

PROPOSED

**DRAFT SERVICE
REGULATIONS-2009
FOR
TEVTA EMPLOYEES**

DRAFT SERVICE REGULATIONS

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CHAPTER – 1

GENERAL

1. SHORT TITLE AND COMMENCEMENT

- a) In exercise of the powers conferred by section 10 & 14 of TEVTA Ordinance 1999 and TEVTA Rules 2001, the Authority is pleased to approve the following service regulations which may be called “**The TEVTA Employees Service Regulations 2009**”.
- b) These regulations shall come into force with effect from 1st July 2009.
- c) These regulations shall apply to all employees of the Authority, recruited after the incorporation of TEVTA. These regulations shall also apply to persons who are on deputation with the Authority from the Government, only in so far as they are not in conflict with the terms and conditions of their deputation or with the other rules applicable to them as Government Servants.
- d) The Authority reserves the right of interpreting these regulations or any supplementary regulations made in conjunction with these regulations.
- e) These regulations shall be read in conjunction with any existing and future government enactment applicable to the Authority.
- f) In all matters not provided for in these Regulations the decision of the Authority or of the Chairman in respect of matters delegated to him by the Authority shall be final.

2. DEFINITIONS

- a. **Traveling Allowance:** means an allowance granted to an employee to cover the expenses for traveling for the business of Authority (TEVTA).
- b. **Daily Allowance:** means an allowance granted to an employee to cover the daily expenses at an outstation while on duty.
- c. **Leave:** means the leave sanctioned by the competent authority
- d. **Family:** includes self, spouse and unmarried dependent children, however male children up to the age of 25 if full time student of recognized institute otherwise up to the age of 21.
- e. **Month:** means Gregorian calendar month.
- f. **Authority Tables:** Authority delegated by the Authority
- g. **Appellate Authority:** means authority next above the competent Authority to which the appeal lies against the order(s) of competent authority.
- h. **Promotion Policy:** means a policy for promotion as approved by the chairman.
- i. **Permanent Employee:** means an employee who has been employed against a regular vacancy and has satisfactorily completed his probationary period.
- j. **Probationer:** means an employee on probation employed against a regular vacancy.
- k. **Contract / Temporary Employee:** means a person appointed on contract / temporary basis for a specified period on such terms and condition as may be contained in such contract.
- l. **Promotion Board:** means the Selection Board / Committee as given in Annexure I & II of these regulations for the post in which the employee is to be promoted.

3. WORKING HOURS:

The TEVTA Secretariat, all field offices and Institutes/Centers will generally observe the following working hours or as prescribed by the Chairman.

Days	TEVTA Working Hours	Institutes / Centers Working Hours
Monday to Thursday	8:00 AM to 3:00 PM	8:00 AM to 03:00 PM
Friday	8:00 AM to 12:00 Noon	8:00 AM to 03:00 PM

Saturday	8:00 AM to 3:00 PM	8:00 AM to 03:00 PM
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4. WORKING HOURS DURING RAMZAN – UL – MUBARIK

Days	TEVTA Working Hours	Institutes Working Hours
Monday to Thursday & Saturday	8:00 AM to 1:00 PM	At least 30 hrs per week
Friday	8:00 AM to 12:00 PM	

Note: As an exception Chairman may give the approval to change the working hours of Institutes or any course on the recommendation of DBOM. Institute can adjust their working time according to seasonal / local needs subject to approval of chairman. However, the working hours should remain the same. Timing of staff must be 15 minutes before & 15 minutes after the training timings.

For 2nd shift at Institutes, as notified by TEVTA from time to time.

5. TRAVELLING & DAILY ALLOWANCE

The existing TA/DA regulations shall remain applicable. However, The Chairman is authorized to formulate traveling and daily allowance policy and procedures for the employees.

1. Nature of travelling allowance

(1) Travelling allowance is granted to an employee to cover the expenses, which he incurs in travelling for TEVTA business.

(2) An employee's claim to travelling allowance shall be regulated by the Regulations in force at the time the journey in respect of which the claim is made, is undertaken.

2. Functions of controlling officers

(1) Controlling officer means an officer declared as such for exercising supervision over the traveling and approval of claims of traveling of his subordinates.

(2) A controlling officer in order to ensure that travelling allowance is not turned into a source of profit and that travelling is resorted to only when it is necessary in the interest of TEVTA may:

- (a) issue instructions limiting the extent of touring to be done by a sub-ordinate employee;
- (b) if the subordinate employee is in receipt of a permanent travelling allowance and has done inadequate touring may reduce the amount of such permanent travelling allowance; and
- (c) issue instructions to a subordinate employee to regulate his touring in such a way as to minimize unnecessarily large claims for travelling allowance.

3. Signature of controlling officer on travelling allowance bill

(1) No bill for travelling allowance other than permanent travelling allowance shall be paid, unless it is signed or countersigned by the controlling officer.

4. Bar on delegation of duty of countersignature

(1) Unless expressly permitted by a competent authority, a controlling officer may not delegate to a subordinate his duty of countersignature.

5. Duties of controlling officer

(1) Before signing or countersigning a travelling allowance bill, the controlling officer shall:

- a) scrutinize the necessity, frequency and duration of journey and halts for which travelling allowance is claimed, and disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey or halt was unnecessary or unduly protracted, or that a halt was of excessive duration.
- b) scrutinize carefully the distances entered in travelling allowance bills and satisfy himself, by maintaining proper check registers of bills signed or countersigned by him, that a double payment for one and the same journey is not passed;
- c) satisfy himself that, where the actual cost of transporting personal effects, etc., is claimed under these Regulations the scale on which such personal effects were transported was reasonable and disallow any claim which, in his opinion, does not fulfil that condition;
- d) exercise care that there is no evasion or breach of the fundamental principle of travelling allowance, viz, that the allowance is not to be a source of profit;
- e) observe any subsidiary Regulations or orders which a competent authority may make for his guidance;

- f) judge on the circumstances of each case whether the employee making the journey could or could not have purchased a return ticket and to allow travelling allowance accordingly when he considers that the employee making the journey could have purchased a return ticket, and
- g) satisfy himself that the mileage allowance for journey by railway or car or air or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.

6. Journeys for which traveling allowance may be drawn

- (1) Travelling allowance may be drawn in respect of a journey performed:
 - a) for the purpose of official tour,
 - b) on transfer,
 - c) to attend a course of training,
 - d) to give evidence in a court or to attend an inquiry or conference,
 - e) to attend an official function,
 - f) in attendance on any incapacitated employee or member of his family; and
 - g) for any other purpose authorized by a competent authority.

7. Categories of Employees

For the purpose of calculating traveling allowance, daily allowance and mileage allowance etc., employees are divided into following Categories:-

Designation

(1)	Chairman and all members of the authority (TEVTA), excluding Ex-officio members.
(2)	Chief Operating Officer / Secretary TEVTA
(3)	General Managers, Members of Industries.
(4)	Zonal Managers/DGMs, Advisors, Managers & employees in equivalent pay scales.
(5)	District Managers and Deputy Managers/ all teaching & non teaching staff in BS 19 & 18/External Personnel.
(6)	Assistant Managers and other employees working in BS 17 including teaching staff.
(7)	All Teaching & Non Teaching staff working in BS 12 to 16.
(8)	Assistant, Clerks and other employees working in BS 5 to 11.
(9)	Drivers, Helpers, Naib Qasids, and other Employees working in BS 1 to 4.

8. Authorization of Travel.

Travel on TEVTA business must have prior approval in the following manner:-

- 1). All TEVTA employees approved by the in charge of the department/section/wing concerned/Institute.
- 2). Chief Operating Officer/ General Managers/ Secretary approved by the Chairman.

9. **The Headquarters.**

The Headquarters of an employee shall be the place of posting or such place as a competent authority may prescribe.

10. **Mileage Allowance.**

- I). Mileage allowance is calculated on the distance traveled and is given to meet the cost of a particular journey.
- II). For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of the two or more practical routes or the cheapest of such routes or the route specified by the competent authority.
- III). If an employee travels by a route which is not the shortest but it is cheaper than the shortest, mileage allowance will be calculated on the route actually used.
- IV). An employee is required to travel by the class of accommodation entitled to him.
- V). The Point in any station to which the journey is held to commence or to end is the office of TEVTA or subordinate office or the residence as the case may be. A journey on transfer begins and ends at the residence of the employee.

I). Mileage allowance for the journey by road is admissible at the following rates according to the different modes of travel.

VII) The Local Conveyance allowance shall be admissible @ Rs.3.00 per K.M.

a) **Mileage Allowance on Official vehicle**

All officers entitled for official vehicle shall be allowed POL as per actual during a travel on official duty.

b). **Mileage Allowance on Personal Car.**

- I). The Mileage allowance on tour/temporary duty will be admissible @ Rs.6 per K.M. to all employees entitled to travel/ use private car for official duty. Facility is admissible to employees of the rank of BS 19 and above.
- II). The employees using Personal Car for official duty would be entitled to mileage allowance @ of Rs. 5.00 Per K.M outside 16- K.M radius from the TEVTA Offices. The mileage allowance for Personal Car would be admissible only for the employees working in BS 17 & above subject to provision of copy of registration.

c). **Mileage Allowance on Taxi.**

- I). Actual/full taxi charges maximum up to Rs.5.00 per KM for a journey between places not connected by Air or Rail or **non availability of public transport** and for such journey the official is required to produce a certificate of non availability of public transport and also to justify the travel by Taxi. The travel by Taxi would require prior approval of the controlling officer.
- II). Fare actually paid for a single seat in a Wagon/ Bus regularly plying for hire on any particular route.

- NOTE: (I) Personal conveyance/ taxi fare shall be admissible only if TEVTA transport is not available.
(2) This facility is not admissible to an employee of BS 16 and below.

d). **Bus.** Actual up to a maximum of Rs.2.00 per KM.

- e). Actual conveyance charges incurred by the employee concerned will be payable to him during this tour for official purpose in addition to the payment of daily allowance as admissible under the Rules. The Accounts Department, will, however, ensure that these charges are strictly according to his entitlement at the prevailing rates.

Explanation.

- I). Joint travel in one Conveyance, where two or more employees travel in the same car, only that employee who either owns the vehicle or has hired it may draw mileage & daily allowance, while the rest may draw only daily allowance.
- II). No TA/DA is admissible for the journey being performed within the municipal or cantonment limit of 16-kilometers of the towns of halt. However the Transportation /Mileage Allowance at the Government rates

for Motor Car and Motor Cycle for official duty with in the municipal or cantonment limit shall be admissible to all employees.

- III). Where an employee, while traveling on duty, is required to pay and pays toll, he shall be entitled to the reimbursement of the amount in addition to admissible mileage allowance.

Short Journeys from Headquarter.

When an employees travels by conveyance owned by TEVTA on official duty and the journey is beyond 16 K.M on one side, he will be entitled to draw full daily allowance of his grade, if the absence from his headquarter is for eight hours or more. If the absence is less than eight hours, he will be entitled to one-half of the daily allowance only.

Mode of Journey

The Class of travel admissible to an employee will be as follows.

ENTITLEMENT.

Sr.No.	Designation	Air	Rail	Road
(1)	Chairman & Members of the Authority (TEVTA), Excluding ex-officio members.	Business Class	A.C.C	TEVTA's Vehicle
(2)	Chief Operating Officer/ Secretary TEVTA.	Economy	A.C.C.	-do-
(3)	General Managers, Members of Industries.	Economy	A.C.C	-do-
(4)	Zonal Managers/DGMs, Managers, Advisors & employees in equivalent scales.	Economy	A.C.C.	-do-
(5)	District Managers, Deputy Managers, all staff in BS 18 & 19/External Personnel.	Economy	A.C.C.	TEVTA's Vehicle if available.
(6)	Assistant Managers and other employees working in BS 17.	Economy	1 st Class	Public Transport.
(7)	All Teaching & Non Teaching staff Working in BS 12 to 16.	Nil	Economy Class	Public Transport
(8)	Assistant, Clerks and other employees working in BS 5 to 11.	Nil	Economy Class	Public Transport.
(9)	Drivers, Helpers, Naib Qasids, and other employees working in BS 1 to 4.	Nil	Economy Class	Public Transport.

Explanation:

- I) An employee who reserves his seat for an official business but subsequently, due to an unexpected change in program, gets the reservation cancelled, may be allowed re-imbusement of reservation fee and any deduction made from the price of the ticket, provided that it is certified by the controlling officer that cancellation was unavoidable and in the public interest: and the booking was cancelled at the earliest opportunity.
- II) Reservation charges are included in the term “The amount actually Paid”
- III) Each employee, while submitting his T.A bill to the Accounts Department, will append the certificate to the effect that “He has actually traveled in the class of which he has submitted the claim in the T.A Bills.”

Daily Allowance.

- I) A daily allowance is a uniform allowance for each day of absence from headquarters and is intended to cover the ordinary daily charges incurred by and employee in consequence of such absence. It is expected to cover the elements of lodging, boarding and incidental expenses.
 - a) Lodging charges in hotels will continue to remain re-imbursable to actual.
 - b) Lodging in Rest Houses/Messes will be re-imbursable on production of Receipt from the Rest House/Mess.
- II) A day is to be reckoned from mid-night.

A part of the day, at commencement or end to be reckoned as full day if it is 8 hours or more and half day if it is less than 8 hours, but more than 4 hours.

Daily allowance may be drawn for the entire period of absence from headquarters i.e. for the time spent on a journey, a halt on tour or holiday occurring during a tour.

Emergency Cash Requisition.

For tickets, boarding & lodging up to 80% of the estimated amount may be drawn in advance from Finance Section concerned, after getting the same approved from the competent authority. The facility shall be available to the employees of BS 17 and above only. The advance would invariably be adjusted by concerned employee with Accounts Section with in 7 days of Journey.

Daily Allowance (Rates)

Sr.No.	DESIGNATION	Existing	Proposed
(1)	Chairman & Members of the Authority (TEVTA), Excluding ex-officio members.	Rs.1500	Rs.3000
(2)	Chief Operating Officer/ Secretary TEVTA.	Rs.1200	Rs.2500
(3)	General Managers, Members of Industries.	Rs.1000	Rs.2000
(4)	Zonal Managers/DGMs, Managers, Advisors & employees in equivalent pay scales.	Rs.800	Rs.1500
(5)	District Managers, Deputy Managers/ and all staff in BS 19 & 18 /External Personnel.	Rs.700	Rs.1200
(6)	Assistant Managers and other employees working in BS 17.	Rs.500	Rs.800
(7)	All staff working in BS 12 to 16.	Rs.350	Rs.600
(8)	Assistant, Clerks and other employees working in BS 5 to 11.	Rs.300	Rs.500
(9)	Drivers, Helpers, Naib Qasids, and other employees working in BS 1 to 4	Rs.200	Rs.400

HOTEL ACCOMMODATION

Sr.No.	DESIGNATION	Existing	Proposed
(1)	Chairman & Members of the Authority (TEVTA), Excluding ex-officio members.	Actual/ 5 Star Hotel	Actual/ 5 Star Hotel
(2)	Chief Operating Officer/ Secretary TEVTA.	Actual/ 5 Star Hotel	Actual/ 5 Star Hotel
(3)	General Managers, Members of Industries.	Actual up to a maximum of Rs.2500/- per day.	Actual up to a maximum of three times of daily allowance.
(4)	Zonal Manager/DGMs,	Actual up to a maximum of Rs.2000/- per day.	Actual up to a maximum of three

	Advisors, Managers & employees in equivalent pay scales.		times of daily allowance.
(5)	District Managers, Deputy Managers/all staff in BS 19 & 18/External Personnel.	Actual up to a maximum of Rs.1000/- per day.	Actual up to a maximum of three times of daily allowance.
(6)	Assistant Managers and other employees working in BS 17.	Actual up to a maximum of Rs.700/- per day.	Actual up to a maximum of three times of daily allowance.
(7)	All staff working in BS 12 to 16.	Actual up to a maximum of Rs.500/- per day.	Actual up to a maximum of three times of daily allowance.
(8)	Assistant, Clerks and other employees working in BS 5 to 11.	Actual up to a maximum of Rs.400 per day.	Actual up to a maximum of three times of daily allowance.
(9)	Drivers, Helpers, Naib Qasids, and other employees in BS 1 to 4.	Actual up to a maximum of Rs.300/- per day.	Actual up to a maximum of three times of daily allowance.

Transfer Grant

Transfer Grant for TEVTA employees shall be admissible at the rates of civil servants of equivalent pay scales. However the one month or Half of the Basic Pay as the case may be, shall be applicable as per TEVTA Pay Scales of the employee.

Remuneration for External Experts / Other Personnel (Non TEVTA)

External Experts / Other Personnel (Non TEVTA) attending meetings at TEVTA for Interviews or other wise shall be entitled to draw a Professional allowance up to Rs.2000 per meeting.

CHAPTER – II

RECRUITMENT AND PROMOTION POLICY

1 POLICY

- a. To lay down procedures for recruitment and promotion of employees.
- b. To lay down procedures to select right men for the right jobs on merit in order to attain optimum efficiency and productivity.

2 OBJECTIVE

The objective of the policy is:-

To establish a rational system for recruitment and promotion of employees

3 CREATION AND ABOLITION OF POSTS

The Competent Authority may at any time create or abolish any post or posts in any class whether permanent or temporary.

4. RECRUITMENT

- a. The existing procedure (Annexure – A) of recruitment and required qualifications and experience as already approved and notified by the authority for each cadre to be borne on the strength of Authority will remain applicable. The authority reserves the right to amend, change or otherwise as the case may be.
- b. No person shall be appointed against any post in the Authority unless he/she possesses minimum prescribed qualifications for such post.
- c. All appointments in the Authority shall be subject to verification of personnel data of employees prior to or after the appointment.
- d. The employees shall be required to furnish information with regard to their antecedents at the time of submission of their joining report to the Administration / HR Department of TEVTA / field offices/Head of Institutes/Centers.
- e. If at any stage it is found that the information provided by the employee was incorrect, the services of such employees shall be liable for termination without notice.
- f. No person shall be eligible for permanent appointment in the Authority, unless he/she has attained the age of 18 years or is more than 55 years of age or medically unfit.
- g. All employees of the Authority will be appointed through advertisement in the press as per approved budget. However, staff on daily wages can be appointed without advertisement in the press.
- h. The Chairman may relax any recruitment clause subject to ratification by the Authority.

5. SELECTION COMMITTEE:

The Competent Authority may constitute the selection committee for recruitment of employees. The recommendations of the selection committee shall be referred to the competent authority final selection and approval, as laid down in the Recruitment Procedure for Authority Employees attached as Annexure-A to these regulations.

6. APPOINTMENT:

- i) The persons selected for appointment in the Authority shall have to signify acceptance of the terms and conditions of their appointment by returning the duplicate copy of the letter of appointment to the Admin & HR Department of TEVTA / field offices/ Principal/HOI of concerned Institutes/offices along with an attested copy of identity card and other certificates/documents as may be required.
- ii) Every person offered employment with the Authority shall have to submit a joining report at the time of resuming his duties.
- iii) Every employee on successful completion of the probationary period shall be issued a letter of confirmation.
- iv) No. TA / DA shall be admissible on joining.

7. SPECIAL ASSIGNMENT :

Chairman may appoint any person from the market for special assignments like development of curriculum / manual / software etc. However, if total emoluments are more than Rs.50,000/- per assignment, the decisions of Chairman be presented to Authority for ratification.

7a. APPOINTMENT OF TEMPORARY / CONTRACT

The Competent Authority may appoint any person on temporary / contract basis against regular vacancy (without following the appointment procedures) for a period not exceeding 180 days. However, under special circumstances, Chairman may employ contract employees for more than 180 days and beyond 60 years of age.

8. PROMOTIONS:

1. Promotion is the discretion of the management and cannot be claimed as a matter of right.
2. Vacant posts of Authority will be filled with existing employees as far as possible who full fill the eligibility criteria (Both Qualification and Experience) of that post to which one is being promoted.
3. Employee may be considered for promotion in the next grade based on performance / circumstances provided they have completed a minimum of 3 years of service in the existing grade.

4. Chairman will be the competent authority to approve cases for accelerated promotion of employees based on exceptional performance / circumstances by relaxing condition of 03 years service.
5. Employees if promoted will get promotional increase of pay up to 10% OR minimum of new pay scale which ever is higher to the promoted employee.
6. Proposals for promotion of eligible employee will be considered once in a year. Total process be completed by 1st October of each year.
7. The proposal for promotion of employee will be forwarded by the immediate supervisor to the Competent Authority of that post in which one is being promoted on the basis of his / her performance. The Competent Authority will constitute a Promotion Board to review the promotion proposals on the basis of employee's annual appraisal, performance, achievement of goals, general conduct, communication skills, peers relationship, team work, academic & professional qualifications and make recommendations for his consideration / approval.
8. If an employee has reached the maximum limit of his / her present pay scale and has not been promoted to the next grade, he will continue to receive increment in salary according to increment policy for the year subject to the condition that total emoluments do not exceed the maximum limit of next higher grade w.e.f. 01.07.2009.

9. APPRAISAL PROCEDURE:

Every employee will be appraised on the basis of his / her performance, achievement of goals, general conduct, communication skills, peer relationship, teamwork, and academic and professional qualifications.

- i. Appraisal shall primarily be done by the immediate supervisor on prescribed performs.
- ii. The appraisal shall be done on yearly basis for the period ending June 30 for each employee.
- iii. The process of performance appraisal shall be initiated by the Administration / HR Department or Principal of INSTITUTE and shall be completed within 3 weeks of receipt of performance appraisal forms by the respective in-charge.
- iv. While rating an employee on two extreme positions in "outstanding" or "bad (unacceptable)" the appraiser will justify by recording his comments giving particular instances for arriving at such conclusions.
- v. Competent Authority will finally approve the recommendations.

CHAPTER – III

TERMS AND CONDITIONS OF SERVICE

1. PROBATION AND CONFIRMATION:

- i. All employees shall be placed on probation period for a period of six months.
- ii. The probation period may be extended by competent authority. The extension of probationary period and reasons for such extension shall be notified to probationary employee before completion of his initial probationary period. The competent authority may terminate the services of an employee before the expiry of probationary period if found unsuitable for the job.
- iii. On the successful completion of probation period, a confirmation letter will be issued to the employee and he/she shall be deemed to be in the permanent service of the Authority from the date of his/her joining service.

2. INCREMENT IN THE SALARY:

- i. The annual increment shall be granted as per approved predetermined increment rates for each year (1ST July – 30 June) and finance wing will sanction increment to the employees as per increment policy. Any allowance, increase in pay as announced by the government shall remain applicable as per existing policy of TEVTA.
- ii. The increments shall accrue on 1ST July each year subject to the condition that the employee will be entitled to the increment if he/she has rendered a least six month continuous service on 30th June.
- iii. The annual increment will be given to all employees as per increment policy. The increment of an employee may be withheld on account of unsatisfactory performance or on account of disciplinary action based on misconduct and the employee shall be informed accordingly.
 - i. The performance increment will be given to the selected employees based on the overall performance evaluation of the employee during the year as per increment policy for the year.
 - v. The Chairman may grant special additional merit increment to any employee based on his/her exceptional services/performance beyond the cell of the duty.

3. TERMINATION OF SERVICE:

- i. The services of an employee may be terminated during the probation period without assigning any reason by giving one month notice or salary in lieu of.
- ii. On confirmation, the services of an employee may be terminated for any reason by giving due notice as indicated in letter of appointment or gross salary in lieu of 3 months notice period on either side except in case of clause 4 mentioned below.

4. PAYMENT OF BENEFITS AFTER TERMINATION OF SERVICE ON ACCOUNT OF MISCONDUCT:

An employee whose services are terminated on account of misconduct shall not be entitled to any notice pay and other benefits.

5. EFFICIENCY & DISCIPLINE:

- i. All employees shall maintain high standard of conduct and discipline.
- ii. All E&D Proceedings shall be carried out as laid down in the Punjab Employees, Efficiency, Discipline and Accountability Act 2006.
- iii. Disciplinary action against any employee shall not be taken without providing him/her an opportunity to explain his/her position in connection with the allegation made against him/her.
- iv. The decision of the competent authority shall be final.

6. PUNCTUALITY:

Every employee must report to duty on time and be punctual. He will not leave the office without permission of his/her supervisor.

- i. All employees shall mark their attendance in the attendance register within fifteen minutes of start of office timing daily.
- ii. In case an employee is late for more than 15 minutes from start of office timing his casual / earned leave will be curtailed as per following schedule:-

Late Attendance (Days in month)	Deduction from the Earned Leave Balance
3 days	Issuance of a notice
4 days	One day
5-7 days	1 ½ day
8 days	2 day

- iii. If an employee comes after 45 minutes he will be considered on half day leave.
- iv. If an employee is late for 09 or more days in a month, show cause notice will be served to him for explanation. If found the reasons not satisfactory then disciplinary action will be taken.
- v. Any warning / explanation will be reflected in the appraisal Form of the employee.
- vi. Deduction will be made from the employee salary, in case there is no casual / earned leave credit at his leave account.

7. ACTS OF OMISSION / COMMISSION WHICH TANTAMOUNT TO MISCONDUCT:

The following acts of omission and commission will be treated as misconduct:

- i. Willful insubordination or disobedience, whether alone or in combination with others, to any lawful and reasonable order of a superior
- ii. Theft, fraud or dishonesty in connection with the Connection with the Authority business or property
- iii. Willful damage to or loss of Authority goods or property
- iv. Taking or giving bribes or any illegal gratification
- v. Habitual absence without leave or absence without leaves for more than a week
- vi. Habitual late attendance
- vii. Habitual breach of any law applicable to the establishment.
- viii. Riotous or disorderly behaviour or any act subversive of discipline.
- ix. Habitual negligence or neglect of work
- x. Sexual harassment

xi. Frequent repetition of any of the following acts and omissions

- a. Disregard or disobedience of rules or orders.
- b. Improper behaviour, such as drunkenness
- c. Making false or misleading statements
- d. Inefficiently, careless or wasteful working
- e. Malingering

- f. Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.
- g. Go-slow
- xii. Making commitment in business beyond the scope of delegated authority or detrimental to the interests of the Authority
- xiii. Joining the Authority under false pretence.
- xiv. Joining any other employment or taking other vocation or trade while in service of the Authority without prior permission of the management.

If any employee refuses to accept or avoids to receive a letter of allegation sent through courier / registered AD / special messenger or any other communication addressed to him by the Authority, it shall be sufficient for the purposes of these regulations if such letter of allegation or communication is put on the notice board of the Authority.

8. DISCIPLINARY ACTION:

The Competent Authority will be authorized to initiate disciplinary action against any employee on the basis of his own knowledge or on information placed before him, in accordance with TEVTA Rules / Regulations and the provisions of any law for the time being in force, applicable over the Authority (TEVTA) employees.

9. PUNISHMENTS:

The following types of punishments or any other punishment as the competent authority may decide on recommendations of the inquiry committee (refer clause 7 above) depending upon the nature of each offence/charge may be imposed.

- | | |
|---|-----------------------|
| i. Censure | ii. Recovery of Loss |
| iii. Withholding/deferment of increment | iv. Demotion. |
| v. Removal from service. | vi. Early retirement. |

10. RIGHT OF APPEAL:

An employee who has been given any penalty may appeal in writing directly to the appellant authority within 30 days from the date of communication of the order. Appellant authority shall give the decision within 90 days which is extendable by the appellate authority.

11. RETIREMENT:

All employees of the Authority (TEVTA) shall retire from service on attaining the age of 60 year.

12. CERTIFICATE ON TERMINATION OF SERVICE:

Every employee will be entitled to a service certificate on resignation / retirement / removal from service.

13. PAY SCALE / FRINGE BENEFITS:

The existing pay scales with allowances shall remain applicable. However, the pay scale and other fringe benefits admissible to the employees of Authority (TEVTA) will be prescribed by the Authority and may be revised from time to time.

14. POSTS & SCALES:

OFFICERS IN CATEGORY PS-MP-1

- MP-I
 - Chairman / Chief Executive Officer

OFFICERS IN CATEGORY PS-MP-2

- MP-II
 - Chief Operating Officer/Secretary

**OFFICERS IN CATEGORY PS-21
(60000-2500-97500)**

- General Manager– Academic
- General Manager– Operations
- General Manager– Projects
- General Manager– Human Resource
- General Manager– Finance & Admin
- General Manager– Service Centers

**OFFICERS IN CATEGORY PS-20
(40000-1500-62500)**

- Deputy General Managers
- Zonal Manager

**OFFICERS IN CATEGORY PS-AC-20
(40000-1500-62500)**

Principal (GPI,GCT,GCC)
Professor

**OFFICERS IN CATEGORY PS-19
(30000-1500-52500)**

- Manager
- Director
- District Manager

**OFFICERS IN CATEGORY PS-AC-19
(30000-1500-52500)**

Principal (GPI,GCT,GIC,GIT)
Associate Professor
Project Manager/Project Director
Chief Instructor

**OFFICERS IN CATEGORY PS-18
(20000-1000-35000)**

- Deputy Managers
- Chief Project Officer
- Sr. Programmer

**OFFICERS IN CATEGORY PS-AC-18
(20000-1000-35000)**

Principal
Senior Instructor
Assistant Professor

**OFFICERS IN CATEGORY PS-17
(15000-500-22500)**

- Assistant Managers
- Director Physical Education
- Librarian/Registrar
- Programmer
- Web Developer

**OFFICERS IN CATEGORY PS-AC-17
(15000-500-22500)**

Principal (Vocational Women)
Instructor
Lecturer
Assistant Agriculture Engineer
Project Officer(Service Center)

**OFFICIALS IN PS-EMP-16
(Non-Teaching)**

(10000-400-16000)

- Transport Officer
- Director Physical Education
- Librarian
- Accounts Officer
- Work Shop Manager

OFFICIALS IN PS-EMP-16 (Teaching)

(10000-400-16000)

Chief Trade Instructor (Vocational)
Senior Instructor (GTTIs)

- Registrar
- Superintendent

**OFFICIALS IN PS-EMP-15
(Non-Teaching)**
(9500-375-17000)

- Senior Scale Stenographer

**OFFICIALS IN PS-EMP-14
(Non-Teaching)**
(9000-350-14250)

- Supervisor
- Head Clerk
- Junior Net Work/H.W. Assistant
- Assistant
- Junior Programmer

**OFFICIALS IN PS-EMP-13
(Non-Teaching)**
(8750-350-15750)

- Through Promotion

**OFFICIALS IN PS-EMP-12
(Non-Teaching)**
(8500-300-14500)

- Steno
- Personal Assistant

**OFFICIALS IN PS-EMP-11
(Non-Teaching)**
(8000-250-13000)

- Assistant
- Draftsman
- Dispenser
- Computer Operator/DEO
- Data Coordinator

**OFFICIALS IN PS-EMP-10
(Non-Teaching)**
(7500-250-12500)

- Hard Ware Technician

OFFICIALS IN PS-EMP-15 (Teaching)
(9500-375-17000)

OFFICIALS IN PS-EMP-14 (Teaching)
(9000-350-14250)
Junior Instructor

OFFICIALS IN PS-EMP-13 (Teaching)
(8750-350-15750)
Through Promotion

OFFICIALS IN PS-EMP-12 (Teaching)
(8500-300-14500)
Senior Trade Instructor (Vocational)

OFFICIALS IN PS-EMP-11 (Teaching)
(8000-250-13000)
Trade Instructor (Vocational)
Foreman

OFFICIALS IN PS-EMP-10 (Teaching)
(7500-250-12500)
Trade Instructor

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**OFFICIALS IN PS-EMP-9
(Non-Teaching)
(7000-250-12000)**

- Foreman
- Senior Accounts Clerk
- Senior Clerk

**OFFICIALS IN PS-EMP-8
(Non-Teaching)
(6750-250-11750)**

- Accountant
- Skilled Worker

**OFFICIALS IN PS-EMP-7
(Non-Teaching)
(5750-225-10250)**

- Junior Clerk
- Store Keeper

**OFFICIALS IN PS-EMP-6
(Non-Teaching)
(5500-200-10500)**

- BUS Driver
- Library Assistant
- Electrician

**OFFICIALS IN PS-EMP-5
(Non-Teaching)
(5000-200-10000)**

- Technician
- Telephone Operator

**OFFICIALS IN PS-EMP-4
(Non-Teaching)
(4500-200-9500)**

- CAR Driver

**OFFICIALS IN PS-EMP-3
(Non-Teaching)
(4300-175-8675)**

- BUS Conductor
- Daftari
- Photo Copy Operator

**OFFICIALS IN PS-EMP-9 (Teaching)
(7000-250-12000)**

**OFFICIALS IN PS-EMP-8 (Teaching)
(6750-250-11750)**

Junior Trade Instructor (Vocational)

**OFFICIALS IN PS-EMP-7 (Teaching)
(5750-225-10250)**

**OFFICIALS IN PS-EMP-6 (Teaching)
(5500-200-10500)**

Shop Assistant

**OFFICIALS IN PS-EMP-5 (Teaching)
(5000-200-10000)**

Shop Assistant

**OFFICIALS IN PS-EMP-4 (Teaching)
(4500-200-9500)**

**OFFICIALS IN PS-EMP-3 (Teaching)
(4300-175-8675)**

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**OFFICIALS IN PS-EMP-2
(Non-Teaching)**
(4150-150-7900)

- Qasid
- Security Guard

OFFICIALS IN PS-EMP-2 (Teaching)
(4150-150-7900)

**OFFICIALS IN PS-EMP-1
(Non-Teaching)**
(4000-150-7750)

- Naib Qasid
- Shop Attendant
- Sweeper
- Mali
- Chowkidar

OFFICIALS IN PS-EMP-1 (Teaching)
(4000-150-7750)

NOTE: All appointments shall be made on initial of pay scales.

In addition to above, following existing allowances shall remain continue:

1. One month gross salary for each year of completion as Leave Fare Assistance
2. Dearness Allowance (2006) @ 15% of Basic Pay
3. Special Allowance (2007) @ 15% of Basic Pay
4. Special Allowance (2008) @ 20% of Basic Pay
5. Special Compensation Allowance @ 40% of Basic Pay to core staff of curriculum wing.
6. Research Allowance at existing rates of Rs.10,000/- per month to R&D wing staff.
7. Financial Assistance to the widow of employees who dies during service as notified by TEVTA.
8. Overtime allowance to drivers as notified by TEVTA.
9. Integrated allowance to class – IV employees as notified by TEVTA.
10. Administrative Allowance to the Principals of following categories:

Sr.No.	Designation	PS	Administrative Allowance
1	Principal (GCC/GPI/GCT	19/20	Rs. 5000/- per month
2	Principal (GVTI/GIC/GTTI	17/18/19	Rs. 2500/- per month

1. Authority Maintained Car to the following categories of employees:

Sr.No.	Designation	PS	Staff Car & POL per month
1	Chairman	MP-I	1600 CC Car 340 liter POL
2	COO / Secretary	MP-II	1600 CC Car 250 Liter POL
3	General Manager	21	1300 CC Car 200 Liter POL
4	DGM / ZM	20	1300 CC Car 175 Liter POL
5	Manager / DM	19	1000 CC Car 160 Liter POL
6	Principal (GCC/GPI/GCT	19/20	1000 CC Car 75 Liter POL

CHAPTER IV LEAVE ENTITLEMENTS

1. CASUAL LEAVE:

- i. An employee will be entitled to 15 days casual leave with pay in each calendar year. Casual leave will not be carried forward to the following year and will lapse if not availed during that calendar year.
- ii. Casual leave should be duly approved by sanctioning authority as defined in clause 9 of this chapter.
- iii. Every effort should be made to intimate the office if casual leave is to be availed for unforeseen circumstances.

2. EARNED LEAVE:

- i. Earned leave for 30 days shall be admissible for permanent employee in every calendar year.
- ii. The entitlement of the earned leave to an employee shall be worked out from the date of joining.
- iii. Earned leave of 30 days shall be admissible only after completing one year of service. Leave for periods of less than one year will be calculated on prorata basis ignoring decimal fractions.
- iv. Every employee will earn 2.50 days earned leave for each month of service (in case of a fractional month at least 16 days continuous service will be considered equivalent of one month for the purpose of calculating earned leave).
- v. Earned leave during the year must be availed, however in exceptional cases it should be accumulated after full justification and approval from competent authority. The earned leave may be accumulated by the employee without any limit.
- vi. Gross salary shall be admissible during earned leave.
- vii. Earned leave shall not be availed for less than 5 days at one time.

- viii. Earned leave applied by an employee will be en-cash able only if the leave is refused by the competent authority or at the time of retirement to the maximum of 180 days.

3. SICK LEAVE:

- i. Sick leave with shall normally be admissible to employees for a period of 10 days in the calendar year when recommended by a qualified doctor. The sick leave cannot be carried forward to the next year.
- ii. Sick leave beyond 10 days can only be granted if no other kind of leave is available on the credit of an employee.
- iii. If an employee is hospitalized due to serious illness / injury and also if he/she is recommended by the attending doctor for medical leave to recuperate thereafter the employee after having availed all other kind of leaves available at his credit may be allowed to avail a maximum of two months leave with gross salary. If he/she does not recover he/she may be granted special sick leave for another two months with 75% of his/her gross salary. In very special cases, an employee may be granted additional two months leave with 50% of his/her gross salary. At the expiry of six months if employee does not become fit and his/her hospitalization / illness is certified by attending doctor, a sick leave for up to another six months without salary may be granted. If the employee does not become fit and fails to report on duty even after availing such leave without pay, his/her services would be liable to be terminated. All such leave beyond two months period shall be sanctioned only by the chairman TEVTA.
- iv. All medical leave beyond 10 days sick leave will require satisfaction of the competent authority to continue such leaves.

4. LEAVE WITHOUT PAY:

Having utilized the earned leave, an employee may be granted, under compelling circumstances, extra ordinary leave without pay up to a maximum period of six months.

5. STUDY LEAVE:

The Chairman may grant study leave of relevant course / study to the permanent employees with or without pay up to a maximum period of two years.

6. LEAVE FARE ASSISTANCE:

Permanent employees shall be eligible to leave fare assistance equal to one month gross salary in a calendar year for each completed year of service provided the employee is granted earned leave for not less than 10 days at the time of availing the LFA. Leave fare assistance is to be availed in the same year it is granted. However, it may be accumulated for two years in case earned leave is refused due to exigency of service, the period of earned leave in any case will not be less than 10 days.

7. SPECIAL LEAVE FOR FEMALE EMPLOYEES:

i. Maternity Leave:

- i. A female employee in permanent service of the Authority will be eligible for maternity leave on gross salary for a period not exceeding three months (per and postnatal).
- ii. If the employee needs Maternity leave during the first 06 months of her joining, it would be considered leave without pay.
- iii. Maternity leave shall be restricted to a maximum of two times in the entire period of service.

ii. Iddet Leave:

In case of the iddet of any female employee, she is entitled to leave for a maximum period of 120 days at gross salary.

8. PUBLIC HOLIDAYS:

The Authority (TEVTA) employees will observe all public holidays.

9. SANCIONING AUTHORITY FOR LEAVE:

The existing notified policy shall remain applicable or as notified by TEVTA from time to time.

Note:

- i. Leave can not be claimed as a matter of right
- ii. In case of Casual / sick Leave for Principal, the copy of leave application be send to TEVTA for record.
- iii. The president DBOM / Executive Member, if not available, may delegate his power of sanctioning leave to any member of DBOM for a specific period.

10. LOCAL HOLIDAYS:

Chairman / President District Board of Management may declare up to two holidays in a calendar year according to local tradition / requirement.

DRAFT SERVICE REGULATIONS

CHAPTER V

Staff Training

- (1) Chairman on the recommendation of General Manager – Human Resource may depute an employee for the purpose of studies, training and research work in any training institution abroad or in Pakistan for such a period as may be considered necessary.
- (2) An employee who is given such a foreign training at Authority's expense shall be required to sign a surety bond undertaking to serve the Authority for a period 5 years from the date of completion of the training. An employee who has been trained at the expense of the Authority and who desires to leave the service of the Authority before completion of the period of 5 years shall have to pay to the Authority the amount as specified in the surety bond.
- (3) Entire period including journey time spent on training shall be treated as duty.
- (4) Cost of training shall be sanctioned by the Chairman on case-to-case basis on the recommendation of General Manager – Human Resource.

2. Training Need Analysis

- (1) Training needs for staff shall be identified by the Head of Departments each year based on the following records:
 - Background of the employee, which includes job description and individual training record.
 - Performance appraisal.
 - Behavior of the employee.
 - Counseling record.
- (2) Respective Principal/Head of Department/Institute/Centre may nominate individual employee for suitable courses based on training needs analysis made by them. Human Resource Department may also recommend some courses for certain individuals in view of the future requirement of the Authority.
- (3) On receipt of nominations, General Manager – Human Resource shall assess course recommended with a view to relevancy of the course with job description and qualification of recommended employee.
- (4) Training record shall be maintained by Human Resource Department and employee himself.
- (5) No employee shall have right or claim to a higher post or a higher salary upon his/her return from the aforesaid training.

CHAPTER VI

PROVIDENT FUND

1. An employee after confirmation in service shall be entitled to become the member of the employee provident fund scheme of the Authority. A deduction @ 10% of the basic pay shall be made from the salaries of employees with equal contribution from TEVTA account.
2. The administration of provident fund will be done by the trustees housed in TEVTA Secretariat in accordance with laid down provident fund rules / regulations approved by the Authority and as permissible under income tax laws.

CHAPTER VII

GROUP LIFE INSURANCE SCHEME

1. All permanent employees will be insured under a group life insurance scheme for the amount prescribed from time to time by the management, payable in the event of his/her death during service in accordance with the terms & conditions of Group Life Insurance Scheme approved by the Authority.
2. Premium under the scheme shall be fully paid from TEVTA accounts.

CHAPTER VIII

GROUP HEALTH INSURANCE SCHEME

1. Under the Group Health Insurance Scheme hospitalization and other charges for treatment at a hospital other than food shall be provided to all permanent employees and their families through a health insurance scheme in according with the terms & conditions of Group Health Insurance Policy.
2. Premium under this scheme shall be fully paid from TEVTA accounts. The Authority (TEVTA) is not liable for any medical expenses other than the health insurance coverage for its employees.
3. The Chairman is authorized to frame the health insurance policy and approve the terms and conditions of health insurance scheme with reputable insurance companies subject to Authority ratification.

DRAFT SERVICE REGULATIONS

TECHNICAL EDUCATION AND VOCATIONAL TRAINING AUTHORITY
SERVICE REGULATIONS, 2009

RECRUITMENT PROCEDURE

1. APPOINTMENTS

- a) All appointments shall be made by the Competent Authority as described in these regulations.
- b) An initial appointment to a post can be made either on regular basis or on contract basis as per discretion and requirement of TEVTA.

2. TERMS & CONDITIONS OF EMPLOYMENT

- a) All employees shall be at the disposal of the Authority and they may be employed in the manner as prescribed in these regulations.
- b) Terms and conditions of services of regular employee shall be as laid down in the service regulations or in such subsidiary orders or instructions which shall be issued, from time to time.
- c) Terms conditions of services of contract employees shall be as per their appointment letter.
- d) All such appointments are station / Institution specific, but the Authority has the right to change duties / assignments and the place of duty as and when required. The Authority in its discretion, based on the performance / suitability of the employee, may assign higher responsibility along with corresponding benefits.
- e) The employees shall perform their duties efficiently, diligently and to the best of their abilities. They will not engage directly or indirectly in any trade, business or occupation at their own except as may be permitted by the Authority in writing. Further they shall not absent themselves (except in emergency, such as illness, accident etc.) from said duties without obtaining prior leave from the Competent Authority as per rules.

- f) If at any stage, it is found that the information provided by any employee was incorrect, the services of such employee shall be liable for termination without notice. Action shall also be taken against the officer responsible for verification of the said information.
- g) Employees will not divulge directly or indirectly to any person or body any knowledge or information, which employees may acquire concerning the affairs, property, enterprise and under-taking of the Authority including its business and other matters.

3.

RECRUITMENT PROCEDURE

- a) All recruitments will be merit based as per prescribed criteria.
- b) All appointments in TEVTA will be through advertisement in the press. Concerned District Manager/Manager or Head of the concerned Institution/office will advertise the posts in one English and one Urdu newspaper having circulation in that District/Zone or Province.
- c) No person shall be appointed against any post in TEVTA unless, the said post is created by the Authority and same is notified/endorsed by finance wing of TEVTA.
- d) No person shall be appointed against any post in TEVTA unless he / she possess minimum prescribed qualifications/ experience for each post.
- e) All appointments in TEVTA shall be subject to verification of academic/ professional qualifications, personal data and antecedents of successful candidates prior to or after the appointment. The concerned Head of Institution / District Manager / Manager (as the case may be), will be solely responsible for such verification.
- f) No person shall be eligible for appointment in TEVTA unless he / she fulfils the following conditions:-
 - i) His / her age should not be less than 18 and more than 55 years.
 - ii) In case found fit for recruitment all selected candidates will have to obtain medical fitness certificate from Government Hospital specified for this purpose by TEVTA/Government of the Punjab.

- g) The persons selected for appointment in TEVTA shall have to signify acceptance of the terms and conditions of their appointments by returning the duplicate copy of the letter of appointment duly signed to the concerned appointing authority along with attested copies of National Identity Card and other certificates / documents as may be required.
- h) Every person offered employment with TEVTA will submit a joining report at the time of resuming his / her duties.
- i) All selected candidates for appointment shall be offered employment as per formats prescribed for regular or contract employment.
- j) To meet an urgent need, Chairman, TEVTA may authorize any Appointing Authority to make an appointment on adhoc basis for a period not exceeding six months provided the person so appointed is otherwise eligible for the post.
(Note:-The procedure / policy of the Punjab Government for adhoc appointments shall be followed)

4. **APPOINTING AUTHORITIES**

The following are declared as Appointing Authorities for various categories of posts in TEVTA Secretariat, Field Offices and Institutions:

A) **APPOINTING AUTHORITIES FOR RECRUITMENT AT
TEVTA
SECRETARIAT**

Sr.No:	Name of the Post	Appointing Authority
1.	For the posts of Chief Operating Officer / General Managers / Zonal Managers / Managers/District Managers and equivalent.	Chairman, TEVTA
2.	For the posts of Deputy Managers (PS-18 & equivalent)	Chief Operating Officer
3.	For the post of Assistant Managers, Office Superintendents / Stenographers / Assistants / Computer Operators / Senior Clerks / Junior Clerks (PS-11 to PS-17 and equivalent)	General Manager (F&A)
4.	For the posts of Drivers / Naib Qasids / Mali / Chowkidar / Sweepers etc. (PS-01 to PS-10 or equivalent)	General Manager (HR)

**APPOINTING AUTHORITIES FOR RECRUITMENT IN
FIELD OFFICES / INSTITUTIONS**

Sr. No:	Name of the post	Appointing Authority
1.	For the posts of Senior Chief Instructors / Professors / Chief Instructors / Principals / Vice Principals / Associate Professors and equivalent.	Chairman TEVTA
2.	For the posts of Senior Instructors / Assistant Professors / Principals / Deputy Manager, (PS-18 and equivalent).	Chief Operating Officer
3.	For the posts of Lecturers / Instructors / Chief Instructors / Vice Principals / Assistant Managers of institutions / offices (PS-17 and equivalent).	General Manager concerned
4.	For posts of Senior Instructors / App. Training Officers / Office Superintendents etc. in PS-15 to PS-16 and equivalent of the institutions / field offices.	Zonal Manager concerned/ Manager concerned.
5.	All operational posts in PS-01 to PS-16 or equivalent in Zonal Offices of TEVTA	Zonal Manager concerned

Sr.No:	Name of post	Appointing Authority
6.	All posts in PS-01 to PS-14 or equivalent in District /RDAT Offices of TEVTA	District Manager/Manager concerned
7.	All posts of Teaching / Non-Teaching staff in PS-05 to PS-14 or equivalent of the Institutions / field offices.	Head of the Institution / field office in PS-18 and above. In case Head of Institution / field office is below PS-18 then the District Manager / Deputy Manager RDAT / Manager concerned will act as Appointing Authority.
8.	All posts in PS-01 to PS-04 or equivalent, in the Institution / field offices.	Head of the Institution / field office of PS-16 and

		above. In case Head of Institution / field office is below PS-16 then the District Manager, RDAT / Manager concerned will act as Appointing Authority.
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5. **SELECTION COMMITTEES**

The following are the selection committees for appointment to various categories of staff:-

TEVTA SECRETARIAT

A) **SELECTION COMMITTEE FOR THE POST OF CHIEF OPERATING OFFICER**

1.	Chairman	Chairman
2.	Member of TEVTA Board	Member
3.	Member TEVTA Board	Member
4.	Secretary TEVTA	Member/ Secretary

B) **SELECTION COMMITTEE FOR THE POSTS OF GENERAL MANAGERS.**

1.	Chairman	Chairman
2.	Member TEVTA Board	Member
3.	Member TEVTA Board	Member
4.	Chief Operating Officer / Secretary, TEVTA	Member / Secretary

C) **SELECTION COMMITTEE FOR THE POSTS OF ZONAL MANAGERS, MANAGERS AND DISTRICT MANAGERS.**

1.	Chairman	Chairman
2.	Member TEVTA Board	Member
3.	Chief Operating Officer / Secretary, TEVTA	Member
4.	General Manager Concerned	Member /

	Secretary
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D) **SELECTION COMMITTEE FOR THE POSTS OF DEPUTY MANAGERS / ASSISTANT MANAGERS / OFFICE SUPERINTENDENTS / ASSISTANTS / STENOGRAPHERS / COMPUTER OPERATORS / SENIOR CLERKS / JUNIOR CLERKS (PS-11 TO PS-18 OR EQUIVALENT)**

1.	General Manager (Concerned)	Chairman
2.	General Manager (HR)	Member
3.	Manager concerned.	Member
4.	Manager (Admin/HR)	Member / Secretary

E) **SELECTION COMMITTEE FOR THE POSTS OF DRIVER / NAB QASIDS / CHOKIDAR / MALI / SWEEPERS ETC. (PS-01 TO PS-10 AND EQUIVALENT)**

1.	General Manager (HR)	Chairman
2.	Manager concerned	Member
3.	Manager (HR)	Member
4.	Deputy Manager (Admin.)	Member/ Secretary

FIELD FORMATION

F) **SELECTION COMMITTEE FOR THE POSTS OF SENIOR CHIEF INSTRUCTORS / PROFESSORS / CHIEF INSTRUCTORS / PRINCIPALS / VICE PRINCIPALS / ASSOCIATE PROFESSORS AND EQUIVALENT**

1.	Chairman / Secretary or Member Board (to be nominated by Chairman, TEVTA)	Chairman
2.	General Manager (Concerned)	Member
3.	General Manager (HR)	Member
4.	Subject Specialist from Industry in the relevant field	Member
5.	Subject Specialist from TEVTA Institutes	Member
6.	Manager (Admin/HR)	Member /

		Secretary
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G) **SELECTION COMMITTEE FOR THE POSTS OF SENIOR INSTRUCTORS / ASSISTANT PROFESSORS (PS-18 AND EQUIVALENT) (OPERATIONS WING)**

1.	General Manager (HR)	Chairman
2.	President of District BOM	Member
3.	Subject Specialist from the local industry in the relevant field	Member
4.	Subject Specialist from TEVTA Institutes	Member
5.	District Manager	Member / Secretary

H) **ELECTION COMMITTEE FOR THE POSTS OF LECTURERS / INSTRUCTORS / CHIEF INSTRUCTORS / VICE PRINCIPALS / ASSISTANT MANAGERS / SENIOR INSTRUCTORS / OFFICE SUPERINTENDENTS ETC. OF INSTITUTIONS / OFFICES UNDER OPERATIONS WING (PS-15 TO PS-17 AND EQUIVALENT)**

1.	Zonal Manager (Concerned)	Chairman
2.	President of District BOM	Member
3.	Principal concerned	Member
4.	Subject Specialist from TEVTA Institution	Member
5.	District Manager	Member / Secretary

I) **SELECTION COMMITTEE FOR THE POSTS OF PRINCIPALS / DEPUTY MANAGERS, RDAT / SENIOR INSTRUCTORS / ASSISTANT PROFESSORS / CHIEFINSTRUCTORS / LECTURERS / ASSISTANT MANAGERS / OF THE INSTITUTIONS / OFFICE OF ACADEMICS WING (PS-17 TO PS-18 AND EQUIVALENT)**

1.	General Manager (Academics)	Chairman
2.	Subject Specialist from the local industry in the relevant field	Member
3.	Subject Specialist from TEVTA Institutes	Member
4.	Manager concerned	Member /

		Secretary
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J) **SELECTION COMMITTEE FOR THE POSTS OF APP. TRAINING OFFICERS / SENIOR INSTRUCTOR / OFFICE SUPERINTENDENTS ETC. FROM PS-15 TO PS-16 AND EQUIVALENT (FOR INSTITUTIONS / OFFICES UNDER ACADEMICS WING)**

1.	Manager concerned	Chairman
2.	Principal / Dy. Manager concerned	Member
3.	Subject Specialist from local industry in the relevant field (for teaching staff)	Member
4.	Subject Specialist from TEVTA Institution (for teaching staff)	Member
5.	Deputy manager / Deputy Director ROAT concerned	Member / Secretary

J) **SELECTION COMMITTEE FOR THE POSTS OF INSTRUCTORS / JUNIOR TRADE INSTRUCTORS / SENIOR TRADE INSTRUCTORS (WOMEN) / ASSISTANTS / HEAD CLERKS / STENOGRAPHERS / ACCOUNTANTS / SENIOR CLERKS / JUNIOR CLERKS / DRIVERS / NAIB QASIDS ETC. IN PS-01 TO PS-14 OR EQUIVALENT (FOR INSTITUTIONS / OFFICES UNDER OPERATIONS / ACAD.WING)**

1.	Appointing Authority concerned	Chairman
2.	Nominee of the President, BOM	Member
3.	Subject Specialist from the local Industry in relevant field (for teaching posts only)	Member
4.	Subject Specialist from TEVTA Institution (for teaching posts only)	Member
5.	Chief Instructor / Assistant Manager Next senior most staff member of the Institution concerned	Member / Secretary

2. The recommendations of Selection Committees shall be approved by the respective Appointing Authorities before issuance of offer of appointments.

3. If the Appointing Authority disagree with any of the recommendations of the selection committee, the said Authority will send the case to the next higher authority with reasons to be recorded in writing for appropriate orders.

6. **SELECTION CRITERIA**

The following Selection Criteria shall be followed for recruitment against various categories of posts in TEVTA:-

A) **CRITERIA FOR RECRUITMENT TO THE POSTS IN PS-01 TO PS-04 OR EQUIVALENT**

Total Marks 100

(i) **EDUCATIONAL QUALIFICATION** Max.Marks 15

a. Where prescribed minimum qualification is Literate

Literate	10
Primary to Matric	05

b. Where prescribed minimum qualification is Primary

Primary	10
Middle /Matric	05

c. Where prescribed minimum qualification is Middle

Middle	10
Matric / Intermediate	05

d. Where prescribed minimum qualification is Matric

Matric	10
Intermediate	05

(ii) **EXPERIENCE IN THE RELEVANT FIELD**

Maximum Marks 50

(Over and above the experience prescribed in the Service rules should be supported by authentic evidence. Preference will be given to those having experience in Govt. Departments / Reputed Organizations)

a)	One Year	15
b)	Two years	25
c)	Three years	30
d)	Four years & above	50

35

(ii) **INTERVIEW** Maximum Marks

Note: Subject to availability, recruitments for the above posts would be made from amongst the persons domiciled in the same district as per the location of the Institute / Office

B. **CRITERIA FOR POSTS IN PS-05 TO PS-10 & EQUIVALENT**

Total Marks 100

(i) **EDUCATIONAL QUALIFICATION** Maximum Mark 40

a. Where prescribed minimum qualification is Matric / equivalent

		1 st Div.	2 nd Div.
1.	Matric	40	30

b. Where prescribed minimum qualification is Intermediate / equivalent

		1 st Div.	2 nd Div.
1.	Intermediate	20	15
2.	Matric	20	15

c. Where prescribed minimum qualification is bachelors degree / equivalent

		1 st Div.	2 nd Div.
1.	Bachelor	20	15
2.	Intermediate	10	08
3.	Matric	10	07

d. Where prescribed minimum qualification is Trade Certificate / Diploma Vocational (W) or equivalent

		1 st Div.	2 nd Div.
1.	Trade Certificate/ Diploma Vocational (W)	25	20
2.	Matric	15	10

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- i) **HIGHER QUALIFICATION IN THE RELEVANT FIELD** Maximum Mark 10

Next above the qualification prescribed under the rules:-

1.	One stage higher	07
2.	Two stages higher	10

- ii) **LOCAL DOMICILE** Maximum Marks 10

- (iv) **MARKS FOR EXPERIENCE** Maximum Marks 20

Experience	20 Marks (For over & above the prescribed experience):-
One Year	= 10 Marks
Two Year	= 15 Marks
Three years & above	= 20 Marks

- (v) **INTERVIEW** Maximum Marks 20

C) **CRITERIA FOR POSTS IN PS-11 & ABOVE OR EQUIVALENT**

Maximum Marks = 100

Distribution of marks will be as under:-

Sr.No.	Item	Marks
a.	Qualification	40 Marks
b.	Additional Qualification (i.e. more than requisite)	15 Marks. (One step higher = 10, Further higher = 15)
c.	Domicile	10 Marks for persons holding local domicile where post exists.
d.	Experience	15 Marks (For over & above the prescribed experience One year = 10 Marks Two year = 12 Marks Three years & above = 15 Marks)
e.	Interview	20 Marks
f.	Total	100 Marks

- ii) The criteria for awarding marks for qualification will be as under:

Qualification	If qualification is "Master Degree"		If qualification is "Bachelor Degree"		If qualification is "Intermediate"		If qualification is "Metric"	
	1 st Div.	2 nd Div.	1 st Div.	2 nd Div.	1 st Div.	2 nd Div.	1 st Div.	2 nd Div.
Matriculation Or equivalent	06	04	08	06	18	10	40	30
Intermediate or equivalent	08	05	14	11	22	15	-	-
Degree or equivalent	10	08	18	14	-	-	-	-
Master or equivalent	16	10-	-	-	-	-	-	-

Note:-

- (1) In all above-mentioned categories, 5 additional marks shall be awarded to HAFIZ-E-OURAN.
- (2) In case of Head Office Posts, the recruitments shall be made on provincial basis. Marks for domicile shall be added in Interview Marks.

7. PRESCRIBED QUALIFICATIONS AND EXPERIENCE

The prescribed minimum qualification and experience are depicted below:

Non - Teaching

Pay Scale	Qualification	Experience
PS-01	Middle	
PS-02	Matric	
PS-03	Matric	
PS-04	Matric	Driving License
PS-05	Matric + one year diploma in relevant field	One Year Experience

PS-06	Matric + one year diploma in relevant field. HTV Driving License for BUS Driver only.	One Year Experience
PS-07	F.A/D.Com/I.Com	One Year Experience
PS-08	F.A/D.Com/I.Com	Two Year Experience
PS-09	F.A/D.Com/I.Com	Three Year Experience
PS-10	F.A/D.Com/I.Com + One year Diploma in Hardware	Two Year Experience
PS-11	B.A/B.Com/BCS (2 years), DAE Civil for drafts man and Diploma in dispensary for Dispenser	Two Year relevant Experience + Computer Literate
PS-12	B.A/B.Com/BCS+ Diploma in shorthand, Typing,	Two Year relevant Experience + Computer Literate
PS-13	Through Promotion from PS-12	Four Year relevant Experience + Comp. Lit.
PS-14	B.A/B.Com/BCS (2 years)	Four Year relevant Experience + Computer Literate
PS-15	B.A/B.Com/BCS (2 years) + Diploma in Shorthand, Typing,	Six Year relevant Experience + Computer Literate
PS-16	Master in the relevant field /Professionally qualified	2 years relevant experience, Computer Literate.
PS-17	Masters in the relevant field /Part qualified in relevant Professional degree/certification.	3 years relevant experience, Computer Literate.
PS-18	Masters in the relevant field /Part qualified in relevant Professional degree/certification.	5 years relevant experience.
PS-19	Master in the relevant field /Professionally qualified	8 years relevant experience
PS-20	Master in the relevant field / Qualified Engineer, Professionally qualified	8 years relevant experience.

PS-21	Master in the relevant field / Qualified Engineer, Professionally qualified	8 years relevant experience.
PS-M2	Master in the relevant field / qualified Engineer, Professionally qualified	12 years relevant experience.
PS-M1	Master in the relevant field / qualified Engineer, Professionally qualified	15 years experience.

TEACHING STAFF FOR COMMERCE / TECHNICAL INSTITUTIONS

Pay Scale	Qualification	Experience
PS-14	B.Com / B.A with D.Com from Commerce Institutions DAE from Technical Institutions	2 years experience
PS-17	M.Com / M.A / M.Sc/ Engineer	3 years experience
PS-18	M.Com / M.A / M.Sc/ Engineer	5-years experience
PS-19	M.Com / M.A / MSc Engineer	8-years experience
PS-M3	M.Com / M.A / B.Sc Engineer	15 years experience

TEACHING STAFF FOR VOCATIONAL INSTITUTIONS

Pay Scale	Qualification	Experience
PS-17	M.A / M.Sc in a major subject/Engineer OR M.Sc (Home Economics) / M.A(Fine Arts) with Graphic Design / Art OR B.Sc (Eco) / B.A in Fine Arts with graphic design / Art	3 years experience 3 years experience 5 years experience

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	<p>OR B.A B.Sc with DAE (2nd Division)</p> <p>OR B.A / B.Sc with DAE (2nd Division)</p>	<p>5 years experience</p> <p>5 years experience Computer literate will be preferred</p>
PS-16	<p>M.A Fine Art with Graphic Design / Arts / M.Sc (H.Eco)</p> <p>OR B.A / B.Sc with Diploma (DDM)</p> <p>OR B.A / B.Sc (2nd Division) with Diploma from GVTTIW Computer Literate will be preferred.</p>	<p>2-years experience.</p> <p>4 years experience.</p> <p>3 years experience.</p>
PS-12	<p>B.Sc (H. Eco) / B.A Fine Arts / Diploma from NCA with Graphic Design</p> <p>OR Intermediate (2nd Division) Diploma from GVTTIW</p> <p>OR Diploma from Government Polytechnic Institute (W) in DDM</p>	<p>2-years experience.</p> <p>3-years experience</p> <p>3-years experience.</p>
PS-10/11	<p>Intermediate (2nd Division) with diploma from GVTTIW</p> <p>OR Diploma in DDM Computer Literate will be preferred</p>	<p>Preferably experienced.</p>
PS-08	<p>Matriculation with diploma from GVI (W) and also one year from GVTTI(W) (2nd Division)</p>	<p>Preferably experienced.</p>

	OR Diploma in DDM Computer literate will be preferred	
PS-06	Intermediate with diploma from GVI(W)	Preferably experienced

DRAFT SERVICE REGULATIONS

PROVIDENT FUND TRUST & FORMS

GUIDELINES & PROCEDURE

DRAFT SERVICE REGULATIONS

PROVIDENT FUND SCHEME

Objective

The objective of the Provident Fund is to accumulate certain amount for the benefit of the employees of TEVTA and their families in the event of the employee's, retirement, resignation, death or termination of service.

Effective Date

The Provident Fund scheme for TEVTA employees is effective from 01-07-2009.

Eligibility

All confirmed, salaried employees of TEVTA working against regular vacancy shall be eligible to become members of the Fund (all other types of employees, like contractual, casual, temporary etc, will not be eligible).

Membership

To become a member of the Fund, every confirmed employee shall be required to submit application for registration as member on prescribed form (Form A). His / her provident fund shall be deducted from his / her salary from the date of submitting the application to TEVTA.

The concerned office / Institute shall forward the application to Secretary Provident Fund along with the letter of confirmation. No application will be accepted without confirmation letter issued with the approval of Competent Authority.

A member once having joined the Fund shall not be permitted to resign from his membership of the Fund while he is in the service of the TEVTA.

Member's Contribution (effective after 01.07.09)

- a) Every member shall contribute to the Fund during the period of his service at the rate of 10% of his basic salary per month.

- b) Such percentage shall be deducted from the member's salary, at the time of each monthly periodical payment and shall be paid by the concerned office to the Trustees (TEVTA) for credit to the member's individual account.

TEVTA Contribution

TEVTA shall contribute to the Fund a sum equal to the aggregate amount contributed to the Fund in that month by all the members and shall pay the same to the Trustees.

Nominations

Every member shall on joining the Fund, forthwith nominate a person or persons to receive the amount which may be due for payment from the Fund in the event of his death. (All the members are required to fill nomination form "Form-B") and submit to their HOD/HOI. The HOD/HOI shall forward this form to Secretary Provident Fund AND also place its copies in the personal file of concerned employee at TEVTA for record.

When member entitled to payment:

Subject as hereinafter provided, member shall be entitled to the amount standing to his credit in "own contribution" account as well as the "Authority Contribution account" in the even of the employee's retirement, resignation, death or termination of service.

Procedure:

1. A column of provident fund should be added in the monthly salary bills / sheets, showing deductions @ 10% of the basis pay from the salary of individual employee (sample attached Form-C).
2. The cheque of employee contribution (deducted amount) along with the TEVTA contribution of the same amount be sent to Secretary Provident Fund along with a separate signed sheet showing name and deducted amount on monthly basis by 5th of every month (Form-D).

3. All the cheques be prepared in the name of “**TEVTA Employees Provident Fund**”. Separate record of provident fund should be maintained for audit purpose.
4. In case of addition and deletion of a member, the same may be intimated separately on the prescribed attached Form-E.

DRAFT SERVICE REGULATIONS

APPLICATION FOR ENROLLMENT AS MEMBER
TEVTA STAFF PROVIDENT FUND

NAME OF _____
Institute/Office

I, _____ Son of _____ requested that I may be permitted to become a member of the TEVTA Staff Provident Fund. I hereby declare that I have read and understood the rules of the said Fund and agree and undertake to be bound in all respects by them or others as may for the time being be in force.

I here by authorize and request the TEVTA to deduct from my salary/or other dues such subscription as I may from time to time be liable to pay under and in accordance with the rules, which I have seen and studied and to pay the same to the Trustees of the said Fund.

Full Name of the applicant _____

Designation _____

Home Address _____

Date of birth _____

Department/Trade _____ Present Basic Salary _____

Date of entry into service of TEVTA _____ Date of Confirmation _____

Signature of Applicant

(Witness)
Signature: _____

Name: _____

Designation: _____

Forward to the Trustees

Application joined service on _____ and has been confirmed in the service w.e.f. _____ his / her letter of confirmation is attached herewith

DDO/Principal

TEVTA
(to be filled by TEVTA)
Admit to the benefits of the Fund

Applicant joined service on _____& confirmed on _____ (letter attached) and is eligible to become a member.

D. M. (Provident Fund) TEVTA

Secretary of the Fund

DRAFT SERVICE REGULATIONS

**FORM OF NOMINATION
(WHEN THE MEMBER HAS A FAMILY)**

Name of INSTITUTE

I, _____ hereby nominate the person(s) mentioned below, who is/are member(s) of my family as defined in rule 2 of TEVTA Staff provident Fund rules, to receive in the event of my death, the amount that may credit in the fund in the manner shown against his/their name(s).

I hereby appoint the person(s) named in column 5 to receive payment on behalf of the nominee(s) who is/are minor(s) or may be suffering from a legal disability.

1	2	3	4	5	6
Name, Address & I. D. Card No. (if not minor) of the nominee	Relationship with the member	Whether major or minor or suffering from other legal disability. If minor state his age.	Amount or share of accumulation to be paid to each.	Name, address & I. D. Card # of the person to whom payment is to be made on behalf of the minor of the person suffering from other legal disability.	Sex and parentage of person mentioned in Col. 5

Dated, this _____ day of _____ 20____ at _____

Signature of member

Two witnesses to signature of the member who must sign in presence of each other and in that of the member all being present at the same time.

- | | |
|--------------------|-------------------|
| 1. Signature _____ | Signature _____ |
| Address _____ | Address _____ |
| _____ | _____ |
| Designation _____ | Designation _____ |

Principal

Secretary of the Fund

PROVIDENT FUND DEDUCTION SHEET

Name of INSTITUTION

Month:

Year:

Sr. #	Name of member	Basic salary	Deduction from members salary (10% of basic pay)
		(A)	(10% A=B)
Grand Total:			

Assistant Manager Finance

District Manager

DRAFT SERVICE REGULATIONS

PROVIDENT FUND DEDUCTION / CONTRIBUTION SHEET

Name of INST

Month:

Year:

Sr. #	Name of member	Basic salary	Deduction from members salary (10% of basic pay)	Equal contribution by the INSTITUTE	Total
		(A)	(10% A=B)	(C)	(B+C=D)
Grand Total:					

Cheque No. _____ dated _____ amounting to Rs. _____
 (Rupees _____)

(Grand total of D) enclosed herewith.

 Assistant Manager Finance

 District Manager

ADDITION / DELETION FORM

Name of INSTITUTE

ADDITION

Sr. #	Name of member	Designation	Date of appointment	Date of confirmation

DELETION

Sr. #	Name of Member	Designation	Date of appointment	Date of registration as member	Date of Leaving

AM Finance

District Manager

**THE PUNJAB
EMPLOYEES EFFICIENCY,
DISCIPLINE &
ACCOUNTABILITY ACT
2006**

DRAFT SERVICE REGULATIONS

THE PUNJAB EMPLOYEES EFFICIENCY, DISCIPLINE AND ACCOUNTABILITY
ACT 2006
(Act XII of 2006)

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1[1] THE PUNJAB EMPLOYEES EFFICIENCY,
DISCIPLINE AND ACCOUNTABILITY ACT 2006
(ACT XII OF 2006)

[17 October 2006]

An Act to provide for proceedings against the employees in government and corporation service in relation to their efficiency, discipline and accountability.

1[1] This Act was passed by the Punjab assembly on 2 October 2006; assented to by the Governor of the Punjab on 13 October 2006; and, was published in the Punjab Gazette (Extraordinary,) dated 17 October 2006, pages 1385-94.

Preamble:- Whereas it is expedient and necessary in the public interest and for good governance to provide measures for improvement of efficiency, discipline and accountability of employees in government and corporation service and matters connected therewith or ancillary thereto;

It is hereby enacted as follows:-

1. Short title, extent, commencement and application:- (1) This Act may be called the Punjab Employees Efficiency, Discipline and Accountability Act 2006.

- (2) It extends to the whole of the Punjab.
- (3) It shall come into force at once.
- (4) It shall apply to--
 - (i) employees in government service;
 - (ii) employees in corporation service; and

(iii) retired employees of government and corporation service; provided that proceedings under this Act are initiated against them during their service or within one year of their retirement.

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

- (a) “accused” means a person who is or has been an employee and against whom action is initiated under this Act;
- (b) “appellate authority” means the authority next above the competent authority to which an appeal lies against the orders of the competent authority;
- (c) “appointing authority “ in relation to an employee or class of employees means an appointing authority declared or notified as such by and order to the Government or organization or under the rules, etc., as may be applicable to such employee or class of employees;
- (d) “charge” means allegations framed against the accused pertaining to acts of omission or commission cognizable under this Act;
- (e) “chief Minister” means the Chief Minister of the Punjab;
- (f) “competent authority” means—
- i. the Chief Minister; or
 - ii. in relation to any employee or class of employees, any officer or authority authorized by the Chief Minister to exercise the powers of competent authority under this Act; provided that such officer or authority shall not be inferior in rank to the appointing authority prescribed for the post held by the employee against whom action is to be taken; or
 - iii. in relation to an employee of a tribunal or court functioning under the Government, the appointing authority or the chairman or presiding officer of such tribunal or court, as the case may be, authorized by the appointing authority to exercise the powers of competent authority under this Act:

Provided that where two or more employees are to be proceeded against jointly, the competent authority in relation to senior most employee in rank shall be the competent authority in respect of all the accused:

Provided further that where the competent authority, other than the Chief Minister, has any interest in the result of proceedings under this Act, and does not desire to act as competent authority due to personal reasons, he shall not proceed with the case and shall report the matter to the next higher authority who shall authorize another officer relation to private institutions or persons, as may compromise the performance of official duties or functions; or

- v. Any act to bring or attempt to bring outside influence directly or indirectly to bear on the Governor, the Chief Minister, a Minister, or any other authority in respect of any matter relating to appointment, promotion, transfer, punishment, retirement or other conditions of service; or
- vi. making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law or rules; or
- vii. absence from duty without prior approval of leave; or
- viii. acquittal by a court of law as a result of compounding of an offence involving moral turpitude or affection human body; or
- ix. conviction for an offence by a court of law;

(o) "prescribed" means prescribed by rules made under this Act; and

(p) "section" means section of this Act.

3. Grounds for proceedings and penalty:- An employee shall be liable to be proceeded against under this Act., if this Act:-

- i. inefficient or has ceased to be efficient for any reason; or
- ii. guilty of misconduct; or
- iii. guilty of corruption or is reasonably considered to be corrupt; or

- iv. engaged or is reasonably believed to be engaged in subversive activities, and his retention in service is prejudicial to national security, or is guilty of disclosure of official secrets to any unauthorized person.

4. Penalties:- (1) The competent authority may, notwithstanding anything contained in any law or the terms and conditions of service of the accused, by an order in writing, impose one or more of the following penalties, namely:

a. Minor penalties—

- i. Censure;
- ii. Withholding of increment or increments, for a specific period, subject to a maximum of five years;
- iii. Fine not exceeding basic pay of one month;
- iv. Reduction to a lower stage or stages in pay scale, subject to a maximum of five stages; and
- v. Withholding of promotion for a specific period, subject to a maximum of five years; provided that this period shall be counted from the date when a person junior to the accused is considered for promotion and is promoted on regular basis for the first time;

b. Major penalties—

- i. recovery from pay, pension or any other amount payable to the accused, the whole or a part of any pecuniary loss caused to the Government or the organization in which he was employed, and if the amount due from any such person cannot be wholly recovered from the pay, pension or any other amount payable to him, such amount shall be recovered under the law for the time being in force;
- ii. reduction to a lower post and pay scale from the substantive or regular post for a specific period subject to a maximum of five years;
- iii. forfeiture of past service for a specific period subject to a maximum of five years;
- iv. compulsory retirement;
- v. removal from service; and

vi. dismissal from service; and

of the corresponding rank and status to act as the competent authority in a specific case—

(g) “corruption” means—

- i. accepting or obtaining or offering any gratification or valuable thing, directly or indirectly other than legal remuneration, as a reward for doing or for bearing to do any official act; or
- ii. dishonestly or fraudulently misappropriating, or indulging in embezzlement or misusing government property or resources; or
- iii. possession of pecuniary sources or property by an employee or any of his dependents or any other person, through him or on his behalf, which cannot be accounted for and which are disproportionate to his known sources of income; or
- iv. maintaining standard of living beyond known sources of income; or
- v. having a reputation of being corrupt; or
- vi. entering into plea bargain under any law for the time being in force and return the assets or gains acquired through corruption or corrupt practices voluntarily;

(h) “employee” means a person—

- i. in the employment of a corporation, corporate body, autonomous body, authority, statutory body or any other organization or institution set up, established, owned, managed or controlled by the government, by or under any law for the time being in force or a body or organization in which the government has a controlling share or interest and includes the chairman and the chief executive, and the holder of any other office therein; and
- ii. in government service or who is a member of a civil service of the province or who holds civil post in connection with the affairs of the province or any employee serving in any court or tribunal set up or established by the government, but does not include a judge of the

high court or any court subordinate to the high court, or any employee of such courts;

- (i) "Government" means the Government of the Punjab;
- (j) "hearing officer" means an officer, senior in rank to the accused, appointed by any authority competent to appoint hearing officer, to afford an opportunity of personal hearing to the accused on behalf of the authority concerned;
- (k) "inefficiency" means failure to—
 - i. efficiently perform functions assigned to an employee in the discharge of his duties; or
 - ii. qualify departmental examination in three consecutive attempts;
- (l) "inquiry committee" means a committee of two or more officers, headed by a convener, as may be appointed by the competent authority under this Act;
- (m) "inquiry officer" means an officer appointed by the competent authority under this Act;
- (n) "misconduct" includes—
 - (i) conduct prejudicial to good order or service discipline; or
 - (ii) conduct contrary to the conduct rules, for the time being in force; or
 - (iii) conduct unbecoming of an officer and a gentleman; or
 - (iv) involvement or participation for gain directly or indirectly, in industry, trade or speculative transactions by abuse or misuse of official position to gain undue advantage or assumption of such financial or other obligations in

c. Penalties after retirement:--

- (i) withholding of pension or any part thereof;
- (ii) withdrawing of pension or any part thereof; and
- (iii) recovery from pension or any other amount payable to the accused, of pecuniary loss caused to the Government or the organization in which he was employed, and if the amount due from any such amount shall be recovered under the law for the time being in force.

(2) Dismissal from service under this Act shall disqualify the employee for future employment under the Government or under any organization to which the provisions of this Act apply.

(3) Any penalty under this Act shall not absolve an employee or accused from liability to any punishment to which he may be liable for an offence, under any law, committed by him while in service.

5. Initiation of proceedings:-- (1) If on the basis of its own knowledge or information placed before it, the competent authority is of the opinion that there are sufficient grounds for initiating proceedings against an employee under this Act, it shall either—

(a) proceed itself against the accused by issuing a show cause notice under section 7 and, for reasons to be recorded in writing, dispense with the inquiry;

Provided that no opportunity of showing cause or personal hearing shall be given where—

- i. the competent authority is satisfied that in the interest of security of Pakistan or any part thereof, it is not expedient to give such an opportunity; or
- ii. an employee has entered into plea bargain under any law for the time being in force or has been convicted of the charges of corruption which have led to a sentence of fine or imprisonment; or
- iii. an employee is involved in subversive activities; or
- iv. it is not reasonably practicable to give such an opportunity to the accused; or

(b) get an inquiry conducted into the charge or charges against the accused, by appointing an inquiry officer or an inquiry committee, as the case may be, under section 10:

Provided that the competent authority shall dispense with the inquiry where—

- i. an employee has been convicted of any offence other than corruption by a court of law under any law for the time being in force; or
- ii. an employee is or has been absent from duty without prior approval of leave:

Provided further that the competent authority may dispense with the inquiry where it is in possession of sufficient documentary evidence against the accused or, for reasons to be recorded in writing, he is satisfied that there is no need to hold an inquiry.

- (2) The orders of inquiry or the show cause notice, as the case may be, shall be signed by the competent authority; provided that where the Chief Minister is the competent authority, the same shall be signed by such officer as may be authorized by him in this behalf.

6. **Suspension:--** An employee against whom action is proposed to be initiated under section 5 may be placed under suspension for a period ninety days, if in the opinion of the competent authority, suspension is necessary or expedient, and if the period of suspension is not extended for a future period of suspension shall be deemed to be reinstated:

Provided that the continuation of the period of suspension shall require the prior approval of the competent authority for each period of extension.

7. **Procedure where inquiry is dispensed with:--** If the competent authority decides that it is not necessary to hold an inquiry against the accused under section 5, it shall—

- a. inform the accused by an order in writing, of the grounds for proceeding against him, clearly specifying the charges therein, along with apportionment of responsibility and the penalty or penalties proposed to be imposed upon him;
- b. give him a reasonable opportunity of showing cause against the proposed action, within seven days of receipt of the order or within such extended period as the competent authority may determine:

- c. on receipt of reply of the accused within the stipulated period or after the expiry thereof, if no reply is received, determine whether the charge or charges have been proved against the accused or not:

Provided that after receipt of reply to the show cause notice from the accused, the competent authority, except where Chief Minister himself is the competent authority, shall decide the case within a period of ninety days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons:

Provided further that if the case is not decided by the competent authority within the prescribed period of ninety days, the accused may file an application before the appellate authority for early decision of his case, which may direct the competent authority to decide the case within a specified period.

- (d) afford an opportunity of personal hearing either itself or through the hearing officer, before passing any order of penalty under clause (f); if it is determined that the charge or charges have been proved against him; provided that the hearing officer shall only be appointed where the competent authority is of the rank of Secretary to Government of the Punjab or above; and
- (e) exonerate the accused, by an order in writing, if it is determined that the charge or charges have not been proved against him; and
- (f) impose any one or more penalties mentioned in section 4, by an order in writing, if the charge or proved against the accused:

Provided that—

- i. where charge or charges of grave corruption are proved against an accused, the penalty of dismissal from service shall be imposed, in addition to the penalty of recovery, if any; and
- ii. where charge of absence from duty for a period of more than one year is proved against the accused, the penalty of compulsory

retirement or removal or dismissal from service shall be imposed upon the accused.

8. Action in case of conviction or plea bargain under any law:-- Where an employee is convicted by a court of law or has entered into plea bargain or has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude or affection human body under any law for the time being in force, the competent authority, after examining facts of the case, shall

- a. dismiss the employee, where he has been convicted of charges of corruption or has entered into plea bargain and has returned the assets or gains acquired through corruption or corrupt practices voluntarily; or
- b. proceed against the employee under section 7, where he has been convicted of charges other than corruption; or
- c. proceed against the employee under section 9 where he has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude or affecting human body.

9. procedure to be followed by competent authority where inquiry where inquiry is necessary :-- (1) If the competent authority decides that it is necessary to hold an inquiry against the accused under section 5, it shall pass an order of inquiry in writing, which shall include—

- (a) appointment of an inquiry officer or an inquiry committee; provided that the inquiry officer or the convener of inquiry committee, as the case may be, shall be of a rank senior to the accused and where two or more accused are proceeded against jointly, the inquiry officer or the convener of the of the inquiry committee shall be of a rank senior to the senior most accused;
- (b) the grounds for proceeding, clearly specifying the charges along with apportionment of responsibility;
- (c) appointment of the departmental representative by designation; and
- (d) direction to the accused to submit written defence to the inquiry officer or the inquiry committee, as the case may be, within seven days of the date of receipt of orders or within such extended period as the competent authority may determine.

- (2) The record of the case and the list of witness, if any, shall be communicated to the inquiry officer or the inquiry committee, as the case may be, along with the orders of inquiry.

10. Procedure to be followed by inquiry officer or inquiry committee:--

(1) on receipt of reply of the accused or on expiry of the stipulated period if no reply is received from the accused, the inquiry officer or the inquiry committee, as the case may be, shall inquire into the charges and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and where any witness is produced by one party, the other shall be entitled to cross examine such witness.

(2) If the accused fails to furnish his reply within the stipulated period, or extended period, if any, the inquiry officer or the inquiry committee, as the case may be, shall proceed with the inquiry *ex parte*.

(3) The inquiry officer or the inquiry committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing, in which case it shall not be of more than seven days.

(4) Where the inquiry officer or the inquiry committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper the progress of the inquiry, he or it shall administer a warning and if, thereafter, he or it is satisfied that the accused is acting in disregard to the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as may be deemed expedient in the interest of justice.

(5) If the accused absents himself from the inquiry on medical grounds, he shall be deemed to have hampered or attempted to hamper the progress of the inquiry, unless medical leave, applied for by him, is sanctioned on the recommendation of a Medical Board; provided that the competent authority may, in its discretion,

sanction medical leave up to seven days without recommendation of the Medical Board.

- (6) The inquiry officer or the inquiry committee, as the case may be, shall submit his or its report, containing clear findings as to whether the charge or charges have been proved or not and specific recommendations regarding exoneration or, imposition of penalty or penalties. To the competent authority within sixty days of the initiation of inquiry:

Provided that where the inquiry cannot be completed within sixty days, the inquiry officer or the inquiry committee, as the case may be, shall seek extension for specific period from the competent authority, for reasons to be recorded in writing:

Provided further that the inquiry shall not be vitiated merely on the grounds of non-observance of the time schedule for completion of inquiry:

Provided further that the recommendations of the inquiry officer or the inquiry committee, as the case may be, shall not be binding on the competent authority.

11. Powers of the inquiry officer or inquiry committee.-

(1) For the purpose of an inquiry under this Act, the inquiry officer and the inquiry committee shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908), in respect of the following:-

- a) summoning and enforcing the attendance of any person and examining him on oath;
- b) requiring the discovery and production of documents, and receiving evidence on affidavits; and
- c) issuing commissions for the examination of witnesses or documents.

- 2) The proceedings under this Act shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code, 1860 (Act XLV of 1860).

12. **Duties of the departmental representative:-** The departmental representative shall perform the following duties, namely:-
- a) Render full assistance to the inquiry officer or the inquiry committee or hearing officer or the authority concerned, as the case may be, during the proceedings where he shall be personally present and fully prepared with all the relevant record relating to the case, on each date of hearing;
 - b) Cross-examine the witnesses produced by the accused and with permissions of the inquiry officer or inquiry committee, as the case may be, the persecution witnesses in case of their turning hostile; and
 - c) Rebut the grounds of defence offered by the accused before the hearing officer or the authority concerned.
13. **Order to be passed by the competent authority on receipt of report from the inquiry or inquiry committee:-**
- 1) On receipt of the report from the inquiry officer or inquiry committee, as the case may be, the competent authority shall examine the report and the relevant case material and determine whether the inquiry has been conducted in accordance with the provisions of this Act.
 - 2) If the competent authority is satisfied that the inquiry has been conducted in accordance with the provisions of this Act, it shall further determine whether the charge or charges have been proved against the accused or not.
 - 3) Where the charge or charges have not been proved, the competent authority shall exonerate the accused by an order in writing.
 - 4) Where the charge or charges have been proved against the accused, the competent authority shall issue a show cause notice to the accused by which it shall:-
 - a) inform him of the charges proved against him and the penalty or penalties proposed to be imposed upon him by the inquiry officer or inquiry committee;
 - b) give him reasonable opportunity of showing cause against the penalty or penalties proposed to be imposed upon him and to submit as to why one or more of the penalties as provided in section 4 may not be imposed upon him and to submit additional defence in writing, if any, within seven days of the receipt of the notice, before itself or the hearing officer, as the case may be;

- c) indicate the date of personal hearing or appoint a hearing officer to afford an opportunity of personal hearing on his behalf; provided that the hearing officer shall only be appointed where the competent authority is of the rank of Secretary to the Government of the Punjab or above.
- d) provide a copy of the inquiry report to the accused ; and
- e) direct the departmental representative to appear , with all the relevant record, on the date of hearing before himself or the hearing officer, as the case may be.
- (5) After affording personal hearing to the accused or on receipt of the report of the hearing officer, the competent authority shall, keeping in view the findings and recommendations of the inquiry officer or inquiry committee, as the case may be, facts of the case and defence offered by the accused during personal hearing, by an order in writing:-
- (i) exonerate the accused; or
 - (ii) impose any one or more of the penalties specified in section 4:
 - i. where charge or charges of grave corruption are proved against an accused, the penalty of dismissal from service shall be imposed, in addition to the penalty of recovery, if any; and
 - ii. where charge of absence from duty for a period of more than one year is proved against the accused, the penalty of compulsory retirement or removal or dismissal from service shall be imposed upon the accused.
- (6) Where the competent authority is satisfied that the inquiry proceedings have not been conducted in accordance with the provisions of this Act or the facts and merits of the case have been ignored or there are other sufficient grounds, it may, after recording reasons in writing, either remand the inquiry to the inquiry officer or the inquiry committee, as the case may be, with such directions as the competent authority may like to give, or may order a de novo inquiry/
- (7) After receipt of inquiry report, the competent authority, except where the Chief Minister himself is the competent authority, shall decide the case within a period of ninety days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons.

(8) If the case is not decided by the competent authority within the prescribed period of ninety days, the accused may file an application before the appellate authority for early decision of his case, which may direct the competent authority to decide to the case within a specified period.

14. Personal hearing:-

- 1) The authority affording personal hearing or the hearing officer on receiving an order of his appointment shall, by an order in writing, call the accused and the departmental representative, along with relevant record of the case, to appear before him for personal hearing on the fixed date and time.
- 2) After affording personal hearing to the accused, the authority or the hearing officer shall, in relation to the case and the contention of the accused during the hearing, record his remarks in writing and, in case of hearing officer, submit a report to the authority so appointed him which shall include:-
 - i. summary of the inquiry report where inquiry was conducted under section 10, or summary of the defence offered by the accused to the show cause notice under section 7, or grounds of appeal or review filed under section 16, as the case may be;
 - ii. summary of defence offered by the accused during the hearing, if any; and
 - iii. views of the departmental representative, if any.

15. procedure of inquiry against officers lent to other governments, etc:-

(1) Where the services of an employee are transferred or lent to any other government, department, corporation, corporate body, autonomous body, authority, statutory body or any other organization or institution, hereinafter referred to as the borrowing organization, the competent authority for the post against which such employee is posted in the borrowing organization may:-

- (a) suspend him under section 6; and
- (b) initiate proceedings against him under this Act:

provided that the borrowing organization shall forthwith inform the lending organization of the circumstances leading to order of his suspension and the commencement of the proceedings:

Provided further that the borrowing organization shall obtain prior approval of the lending organization before taking any action under this Act, against an employee holding a post in Basic Pay Scale 17 or above.

(2) If, in the light of the findings of the proceeding taken against the accused in terms of sub-section (1), the borrowing organization is of the opinion that any penalty may have to, be imposed on him, it shall transmit the record of the proceedings to the lending organization, and the competent authority in the lending organization shall thereupon take action against the accused under section 13.

(3) Notwithstanding anything to the contrary contained in sub-sections (1) and (2), the Chief Minister may, in respect of certain employees or class of employee, authorize any officer or authority in the borrowing organization to exercise all the powers of competent authority under this Act.

16. Departmental appeal and review:- (1) An accused who has been awarded any penalty under this Act may, except where the penalty has been imposed by the Chief Minister, within thirty days from the date of communication of the order, prefer departmental appeal directly to the appellate authority:

Provided that where the order has been passed by the Chief Minister, the accused may, within the aforesaid period, submit a review petition directly to the Chief Minister.

(2) The authority empowered under sub-section (1) shall call for the record of the case and comments on the points raised in the appeal from the concerned department or office, and on consideration of the appeal or the review petition, as the case may be, by an order in writing:-

- (a) Uphold the order of penalty and reject the appeal or review petition; or
- (b) set aside the orders and exonerate the accused; or
- (c) modify the orders and reduce or enhance the penalty; or

- (d) set aside the order of penalty and remand the case to the competent authority, where it is satisfied that the proceeding by the competent authority or the inquiry officer or inquiry committee, as the case may be, have not been conducted in accordance with the provisions of this Act, or the facts and merits of the case have been ignored, with the directions to either hold a de novo inquiry or to rectify the procedural lapses or irregularities in the proceedings:

Provided that where the appellate or review authority proposes to enhance the penalty, it shall by an order in writing-

- i. inform the accused of the action proposed to be taken against him and the grounds of such action ; and
 - ii. give him a reasonable opportunity to show cause against the action and afford him an opportunity of personal hearing either himself or through a hearing officer; provided that the hearing officer shall only be appointed where the appellate or the review authority is of the rank of Secretary to the Government of the Punjab or above.
- (3) An appeal or review preferred under this section shall be made in the form of a petition, in writing, and shall set forth concisely the grounds of objection to the impugned order in a proper and temperate language.

17. Revision.

- (1) The Chief Minister, Chief Secretary or the Administrative Secretary or any other appellate authority may call for the record of any proceeding within one year of the order of exoneration or imposition or imposition of a penalty, passed by the competent authority or the order of appellate authority, as the case may be, for the purpose of satisfying himself as to the correctness, legality or propriety of such proceedings or order.
- (2) On examining the record of the case, such authority may:-
- (i) uphold the orders of the competent authority or the appellate authority, as the case may be; or
 - (ii) order the competent authority to hold de novo inquiry; or

(iii) impose or enhance a penalty or penalties:

Provided that no order, prejudicial to the accused, shall be passed under this section unless the accused has been given a reasonable opportunity of personal hearing.

18. Appearance of counsel:- The accused, at no stage of the proceedings under this Act, except proceedings under section 19, shall be represented by an advocate.

19. Appeal before Punjab Service Tribunal:-

(1) Notwithstanding anything contained in any other law for the time being in force, any employee aggrieved by any final order passed under section 16 or section 17 may, within thirty days from the date of communication of the order, prefer an appeal to the Punjab Service Tribunal established under the Punjab Service Tribunals Act, 1974 (Pb. Act, IX of 1974).

(2) If a decision on a departmental appeal or review petition, as the case may be, filed under section 16 is not received within a period of sixty days of filing thereof, the affected employee may file an appeal in the Punjab Service Tribunal within a period of thirty days of the expiry of the aforesaid period, where after, the authority with whom the departmental appeal or review is pending, shall not take any further action.

20. Act to override other laws:- The provisions of this Act shall have effect notwithstanding anything to the contrary contained in any other law for the time being in force.

21. Proceedings under this Act:-

Subject to this Act, all proceedings initiated against the employees having retired or in service, shall be governed by the provisions of this Act and the rules made there under:

Provided that in case of retired employee, the proceedings so initiated against him shall be finalized not later than two years of his retirement.

(2) The competent authority may, by an order in writing, impose one or more penalties specified in clause (c) of section 4, if the charge or charges are proved against the retired employee.

22. Indemnity:- No suit, prosecution or other legal proceedings shall lie against the competent authority or any other authority for anything done or intended to be done in good faith under this Act or the rules, instructions or directions made or issued there under.

23. Jurisdiction barred:- Save as provided under this Act, no order made or proceedings taken under this Act, or the rules made there under, shall be called in question in any court and no injunction shall be granted by any court in respect of any decision so made or proceedings taken in pursuance of any power conferred by, or under this Act, or the rules made there under.

24. Power to make rules:- The Government may, by notification in the official Gazette, make rules for carrying out the purposes of this Act.

25. Removal of difficulties:- If any difficulty arises in giving effect to any of the provisions of this Act, the Chief Minister may make such order, not inconsistent with the provisions of this Act, as may appear to him to be necessary for the purpose of removing that difficulty.

26. Repeal:-

(1) The Punjab Removal from Service (Special Powers) Ordinance, 2000 (Ord. IV of 2000), is hereby repealed.

(2) Notwithstanding the repeal of the Punjab Removal from Service (Special Powers) Ordinance, 2000 (Ord. IV of 2000), all proceedings pending immediately before the commencement of this Act against any employee under the said repealed Ordinance or under the Punjab Civil Servants Act, 1974 (Pb. Act, VIII of 1974), and the rules made there under, or any other law or rules shall continue under that law and rules, in the manner provided there under.