

**PUNJAB STATE COUNCIL  
FOR  
SCIENCE & TECHNOLOGY**



(Framed under Rule 12 of Memorandum of Association)

Approved by

Executive Committee of

Punjab State Council for Science & Technology

in its 16<sup>th</sup> meeting held on 11<sup>th</sup> JUNE 1991, Medical Rules as per Punjab Govt. circular no.5/22/97-IFPI/11179 dated 31-12-1997 amended as per Punjab Govt. rules after implementation of VI Pay Commission, Rules of Library as approved in the PC held on 13.08.2004, TA Rules as amended by Punjab Govt. vide letter No.18/41/09- 4FP/440 dated 31<sup>st</sup> August, 2009, Amended Administrative & Financial Delegation Powers in 51<sup>st</sup> meeting of E.C.held on 27.01.2010 . (Amendments in other rules by EC/PC are being uploaded.(Site under construction)

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## CHAPTER-I

### Preliminary :

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

### DEFINITIONS

- 1.4.1 **'EXECUTIVE COMMITTEE'** means the Executive Committee of PSCST Secretariat as mentioned in Rule-8 of Rules and Regulations of the said Council.
- 1.4.2 **'CHAIRMAN'** means the Chairman of the Executive Committee of the PSCST Secretariat.
- 1.4.3 The **'COUNCIL'** means the PSCST acting through the Chairman of its Executive Committee.
- 1.4.4 **'DIRECT APPOINTMENT'** means appointment made otherwise than by promotion or transfer of a person already in the service of the Council or made by taking a person on deputation from the State/Central Govt. or any other corporate body.
- 1.4.5 **'DUTY'** means the period of service, which counts for pay, leave and other emoluments but does not include any period of suspension or extraordinary leave without pay.
- 1.4.6 **'EMPLOYEE'** means a person employed on any post under the Council, but does not include a casual worker or a daily wage-worker.
- 1.4.7 **'GOVERNMENT'** means the Punjab State Government in the Science & Technology department for the time being incharge of the affairs of the Council under the Rules of Business of the Government.
- 1.4.8 **'MEMBER SECRETARY'**. The Secretary to Govt. Punjab, Science, Technology & Environment, shall be the Member Secretary of the Council.
- 1.4.9 **'EXECUTIVE DIRECTOR'** means the Executive Director of the Council.
- 1.4.10 **'DIRECTOR'** means the Director of the Council.
- 1.4.11 **'POSTS'** means the posts created/sanctioned by the Executive Committee of the Council from time to time.

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

1.4.13 **'TEMPORARY POST'** means a post carrying a definite rate of pay sanctioned for a limited time. Such a post can be held in an officiating capacity.

**NOTE:** An extension of a temporary post necessary to cover the period of leave granted to its holder is expedient only when the grant of leave involves no expenses to the Council.

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

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

1.4.16 **'APPOINTING AUTHORITY'** means the authority competent to make appointments as detailed in **Annexure-A (Page-28)**.

1.4.17 **'CADRE'** means the strength of a service or a part of a service sanctioned as a separate unit.

#### **POSTS UNDER THE COUNCIL:**

2.1 For the purpose of these Service Rules, the posts under the Council shall be classified under the following two categories, namely;

**(i) Scientists and Professionals;**

**(ii) Other officers and employees.**

2.2 There shall be temporary and regular posts under the Council.

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

2.4 No person shall be appointed on any post under the Council unless he/she is :-

**(i) a citizen of India; or**

**(ii) a subject of Sikkim; or**

**(iii) a subject of Nepal; or**

**(iv) a subject of Bhutan; or**

**(v) a Tibetan refugee who came to India before 1.1.1962 with the intention of permanently settling in India; or**

**(vi) a person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India**

Provided that a candidate belonging to category (ii), (iii), (iv), (v) and (vi) shall be a person in whose favour certificate of eligibility has been given by the competent authority and if he/she belongs to category (vi) the certificate of eligibility will be issued for a period of one year after which such candidates has acquired Indian Citizenship.

#### **RECRUITMENT AND RETRENCHMENT**

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

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

- 3.1.2 Appointment to all posts under the Council carrying a basic pay of Rs.10,001/- per month and above shall be made with the approval of the Executive Committee and posts carrying basic pay less than Rs.10,001/- by the Member Secretary, on the recommendations of Selection Committee.
- 3.1.3 The age of a person at the time of direct recruitment to a post under the Council shall not be less than 18 years and shall not exceed 38 years provided that the appointing authority may in specific cases relax condition having regard to the qualifications and experience of a candidate.
- 3.1.4 No person who has been dismissed from any public sector or private employment or has otherwise ceased to be in service of the Council, shall be re-employed except with the express approval of the Executive Committee.
- 3.1.5 Direct appointment of every person to any post under the Council shall be subject to production of medical fitness certificate issued by Medical Board/Chief Medical Officer.
- 3.1.6 All appointments shall be subject to the verification of the character and antecedents of the employee by the Police Department.

#### **PROBATION OF PERSONS APPOINTED TO SERVICE**

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

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

- a) If such person is recruited by direct appointment dispense with his/her service or revert him/her to a post on which he/she held lien prior to his/her appointment to the service by direct appointment and
- b) If such person is recruited otherwise,
  - i) *revert him/her to his/her former post; or*

- ii) *deal with him/her in such other manner as the terms and conditions of the previous appointment permit.*
- iii) *extend his/her period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation;*

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

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

#### **TERMINATION OF SERVICE:**

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

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

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

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

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

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

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

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

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

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

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

#### **PROMOTION:**

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

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

#### **SUPERANNUATION AND RETIREMENT:**

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

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

#### **GENERAL:**

6.1 The whole time of an employee shall be at the disposal of the Council. The working hours shall normally be the same as observed by the Punjab Government offices from time to time.

6.2 No employee shall directly or indirectly be engaged in any other business, occupation or employment nor shall he/she enters into any partnership or other business/relationship, accept any fees, endowment or commission, whatsoever, from any party other than the Council except with the prior permission of the appointing authority.

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

No employee of the Council shall take part in politics or in any political demonstration or stand for election as member of any House of the State Legislature or Parliament or of any local authority or indulge in activities that may cause embarrassment to the Council.

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

**PAY AND ALLOWANCES:**

- 7.1 **'PAY'** means the monthly pay drawn as fixed pay or in time scale.
- 7.2 **'PERSONAL PAY'** means an addition which may be granted to any employee by the appointing authority, in exceptional circumstances or other special considerations.
- 7.3 **'SPECIAL PAY/SECRETARIAT ALLOWANCE'** means additional pay granted in consideration of a specially arduous nature of duties or a specific addition to the work of responsibility.
- 7.4 **'AWARD'** means a fixed amount awarded in recognition of meritorious work performed by an employee of the Council.
- 7.5 **'ALLOWANCES'** includes dearness allowance, house rent allowance, travelling allowance, conveyance, city compensatory, sumptuary and overtime allowance or any other allowance sanctioned by the Executive Committee from time to time
- 7.6 An employee of the Council shall, on appointment be eligible to the minimum of the scale of the post to which he/she is appointed; provided that the appointing authority may, in consideration of the special knowledge, training or expertise, allow a higher initial start to any person.
- 7.7 The appointing authority may, in recognition of exceptionally good service of an employee of the Council, grant to him/her one or two increments in the time scale of his/her pay.
- 7.8 Government servants on deputation to the Council may either :-
- a) accept the pay scale of the post under the Council subject to the fixation of their pay in such pay scale by the appointing authority; or
  - b) continue to draw pay as per their pay scale in their parent service plus deputation pay as approved by the Government and other allowances as admissible to him/her in his/her parent department. The Government servants on deputation to the Council will be entitled to claim benefits of higher pay scales or of fixation of pay at a higher level with or without retrospective effect in the Council if such benefits have accrued to him/her in his/her parent service, consequent upon decision in his/her favour on his/her appeal or representation or otherwise as a matter of course.



- 7.9 The Council shall pay to the Government leave salary and pension contributions or any other liability in respect of officers or other employees of the State Government taken on deputation, at the rates in force, from time to time in this behalf.
- 7.10 An increment in a time scale may be drawn as a matter of course by employee of the Council unless it is with-held or deferred by the Appointing Authority on the ground of suspension, grant of extra-ordinary leave without pay or punishment.
- 7.11 Specific sanction of the Appointing Authority shall be required to cross an efficiency bar in any time scale of pay.
- 7.12 Special pay at a rate not exceeding 10% of basic pay, to be determined by the appointing authority, may be allowed to a person holding charge of an independent post in addition to his/her own duties, for a period exceeding one month.
- 7.13 When a person in a lower scale of pay is appointed to officiate in a higher scale of pay, he/she will draw the minimum of the higher scale or if the pay he/she is already drawing is more than the minimum of the new scale, it shall be fixed in the new scale at the stage next above his/her basic pay in the lower scale.
- 7.14 Employee of the Council shall receive such allowances as may be sanctioned by the Executive Committee from time to time. The dearness allowance shall be admissible as per Punjab Government rates as sanctioned from time to time.
- 7.15 Any sum of money or pay or allowances due to an employee of the Council that may have remained unclaimed, may be transferred to and held in the suspense account for a period of three years from the date on which the payment is normally due, and will thereafter be treated as lapsed to the Council.

**PENALTIES:**

- 8.1 An officer or employee of the Council may be awarded any one or more of the following penalties :-
- (i) ***warning or reprimand or censure;***
  - (ii) ***with-holding of increment or increments;***
  - (iii) ***reduction to a lower rank/time scale;***
  - (iv) ***recovery from pay of loss caused to the Council; and***
  - (v) ***removal or dismissal from service.***
- 8.2 The penalties referred to above may be imposed by order in writing of the Appointing Authority provided that not more than one penalty shall be imposed on any employee at any one time.
- 8.3 Any person in the employment of the Council against whom there are serious charges pending can be placed under suspension by order in writing of the Appointing Authority.

8.3.1 During the period of suspension such person shall be entitled to receive minimum subsistence allowance equal to one half of his/her basic pay plus allowances thereon :

- a) the difference of his/her pay and subsistence allowance may be given to such a person on his/her reinstatement if the appointing authority so directs; and
- b) the subsistence allowance already paid to the employee shall not be refundable to the Council in case such a person is ultimately removed from the service.

8.4 The penalties enumerated in 8.1 above may be imposed on any one or more of the following grounds :-

- a) ***unsatisfactory work and conduct;***
- b) ***take part in an illegal strike or inducing others to strike;***
- c) ***negligence, inefficiency or indolence;***
- d) ***irregular attendance;***
- e) ***unauthorized divulgence of any information or document detrimental to the interests or reputation of the Council.***
- f) ***theft, pilferage, fraud, dishonesty, misappropriation, defalcation or embezzlement;***
- g) ***absence from duty without leave or over-staying leave, except under circumstances beyond control, provided that the appointing authority may order such period to be treated as spent on leave of any kind admissible to the employee;***
- h) ***arrest or conviction on a criminal charge or for an offence involving moral turpitude or depravity or degradation of character;***
- i) ***insanity;***
- j) ***Anti-national activities; or***
- k) ***Any other sufficient ground.***

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

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

Provided further that where a penalty has been imposed or suspension order passed by the appointing authority with the approval of the Executive Committee, the person on

whom the penalty has been imposed may apply to the Executive Committee for a review of its decision within two months of the date of service of such order.

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

**DELEGATIONS:**

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

**AMENDMENT:**

10. The Executive Committee reserves the right to modify, cancel or amend all or any of these rules and issue supplementary rules or amendments thereto without previous notice and give effect to them from the date of issue or any other date. Any matter which is not covered by these rules or the rules framed by the Executive Committee from time to time shall be decided as per the relevant rules of the Punjab Government provided that they shall not be detrimental to the employee already in service.

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## CHAPTER-II

**TRAVELLING ALLOWANCE RULES**

| Sr. No. | TA Rules Approved by Executive Committee in its 16 <sup>th</sup> Meeting held on 11.6.1991 and subsequently amended from time to time.  |
|---------|---|
| 1.      | <p><b><u>SECTION -1 : GENERAL :</u></b></p> <p>These rules shall be called the “<b><u>Punjab State Council for Science &amp; Technology Travelling Allowances Rules</u></b>” and are based on TA/DA Rules of Govt. of Punjab as notified vide no. 18/10/09-4FP2/440 -441 dated 31.8.2009 and adopted by Executive Committee in its 51<sup>st</sup> meeting held on 27.1.2010 would be applicable. The TA/DA rules of Government of Punjab would be applicable, which have not been specifically mentioned under this chapter and amended from time to time.</p> |
| 2       | These rules shall apply to all the employees of the Council including those who are on deputation.  |
| 3       | The Council reserves the right to modify, cancel or amend all or any of these rules and issue supplementary rules or amendments thereto without previous notice and give effect to them from the date mentioned in Rule-1 provided they shall not be detrimental to the employees already in service.   |
| 4       | The Council reserves the right to interpret these rules and/or the supplementary rules and its decision in regard thereto shall be final.   |
| 5.      | <p><b><u>SECTION-II : DEFINITIONS :</u></b></p> <p>Unless there is anything repugnant in the subject, the following terms shall have the meaning assigned to them as noted against each :-</p>  |
| a)      | ‘ <b>TRAVELLING ALLOWANCE</b> ’ means allowance to cover the expenses incurred by an employee on travelling in connection with the affairs of the Council. Travelling Allowance is not intended to be a source of profit. -   |
| b)      | ‘ <b>DAILY ALLOWANCE</b> ’ is a uniform allowance for each day of absence from Headquarters or part thereof and is intended to cover an employee’s boarding and lodging and other such expenses while on tour. -  |
| c)      | ‘ <b>HEADQUARTER</b> ’ means the normal place of duty of an employee as may be fixed by the Council from time to time and shall cover an area within a radius of 25 kms. from the normal place of duty. -   |
| d)      | ‘ <b>TOUR</b> ’ means the absence of an employee from his/her headquarters on Council’s duty with proper sanction. -  |
| e)      | ‘ <b>DAY</b> ’ will be reckoned as a period of 24 hours. -  |
|         | <p><b><u>SECTION III : JOURNEY ON TOURS :</u></b></p>   |
| 6.      | The journey on tour shall be deemed to commence from and end at the Headquarters of an employee. -  |
| 7.      | Travelling Allowance is admissible for journey on tour by road, rail and air to the extent indicated below :-   |

i) **Travelling Allowance (TA/DA)** : For the purposes of TA/DA, categorization of Punjab Government Employees on the basis of Grade pay shall be as under:-

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

**(Approved by EC in 51<sup>st</sup> Meeting held on 27.1.2010)**

ii) The revised classification of cities within or outside the State for the grant of TA/DA shall be as under:-

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

**(Approved by EC in 51<sup>st</sup> Meeting held on 27.1.2010)**

iii) **Daily Allowance**:-The revised rates of daily allowances shall be as under:-

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

The other conditions for Daily Allowance should remain in force :

**(Approved by EC in 51<sup>st</sup> Meeting held on 27.1.2010)**

**For example :**

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

**(Approved by EC in 51<sup>st</sup> Meeting held on 27.1.2010)**

(b) Journey beyond 8 Kms and within 25 kms of the place of duty should be treated as local journeys. Daily allowance should be admissible for a calendar day at half the normal rate irrespective of the period of absence if the employee returns to headquarters the same day. But when such a journey involves night stay, an employee should be entitled to normal traveling allowance. **(Approved by EC in 51<sup>st</sup> Meeting held on 27.1.2010)**

(c) A full daily allowance should be admissible for journeys beyond 25 kms from headquarters if the period of absence is six hours or more. If the period of absence is less than six hours, half Daily Allowance should be admissible; and **(Approved by EC in 51<sup>st</sup> Meeting held on 27.1.2010)**

(d) No incidental charges should be payable in addition to the Daily Allowance/ Half Daily Allowance. **(Approved by EC in 51<sup>st</sup> Meeting held on 27.1.2010)**

iv) **Travel Entitlement by Rail/Air** : The entitlement to travel by Rail/Air shall be as under:-

| Grade Pay Category | Entitlement by Rail                              |
|--------------------|--|
| I                  | 1st Class A.C./ Executive Class                  |
| II                 | 1st Class /A.C. Chair Car/ A.C. Two Tier Sleeper |
| III                | 1st Class/ A. c. Chair Car/ A.C. Three Tier      |
| IV & V             | Second Class Sleeper                             |

**(Approved by EC in 51<sup>st</sup> Meeting held on 27.1.2010)**

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

| Grade Pay Category | Entitlement by Bus      |
|--------------------|-------------------------|
| I & II             | A.C. Bus                |
| III                | Deluxe Bus/ Express Bus |
| IV & V             | Ordinary Bus            |

**(Approved by EC in 51<sup>st</sup> Meeting held on 27.1.2010)**

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

| Grade Pay Category | Entitlement by Air  |
|--------------------|---|
| I & II             | Economy Class   |
| III                | Economy Class (on the condition that the distance is more than 500 kms. |

In case of International travel, officers of and above the level of Secretaries in the State Government and the equivalent status would be entitled to travel by Business/ Club Class in cases where the one way flying time is more than 8 hours and economy class for all other International flights. All other officers of State Government would be entitled to travel by Economy Class. **(Approved by EC in 51<sup>st</sup> Meeting held on 27.1.2010)**

- v) Keeping in view the fact that fuel costs have gone up significantly in recent years, the revised rates of road mileage per km. increased by Govt. of Punjab, Department of Finance (Finance Personnel -2 Branch) vide their letter No.18/12/2005-4FP2/868 dated 3.2.2006 are applicable as follows:- **(Approved by EC in 51<sup>st</sup> Meeting held on 27.1.2010)**

( in Rs.)

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

- vi) **Journey By Road :-**

- a) The grade pay ranges for travel by public bus/ auto-rickshaw/ Scooter/ motor cycle, A.C. Taxi, Taxi/ own car is revised as indicated below:- **(Approved by EC in 51<sup>st</sup> Meeting held on 27.1.2010)**

|                    | <table border="1"> <tr> <th>Grade Pay Category</th> <th>Entitlement</th> </tr> <tr> <td>I&amp;II</td> <td>Actual fare by any type of public bus including air-conditioned bus.<br/><b>OR</b><br/>At rates prescribed by the Transport Department of AC Taxi when the journey is actually performed by AC Taxi.<br/><b>OR</b><br/>Actual fare for journeys by auto rickshaw</td> </tr> <tr> <td>III</td> <td>Same as for (I &amp; II) above with the exception that journeys by AC Taxi will not be permissible.<br/><b>OR</b><br/>At prescribed rates for Taxi/ auto rickshaw/ own scooter/ motor cycle / moped etc.</td> </tr> <tr> <td>IV &amp;V</td> <td>Actual fare by ordinary public bus only<br/><b>OR</b><br/>At prescribed rates for auto rickshaw /own scooter/ motor cycle/ moped etc.</td> </tr> </table> | Grade Pay Category | Entitlement   | I&II            | Actual fare by any type of public bus including air-conditioned bus.<br><b>OR</b><br>At rates prescribed by the Transport Department of AC Taxi when the journey is actually performed by AC Taxi.<br><b>OR</b><br>Actual fare for journeys by auto rickshaw | III | Same as for (I & II) above with the exception that journeys by AC Taxi will not be permissible.<br><b>OR</b><br>At prescribed rates for Taxi/ auto rickshaw/ own scooter/ motor cycle / moped etc. | IV &V    | Actual fare by ordinary public bus only<br><b>OR</b><br>At prescribed rates for auto rickshaw /own scooter/ motor cycle/ moped etc. |    |    |                 |
|--------------------|---|--------------------|---------------|-----------------|--|-----|--|----------|---|----|----|-----------------|
| Grade Pay Category | Entitlement   |                    |               |                 |  |     |  |          |   |    |    |                 |
| I&II               | Actual fare by any type of public bus including air-conditioned bus.<br><b>OR</b><br>At rates prescribed by the Transport Department of AC Taxi when the journey is actually performed by AC Taxi.<br><b>OR</b><br>Actual fare for journeys by auto rickshaw  |                    |               |                 |  |     |  |          |   |    |    |                 |
| III                | Same as for (I & II) above with the exception that journeys by AC Taxi will not be permissible.<br><b>OR</b><br>At prescribed rates for Taxi/ auto rickshaw/ own scooter/ motor cycle / moped etc.  |                    |               |                 |  |     |  |          |   |    |    |                 |
| IV &V              | Actual fare by ordinary public bus only<br><b>OR</b><br>At prescribed rates for auto rickshaw /own scooter/ motor cycle/ moped etc.   |                    |               |                 |  |     |  |          |   |    |    |                 |
| b)                 | The rates of Mileage allowance for journeys on bicycle on tour and transfer will be Rs.1.20 per kilometer.  |                    |               |                 |  |     |  |          |   |    |    |                 |
| 8.                 | An employee shall be entitled to a single fare by the Class to which he/she is entitled.<br><b>NOTE</b> : Employee travelling by night trains shall also be entitled to have sleeper/ berth reserved by the class to which he/she is entitled. -  |                    |               |                 |  |     |  |          |   |    |    |                 |
| 9.                 | An employee travelling by a class lower than to which he/she is entitled shall charge the fare of the class actually travelled. -   |                    |               |                 |  |     |  |          |   |    |    |                 |
| 10.                | If an employee travels by a train which does not provide class of accommodation to which he/she is entitled, he/she may travel in the next higher class provided the employee furnishes a certificate and satisfies the Council that it was essential for him/her to travel by that train in the interest of the Council's work. -  |                    |               |                 |  |     |  |          |   |    |    |                 |
| 11.                | For journeys between stations not connected by rail, employees shall charge actual expenses incurred by them in travelling by taking a single seat in a Bus as per their entitlement and where Bus service is not available by taking a single seat in a taxi. -  |                    |               |                 |  |     |  |          |   |    |    |                 |
| 12.                | The rates of road mileage per km. in the use of personal vehicles for official purpose will be as per Rule-III – 7 - (v). <b>(Approved by EC in 51<sup>st</sup> meeting held on 27.1.2010)</b>  |                    |               |                 |  |     |  |          |   |    |    |                 |
| vii )              | <b>Accommodation :</b>  |                    |               |                 |  |     |  |          |   |    |    |                 |
|                    | The maximum rates for hotel accommodation/ tourist bungalows for outside Punjab and Chandigarh on the production of receipt shall be as under:- <b>(Approved by EC in 51<sup>st</sup> meeting held on 27.1.2010)</b>  |                    |               |                 |  |     |  |          |   |    |    |                 |
|                    | <table border="1"> <tr> <th>Grade Pay Category</th> <th>Accommodation</th> </tr> <tr> <td>I</td> <td>Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star; and</td> </tr> <tr> <td>II</td> <td>Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of category not above 3 star.</td> </tr> </table> <p style="text-align: center;"><b>Classification of City</b></p> <p style="text-align: center;"><b>(Any hotel room upto rupees per day)</b></p> <table border="1"> <tr> <td>Category</td> <td>A1</td> <td>A2</td> <td>B1</td> <td>B-2/Other Place</td> </tr> </table>   | Grade Pay Category | Accommodation | I               | Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star; and   | II  | Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of category not above 3 star.  | Category | A1  | A2 | B1 | B-2/Other Place |
| Grade Pay Category | Accommodation   |                    |               |                 |  |     |  |          |   |    |    |                 |
| I                  | Reimbursement of actual expenditure towards normal single room rent in a hotel of a category not above 5 star; and  |                    |               |                 |  |     |  |          |   |    |    |                 |
| II                 | Reimbursement of actual expenditure incurred towards normal single room rent in a hotel of category not above 3 star.   |                    |               |                 |  |     |  |          |   |    |    |                 |
| Category           | A1  | A2                 | B1            | B-2/Other Place |  |     |  |          |   |    |    |                 |

|           |  |      |      |      |      |
|-----------|--|------|------|------|------|
|           | III (including project staff being recruited on consolidated salary)   | 2000 | 1000 | 1000 | 1000 |
|           | IV (including non-technical project staff)   | 1500 | 1000 | 1000 | 1000 |
|           | V  | 1000 | 600  | 600  | 600  |
|           | Further, as per State Govt. notification, at New Delhi and Shimla, the expenditure on hotel accommodation and daily allowance at hotel rates shall be reimbursed only if no accommodation is available in Punjab Bhawan/Circuit Houses/Rest Houses at these places. However, it is the experience of the officers of the Council that generally they do not get accommodation in the above places. Hence, they may please be allowed to stay in the hotels at Delhi & Shimla as per their entitlement as approved by the Executive Committee in its 47 <sup>th</sup> Meeting held on 10.1.2008 as per above details. <b>(Approved by EC in its 51<sup>st</sup> Meeting held on 27.1.2010)</b>  |      |      |      |      |
|           | Provided that the Member Secretary may sanction actual total charges exceeding these limits on the production of hotel receipts.   |      |      |      |      |
|           | These entitlements are maximum permissible limits. However, payments would be made on production of actual bills.  |      |      |      |      |
|           | These entitlements are also subject to the non-availability of Govt. accommodation.  |      |      |      |      |
| (vi<br>ii | <b>Outstation Tours :</b>  |      |      |      |      |
| 13        | When an employee spends one part of a day in one locality and another part in a place for which different rate of daily allowance is admissible, he/she will claim daily allowance at the rate applicable to the place where he/she spends the night succeeding such day.  |      |      |      |      |
| 14        | Ordinarily for outstation journeys within the State including visits to Delhi, Council's transport will be provided to the officers as per entitlement given at Rule-VII. In case of non-availability of Council's transport, Executive Director/Directors, under urgent and exceptional circumstances may be allowed to undertake the journey by a taxi/by own transport subject to the approval of Member Secretary and they will be entitled to reimbursement at the rates mentioned at Rule-12.  |      |      |      |      |
| 15        | <p>i) No Daily Allowance shall be permissible within a radius of 6 kms from the place of duty. Road mileage at the fixed rates will, however be paid for this journey except to employees in receipt of Local Travelling-cum-Misc. Allowance and Conveyance Allowance. <b>(Adopted by EC in its 31st Meeting held on 8.10.1998 of Govt.letter no. 5/1/98-2FP/14/356 dated 8.5.1998 - Office Order and letter may be seen at CP/88-91 in main file of Service-Bye-Laws)</b></p> <p>ii) Journey beyond 8 kms and within 25 kms of the place of duty shall be treated as local journey. Daily Allowance shall be admissible for a calendar day at half the norms rate irrespective of the period of absence if the employee returns to the head quarters the same day. But when such a journey involves night stay, an employee shall be entitled to normal travelling allowance. <b>(Adopted by EC in its 31st Meeting held on 08.10.1998 of Govt.letter no. 5/1/98-2FP/14/356 dated 8.5.1998.</b></p> <p>iii) No incidental charges shall be payable in addition to the Daily Allowance/half Daily Allowance. <b>(Adopted by EC in its 31st Meeting held on 8.10.1998 of Govt. letter no. 5/1/98-2FP/14/356 dated 8.5.1998.</b></p> |      |      |      |      |
| 16        | When an employee is on tour to attend a training programme and/or seminar and the fees for such training programme/seminar is paid by the Council, including boarding and lodging charges, the employees shall be entitled only to 1/4 <sup>th</sup> of the Daily Allowance admissible to him/her for the place of visit.  |      |      |      |      |
| 17        | Employees performing journeys on tour in Council's vehicles shall charge only Daily Allowance as admissible to them provided the journeys performed is beyond 8 hours.   |      |      |      |      |
| 18        | Ordinarily Council's transport will be provided to an officer/employee as per Rule 7. In case of non-  |      |      |      |      |



| .   | availability of Council's transport, officers/employees using their own transport will be reimbursed at the rates mentioned at Rule -7(v).  |                       |                                |   |                                  |              |           |
|---|---|-----------------------|--------------------------------|---|----------------------------------|--------------|-----------|
|   | <b><u>SECTION-IV - JOURNEY ON TRANSFER :</u></b>  |                       |                                |   |                                  |              |           |
| 19  | <p>Employees shall be entitled to the transport charges for the carriage of their personal effects on transfer, according to the following norms :- <b>(Adopted by EC in its 31st Meeting held on 8.10.1998 of Govt. letter no. 5/1/98-2FP/14/356 dated 8.5.1998 and subsequently amended from time to time).</b></p> <table border="1"> <tr> <td>Grade I &amp; II</td> <td>Two Trucks</td> </tr> <tr> <td>Grade III</td> <td>One Truck</td> </tr> <tr> <td>Grade IV &amp; V</td> <td>One Truck</td> </tr> </table>   | Grade I & II          | Two Trucks                     | Grade III   | One Truck                        | Grade IV & V | One Truck |
| Grade I & II  | Two Trucks  |                       |                                |   |                                  |              |           |
| Grade III   | One Truck   |                       |                                |   |                                  |              |           |
| Grade IV & V  | One Truck   |                       |                                |   |                                  |              |           |
| a)  | The rates shall be fixed for carriage of personal effects by road only. The State Transport Commissioner shall determine distance between two stations by road, by shortest route and shall also fix rates per truck per kilometer and revise them at least annually. If necessary, he may fix separate rates for journey covering smaller distances.   |                       |                                |   |                                  |              |           |
| b)  | If an employee transports his personal effects by rail, the existing rules and instructions shall apply.  |                       |                                |   |                                  |              |           |
| c)  | The time limit for the presentation of travelling allowance bill for shifting of personal effects on retirement is enhanced from six months to two years.   |                       |                                |   |                                  |              |           |
|   | The decisions contained in letter no. 18/10/09-4FP2/440-441 dated 31.8.2009 issued by Deptt of Finance (Finance Personnel Branch-II) shall be effective from the First day of August, 2009. However, if the Travelling allowance entitlements in terms of the revised entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or class of employees, the entitlements, particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements. |                       |                                |   |                                  |              |           |
|   | <b><u>SECTION-V – LOCAL MODES OF CONVEYANCE ON TOUR :</u></b>   |                       |                                |   |                                  |              |           |
| 20  | <p>While on tour, employees will use the following modes of conveyance for local journeys for Council's work and for journey for Bus Stand/Railway Station/Air Port to fixed point both ways and will be allowed the actual expenses incurred on submission of receipts of the journeys performed. <b>(Approved by Personnel Committee in its meeting held on 13.8.2004).</b></p> <table border="1"> <thead> <tr> <th>Category of Employees</th> <th>Permissible mode of Conveyance</th> </tr> </thead> <tbody> <tr> <td>a)Executive Director/Directors/Additional Director/Senior Engineer/Joint Director</td> <td>Taxi for full day at local rates</td> </tr> </tbody> </table>                           | Category of Employees | Permissible mode of Conveyance | a)Executive Director/Directors/Additional Director/Senior Engineer/Joint Director | Taxi for full day at local rates |              |           |
| Category of Employees   | Permissible mode of Conveyance  |                       |                                |   |                                  |              |           |
| a)Executive Director/Directors/Additional Director/Senior Engineer/Joint Director | Taxi for full day at local rates  |                       |                                |   |                                  |              |           |
|   | <b><u>SECTION-VI – SUBMISSION OF TA BILLS :</u></b>   |                       |                                |   |                                  |              |           |
| 21  | <p>a) All T.A. bills shall be submitted on the Council's prescribed performa for tours during the calendar month by 15<sup>th</sup> of the next following month.</p> <p>b) For calculating actual time of travelling for claiming daily allowance, the schedule time of departure/arrival will be taken into account.</p>   |                       |                                |   |                                  |              |           |
| 22  | For journey not covered by these rules, TA may be allowed at such rates and to such extent as may be decided by the Member Secretary of the Council.  |                       |                                |   |                                  |              |           |
| 23  | For journey outside India, TA will be allowed at the rates at which foreign exchange is sanctioned by the Reserve Bank.   |                       |                                |   |                                  |              |           |

| 24  | The Council's employees may be allowed to use the Staff Cars for non-official local journeys in emergent cases at the rate of Rs.6.00 per km with permission of Executive Director/Director (Admn). This facility would be subject to availability of Staff Car.  |   |                  |   |    |                 |     |    |                   |     |    |                    |     |    |                                       |     |    |                           |     |    |                  |     |    |              |     |    |       |     |    |              |     |  |  |  |
|---|---|---|------------------|---|----|-----------------|-----|----|-------------------|-----|----|--------------------|-----|----|---------------------------------------|-----|----|---------------------------|-----|----|------------------|-----|----|--------------|-----|----|-------|-----|----|--------------|-----|--|--|--|
| <b>CONVEYANCE ALLOWANCE/TRANSPORT ALLOWANCE</b> |   |   |                  |   |    |                 |     |    |                   |     |    |                    |     |    |                                       |     |    |                           |     |    |                  |     |    |              |     |    |       |     |    |              |     |  |  |  |
| 25  | (a) All employees of the Council during local journey would be entitled to conveyance allowance as admissible to the following categories of employees as per Punjab Govt. notification adopted by the Council in the meeting of Personnel Committee held on 29.11.2011 and ratified by the Executive Committee in its meeting 53rd meeting held on 4.1.2012.   |   |                  |   |    |                 |     |    |                   |     |    |                    |     |    |                                       |     |    |                           |     |    |                  |     |    |              |     |    |       |     |    |              |     |  |  |  |
|   | <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Name of the Post</th> <th>Amount of Conveyance Allowance (in Rs.)</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Secretary to ED</td> <td>800</td> </tr> <tr> <td>2.</td> <td>Private Secretary</td> <td>800</td> </tr> <tr> <td>3.</td> <td>Personal Assistant</td> <td>800</td> </tr> <tr> <td>4.</td> <td>Senior Assistant/Jr. Accts. Executive</td> <td>600</td> </tr> <tr> <td>5.</td> <td>Senior Scale Stenographer</td> <td>600</td> </tr> <tr> <td>6.</td> <td>Junior Assistant</td> <td>500</td> </tr> <tr> <td>7.</td> <td>Steno-typist</td> <td>400</td> </tr> <tr> <td>8.</td> <td>Clerk</td> <td>400</td> </tr> <tr> <td>9.</td> <td>Peon/Sweeper</td> <td>300</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Sr.No.                                  | Name of the Post | Amount of Conveyance Allowance (in Rs.) | 1. | Secretary to ED | 800 | 2. | Private Secretary | 800 | 3. | Personal Assistant | 800 | 4. | Senior Assistant/Jr. Accts. Executive | 600 | 5. | Senior Scale Stenographer | 600 | 6. | Junior Assistant | 500 | 7. | Steno-typist | 400 | 8. | Clerk | 400 | 9. | Peon/Sweeper | 300 |  |  |  |
| Sr.No.  | Name of the Post  | Amount of Conveyance Allowance (in Rs.) |                  |   |    |                 |     |    |                   |     |    |                    |     |    |                                       |     |    |                           |     |    |                  |     |    |              |     |    |       |     |    |              |     |  |  |  |
| 1.  | Secretary to ED   | 800                                     |                  |   |    |                 |     |    |                   |     |    |                    |     |    |                                       |     |    |                           |     |    |                  |     |    |              |     |    |       |     |    |              |     |  |  |  |
| 2.  | Private Secretary   | 800                                     |                  |   |    |                 |     |    |                   |     |    |                    |     |    |                                       |     |    |                           |     |    |                  |     |    |              |     |    |       |     |    |              |     |  |  |  |
| 3.  | Personal Assistant  | 800                                     |                  |   |    |                 |     |    |                   |     |    |                    |     |    |                                       |     |    |                           |     |    |                  |     |    |              |     |    |       |     |    |              |     |  |  |  |
| 4.  | Senior Assistant/Jr. Accts. Executive   | 600                                     |                  |   |    |                 |     |    |                   |     |    |                    |     |    |                                       |     |    |                           |     |    |                  |     |    |              |     |    |       |     |    |              |     |  |  |  |
| 5.  | Senior Scale Stenographer   | 600                                     |                  |   |    |                 |     |    |                   |     |    |                    |     |    |                                       |     |    |                           |     |    |                  |     |    |              |     |    |       |     |    |              |     |  |  |  |
| 6.  | Junior Assistant  | 500                                     |                  |   |    |                 |     |    |                   |     |    |                    |     |    |                                       |     |    |                           |     |    |                  |     |    |              |     |    |       |     |    |              |     |  |  |  |
| 7.  | Steno-typist  | 400                                     |                  |   |    |                 |     |    |                   |     |    |                    |     |    |                                       |     |    |                           |     |    |                  |     |    |              |     |    |       |     |    |              |     |  |  |  |
| 8.  | Clerk   | 400                                     |                  |   |    |                 |     |    |                   |     |    |                    |     |    |                                       |     |    |                           |     |    |                  |     |    |              |     |    |       |     |    |              |     |  |  |  |
| 9.  | Peon/Sweeper  | 300                                     |                  |   |    |                 |     |    |                   |     |    |                    |     |    |                                       |     |    |                           |     |    |                  |     |    |              |     |    |       |     |    |              |     |  |  |  |
|   |   |   |                  |   |    |                 |     |    |                   |     |    |                    |     |    |                                       |     |    |                           |     |    |                  |     |    |              |     |    |       |     |    |              |     |  |  |  |

|   |   |                     |
|---|---|---------------------|
| (b) Technical and Non-technical staff whose salary is received from Govt. of India would be entitled to Conveyance Allowance/Transport Allowance as per Govt. of India Letter No. 21(2)/2008-E.II(B), dated 29.8.2008, as give below :- |   |                     |
| <b>Employees drawing Grade Pay</b>  | <b>Rates of Transport Allowance per month</b>   |                     |
|   | <b>In 13 cities classified as A-1/A earlier</b> | <b>Other places</b> |
| Rs.5400 & above   | Rs.3200 + DA thereon                            | Rs.1600+DA thereon  |
| However, Head of Divisions/officers who are allowed Council vehicles shall not be entitled to any such allowance.   |   |                     |
| These above categories will be revised as and when Centre Govt./State Govt. notify any change.  |   |                     |
| <b>(Adopted by EC in its 49<sup>th</sup> meeting held on 24.9.2008)</b>   |   |                     |
| <b><u>SECTION – VII - FOREIGN TRAVEL : (To be approved by the EC)</u></b>   |   |                     |
| In connection with the affairs of the Council :-  |   |                     |
| (i) Cases of foreign tours will require the prior approval of Member Secretary/ PSCST.  |   |                     |
| (ii) TA/DA on foreign visit shall be payable as per State Govt. norms.  |   |                     |
| (iii) However, hotel charges will be paid on actual basis or as per the entitlement (as per norms fixed by Indian Embassy/State Govt.) in the respective countries for equivalent grade officers in Govt.                               |   |                     |

**CHAPTER-III**  
**LEAVE RULES**

1. **TITLE**

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

2. **DATE OF ENFORCEMENT**

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

3. **SCOPE OF APPLICATION**

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

4. **TYPES OF LEAVE**

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

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

5. **CASUAL LEAVE**

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

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

Casual leave will be non-cumulative and no other leave of any kind can be combined with it. Holidays occurring during or at the beginning or at the end of the period of Casual Leave shall be excluded. Casual Leave shall not be asked or allowed for more than ten days at a time. The total period of absence shall not be more than 15 days at a time, once during a calendar year.

6. **EARNED LEAVE**

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

|                                      |                            |
|--------------------------------------|----------------------------|
|                                      |                            |
| <b>Exceeding 20 years of service</b> | <b>1/12 of duty period</b> |

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

7. **HALF PAY LEAVE**

20 days in a year for all employees.

8. **STUDY LEAVE**

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

9. **MATERNITY LEAVE**

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

**Maternity Leave for Contractual staff:**

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

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

- 10. Normally, leave applied for, if due, will be granted. However, the same can be refused in the interest of the work of Council.
- 11. When an employee retires, resigns or his services are terminated, except by dismissal of service for misconduct, the employee shall be paid for the leave due to his/her credit as per limit prescribed by Punjab Govt. from time to time.
- 12. Extraordinary leave may be granted to any Government Employee in special circumstances :-
  - (a) ***when no other leave is admissible, or***
  - (b) ***when other leave is admissible, but employee concerned applies in writing for the grant of extraordinary leave.***

The authority empowered to grant leave may commute retrospectively: -

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

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

**Public Holidays and Working Hours**

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

**Authority**

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

**Amendment of Rules**

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

**Interpretation of Rules**

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

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**CHAPTER-IV****1. CONTRIBUTORY PROVIDENT FUND RULES**

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

**2. GRATUITY RULES**

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

**3. EX-GRATIA GRANTS**

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

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**CHAPTER-V**  
**HOUSE RENT ALLOWANCE**

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

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**CHAPTER-VI****MEDICAL RULES****1. TITLE:**

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

**2. APPLICATION**

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

**3. ENTITLEMENT**

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

**4. PROCEDURE FOR CLAIMING REIMBURSEMENT**

- (i) In case of outdoor treatment : All employee have been allowed a fixed medical allowance of Rs. 250/- as per Punjab Govt. circular no.5/22/97-IFPI/11179 dated 31-12-1997 , enhanced to Rs.500/- per month as per Punjab Govt. rules after implementation of VI Pay Commission.
- (ii) In case of indoor treatment : An employee shall submit his/her medical claim and the prescribed essentiality certificate (as prescribed for Punjab Govt. Employees) duly countersigned along with discharge certificate, cash memos duly verified by the authorized Medical Attendant of the Hospital.

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

- iii) Time limit for preferring claims : Final claim for reimbursement of medical charges by an employee in respect of a particular spell of illness should ordinarily be preferred within three months from the date of completion of a treatment shown in the essentiality certificate issued by the authorized Medical Attendant. Such a claim shall not normally be entertained after the expiry of three months unless the



Executive Director/Director (Admn.) is satisfied that there are sufficient grounds for the delay in submitting the claim.

- iv) Reimbursement of cost of medicines : For reimbursement of expenses in respect of medicines prescribed by the authorized Medical Attendants, the Council shall follow the list of medicines approved by the Punjab Government for this purpose.
- v) The powers to sanction medical reimbursement are given in **Annexure-B (Page-35)**.

**CHAPTER-VII**

**LEAVE TRAVEL CONCESSION**

All employees of the Council, including those on deputation, on completion of one year's service in the Council, shall be entitled to the following leave travel concession as per Punjab Govt. and subject to funds availability.

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**Annexure-A****AMENDED DELEGATION OF POWERS OF PSCST****As approved In 51<sup>st</sup> Meeting of Executive Committee****ADMINISTRATIVE DELEGATIONS**

| <b>Sr. No</b> | <b>Nature of Powers</b>   | <b>Description of post</b>  | <b>Authority empowered</b>   |
|---------------|---|---|--|
| 1.            | To create or abolish any regular and temporary post.  | Govt. of Punjab funded posts<br><br>Govt. of India funded posts & Project Posts except Group-D<br><br>Govt. of India funded posts & Project Posts for Group D employees | Govt. on the recommendation of Executive Committee in case of Punjab Govt. funded posts only.<br><br>Executive Committee<br><br>Executive Director |
| 2.            | Authority to appoint by direct recruitment, promotion, transfer and deputation as well as extension in the period of deputation.      | Punjab Govt. funded Group-A Posts.<br><br>Govt. of India/Project funded Group-A Posts<br><br>All Group B&C Posts<br><br>Group D Posts                                   | Secretary, STE, Govt. of Punjab<br><br>Member Secretary with approval of Executive Committee<br><br>Member Secretary<br><br>Executive Director     |
| 3.            | Clearance of probation period   | All employees   | Appointing Authority   |
| 4.            | Powers of dismissal/termination   | All employees   | Appointing Authority   |
| 5.            | Powers to with-hold increments, reduction to a lower time scale, and recovery of loss caused to the Council from pay of the employee. | All employees   | Appointing Authority   |

## 6. Powers to record ACRs:

| <u>Designation</u>  | <u>Appraising authority</u> | <u>Reviewing Authority</u>              | <u>Accepting Authority</u>             |
|---|-----------------------------|---|--|
| a) Executive Director   | Member Secretary            | Member Secretary/<br>Secretary,STE      | Member Secretary                       |
| b) Director/HOD/MFA/<br>ADO/Secretary to<br>Executive Director              | Executive Director          | Executive Director                      | Member Secretary                       |
| c) ADs/JDs/PSOs/SSOs  | Concerned Director/<br>HOD  | Executive Director                      | Member Secretary                       |
| d) Scientists/APEs and<br>equivalent/Project<br>Associates/Field Staff      | Concerned Officers          | Concerned HOD                           | Executive Director                     |
| e) AMFA/PSs/PAs   | Concerned Officers          | HOD                                     | Executive Director                     |
| f) Information Retrieval<br>Officer   | Concerned Director/<br>PSO  | Executive Director/<br>Director (Admn.) | Member Secretary                       |
| g) Accounts Staff   | Manager (F&A)               | -                                       | Executive Director                     |
| h) Admn Staff/ Librarian/<br>Technician/<br>Receptionist/<br>Drivers/Goup-D | Admn. Officer               | -                                       | Executive Director/<br>Director (Admn) |

|     |   |   |   |
|-----|---|---|---|
| 7.  | Powers to expunge remarks in ACRs   | a) All Group A & B Posts<br><br>b) Group C & D  | Secretary, Science, Tech. & Env.<br><br>Member Secretary  |
| 8.  | Powers to grant honorarium to employees holding additional charge of a post in addition to their own duties | All employees   | Member Secretary  |
| 9.  | Powers to permit for study course and appear in an examination  | Executive Director<br><br>All employees   | Member Secretary<br><br>Executive Director  |
| 10. | Powers to sanction Casual Leave   | Executive Director<br><br>Scientists/Professionals & Group A<br><br>Other staff up to 4 days<br><br>Other staff above 4 days. | Member Secretary<br><br>Executive Director<br><br>Concerned Director/ Officer<br><br>Executive Director |

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

**Annexure-B****STATEMENT SHOWING DELEGATION OF FINANCIAL POWERS**

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

**Office Expenditure**

|    |   |  |   |
|----|---|--|---|
| 3. | <b>To sanction payment of :</b>   |  |   |
| a) | Electricity, Water, Fees and Taxes, Telephone Bills, Insurance of Assets, Postage & Telegram, Petrol, Diesel of Cars etc.<br><br>Other Govt. levies/taxes/ Services | Executive Director<br><br>Administrative Officer<br><br>Executive Director   | Full Powers<br><br>Rs.50,000/-<br>(at a time)<br><br>Full Powers                                    |
| b) | Maintenance contract of typewriters, photocopiers, computers and other office equipments including repairs consumable, office maintenance.                          | Executive Director<br><br>Director (Admn)  | Full Powers<br><br>Rs.10,000/-  |
| c) | Book binding, office equipment on rent, uniforms and liveries, travelling expenses, unforeseen expenses.  | Executive Director/ Director (Admn)  | Full Powers   |
| d) | Rent of office premises   | Member Secretary   | Full Powers   |
| 4. | To sanction purchase of Magazines, journals, newspapers, maps, periodicals etc.   | <b>Foreign :</b><br>Member Secretary<br><br>Executive Director<br><br><b>Domestic:</b><br><br>Executive Director/ Director (Admn.) | Full Powers<br><br>Rs.1,00,000/-<br><br>Full Powers   |
| 5. | To sanction Purchase of computer software running & maintenance of computers  | Executive Director   | Full Powers   |
| 6. | To sanction repairs & maintenance of staff cars:  |  |   |
| a) | Normal running & maintenance  | Admn.Officer   | Upto Rs.5,000/-   |
| b) | Special running & maintenance   | Executive Director/Director (Admn.)  | Full Powers   |
| 7. | To sanction Leave Travel Concession (LTC)   | Member Secretary<br><br>Executive Director/ Director (Admn)  | For Executive Director/Directors<br><br>All other staff on recommendation of Director/HOD concerned |
| 8. | To sanction medical   | Member Secretary   | Full Powers   |

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



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

|  |  |                    |             |
|--|--|--------------------|-------------|
|  | consultancy fees for Legal Advisor/ Consultant, P.F., Income-tax, Special Agencies | Executive Director | Rs.30,000/- |
|--|--|--------------------|-------------|

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

| Sr. No | Honorarium/Sitting fee paid for   |                    |   |
|--------|---|--------------------|---|
| 1.     | <b><u>Popularisation of Science</u></b> :<br>State Level Science Essay Writing :<br>a) Competitions<br>b) Children's Project Programme<br>c) Student Project Programme<br>d) Young Scientist Fellowship<br>e) Young Scientist Award   | Executive Director | Upto Rs.3,000/- ( on recommendation of concerned HOD and as per norms of the project) |
| 2.     | <b><u>Administration Section</u></b> :<br>a) Non-official members of the Executive Committee/ Governing Body.<br>b) Experts nominated to assist the Selection Committee in the selection process.<br>c) Fee paid to examiner for paper setting/marking for giving various tests to the candidates for non-technical posts in the Council. | Executive Director | Up to Rs.3000/-<br><br>Up to Rs.3000/-<br><br>Up to Rs.1000/-                         |
| 3.     | <b><u>Biotechnology</u></b> :<br>a) Experts for popular Biotechnology Lecture series (As per DBT Norms).<br>b) Experts/individual for advice in different areas in Biotechnology  | Executive Director | Up to Rs.3000/-<br><br>Up to Rs.3,000/-   |
| 4.     | <b><u>Environment</u></b> :<br>External experts for delivering Environmental related lectures during Seminars/Workshops (for one hour Lecture)  | Executive Director | Up to Rs.3000/-   |
| 5.     | External experts involved in conduction of<br>a) Workshops throughout the day   | Executive Director | Up to Rs.3000/-   |

|    |   |  |   |
|----|---|--|---|
| b) | Any other technical activity not covered above and in special cases on recommendation of HOD.                   |  | Upto Rs.5000/-  |
| c) | Experts/individual for monitoring the programmes conduction by NGOs/Voluntarily Organization in NEAC Programme. |  | Upto Rs.500/-<br>(on recommendation of concerned HOD) |

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

Note: Executive Director, PSCST is empowered to take decision with regard to rates for projects of Consultancy Cell, PSCST

**Rules of Library as amended on 13.08.2004**

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**Annexure-IV****Existing Rules: Borrowing Books from the Council's Library**

1. A Pass Book will be issued to all the officials to draw books from the library.

2. Loan Privileges:

- |                          |         |
|--------------------------|---------|
| (a) Scientific staff     | 2 books |
| (b) Non-scientific staff | 1 book  |

3. Conditions of Loan

(a) Period of Loan:

- |                           |         |
|---------------------------|---------|
| (i) Scientific staff      | 20 days |
| (ii) Non-scientific staff | 14 days |

(b) Reference books, like Encyclopedia, Dictionaries, Directories, Atlases, etc. are placed in restricted category and are not to be lent out except in very special cases where the rules may be relaxed with the approval of Director (Admn.)

(c) No books/ journals will be lent out by any person to the non-officials /outsiders without the prior permission of Director (Admn.)

(d) In case of loss of book the borrower will be responsible to replace the book. If he/she is unable to do so, the latest price as listed in latest catalogues of the publisher plus 10% as handling charges will be charged. Further, in case of set of volumes, price for the whole set will be realized charged.

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Annexure-V**Proposed Library Rules****General Rules:**

- 1.1 All personal belongings such as briefcases, boxes, handbags, umbrella, etc. are not allowed to be taken inside the library.
- 1.2 No personal book shall be allowed to be taken inside the library without informing the librarian.
- 1.3 A person shall not engage in audible conversation in any part of the library to the annoyance of any other reader.
- 1.4 A person shall not write upon, damage or mark any book belonging to the library.
- 1.5 The Executive Director reserves the right to suspend the membership privilege of any member for misbehaving or for indecent manners.

**Library Hours:**

Library will remain open during office hours on all working days.

**Admission to the Library:**

- 3.1 All the members of the staff and NGOs registered with PSCST are eligible to become members of library.
- 3.2 All the participants of workshops, seminars conducted by the Council can consult the library for the duration of the programme.
- 3.3 Outsiders desirous of using the library can also be admitted as special member with the written permission of the Executive Director. Rules for special membership are elaborated at Serial no. 13.
- 3.4 Scientific and technical institutes situated in Chandigarh or in Punjab can become corporate member of the library by paying a subscription of Rs. 2500/- per annum. Rules for corporate members are elaborated at Serial no. 14.

**4. Loan privileges:**

Members will be divided in the following categories and will enjoy the privileges as per detail shown against each category.

| <i>Categories of members</i>        | <i>Number of Books</i> | <i>Period of Loan</i> |
|-------------------------------------|------------------------|-----------------------|
| 4.1. Scientific and Technical Staff | 4                      | One Month             |
| 4.2. Non-Scientific Staff           | 2                      | 14 days               |
| 4.3. Special members                | 2                      | 14 days               |



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**8. Rules concerning Administration:****8.1. Acquisition:**

- 8.1.1. Books and periodicals will be purchased at the rates fixed by Good Offices Committee from time to time.
- 8.1.2. Tenders need not be called for this purpose.
- 8.1.3. Executive Director may sanction the purchase of book by paying handling charges or air freight charges if the books are urgently required.

**9. Physical Verification and Writing Off Books:**

- 9.1. Physical verification of the library books will be undertaken once a year if the books stock is less than 20,000, once in three years, between 20,000 to 50,000.
- 9.2. The loss of three books per thousand per year of the books issued and consulted is considered reasonable and hence such loss will be written off.
- 9.3. Authority of writing of such losses will rest with the Executive Director. Executive Director may write off the loss of books mentioned in the preceding paragraph provided the total value of all such books etc. does not exceed the monetary limit prescribed in Delegation of Financial Powers Rule, for Executive Director in a financial year. In the event, the total value exceeding the monetary limit specified above, the loss of books shall be written off with the approval of Executive Committee.

**10. Weeding out of Obsolete Material:**

Weeding out of obsolete, mutilated or damaged books, CDs and video cassettes will be done periodically in the interest of the library. However, the disposal of such material should be made on the recommendations of a three member committee to be appointed by the Executive Director which shall decide whether the document is obsolete, mutilated or damaged. The librarian will be ex-officio member of such a committee.

**11. Inter Library Loan:**

Reading material not available in the library may be procured on 'Inter Library loan basis' from other libraries. The library can also enter into loan arrangement with other institution on reciprocal basis.

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**12. Library Committee:**

- 12.1 The library committee will consist of atleast one representative each from scientific and technical wings of the council. Librarian will be ex-officio member of the committee.
- 12.2 The committee will be responsible for laying down policy for effective library services.
- 12.3 The library committee meetings will be held atleast twice a year

**13. Rules for Special Membership:**

- 13.1 The special membership shall be opened to the following categories:
  - a. Members of the NGOs registered with the Council.
  - b. Persons connected with scientific and technical institutes situated in Punjab and Chandigarh
  - c. Any other person with the permission of Executive Director.
- 13.2 A person can become a special member by depositing Rs. 1000/- as security which shall be refundable and service charges of Rs. 500/- per annum.
- 13.3 A person desirous of becoming a member will have to send his application through the head of the organization. The head of the organization will certify:
  - a. that the applicant is a full time member of the institute.
  - b. that the books are required for his/her academic/ professional work.
  - c. that the applicant will get a clearance certificate from PSCST Library on his/her transfer /superannuation or leaving the service.
- 13.4 Loan privileges:
  - a. a special member will be issued two books at a time for a period of 14 days.
  - b. an over due fine at the rate of Rs. 2/- per book per day will be charged in case the books are not returned by the due date.
  - c. periodicals will not be issued.
- 13.5 A library pass book will be issued to a special member and he/she will have to observe the library rules given in the pass book.

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#### 14. Rules for Corporate Membership

- 14.1 Any scientific/technical institution can enroll itself as corporate member of this library at the discretion of Executive Director.
- 14.2 The intending member will have to pay a subscription of Rs. 2500/- per annum.
- 14.3 Five books can be issued to the corporate member at a time for a maximum period of one month.
- 14.4 If necessary important article from a journal can be Xeroxed from the council at the rate of Rs. 1/- per page.