 (2) ਵਿੱਚ ਸੋਧ ਅਤੇ (3) (4) ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਨਵੇਂ ਸ਼ਾਮਲ ਕੀਤਾ ਜਾਂਦਾ ਹੈ:-

- (2) On the receipt of an application, made under sub-regulation (1) of regulation 3, the Public Information Officer shall give a receipt in-token thereof to the applicant in Form 'B'.
- (3) The Public authority shall maintain the information register in Form "C" in respect of the records of requests received from the applicants for seeking information under the Act.
- (4) The application, received without requisite fee shall not be entertained and shall be liable to be rejected straightway without giving any notice to the applicant.

ਕਲੰਡਰ ਜਿਲਦ-I ਰਾਈਟ ਟੂ ਇਨਫਰਮੇਸ਼ਨ ਵਿਨਿਯਮ 4 ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੋਧ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:

- (1) the fee may be deposited either in cash or by crossed Bank Draft/banker's Cheque/IPO in favour of Secretary, Punjab School Education Board, payable at Mohali/Chandigarh.

- (2) On receipt of an application, submitted under sub-regulation (1) of regulation 3, the Public Information Officer shall scrutinize the application and shall assess how much fee is required to be paid by the application for obtaining the information.
- (3) The fee assessed under sub-regulation 2 of regulation 4 shall be intimated to the applicant by the Public Information Officer in Form 'D' within a period of ten days from the receipt of application.
- (4) Deleted.
- (5) The intimation of rejection of an application of the applicant seeking information under the Act, shall be intimated by Public Information Officer concerned in Form 'E'.
- (6) The amount of fee collected under this rule, shall be maintained in the cash register as specified in Form 'F'

ਕਲੰਡਰ ਜਿਲਦ-1 ਰਾਈਟ ਟੂ ਇਨਫਰਮੇਸ਼ਨ ਵਿਨਿਯਮ 5 ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੋਧ ਕੀਤੀ ਜਾਂਦੀ ਹੈ:

- (1) An Application for obtaining any information under sub-section under sub Section (1) of section 6, shall be accompanied with a fee of rupees ten only.
- (2) The following fee shall be charged for providing information under sub section (1) of section 7, namely:-
 - (a) Rupees two for each page (in A-4 or A-3 size paper) created or copied.
 - (b) actual charge or cost price of a copy in larger size paper;
 - (c) actual cost or price samples or models;
 - (d) for inspection of records, no fee for the first hour, and a fee of rupees five for each fifteen minutes (or fraction thereof) thereafter.
 - (e) for information provided in diskette or floppy rupees fifty per diskette or floppy, and
 - (f) for information provided in printed form at the price fixed for such publication or rupees two per page of photocopy for extracts from the publication.
- (3) The application shall, while depositing fee under sub-rule (2) of rule 4, shall also submit a self addressed envelope duly stamped for supplying the information. Stamps on the envelope shall be affixed according the mode of supplying the information, as desired by the applicant i.e. through ordinary, registered or speed post.

ਸਕੱਤਰ,
ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ।

Note

English version of Punjab School Education Board Calendar is authorised text. In case of conflict between English version and Punjabi version, English version will prevail.

Secretary

ਨੋਟ

ਪੰਜਾਬ ਸਕੂਲ ਸਿੱਖਿਆ ਬੋਰਡ ਕੈਲੰਡਰ ਦਾ ਅੰਗਰੇਜ਼ੀ ਰੂਪਾਂਤਰ ਅਧਿਕਾਰਿਤ ਪਾਠ ਹੈ। ਇਸ ਦੇ ਅੰਗਰੇਜ਼ੀ ਰੂਪਾਂਤਰ ਅਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਵਿਰੋਧਤਾ ਦੀ ਸੂਰਤ ਵਿੱਚ ਅੰਗਰੇਜ਼ੀ ਰੂਪਾਂਤਰ ਠੀਕ ਮੰਨਿਆ ਜਾਵੇਗਾ।

ਸਕੱਤਰ