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PART III

Punjab Government Notifications and Orders

PUNJAB WATER REGULATION AND DEVELOPMENT AUTHORITY

NOTIFICATION

The 22nd December, 2020

No. 36640: PWRDA-PWRD0GENL/7/2020-PWRDA BRANCH/I/16450/2020-(7).-In exercise of the powers conferred by section 36 read with section 8 of the Punjab Water Resources (Management and Regulation) Act, 2020 (2 of 2020) and all other powers enabling it in this behalf, the Punjab Water Regulation and Development Authority, with the approval of the State Government, hereby frames the following Regulations, to govern the appointment, terms and conditions of service, pay and allowances etc. of employees of the Authority.

1. Short title, commencement and scope:-

- (1) These Regulations may be called the Punjab Water Regulation and Development Authority (Appointment & Service Conditions of Employees) Regulations, 2020.
- (2) These Regulations shall come into force from the date of their publication in the official gazette of the Government of Punjab.
- (3) These Regulations shall be applicable to all employees whether regular, contractual or on deputation appointed in the Punjab Water Regulation and Development Authority. The Authority may allow staff appointed before the commencement of these Regulations to continue as per the provisions of these Regulations.

2. Definitions

(1) In these Regulations, unless the context otherwise requires:-

- a) 'Act' means the Punjab Water Resources (Management and Regulation) Act, 2020;
- b) 'Appointing Authority' of an employee of the Authority means the Officer competent to make the appointment of an employee as mentioned in Annexure C;
- c) 'Authority' means the Punjab Water Regulation and Development Authority.
- d) 'Disciplinary Authority' means the authority competent to impose punishment on an employee of the Authority as mentioned in Annexure C;

- e) **'Employee'** means a person appointed in the service of the Authority under Regulation 4(1);
- f) **'Public Sector'** means the Union Government or any State Government, public institutions, organisations managed or owned by a Government including statutory bodies, urban local bodies, panchayati raj institutions, public sector undertakings and autonomous bodies.

(2) Words and expressions occurring in these Regulations and not defined herein above shall bear the same meaning as in the Act.

3. Classification of posts and sanctioned strength of employees:-

- (1) The classification and sanctioned staff strength of the Authority will comprise of the posts as specified in **Annexure 'A'** to these Regulations.
- (2) The Authority may modify the overall staff strength with the prior consent of the Government.
- (3) The Authority, at its discretion, may keep any post unfilled or keep it in abeyance for any period of time.

4. Mode of appointment of employees, and engagement of service providers, consultants etc:-

- (1) Appointment to a post in the Authority shall be made by any one of the following methods:
 - a) Direct appointment
 - b) Deputation or transfer
- (2) All direct appointments shall be made by a transparent and fair method of recruitment.
- (3) In case of posts where recruitment can be made from more than one pool of eligible candidates specified in **Annexure B**, the Authority may choose to make appointments from any pool.
- (4) Work of the Authority may be outsourced to Service Providers who shall be responsible for performance as per agreed service levels.
- (5) The Authority may appoint or engage any person, firm, agency or institution to provide consultancy, advisory, analytical or decision-support services as it may require. Such appointments or engagements shall be on terms and conditions that the Authority may determine from time to time.
- (6) Notwithstanding anything in these Regulations, the Authority may fill any post on deputation from the Public Sector.

5. Qualifications and experience for appointment:-

- (1) The qualifications for appointment to various posts in the Authority shall be as specified in **Annexure 'B'**; Provided that persons possessing equivalent or higher level of educational qualifications or work experience at an equivalent or level higher than the specified qualifications shall also be eligible; Provided further that the Authority may also specify desirable qualifications in addition to the qualifications mentioned in **Annexure 'B'**. Preference shall normally be given to candidates with such desirable qualifications.
- (2) In case the Authority requires specialized or expert knowledge, qualifications, experience at an equivalent or skills for dealing with any work, the Authority may engage persons of requisite qualifications and experience on such terms as it may decide.
- (3) The Authority may modify, or change the nomenclature or qualifications of any post depending upon the requirement of human resources.

6. Terms and Conditions of appointment:-

- (1) The appointment on deputation to any post shall initially be for a period up to five years, which may be extended to a maximum period of ten years. The Authority may consider extension beyond this period with the consent of the parent organisation. An employee taken on deputation will be governed by such terms and conditions of deputation as are determined by the Authority with the concurrence of his parent organisation.
- (2) The Authority may repatriate any employee taken on deputation to his parent organisation at any time before the expiry of his deputation period at its sole discretion.
- (3) The Authority may consider suitable persons with requisite qualifications for direct appointment. Such appointment shall be on contract basis for a period of up to five years. The Authority may, however, renew the contract further depending on the performance of the employee and requirements of the Authority.
- (4) The Authority may terminate the Services of any employee engaged on Contract basis with a notice of two months without assigning any reasons, and the employee may also terminate the contract by giving a notice of two months, unless the terms of contract provide otherwise.
- (5) The minimum and maximum age for appointment by the Authority shall be 21 years and 65 years respectively; Provided that the maximum age limit shall not apply to technical experts.
- (6) No employee other than a technical expert shall work in the Authority beyond the age of 70 years.
- (7) All appointments shall be made by the Appointing Authority mentioned in **Annexure C** of these Regulations.

7. Pay and Allowances:-

- (1) An employee on deputation will be entitled to draw admissible allowances at such rates and subject to such conditions applicable to the employee as per his terms of deputation finalised by the Authority with the consent of the parent department.
- (2) An employee appointed directly will be entitled to draw remuneration as per his conditions of contract. **Annexure 'A'** contains indicative remuneration for the current year which may vary from case to case and may be revised from time to time.
- (3) The terms of contract of an employee may provide for an annual increase in emoluments based on performance.

8. Annual Performance Assessment:-

- (1) In the case of an employee on deputation with the Authority, his Annual Performance Appraisal Report (APAR) will be recorded in a format finalised by the Authority in consultation with his parent department. For other employees, the APAR shall be recorded on the format approved by the Authority.
- (2) There shall be a Reporting Authority in supervisory capacity who shall assess the employee's performance & record the APAR. The Accepting Authority shall review & finally accept the APAR. The Reporting and Accepting Authorities will be specified by the Authority.

9. Discipline, punishment and appeals:-

- (1) In the matter of conduct, discipline, punishment and appeals, the employees will be governed by the Punjab Government Employees (Conduct) Rules, 1966 and the Punjab Civil Services

(Punishment & Appeal) Rules, 1970, as amended from time to time.

- (2) The Disciplinary Authority and Appellate Authority for employees are specified in **Annexure 'C'**.

10. Leave, medical facilities and other service matters:-

- (1) Directly recruited employees shall be entitled to such leave as may be specified in their Contract and the leave of employees on deputation, shall be governed by their terms and conditions of deputation and the Service Rules of their parent organisation. Provided that leave will not be availed as a matter of right. The Competent Authority may, in its sole discretion, refuse or curtail any leave, if so required in the interest of work.
- (2) In respect of medical facilities and service matters not expressly specified in these Regulations, Directly Recruited Employees will be governed by the conditions of their employment contract. Employees on deputation shall be governed by their terms and conditions of deputation of their parent organisation.

11. Outsourcing of Work:-

- (1) In case any work is outsourced by the Authority to a Service Provider, it shall be his sole responsibility to ensure that the staff engaged by him is not paid less than the minimum wages fixed by the Government and also to deposit all statutory contributions in respect of such persons with the concerned authorities.
- (2) The persons engaged by the Service Provider shall be employees of the Service Provider and shall not be treated as employees of the Authority for any purpose whatsoever. Such persons shall not have any right to make any claims against the Authority. It shall be exclusive the responsibility of the Service Provider to ensure compliance with all applicable legal provisions pertaining to their employment including compliance with the labour laws.

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ANNEXURE - A**POSTS IN THE AUTHORITY WITH INDICATIVE MONTHLY REMUNERATION FOR 2020-21.**

Sr. No.	Category	No. of posts	Monthly Compensation 2020-21
A. Managerial & Professional:			
1.	Secretary	1	₹ 1,50,000
2.	Senior Manager (Administration & Coordination)	1	₹ 1,20,000
3.	Senior Manager (Tariff and Regulation)	1	₹ 1,20,000
4.	Senior Manager (Legal)	1	₹ 1,20,000
5.	Senior Manager (IT)	1	₹ 1,20,000
6.	Senior Manager (Media and Communication)	1	₹ 1,20,000
7.	Manager Accounts	1	₹ 70,000
8.	Executive Engineer (on deputation)	2	Pay scale ₹ 15600-39100+7600
9.	Sub Divisional Engineer (on deputation)	2	Pay scale ₹ 15600-39100+5400
10.	Technical Expert (based on qualifications & experience)	4	₹ 70,000 to 1,20,000/-
B. Office Executives:			
11. A	Administrative Officer	1	₹50,000/-
11. B	Assistant Manager Coordination	1	₹50,000/-
12.	Assistant Manager Communication	1	₹ 45,000/-
13.	Private Secretary	4	₹ 50,000/-
14.	Junior Engineer (on deputation)	4	Pay scale ₹ 15600-39100+4800
15.	Senior Office Executive	4	₹ 40,000/-
16.	Legal Executive	1	₹ 45,000/-
17.	Computer Programmer	4	₹ 45,000/-
18.	Accountant	2	₹ 40,000/-
19.	Research Officer	1	₹ 35,000/-
20.	Office Executive	10	₹ 25,000/-
21.	Client Relations Officer	1	₹ 25,000/-
C. Support Staff (With Reference to Equivalent Work Outsourced):			
22.	Driver	05	Employed by Service Provider
23.	Multipurpose Support Staff	08	Employed by Service Provider
24.	Security Staff	04	Employed by Service Provider
25.	Cleaning and Support Staff	04	Employed by Service Provider

QUALIFICATIONS FOR EMPLOYEES

Sr. No.	Post	Qualifications (Education and Experience)
A. Managerial & Professional:		
1.	Secretary	Public Sector Serving/ Retired Government officer who has worked at the level of Special Secretary to Government
2.	Senior Manager (Administration & Coordination)	A. Public Sector An officer who has Retired from PCS (Executive) or from Group A Service of Government of India, OR B. Private Sector MBA from a recognised University/Institution with 10 years' experience in HR management or Administration at a senior position in a reputed organisation.
3.	Senior Manager (Tariff and Regulation)	MBA with B.Tech/B.E/B.Com, or Chartered Accountant or Company Secretary; with 10 years' experience in Finance/Accounts/Audit or Regulatory work in a reputed organisation
4.	Senior Manager (Legal)	A. Public Sector A Law Officer who is working as or has retired from the post of Deputy District Attorney or equivalent; OR B. Private Sector LL.B with 10 years' experience of legal work out of which at least 5 years should be as a practicing Advocate in the High Court or as an Associate with a reputed law firm.
5.	Senior Manager (IT)	B.Tech/B.E. with 10 years' experience in the analysis, design, development, implementation, operation, maintenance, integration and upgradation of relevant software projects and software systems.
6.	Senior Manager (Media and Communication)	Masters degree in English, Punjabi or Mass Communication; and 10 years' experience in strategic communication including expertise in print media, social media, & electronic media.
7.	Manager Accounts	A. Public Sector A person who is working as ACFA or who has retired from the post of DCFA organisation OR Private Sector M.Com or Chartered Accountant (intermediate) with 5 years experience of Accounting work.
8.	Executive Engineer (On deputation from the Public Sector)	B.E./B.Tech and should be working as Executive Engineer, or should have worked as SDE for at least 12 years.
9.	Sub Divisional Engineer (On deputation from the Public Sector)	B.E./B.Tech and should be working as SDE.

10.	Technical Expert	Post graduate in the relevant discipline. Qualifications and experience to be determined by the Authority as per nature and level of expertise required.
B. Office Executives:		
11.A	Administrative Officer	A. Public Sector (i) Serving/Retired Officer who has worked as Superintendent Grade-1 for 2 years ; and (ii) Has working knowledge of Punjabi language. OR
11.B	Assistant Manager Coordination	B. Private Sector (i) Bachelor's Degree in any discipline from a recognised University or Institution, (ii) High proficiency in Computers, (iii) Matric pass in Punjabi language, and (iv) Five years experience in establishment and service matters at a supervisory level.
12.	Assistant Manager Communication	(i) Masters degree or a 4-5 year professional graduate degree (eg. B.Tech. or LL.B professional) from a recognised University or Institution, and (ii) 3 years experience in social & electronic media, or strategic corporate communications with high level of proficiency in oral communication and creative writing. (iii) Knowledge and expertise in graphic design, website design, operation and management, social media content design and management.
13.	Private Secretary	A. Public Sector Serving/Retired employee who has worked as Private Secretary or Superintendent for 1 year; or as Personal Assistant for 3 years; or Senior Assistant for 5 years OR B. Private Sector (i) Graduation from a recognised University, (ii) Matric pass in Punjabi language, and (iii) 10 years' experience with high proficiency in computer operations, document creation and processing, email and social media correspondence in English and Punjabi.
14.	Junior Engineer (on deputation from Public Sector)	Diploma holder and should have been working as JE organisation for at least three years. With proficiency in computers including spreadsheets and GIS.
15.	Senior Office Executive	A. Public Sector: Serving/Retired employee with experience of one year as PA, or three years as Sr. Scale Stenographer or Senior Assistant; (ii) Knowledge of Punjabi language; OR B. Private Sector (i) Graduate from a recognised University or Institution with six years' experience and high proficiency in digitised office work including word

		processing, spreadsheets, presentations, email and social media.
		(ii) Knowledge of Punjabi language
16.	Legal Executive	<p>A. Public Sector: Any person working in the rank of Senior Assistant or retired as Law officer, and holds a degree of LL.B.;</p> <p style="text-align: center;">OR</p> <p>B. Private Sector: LL.B. degree with 2 years' experience of legal work. Should possess proficiency in working on computers and legal drafting.</p>
17.	Computer Programmer	B.Tech or B.E with 3 years' experience in software development and operations in an agile environment for cloud- based systems.
18.	Accountant	<p>(i) B.Com or C.A. (intermediate) with 3 years experience in Accounting, or CA, and</p> <p>(ii) Proficiency in working on accounting and financial software</p>
19.	Research Officer	Post Graduate Degree in the relevant disciplines with 2 years experience
20.	Office Executive	<p>(i) Graduation from a recognized University or Institute,</p> <p>(ii) Typing speed of 40 words per minute in English on Computer,</p> <p>(iii) Matric pass with Punjabi language, and</p> <p>(iv) Three years experience as Office Assistant or Database operator in a digital environment.</p>
21.	Client Interface Officer	<p>(i) Graduation from a recognized University or Institution;</p> <p>(ii) Excellent communication skills in English, Punjabi and Hindi;</p> <p>(iii) Matriculation with Punjabi language;</p> <p>(iv) Proficiency in working on computers;</p> <p>(iv) Five years of work on equivalent posts.</p>
C.	Support Staff:	
22.	Driver	<p>(i) Matriculation with knowledge of Punjabi language;</p> <p>(ii) Light Motor Vehicle Driving License and proficiency in driving and maintenance of the vehicle. Medical fitness as per Motor Vehicle Rules for commercial vehicle driver including normal vision without glasses and no colour/night blindness.</p> <p>(iii) Proficiency in working on computers, operating mobile navigation applications and GPS navigation systems.</p> <p>(iv) 5 years driving experience.</p>
23.	Multipurpose Support Staff	<p>(i) Passed 10+2 with knowledge of Punjabi language;</p> <p>(ii) 2 years' experience of similar work.</p>
24.	Security Staff	<p>(i) Matriculation with knowledge of Punjabi language.</p> <p>(ii) Experience in Army, Paramilitary or Police Forces;</p> <p style="text-align: center;">or</p> <p>Private Sector experience of 5 years in security work.</p>
25.	Cleaning & Support Staff	<p>(i) Matriculation with knowledge of Punjabi language;</p> <p>(ii) 2 years' experience of similar work.</p>

Annexure - C**APPOINTING/DISCIPLINARY AUTHORITY & APPELLATE AUTHORITY**

Sr. No.	Category of post	Appointing/Disciplinary Authority	Appellate Authority
A.	Managerial & Professional:		
1.	Secretary	Government	Government
2.	Senior Manager (Administration Cum Coordination)	Secretary	Chairperson
3.	Senior Manager (Tariff and Regulation)	Secretary	Chairperson
4.	Senior Manager (Legal)	Secretary	Chairperson
5.	Senior Manager (IT)	Secretary	Chairperson
6.	Senior Manager (Media and Communication)	Secretary	Chairperson
7.	Manager Accounts	Secretary	Chairperson
8.	Executive Engineer (on deputation)*	Secretary	Chairperson
9.	Sub Divisional Engineer (on deputation)*	Secretary	Chairperson
10.	Technical Expert	Secretary	Chairperson
B.	Office Executives:		
11. A	Administrative Officer	Secretary	
11. B	Assistant Manager Coordination	Secretary	Chairperson
12.	Assistant Manager Communications	Secretary	Chairperson
13.	Private Secretary	Secretary	Chairperson
14.	Junior Engineer (on deputation)*	Secretary	Chairperson
15.	Senior Office Executive	Secretary	Chairperson
16.	Legal Executive	Secretary	Chairperson
17.	Computer Programmer	Secretary	Chairperson
18.	Accountant	Secretary	Chairperson
19.	Research Officer	Secretary	Chairperson
20.	Office Executive	Secretary	Chairperson
21.	Client Interface Officer	Secretary	Chairperson

*Note: Employees on deputation will be governed by their terms and conditions of deputation, and their cases pertaining to disciplinary action, punishment and appeals will be dealt with accordingly.

This notification is issued with the concurrence of Water Resources Department vide letter no.104750: WR-PROJ0MATR/20/2020-PJ3/I/110174/2020 Dated 27.11.2020.

(ARUNJIT SINGH MIGLANI)

Secretary,

Punjab Water Resources and
Development Authority