



SUGARFED

SERVICE RULES

**THE PUNJAB STATE FEDERATION OF
COOPERATIVE SUGAR MILLS LTD.,
SCO.-7, SECTOR-26, CHANDIGARH**

PREFACE

Sugarfed, Punjab, an apex body in respect of Cooperative Sugar Mills in the state of Punjab has not only strives for higher production of quality of Sugar and value added products such as manufacturing of Industrial Alcohol/rectified spirit, co-generation of power. Now it is aiming for production of Ethanol and export quality white crystal sugar as well as raw sugar. It is the endeavor of Sugarfed that an objective, fair and efficient personnel administration, governed by firm, just and fair policies and rules are framed. Accordingly Sugarfed Service Rules had been framed in the year 1980 and subsequently amended from time to time which lay down mode of recruitment, qualifications for different categories, matter relating to probation, seniority, termination of Service, Pay and allowances, Leave, Provident Fund, Gratuity, Punishment, Discipline and appeal matters etc.

This compendium of Service Rule will be of immense use to the employees and all those connected with the affairs of Sugarfed.

JAGJIT PURI, IAS
Managing Director

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(i)	Rule 2.12 and schedule A to the Rules (Sr. No. 14)	Letter No. SMA/RCS/3-33/3531-A Dated 29.9.95	12
(ii)	Revision of Pay Scales and allowances	Letter No. RCS/Sugar Mills/2641-A Dated 30.2.98	13-16
(iii)	Revision of Staffing Pattern for Sugarfed, Pb. giving details of Existing approved Strength, vacant Posts abolished, Reduced to Personal Posts, Revised Approved Strength, Resignation, Class, Strength, Grade, Qualification & Experience etc.	Letter No. Sugar Mills/SMA-1/3.33/9580-A Dated 15.9.99	17-29

in Schedule A,B,C, D
and Annexure-II

- (iv) Revision of TA/DA Letter No. RCS/Sugar Mills/SMA-I/
Rules of 3-59/4884-A dated 28.8.2000
Sugarfed, Pb. 30-34

THE PUNJAB STATE FEDERATION OF COOPERATIVE SUGAR MILLS LTD.

(SERVICE) RULES, 1980 AS AMENDED IN 1995

Whereas it is desirable to frame the Service Rules to regulate the general working and administration of the Sugarfed staff.

CHAPTER - 1 : GENERAL

- 1.10 These Rules may be called the Punjab State Federation of Cooperative Sugar Mills Ltd.,(Service)Rules,1980.
- 1.11 These Rules shall come into force with effect from 10.11.1980 subject to amendments from time to time.
- 1.12 These Rules shall apply to all the whole time regular employees of the Sugarfed, provided that:-
- i) In the case of employees on deputation from the State Government or any other authority these shall apply subject to the terms of their deputation /appointment; and
 - ii) In the case of employees engaged otherwise, these shall apply subject to the term of their contract of appointment.
- 1.13 In these Rules, unless there is anything repugnant to the subject or context:-
- a) 'Sugarfed' means the Punjab State Federation of Cooperative Sugar Mills Limited.
 - b) 'Board' means the Board of Directors of the Sugarfed as constituted under the byelaws of the Sugarfed.
 - c) 'Managing Director' means the Managing Director of the Sugarfed.
 - d) 'Appointing Authority' means the Managing Director, Sugarfed.
 - e) 'Direct Appointment' means an appointment made direct other than by promotion or by transfer of an official already in the service of Punjab Govt. or of the Government of India or of any other Cooperative Institution.
 - f) 'Duty' includes :
 - i) Service as probationer.
 - ii) Period during which an employee is on joining time.
 - iii) Period spent on casual leave.
 - iv) Period spent beyond sphere on duty when authorised by the competent authority.
 - g) 'Bye -laws' means the 'Bye-laws' of the Sugarfed duly registered by the Registrar.
 - h) 'Family' means family as defined in the Punjab Civil Service Rules, Vol-I' Part-I.
 - i) 'Registrar' means the Registrar' Cooperative Societies, Punjab.
 - j) 'Service' means service of the Sugarfed.
 - k) 'Recruiting Authority' means a Committee comprising the Chairman, Vice Chairman, Managing Director, Registrar, Cooperative Societies, Punjab or his nominee and one of the Government nominee on the Board of Directors for

the recruitment of personnel staff in Class-A and Class-B and Managing Director for personnel staff Class -C and D.

- 1.14 The powers to interpret these Rules shall vest in the Registrar and his ruling shall be final.
- 1.15 The Managing Director may delegate to a subordinate Officer all or any of the powers vested in him under these Rules and subject to such limitations as he might impose.

CHAPTER - II

APPOINTMENT AND GENERAL CONDITIONS OF SERVICE

2.10

- (a) The service shall comprise the posts shown in schedules A to D and will be categorised as below:-

Class 'A'	Officers
Class 'B'	Supervisory Staff
Class 'C'	Ministerial Staff
Class 'D'	Subordinate Staff

Provided that on recommendation of the Managing Director, the Board of Directors shall be competent to add or delete any post or category of posts or change the status, nomenclature/designation of any post or posts subject to the prior approval of the Registrar.

(b) METHOD OF RECRUITMENT :

The members of the service shall be recruited :-

- i) By direct appointment. ii) By promotion.
- iii) By absorption on transfer of a person already in the service of a public sector or statutory undertaking of the Government of Punjab, subject to the condition that the person so absorbed fulfill the qualifications for the job.
- iv) By transfer on deputation of a person already in the service of the State Government or the Central Government or any Cooperative Institution.

(c)

- i) The Appointing Authority will decide the mode of recruitment of any vacancy.
- ii) Appointment by promotion will be made by selection as per instructions of the Govt, of Punjab, Department of Personnel issued vide letter no. 4/6/2000-3PPI/13720 dated 6.9.2001 and as amended from time to time by the Govt.

(d) SELECTION OF APPOINTMENT:

Selection for direct appointment shall be made by the recruiting authorities motioned below:-

- i) Direct appointment of posts categorised as Class-A and B in Rule 2.10 shall be made by a Committee comprising the Chairman, Vice Chairman, Managing Director, Registrar, Cooperative Societies, Punjab or his nominee and one of the Government nominees on the Board of Directors.
 - ii) Direct Appointments of post categorised as Class -C and D in Rule 2.10 shall be made by Managing Director.
- (e)
- i) No person shall be appointed to the service unless he possesses the educational and other qualifications prescribed in these Rules of schedule A to D.
 - ii) The qualification of Punjabi upto Matric standard for direct recruitment (except IV th class employees) shall be compulsory. However, the chief Executive Officer with the approval of the Registrar may relax the qualification and experience for any post/category of posts including qualification of Punjabi upto Matric standard.
- 2.11 No person shall be appointed to the service :-
- i) Unless he produces a certificate of physical fitness from a Government Doctor not below the rank of Assistant Surgeon.
 - ii) Unless he is a citizen of India, Nepal, or a subject of Bhutan. However, the person belonging to Nepal or Bhutan shall obtain a N.O.C. from the Home Department of Punjab. The person to be appointed against class -III and IV shall be a Domicile of Punjab.
 - iii) Unless he submits an Affidavit attested by 1st Class Magistrate to the effect that he has never been dismissed from any State or Central Govt. or of Corporation or of a Cooperative Institution's service.
- 2.12 No person shall be appointed to the service by direct recruitment who is below 18 years and above 45 years of age.

Provided that the relaxation in the upper age limit may be allowed by Managing Director with the approval of the Registrar, Cooperative Societies, Punjab in exceptional cases of having higher technical qualifications. Provided further that such a relaxation shall not exceed more than 10 years.

- 2.13 Service of the employee shall be deemed to commence from the working day on which he reports for duty at his headquarters.
- 2.14 PROBATION:
- i) On appointment the member of the service (employee) shall be on probation for a period of one year which may, at the discretion of the appointing authority, extended by one more year. Provided that in case of employee appointed under Rule 2.10(b)(iii) and (iv) who have satisfactorily completed the period of probation under the previous employer, the Managing Director may waive off the provision of this Rule.

Note:- i) Rule 2.10(C): As amended vide letter no. RCS/Sugar Mills/SMA-I/3-14/6713 dated 26.4.2002
 ii) Rule 2.10C(ii) As amended vide letter no. RCS/Sugar Mills/SMA-I/3-35/1348 dated 3.2.2004

- ii) During the period or extended period of probation, the service of an employee may be terminated without any notice or payment of any money in lieu thereof.
- iii) Temporary service in the Sugarfed in an equivalent post shall count towards probationary period of an employee.

2.15

- i) The Appointing Authority may terminate the service of an employee by giving three month's notice or pay and allowance in lieu thereof. Similarly an employee shall not leave the service of the Federation without giving three month's notice or forfeit pay (including allowances) in lieu thereof.
- ii) The appointing authority may retire or dismiss an employee on account of mis-conduct by adopting the procedure as laid down in the Conduct, Discipline and Appeal Rules.
- iii) An employee shall retire on attaining the age of 58 years.
The headquarters and the sphere of duty of an employee shall be fixed by the Managing Director.

CHAPTER-III

RECORD OF SERVICE

- 3.10 Record of service in respect of each employee of the service shall be maintained in the form prescribed for the purpose by the Sugarfed.
- 3.10(a) Authorised to initiate review and accept the annual confidential reports in case of all employees to the service shall be as specified in Annexure-'A'.
- 3.11 Inter-se-seniority of the employees in a post shall be determined from the date of continuous service.

Provided that in the case of an employee appointed under Rule 2.10(b)(ii)&(iii), the deemed date shall be determined from the date of joining against a post in Sugarfed.

CHAPTER-IV

DISCIPLINE, PENALTIES AND APPEALS

- 4.10 In the matters of Discipline, Punishment and Appeals, the employee of Sugarfed shall be governed by the provision of the existing Punjab State Federation of Cooperative Sugar Mills Service (punishment and Appeal) Rules, as specified in Annexure-'B'.

Note: Rules 2.15 (i) :- As amended vide letter no. RCS/Sugar Mills/3-35/1348 dated 3.2.2004.

CHAPTER-V

PAY, ALLOWANCES AND OTHER CONCESSIONS

- 5.10(a) The scale of pay and allowances to the members of the service shall be granted by the BOD with the approval of the Registrar subject to the condition that the pay scale and allowances to the members of the service shall not be more than the same granted by Punjab Govt, to its similarly placed employees.
- (b) The allowances shall be admissible as per Punjab Government Rules.
- 5.11(a) Pay and allowances shall accrue to an employee from the commencement of his service.
- (b) Pay and allowances shall cease to accrue to an employee from the date he is relieved from the service after acceptance of his resignation or his retirement, termination, removal or dismissal.
- 5.12 Normal annual increment in a time scale shall accrue on completion of one year at a stage in the time scale. Officiating service in higher scale shall qualify for increment in both the lower scale and the scale in which the incumbent is officiating. Unless an increment has been with-held it shall accrue as a matter of course.
- 5.13 On promotion to a higher scale, the pay of an employee shall be fixed as per Government instructions amended from time to time on the subject.
- 5.14 Except as otherwise provided, only one person shall hold or draw pay against one post at a time.
- 5.15 An employee who is transferred from one post to another, shall during his journey time draw pay and allowances of the old or new post, whichever is less.

CHAPTER-VI

LEAVE

- 6.10 Earned leave shall be allowed to an employee of the service at the rate of one day for 11 days of duty subject to a maximum of 30 days in a year. Provided further that the leave so earned shall not be accumulated and encashed beyond 240 days for the whole service.
- Other kind of leave shall be granted to the employees as per Government instructions on the subject as contained in Civil Service Rules, Vol.I, Part-I.

CHAPTER-VII

JOURNEY / JOINING TIME

- 7.10 Journey time may be granted to an employee of the Sugarfed in accordance with the provisions of the Punjab C.S.R., Vol.-1, Part-1.

Note: Rules 5.10 (a) :- As amended vide letter no. RCS/Sugar Mills/3-35/1348 dated 3.2.2004.

Rule 6.10:- As amended vide letter no. RCS/Sugar Mills/3-35/1348 dated 3.02.2004.

- 7.11 The joining time may also be granted to an employee of the Sugarfed in accordance with the provisions of the Punjab C.S.R., Vol.I, Part-1.

CHAPTER-VIII

MEDICAL ALLOWANCE

- 8.10 Fixed medical allowance/reimbursement of medical expenses incurred by the Sugarfed employees for the treatment of their own or their family members dependent upon them when treated as indoor as well as outdoor patient in the Govt./Private hospital, shall be admissible as per Punjab govt. instructions/Punjab Services (Medical attendance) Rule, 1940 as amended from time to time.

CHAPTER-IX

TRAVELLING ALLOWANCE/DAILY ALLOWANCE ON TOUR OR TRANSFER ETC.

- 9.10 The employees of Sugarfed shall be entitled to such benefits of Traveling Allowance, Transfer T.A. as per Pb. Govt. Instructions issued vide Letter No. 5.1.98-2FP/IV/356 dated 8.5.98 and as amended from time to time by the Govt.

CHAPTER-X

PROVIDENT FUND, BONUS AND GRATUITY

- 10.10 The Provident fund and gratuity shall be admissible to the employees of the Sugarfed in accordance with the provident fund act and Gratuity Act, as may be decided by the Board of Directors from time to time.
- 10.11 The families of the employees of Sugarfed who die under harness shall be entitled to ex-gratia grant and other facilities as available to the families of the Punjab Government employees from time to time.
- 10.12 A member of the service shall be entitled to the benefit of bonus in accordance with the Bonus Act, as may be decided by the Board of Directors from time to time.

Note: Rules 8.10:- As amended vide letter no. RCS/Sugar Mills/SMA-I/4-18/IV/2558 dated 12.2.2002.

CHAPTER-XI

AMENDMENTS

11.10 These Rules may be amended by the Board of Directors from time to time subject to the prior approval of Registrar, Cooperative Societies, Punjab.

SAVING CLAUSE

12.10 Notwithstanding anything contained in these Rules, any appointment/promotion made in the service before coming in operation of these Rules, shall be deemed to have been validly made under these Rules and no appointment/promotion shall be questioned on any ground whatsoever.

AUTHORITY TO INTERPRET THESE RULES

13.10 If any doubt arises at any time as to the interpretation of these Rules or their applicability's , the matter shall be referred by the Chief Executive Officer to the Registrar, whose decision shall be final.

General

14.10 Any case which is not covered by these Rules would be adjudicated by the chief executive Officer, as per the Punjab Civil Service Rules, Punjab Financial rules and instructions issued by the Punjab Govt. from time to time.

Note:- Rule 13.10 & 14.10:- As amended vide letter no. RCS/Sugar Mills/3-35/1348 dated 3.02.2004.

ANNEXURE - A

<u>S.No.</u>	<u>Name of the Post</u>	<u>Ist Reporting Authority</u>	<u>Reviewing Authority</u>	<u>Accepting Authority</u>
1.	A.M.D	M.D.	RCS	Secretary cooperation.
2.	Advisers & HODS.	M.D	RCS	RCS
3.	Manager Admn.	A.M.D	M.D	M.D.
4.	Manager Finance	F.A.	A.M.D	M.D.
5.	Manager (MIS)	E.D(C)	A.M.D.	M.D.
6.	Secretary to M.D/ P.A. to M.D.	M.D.	M.D.	M.D.
7.	Commercial Officer.	E.D(c)	A.M.D.	M.D.
8.	A.C.D.O.	C.A.	A.M.D.	M.D.
9.	Supdt (A)	M.Admn.	A.M.D	M.D.
10.	Supdt(p)	Opinion from G.M.P.,TAE,CA, TAST & M.Admn.	A.M.D.	M.D.
11.	A.A.O	MF/FA	A.M.D	M.D.
12.	A.A.O(P)	E.D.C.	A.M.D.	M.D.
13.	PA/S. Stenographer/ J. Scale Stenos.	Officer with whom attached.	A.M.D.	M.D.
14.	S.Asstt./Jr.Asstt. Steno typist/Clerks/ Admn.branch.	Branch Supervisory Head /Officer with whom attached.	A.M.D.	A.M.D
15.	Accountant/Clerks/ Staff of Accounts branch.	A.A.O/M.F.	Branch Supervisory Head/Officer with whom attached.	A.M.D.
16.	Draftsman (Mech)	Opinion from GMP/ TAST & CA	T.A. (Engg)	A.M.D
17.	Receptionist/EPABX Telax Operator/ Machineman.	Branch Supervisory Head Supdt(A)	Manager(Admn.)	A.M.D.
18.	Drivers	Officer with whom attached.	A.M.D.	A.M.D./M.D.
19.	Daftri/Jamadar/ peons/peon cum chowkidar/Sweeper.	Officer with whom attached.	A.M.D.	A.M.D.

ANNEXURE-B

DISCIPLINE, PENALTIES AND APPEALS

- 4.10
- a) The whole time of an employee shall be at the disposal of the Federation. He may be required to work at any place and in any capacity as the Managing Director may determine.
 - b) The Managing Director may permit an employee to under take extra work of an occasional nature provided that it does not interfere with the performance of his duties as an employee of the Federation.
- 4.11 The provisions of Punjab Government Service Conduct Rules shall apply to employees of the Federation with regard to their activities and conduct.
- 4.12 No employee shall seek outside employment or office with out the previous consent of the competent authority.
- 4.13 An employee who is arrested or detained in Civil or Criminal case shall be considered to under suspension during the period of such arrest for detention and shall be allowed subsistence allowance as admissible under Rule 4.15 below.
- 4.14(a) The penalties for good and sufficient reasons may be imposed on an employee by the chief Executive Officer as per provision of Punjab Civil Services (Punishment and Appeals) Rules, 1970 amended from time to time.
- 4.15 An employee placed under suspension shall be allowed subsistence allowance as admissible to Punjab Government employees. if the employee is exonerated of the charge against him, he shall receive full pay and allowances which he should have received but for his being placed under suspension.
- 4.16 An employee on whom any of the penalties mentioned in regulation 4.14 has been imposed shall have right to appeal within 60 days of communication of the order to him to the Board of Directors or any Sub-Committee constituted by the board in this behalf.
- 4.17 An employee aggrieved by the orders of the appellate authority shall have a right to file a revision within 30 days of the communication of the order before the RCS or any Addl. Registrar, cooperative Societies authorised by him in this behalf. The decision of this revision shall be final and binding on both the parties.

Note:- Rule 4.14(a):- As amended vide letter no. RCS/Sugar Mills/3-35/1348 dated 3.02.2004.

No.SMA/RCS/3-33/3531-A

Dated : 29.9.1995

From

The Registrar,
Cooperative Societies, Punjab, Chandigarh.

To

The Managing Director,
Sugarfed, Punjab, Chandigarh.

Subject:- **Amendment in the Punjab State Federation of Cooperative Sugar Mills Ltd. (Service) Rules, 1980**

Memorandum

Please refer to your letter No. PSF/95/3049 dated 21.8.95, on the above cited subject.

Approval of the Registrar, Cooperative Societies, Punjab, Chandigarh is hereby conveyed for the amendments of the below noted service rules of the Punjab State Federation of Cooperative Sugar Mills Ltd. (Service) Rules 1980 with immediate effect.

Rule No.

2.12

Existing Rule.

No person shall be appointed to the service by direct recruitment who is below 18 years and above 45 years of age. Provided that the relaxation in the upper age limit may be allowed by Managing Director with the approval of the Registrar Cooperative Societies, Punjab in exceptional cases of having higher technical qualifications and experience. Provided further that such a relaxation shall not exceed more than 5 years.

Amended Rule.

No person shall be appointed to the service by direct recruitment who is below 18 years and above 45 years of age. Provided that the relaxation in the upper age limit may be allowed by Managing Director with the approval of the Registrar Cooperative Societies, Punjab in exceptional cases of having higher technical qualifications. Provided further that such a relaxation shall not exceed more than 10 years.

Schedule

'A' to the
Rules
(Sr.No.14)

By promotion

Minimum 10 years
to the experience as Clerk.

By promotion

Minimum 10 years experience as Clerk./
Sr. Clerk/ Junior Assistant, or having Passed
Assistant grade examination as per govt rules.

Sd/-

Joint Registrar (Farming)
for Registrar, Cooperative Societies,
Punjab, Chandigarh.

By promotion : Further Amended vide letter No. Sugar Mills/ SMA-I/3-33/9580A dated 15.9.99 Sr. No. 14, Schedule-A. (Page No. 17-29)-(Relevant Page No. 20)

No.RCS/Sugar Mills/2641-A

Dated:30/2/98

From:

The Registrar,
Cooperative Societies, Punjab,
Chandigarh.

To

The Managing Director,
Sugarfed, Punjab,
Chandigarh

Subject : Revision of pay scales of Sugarfed Head Office employees w.e.f. 1.1.1996 and allowances thereon such as HRA, CCA, Medical Allowance, and Dearness Allowance as per Punjab Civil Services revised pay Rules,1998 and pay fixation thereof.

Memo

As resolved by the Supervisory Officer, Sugarfed, Punjab vide its resolution No.35 dated 11.7.98, sanction of the Registrar, Cooperative Societies, Punjab is hereby conveyed for revision of pay scales of Sugarfed head office employees w.e.f. 1.1.1996. as per Annexure enclosed herewith and allowances thereon such as HRA, CCA, Medical Allowance and Dearness Allowance and pay fixation thereof as per Punjab Civil Services Revised Pay Rules, 1998. The revised scales will be implemented w.e.f. 1.4.1998 and no arrears for the period from 1.1.96 to 31.3.98 will be paid. The decision in this regard will be reviewed as and when the financial position of the Sugarfed and the Mills improves substantially.

These scales may be replaced in Schedule A, B, C & D under Rule 2.10 (a) of the Punjab State Federation of Cooperative Sugar Mills Ltd. (Service Rules) 1980 as amended in 1995 and a copy of complete rules incorporating the above amendments may please be sent to this office at an early date.

Other terms and conditions regarding revision of pay scales will be admissible as per Punjab Civil Services Revised pay Rules,1998 and notifications issued by the Punjab Govt. from time to time.

Sd/-
Addl. Registrar (G)
for Registrar, Corporative Socs.
Punjab, Chandigarh.

Encl : As above

Annexure

<u>S.No.</u>	<u>Category</u>	<u>Existing Scale</u>	<u>Revised Scales</u>	<u>Remarks</u>
1.	Executive Director allowed to shri B.L.Mahajan, Executive Director (Commercial) as a measure personal to him vide letter dated 5.12.96.	5900-200-6700 +500 SP	18600-500-22100+500 SP	Special Pay of Rs.500/-P.M. was
2.	Executive Director (Chemical)	5300-150-5900-200-6700	17250-450-18600-500-20100	
3.	Technical Adviser (ST)	5000-150-5900-200-6700	16350-450-18600-500-20100	
4.	Technical Adviser (Engg.)	5000-150-5900-200-6700	16350-450-18600-500-20100	
5.	Cane Adviser	5000-150-5900-200-6700	16350-450-18600-500-20100	
6.	Financial Adviser	5000-150-5900-200-6700	16350-450-18600-500-20100	
7.	Manager Administration	3700-100-4000-125-5000	12000-375-13500-400-15500	
8.	General Manager(Tech.)	3000-100-4000-125-4500	10025-275-10300-340-12000- 375-13500-400-15100	
9.	Secretary to MD	3000-100-4000-125-4500	10025-275-10300-340-12000- 375-13500-400-15100	
10.	Manager (MIS)	3000-100-4000-125-4500-	10025-275-10300-340-12000- 375-13500-400-15100	
11.	Commercial Officer	2300-70-2550-75-3000- 100-3500	7220-220-8100-275-10300-340- 10640	
12.	Superintendent	2000-60-2060-70-2550-75- 3000-100-3500	6400-200-7000-220-8100-275- 10300-340-10640	
13.	Assistant Accounts Officer	2000-60-2060-70-2550-75- 3000-100-3500	6400-200-7000-220-8100-275- 10300-340-10640	
14.	Personal Assistant	2000-60-2060-70-2550-75- 3000-100-3500	6400-200-7000-220-8100-275- 10300-340-10640	
15.	Senior Scale Stenographer	1800-50-2000-60-2060-70- 2550-75-3000-100-3200	5800-200-7000-220-8100-275- 9200.	
16.	Senior Assistant	1800-50-2000-60-2060-70- 2550-75-3000-100-3200	5800-200-7000-220-8100-275- 9200.	
17.	Accountant	1800-50-2000-60-2060-70- 2550-75-3000-100-3200	5800-200-7000-220-8100-275- 9200.	
18.	Draftsman(Mech.)	1800-50-2000-60-2060-70- 2550-75-3000-100-3200	5800-200-7000-220-8100-275- -9200.	

19.	Clerk/Cashier/ Lib. Clerk/Receptionist/Telex Operator	950-35-1160-40-1320-45- 1500-50-1800 with initial start of Rs.1000/-.	3120-100-3220-110-3660-120- 4260-140-4400-150-5000-160- 5160-.	The rate of typewriting allowance to the Typist, Clerks in the scale of 3120- 5160 deployed on full time basis shall be Rs.75/-p.m. w.e.f. 1-9-97 and for sanctioning typewriting allowance, a certificate to the effect that the concerned Clerks were actually deployed on typing work from the Head of Office will be required every month.
20.	EPABX Operator	950-35-1160-40-1320-45- 1500-50-1800 50/- S.P.With an initial start of Rs.1000/-.	3120-100-3220-110-3660-120- 4260-140-4400-150-5000-160- 5160.	The designation and the revised equivalent of the unrevised pay scale of officials working as Senior clerk and Junior Assistant as on 1.1.96, shall be protected as a measure personal to them. For further, the total no. of posts of clerk including Senior Clerk and junior Assistant in a cadre existing on 1.1.96 shall be divided into the posts of Clerk in the scale of Rs.3120-5160 and Junior Assistant in the scale of 4400-7000 in the ratio of 50:50. The new posts of Junior Assistant shall be created on the basis of actual requirements.
21.	Senior Clerk(40%)	1200-40-1320-45-1500-50- 2000-60-2060-70-2130-	4020-120-4260-140-4400-150 5000-160-5800-200-6200	The posts of Junior Assistants shall be filled up by promotion to the extent of 100% amongst the Clerks who have an experience of working as such for a minimum period of five years in the cadre of the department in which he is working at the time of promotion
22.	Junior Assistant(40%)	1500-50-2000-60-2060-70- 2550-75-2700	5000-160-5800-200-7000-220- 8100	
23.	Steno Typist	950-35-1160-40-1320-45- 1500-50-1800+50 S.P. with an initial start of Rs. 1000/- Subsequently revised by the Punjab Govt.to Rs.1080-1800 (Steno-Typist-Grade-II)	3330-110-3660-120-4260- 140-4400-150-5000-160-5800 200-6200	The pay scale of Rs.1200-2130 is abolished. The designation and the revised equivalent of this un- revised pay scale i.e. Rs.4020-6200 of the official working as Steno-Typist Grade-I as on 1st January 1996 shall be protected as a measure personal to them.
24.	Junior Scale Stenographer	1200-40-1320-45-1500-50- 2000-60-2060-70-2130- (Steno-Typist-Grade-I) 1200-40-1320-45-1500-50- 2000-60-2060-70-2130 (Junior Scale Stenographer Grade-ii)	4400-150-5000-160-5800-200 7000	The pay-scale of Rs.1500-2700 is abolished. The designation and the revised equivalent of this unrevised pay-scale i.e.Rs.5000- 8100 of the officials working as Junior

		1500-50-2000-60-70- 2550-75-2700 (Junior Scale Stenographer Grade-I)	
25.	Machine Man	950-35-1160-40-1320-45 1500-50-2000-60-2060-70- 2130	3120-100-3220-110-3660- 120-4260-140-4400-150- 5000-160-5800-200-6200.
26.	Driver	1020-35-1160-40-1320-45- 1500-50-1800-50-2000-60- 2060-70-2130-+300/S.P. and 350/-S.P. to the Driver. attached with M.D.	3330-110-3660-120-4260- 140-4400-150-5000-160- 5800-200-6200.
27.	Daftri	830-30-950-35-1160-40- 1320-45-1500+40/-S.P.	2820-100-3220-110-3660- 120-4260-140-4400
28.	Jamadar	830-30-950-35-1160-40- 1320-45-1500+40/ S.P.	2820-100-3220-110-3660- 120-4260-140-4400
29.	Peon/Peon-cum- Chowkidar/Sweeper	750with a start of 770-30-950-35-1160-40- 1320-45-1410.	2520-100-3220-110-3660- 120-4140-with a start of Rs.2620/.

Scale Stenographer Grade-I as on
1.1.96 shall be protected as a measure
personal to them.

Sd/-
Addl. Registrar (G)
for Registrar, Cooperative Socs.
Punjab, Chandigarh.

No.Sugar Mills/SMA-1/3-33/ 9580-A

Dated:15.9.99

From:

The Registrar,
Cooperative Societies, Punjab,
Chandigarh.

To

The Managing Director,
Sugarfed, Punjab,
Chandigarh.

Subject: Revision of Staffing Pattern of Sugarfed, Punjab

Memo

Please refer to your letter No.PSF/MD/FA/99/250 dated 14.9.99 on the subject cited above.

Approval of the Registrar, Cooperative Societies, Punjab, Chandigarh is hereby conveyed for the rationalization of the staffing pattern for Sugarfed as resolved by the Supervisory Officer vide resolution no. 52 in its meeting held on 27.8.99 along with Annexure A,B,C and D of Sugarfed rules and Annexure-II of Common Cadre Rules.

The revised approved strength is as under:-

Class of Posts	Existing approved Strength	Vacant abolished	Reduced to personal	Revised approved strength
A	16	4	3	9
B	9	2	3	4
C	57	6	20	31
D	20	0	15	5
Total	102	12	41	49

Joint Registrar (F)
for Registrar, Cooperative Societies,
Punjab, Chandigarh

SCHEDULE - A

Strength, Grade of pay etc. of the employees of the Punjab State Federation of Cooperative Sugar Mills Ltd., Chandigarh
Service Rules, 1980 as amended in 1999

Sr. No.	Designation	Class	Strength	Grade (Rs.)	Qualification Experience	Remarks
1.	Managing Director	A	1	--	On deputation a Senior Officer from IAS Cadre -- from the state Government.	
2.	Addl. Managing Director	A	1	--	On deputation from the State Government IAS/PCS/ Addl. Registrar of Cooperative Department.	Post stands abolished vide order no. PSF/JA-III/05/3564 dt. 27/31 Oct.2005
3.	Technical Adviser (Engg.)	A	1	16350-20100	Degree in Electrical/Mechanical Engineering and 10 years experience as Chief Engineer in a sugar mill/in a responsible position in Cooperative Sugar mills/Federation/Sugar Corporation.	Post stands abolished vide order no. PSF/JA-III/05/3564 dt. 27/31 Oct.2005
4.	Technical Adviser (ST).	A	1	-do-	Degree in Science with Post Graduate Degree or Diploma in Sugar Technology from any Institution in India or abroad with 7 years experience as Chief Chemist in Sugar Industry.	Post stands abolished vide order no. PSF/JA-III/05/3564 dt. 27/31 Oct.2005
5.	Cane Adviser	A	1	-do-	Ph.D in Agronomy or Plant breeding or Plant Pathology or Entomology with 10 years experience in Sugarcane Research/Development. Or On deputation from Punjab Agriculture University or from any reputed Govt. Sugarcane Research Institution possessing the qualifications and experience as mentioned above.	Post stands abolished vide order no. PSF/JA-III/05/3564 dt. 27/31 Oct.2005
6.	Financial Adviser	A	1	-do-	Degree in Commerce and Associate of Cost and Works Accountant/Association or Institution or Cost Accountant in large Industrial organisation for minimum 7 years.	
7.	Manager (Personnel & Legal)	A	1	12000-15500	<u>For deputation</u> By transfer of an IAS officer or PCS Officer or Departmental Officer not below the rank of Joint Registrar. For Direct Recruitment : Degree in Law with atleast 10 years working experience in senior capacity as Legal expert in a Govt./Semi Govt. Office or Company of reputed. Prior Work in the field of Sugar Industry or Cooperative Sector will be preferred. OR By absorption on transfer of a person under Rule 2.10 (b) (iii).	Post of Manager (Admn.) is redesignated as Manager (Personnel & Legal) in the same scale and made personal to the incumbent. - Post Stand abolished vide Order No. PSF/ C-III/2K/5392 Dated 19.10.2000 due to Retirement.

8.	Secretary to M.D.	A	1	10025-15100	By direct recruitment/by promotion as per Punjab Government Rules.	Post of Secretary to MD is personal to incumbent as sanctioned by R.C.S. Pb. vide letter no. SMA/RCS/3-33/4534-A dt. 26.4.94.
9.	Superintendent	B	1	6400-10640	By direct recruitment/by promotion as per Punjab Govt. Rules. OR on deputation from Coop. Deptt.	
10.	Asstt. Accounts Officer	B	1	6400-10640	<u>For direct recruitment :</u> Atleast C.A. (Intermediate) or B.Com. with 5 year experience. By promotion as per Punjab Government Rules.	
11.	Personal Assistant	B	1	6400-10640	For direct recruitment/by promotion as per Punjab Govt. Rules.	Out of two posts of PAs, one post is made personal to the incumbent.
12.	Sr. Scale Stenographer	C	----	5800-9200	For direct recruitment as in case of Senior Scale Stenographers in Punjab Govt. By promotion as per Punjab Govt. Rules.	Post of Sr. Scale Stenographer is made personal to the incumbent.
13.	Sr. Scale Stenographer	C	4	5800-9200	For direct recruitment as in case of Senior Scale Stenographers in Punjab Govt. By promotion as per Punjab Government Rules.	
14.	Senior Assistant	C	5	5800-9200	By promotion. Total 10 years experience, out of which 5 years as Clerk/Sr. Clerk and 5 years experience as Jr. Assistant.	One post on deputation from Coop. Department.
15.	Accountant	C	----	5800-9200	<u>For Direct Recruitment</u> a) B.Com with 5 years experience in Govt. office or in a Ltd., Concern. OR b) M.Com with 3 years experience in Govt. office or in a Ltd. concern OR c) B.A. with 3 years experience having passed SAS examination. By promotion as per Punjab Govt. Rules.	1. Must have passed Matric with Punjabi. 2. The post of Accountant is made personal to the incumbent.
16.	Jr. Scale Stenographer	C	2	4400-7000	<u>For direct recruitments</u> Educational and other qualifications as are/may be prescribed from time to time by the Punjab Govt. <u>By Promotion :</u> From amongst Steno-typist/Clerks as have acquired minimum shorthand/typing speed required for direct	

entry as Jr. Scale Stenographer.

NOTE : The designation and the revised equivalent of the unrevised pay scale i.e. 5000-8100 of the officials working as Jr. Scale Stenographer Grade-I as on 1.1.96 shall be protected as measure personal to them.

17.	Clerk	C	10	3120-5160	<p><u>For Direct recruitment</u> i) Matric 2nd division or 10+2 having passed as One subject of Punjabi, Matriculation/10+2 and (ii) Type writing English or Punjabi speed minimum 35 W.P.M. and (iii) Minimum 2 years experience of working as Clerk in any Cooperation/Public Ltd, Company OR Graduate with typing in English and Punjabi speed 35 W.P.M.</p> <p><u>By Promotion :</u> Out of Class-IV employees of Sugarfed having qualified minimum Matric and acquired knowledge of typewriting Punjabi and English as per quota fixed by Punjab Govt. from time to time.</p>	One post on deputation from Coop. Department.
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NOTE :

- i) The designation and the revised equivalent of the unrevised pay scale of officials working as Sr. Clerk (4020-6200) and Jr. Assistant (5000-8100) as on 1.1.1996, shall be protected as a measure personal to them. For future, the total No. of posts of Clerk including Sr. Clerk and Jr. Assistant in a Cadre existing on 1.1.1996 shall be divided into the posts of Clerk in the Scale of Rs. 3120-5160 and Jr. Assistant in the scale of Rs. 4400-7000 in the ratio of 50:50. The new posts of Jr. Asstt. shall be created on the basis of actual requirement. The posts of Jr. Assistants shall be filled up by promotion to the extent of 100% from amongst the Clerks who have an experience of working as such for a minimum period of five years in the Cadre of the department in which he is working at the time of promotion.
- ii) The rate of typewriting allowance to the Typist, Clerks in the scale of 3120-5160 deployed on full time basis shall be Rs. 75/- P.M. w.e.f. 1.9.97 and for sanctioning typewriting allowance, a certificate to the effect that the concerned Clerks were actually deployed on typing work from the Head office will be required every month.
- iii) The term Clerk include Library Clerk, Telex/EPABX Operator/Receptionist, Clerk-cum-cashier etc.

18.	Cashier-cum Clerk	C	1	3120-5160	<p>As given at Sr. No. 17</p> <p>i) Cash 2000/- ii) Tengible Security 10000/- iii) Fidelity Security 10000/- Guarantee</p>	
19.	Library Clerk	C	-	-do-	-do-	The post of Library Clerk is made personal to the incumbent.
20.	Receptionist	C	1	-do-	<p><u>For direct recruitment :</u> Qualifications as given at Sr. N0. 17 and experience of working as Receptionist for one year out of total experience of 2 years of working as Clerk</p>	

21.	EPABX Operator	C	1	-do-	<p><u>By promotion :</u> As per Punjab Government Rules.</p> <p><u>For direct recruitment :</u> Educational and other qualifications as are/may be prescribed from time to time by Punjab Govt.</p> <p><u>By promotion :</u> As per Punjab Government Rules.</p>	
22.	Steno-typist	C	-	3330-6200	<p><u>For Direct recruitment :</u> As applicable to Steno-typist of the Punjab Govt.</p> <p><u>By promotion :</u> As per Punjab Government Rules. Note : The designation and the revised Equivalent of the unrevised pay scale i.e. Rs. 4020-6200 of the officials working as Steno-typist Grade-I as on 1.1.1996 shall be protected as a measure personal to them.</p>	The post of Steno-typist is made personal to the incumbent.
23.	Telex Operator	C	-	3120-5160	Matriculate 2nd division, Typewriting English 40 w.p.m. knowledge of Punjabi upto Matric standard.	The post of Telex Operator is made personal to the incumbent
24.	i) Driver ii) Driver	C C	- 2	3330-6200 -do-	As per Punjab Govt. Rules -do-	The post of Driver is made personal to the incumbent.
25.	Class-IV	D	4	2520-4140 with a start of Rs. 2620/-.	As per Punjab Govt. Rules	Out of seven posts, three posts of Class IV are made personal to the incumbents
26.	Machineman	C	-	3120-6200	Matriculate on promotion from amongst the Sugarfed employees.	The post of Machineman is made personal to the incumbent.
27.	Peon-cum-Chowkidar	D	-	2520-4140 with a start of Rs. 2620/-	As per Punjab Govt. Rules	The post of peon-cum-Chowkidar is made personal to the incumbent.- Post stand ABOLISHED vide Order No. PSF/C-III/2K/5392 dated 19.10.2000 due to Retirement.
28.	Sweeper	D	-	-do-	-do-	The post of Sweeper is made personal to the incumbent.
29.	Daftri	D	-	2820-4400	As per Punjab Govt. Rules	The post of Daftri is made personal to the incumbent.
30.	Jamadar	D	-	-do- -do-		The post of Jamadar is made personal to incumbent.
31.	Driver	C	-	3330-6200	As per Punjab Govt. Rules	Two posts of Driver are made personal to the incumbents.

32.	Peon	D	-	2520-4140 with a start of Rs. 2620/-	As per Punjab Govt. Rules	Two posts of Peon are made personal to the incumbents.
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- NOTE : 1. The personal post(s) mentioned against category in the remarks columns are made personal and will stand automatically abolished in the event of any existing incumbent's retirement, resignation or any other way ceasing to hold the said post(s).
2. The employees who are drawing special pay before their revision of pay-scale w.e.f. 1.1.96 shall continue to draw special pay at the same rate of amount as a measure personal to them so long as they hold the post.
3. The work of sweeping shall be executed on contract basis as and when the incumbent working on the personal post of Sweeper left the service of Sugarfed by way of resignation or retirement or any other way.

Sd/-
Addl. Registrar (G)
Cooperative Societies, Punjab, Chandigarh

SCHEDULE-B

Sr. No.	Designation	Class	Strength	Grade (Rs.)	Qualification & Experience	Remarks
1.	Executive Engineer	A	-	As per Punjab Government		On deputation from PWD (B & R) Punjab. The post of Executive Engineer is abolished.
2.	Draftsman (Mech.)	C	-	5800-9200	i) ITI Certificate in Mech. Draftsmanship ii) Minimum 3 years experience as D/man in a reputed Sugar Factory or in an Engineering Industry manufacturing Sugar machinery.	The post of Draftsman (Mech.) is made personal to the incumbent.
3.	Sr. Scale Stenographer	C	-	-do-	or direct recruitment/By promotion As per Sr. No. 13 of Schedule - 'A'	Two posts of Sr. Scale Stenographer are abolished.
4.	Sr. Assistant	C	-	-do-	By promotion As per Sr. No. 14 of Schedule - 'A'	The post of Sr. Assistant is abolished.
5.	Clerk-cum-Typist	C	-	3120-5160	For direct recruitment/by promotion As per Sr. No. 17 of Schedule - 'A'	The posts of Clerk-cum-typist are made personal to the incumbents.
6.	Driver	C	2	3330-6200	As per Govt. Rules	Out of three posts of Driver, one post is abolished.
7.	Peon	D	-	2520-4140 with a start of Rs. 2620/-	As per Govt. Rules	Three posts of Peon are made personal to the incumbents.

- NOTE :** 1. The personal post(s) mentioned against category in the remarks columns are made personal and will stand automatically abolished in the event of any existing incumbent's retirement, resignation or any other way ceasing to hold the said post(s).
2. The employees who are drawing special pay before their revision of pay-scale w.e.f. 1.1.96 shall continue to draw special pay at the same rate of amount as a measure personal to them so long as they hold the post.

Sd/-
Addl. Registrar (G)
Cooperative Societies, Punjab, Chandigarh

SCHEDULE-C**Strength, grade of pay etc. of the employees of the Punjab State Federation of Cooperative Sugar Mills Ltd., Chandigarh
(Chemical Department)****SERVICE RULES, 1980 AS AMENDED IN 1999**

Sr. No.	Designation	Class	Strength	Grade (Rs.)	Qualification & Experience	Remarks
1.	Executive Director (Chemical)	A	-	17250-20100	Graduate and MBA from any recognised University with not less than 10 year experience as Executive Director in any organisation of repute preferably in Sugar or Chemical Industry, capable of independently setting up a Sugar and Chemical Industry as a Commercial and Financial Acumen to run it.	The post of Executive Director (Chemical) is abolished.
2.	General manager (Technical)	A	-	10025-15100	A Degree in Chemical Engineering and experience of not less than 10 year in Chemical Plants based on fermentation technology processes of which at least 3 years in a Senior Managerial capacity. Involvement in construction of such plants with sufficient exposure of latest technology in the Chemical Industry will be an added qualification.	The post of General Manager (Technical) is abolished.

Sd/-

Addl. Registrar (G)

Cooperative Societies, Punjab, Chandigarh

SCHEDULE-D**Strength, grade of pay etc. of the employees of the Punjab State Federation of Cooperative Sugar Mills Ltd., Chandigarh
(Commercial Department)****SERVICE RULES, 1980 AS AMENDED IN 1999**

Sr. No.	Designation	Class	Strength	Grade (Rs.)	Qualification & Experience	Remarks
1.	Executive Director (C)	A	-	18600-22100 + 500 S.P.	ICWA with atleast 20 years experience of which atleast 5 years experience at the middle level in a manufacturing unit and experience at the top level of not less than 10 years, dealing with sales, purchases, cost/internal audit and financial aspects of operations. Experience in the Sugar/Chemical Industry preferred. Candidate should have good leadership qualities and a proven track record.	Special pay of Rs. 500/- P.M. was allowed to Sh. B.L. Mahajan, Executive Director (Commercial) as a measure personal to him. Post stands abolished vide order no. PSF/JA-III/05/3564 dated 27/31 st Oct. 2005
2.	Manager Management service (MIS)	A	1	10025-15100	ICWA with not less than 5 years experience at middle management level of company of repute preferably in the sugar and Chemical Industry, and exposure to EDP system. dated 19.10.2000 due to dismissal of an employee from service. This Post has been ABOLISHED subject to decision of an appeal filed before the Board of Directors.	Out of two posts of manager Management Services (MIS), one post is made personal to the Incumbent. - One Post stand ABOLISHED vide Order No. PSF/C-III/2K/5392
3.	Commercial Officer	A	-	7220-10640	Graduate in commerce or Economics with minimum of 5 years experience in Commercial Deptt. dealing in both purchase and sale, preferably in Sugar Industry.	The post of Commercial Officer is made personal to the incumbent.
4.	Personal Assistant	B	1	6400-10640	<u>By direct recruitment :</u> Graduate with English shorthand and typewriting speed of 120/50 w.p.m. with minimum 5 years experience as Senior Stenographer and 3 years as Personal Assistant. <u>By promotion :</u> As per Punjab Government Rules.	
5.	Sr. Scale Stenographer	C	2	5800-9200	<u>By Direct recruitment :</u> Graduate with English shorthand and typewriting speed of 100/40 w.p.m. with minimum 3 years experience as Sr. Scale Stenographer.	

By Promotion

As per Punjab Government Rules.

6.	Sr. Assistant	C	-	5800-9200	<u>By Promotion</u> As per Sr. No. 14 of Schedule - 'A'.	Out of five posts of Sr. Assistant two posts are abolished and three posts are made personal to the incumbent
7.	Peon	D	1	2520-4140 with a start of Rs. 2620/-	<u>By direct recruitment</u> As per Punjab Government Rules. By Promotion. -do-	Out of two posts of peon, one post is made personal to the incumbent.

ANNEXURE-II

**POST IN THE PROJECT CELL POSTED AT
CHANDIGARH (UNDER COMMON CADRE) RULES 1991**

Sr. No.	Designation	Class	Strength	Grade (Rs.)	Qualification & Experience	Remarks
1.	General Manager (Project)	A	-	12000-19100	As for Managing Director of Sugar Mills in Common Cadre Rules, 1981 (Annexure-I)	<u>By Promotion</u> C.E., C.C.,CCDO, CAO. The post of General Manager (Project) is abolished.
2.	Dy. Chief Engineer	B	-	7220-11660	The qualification is same as mentioned in the Common Cadre Rules, 1981 as amended in 1995.	<u>By promotion</u> As per Common Cadre Rules, 1981. The post of Dy. Chief Engineer is abolished.
3.	Dy. Chief Chemist	B	-	-do-	-do-	-do- The post of Dy. Chief Chemist is abolished.
4.	Superintendent	B	-	6400-10640	For direct recruitment/by promotion as per Punjab Govt. Rules.	On absorption from equivalent post in PKUL /on deputation. The post of Superintendent is made personal to the incumbent.
5.	Asstt. Accounts Officer	B	-	-do-	The qualification is same as mentioned in the Common Cadre Rules, 1981.	-do- The post of Asstt. Accounts Officer is made personal to the incumbent.
6.	Driver	C	-	3330-6200	Appointment may be made as per Punjab Govt. Rules.	- Two posts of Driver are made personal to the incumbents.- One Post of Driver stands ABOLISHED vide Order No. PSF/C-III/2K/5392 datd 19.10.2000 due to Retirement
7.	Peon	D	-	2520-4140 with initial start of Rs. 2620/-	Appointment may be made as per Punjab Govt. Rules.	Two posts of Peon are made personal to the incumbents.

NOTE : 1. The personal post(s) mentioned against category in the remarks columns are made personal and will stand automatically abolished in the event of any existing incumbent's retirement, resignation or any other way ceasing to hold the said post(s).

2. The employees who are drawing special pay before their revision of pay-scale w.e.f. 1.1.96 shall continue to draw special pay at the same rate of amount as a measure personal to them so long as they hold the post.

<u>Class of Posts</u>	<u>Existing approved strength</u>	<u>Vacant post abolished</u>	<u>Reduced to personal posts</u>	<u>Total reduction</u>	<u>Revised approved strength</u>
A	16	4	3	7	9
B	9	2	3	5	4
C	57	6	20	26	31
D	20	0	15	15	5
TOTAL	102	12	41	53	49

Sd/-
Addl. Registrar (G)
Cooperative Societies, Punjab, Chandigarh

No.RCS/Sugar Mills/SMA-1/3-59/4884A

Dated.28.8.2000

From

The Registrar,
Cooperative Societies, Punjab, Chandigarh.

To

The Managing Director,
Sugarfed, Punjab, Chandigarh.

Subject: Approval to revise Punjab State Federation of Cooperation Sugar Mills Service (Common Cadre and Sugarfed) T.A. Rules 1995 in pursuance of revision of pay scales of Sugarfed as well as of Common Cadre Employees.

Memo :

Please refer to your letter No.PSF/74-16/TA/DA Rules/3058 dated 29.6.2000 on the subject cited.

Approval of the Registrar, Cooperative Societies, Punjab, Chandigarh. is hereby conveyed for the amendment of TA Rules, 1995 in pursuance of revision of pay scales of Sugarfed as well as of Common Cadre Employees of Sugar Mills as per Punjab Govt. instructions issued vide letter No. 5.1.98-2FP/IV/356 dated 8.5.98 and as amended for time to time by the Govt.

Sd/-
Joint Registrar (Farming)
for Registrar, Cooperative Societies,
Punjab, Chandigarh.

1. Implementation of the recommendations of the Fourth Punjab Pay Commission regarding T.A/DA (Copy of F.D. Pb. No. 5/1/98-2FPIV/356 dt. 8.5.98)

I am directed to address you on the subject cited above and to say that in pursuance of the recommendations of the Fourth Punjab Pay Commission, the Governor of Punjab is pleased to take the following decisions :-

- (i) For the purpose of TA/DA grading of the employees in various pay ranges in the revised scales of pay (as sanctioned vide Punjab Civil Service (Revised Pay Rules, 1998) shall be as under :-

Grade	Pay Range
I	Rs. 15,000 and above
II	Rs. 10000 and above but less than Rs. 15000
III	Rs. 6000 and above but less than Rs. 10000
IV	Rs. 5000 and above but less than Rs. 6000
V	Rs. 4000 and above but less than Rs. 5000
VI	Below Rs. 4000

- (ii) The revised classification of cities in or outside the State, for the purpose of grant of T.A/D.A. to Government employees, shall be as under :-

- a) Cities with population of 50 Lakhs and Above A-1
 b) Cities with population of 20 lakhs and above but less than 50 Lakhs A
 c) Cities with population of 10 lakhs and above but less than 20 Lakhs B-1
 d) Cities with population of 05 lakhs and above but less than 10 Lakhs B

- (iii) Daily Allowance

The revised rates of daily allowance shall be as under :-

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

- (iv) No Daily Allowance shall be permissible within a radius of 8 Kms. from the place of duty, Road Mileage at the fixed rates will, however, be paid for this journey except to employees in receipt of Local Traveling-cum-misc. Allowance and Conveyance Allowance.
- (v) Journey beyond 8 Kms and within 25 Kms. of the place of duty shall be treated as local journey. Daily Allowance shall be admissible for a calender day at half the normal rate irrespective of the period of absence if the employee returns to the headquarters, the same day. But when such a journey involves night stay, an employee shall be entitled to normal travelling allowance.
- (vi) A full Daily Allowance shall be admissible for journey beyond 25 Kms. from the headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance shall be admissible.
- (vii) No incidental charges shall be payable in addition to the Daily Allowance/half Daily Allowance.
- (viii) The entitlement to Travel by Rail shall be as under :-

<u>Grade</u>	<u>Travel Entitlement</u>
I	Ist Class A.C/Shatabadi Executive Class
II	A.C. Chair Car/A.C. Two tier sleeper/Ist Class
III & IV	Ist Class/A.C. Chair Car/A.C. three tier
V & VI	Second Class Sleeper

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

<u>Grade</u>	<u>Entitlement</u>
I & II	A.C. Bus
III	Delux Bus/Express Bus
IV & V and VI	Ordinary Bus

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

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

In Case of International travel, Officers of and above the level of Secretaries in the State Government and of equivalent Status shall be entitled to travel by Business/Club class and all other officers of the State Government shall be entitled to travel by economy class.

- (xi) The revised road mileage per Km. Shall be as under :-
- | Grade | <u>Own Motor Car</u> | <u>Own Motor Cycle/ Scooter</u> | Ordinary Cycle | Other means of conveyance
<u>Taxi</u> <u>other</u> | |
|-------|----------------------|---------------------------------|----------------|---|--|
|-------|----------------------|---------------------------------|----------------|---|--|

means

	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
I		3.00	1.20	0.50	3.50	3.00
II		3.00	1.20	0.50	3.50	3.00
III		3.00	1.20	0.50	3.50	3.00
IV		--	1.20	0.50	--	1.50
V		--	1.20	0.50	--	1.50
VI		--	--	0.50	--	1.50

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

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

At New Delhi and Shimla, the expenditure on hotel accommodation and Daily Allowance at hotel rates shall be reimbursed only if no accommodation is available in Punjab Bhawan/Circuit Houses/Rest Houses at these places.

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

Grade I & II	Two Trucks
Grade III	One Truck

Grade IV, V & VI

One Mini Truck

- a) The rates shall be fixed for carriage of personal effects by road only. The State Transport Commissioner shall determine distance between two stations by road, by shortest route and shall also fix rates per truck per kilometre and revise them atleast annually. If necessary, he may fix separate rates for journey covering smaller distances.
 - b) If an employee transports his personal effects by rail, the existing rules and instructions shall apply.
 - c) The State Government employees shall also be allowed a Composite Transfer Grant equal to one month's basic pay in case of their transfer involving a change of station located at a distance of more than 25 Kms and in case of transfer to stations which are at a distance of less than 25 Kms, the Composite Transfer Grant will be restricted to 1/3 of the basic pay, provided a change of residence is actually involved. This grant would be in addition to the transportation charges and no packing charges, transport incidentals for the Government Servant and the members of his family as well as the road mileage for journeys between the residence and the railway station/Bus Stand/Airport at the old and new stations, shall no longer be admissible as these will instead be subsumed in the Composite Transfer Grant.
- (xiv) The time limit for the presentation of Traveling Allowance bill for shifting of personal effects on retirement is enhanced from six months to two years.
2. The instructions/orders issued from time to time on the subject shall be treated to have been modified to the extent of the decisions contained in this letter.
 3. The decisions contained in this letter shall be effective from the 1st day of June, 1998.
 4. The relevant rules shall be amended in due course on the lines of the decisions contained in this letter.