

Minutes of the 49th Meeting of Punjab Water Regulation and Development Authority held on 01.07.2022 at 3.00 PM through Video Conferencing under the Chairmanship of Sh. Karan Avtar Singh, Chairperson.

Present: Shri Sushil Gupta, Member and Dr. S.S. Kukal, Member.

In attendance: Mr. J.K. Jain, Additional Secretary and Mr. Rajesh Vashisht, Technical Advisor.

Item No.49.01: Confirmation of the Minutes of 46th and 47th Meeting of PWRDA.

The Minutes of 46th and 47th meeting of the Authority were emailed to all concerned. No comments received. May be confirmed.

Decision: *Confirmed.*

Item No. 49.02: Action Taken Report:

ATR on the decisions taken in 45th, 46th and 47th meeting of the Authority is as under:

Item No. 45.03: Recruitment for the post of Technical Manager Agriculture:

Advertisement for this post is yet to be published.

Item No. 45.04: Recruitment for one post of Administrative Officer (ADO)

The Committee has submitted Report on 27/05/2022 **Annexure A-1.**

Item No. 45.05: Regarding selection of Senior Manager (IT)

Mr. Gurleen Singh has joined on 30/05/2022 AN. Joining Report is placed at **Annexure A-2.**

Item No. 45.06: Notice from PSHRC in complaint no. 666/3/2022-FC/PSHRC/Judl-/J-2/016128 dated 28.03.2022

Reply filed. (**Annexure A-3**). Next date of hearing is 12/10/2022.

Item No. 46.03: ਚੈਅਰਪਰਸਨ ਦੀ ਦਫਤਰੀ ਵਰਤੋਂ ਲਈ ਸਟਾਫ ਕਾਰ ਮੁਹਈਆ ਕਰਨ ਬਾਰੇ

Order for purchase of Staff car for Chairperson has been placed as per approval of the Authority.

Item No. 46.04: Annual Statement regarding Authority fund placed in Term Deposit/Fixed Deposit.

No further action is required.

Item No. 46.05: Appointment of Five Expert Members of Advisory Committee on Water Resources.

No further action is required.

Item No. 46.06: To approve Some Minor Changes in Directions 2022.

The amendments as approved by the Authority have been made in the Directions, 2022.

Item No. 46.07: Recruitment for the post of Private Secretary.

The recruitment notice is yet to be published.

Item No. 46.08: Constitution of State Level Committee to evaluate and recommend Water Conservation Schemes.

Request for Constitution of State Level Evaluation Committee for Water Conservation Schemes has been sent to the Government vide letter dated: 15/06/2022 (**Annexure A-4**).

Item No. 47.03: Annual Account Statement for the financial year 2021-2022

Please see Item No. 49.03.

Item No. 47.04: Appropriation of Authority Fund (F.Y. 2021-22).

Please see Item No. 49.04.

Item No. 47.05: Refund of unspent Grant in Aid (Non-Salary Head).

Please see Item No. 49.05.

Item No. 47.06: Constitution of Committees under the Punjab Transparency in Public Procurement Act 2019 & Punjab Transparency in Public Procurement Rules, 2022.

Please see Item No. 49.06.

Item No. 47.07: Water Conservation in Agriculture.

Will be put up in the next meeting.

Decision: 1. *Noted except for Item No. 45.04 and 46.08.*

2. *Regarding Item No. 45.04: Authority considered the report dated 27.05.2022 (Annexure A1) of the Committee consisting of Additional Secretary and XEN and decided that one post of Administrative Officer (ADO) be filled from the Public Sector by re-advertising it in the newspapers with the following qualifications:*

a) Serving/retired officer who has worked as Superintendent Grade-1 or on an equivalent post in administrative capacity for two years; and

b) has working knowledge of Punjabi language.

The remuneration and all other conditions will remain the same as in the previous advertisement. A copy of this advertisement be sent to the service provider also.

A post shall be considered equivalent to the post of Superintendent Grade-1 if it covers administrative work of a similar nature and is in the same or higher grade pay.

3. *Regarding Item No. 46.08: A reminder to be issued to the Government.*

Item No. 49.03: Annual Account Statement for the financial year 2021-2022

This item was placed before the Authority in 47th and 48th Meeting but it was deferred. Annual Account Statement of PWRDA Fund for the financial year 2021-22 is resubmitted as under:

Annual Financial Report for the Year 2021-2022			
Expenditure (in lakh)		Income (in lakh)	
To Opening Balance	101.67	By Opening Balance	761.85
To Expenditure	285.12	By Receipts	3526.09
Salary	163.94	Grant in Aid	282.75
Office Contingency (Non - Salary)	100.53	Salary	162.75
Office Expense	2.25	Non-Salary	120.00
Telephone & Internet	1.93	Authority Receipts	3243.34
Electricity Expense	1.47	Application fees	40.87
Water Expense	0.09	Registration Fees	46.73
Advertisement Expense	1.01	Security Deposit	1143.8
Elevator Expense	0.33	G. W. E. Charges	1886.6
Furniture	8.00	Suspense Account	84.46
Computer Hardware, Software Development & Operation	47.80	Other-Charges/ Objection fee	7.09
Consultancy/ Professional Charges	0.71	Interest	33.69
POL	1.94		
Rent, Rate and Taxes	35.00		
Grant In Aid Refund (salary 9.58 + non salary 11.07)	20.65		
To Surplus (Excess of income over expenditure FDRs 3548.77 + Bank balance 352.38)	3901.15		
Total	4287.94	Total	4287.94

Placed before the Authority for information.

Decision: *Authority observed that the Security Deposit may not be treated as revenue receipt since it is refundable. It to be examined how to classify this item. The annual account statement be redrawn accordingly and be put up in the next Authority meeting as a fresh item.*

Item No. 49.04: Appropriation of Authority Fund (F.Y. 2021-22).

This item was placed before the Authority in 47th and 48th Meeting but it was deferred. Now it is resubmitted before the Authority as under:

During the Financial Year 2021-22, DDO withdrew a sum of Rs. 162.75 lakh on account of Grant In Aid under the Salary Head from the Treasury and transferred to the Authority Fund. During this year, Authority incurred an expenditure of Rs. 163.94 lakh under Salary Head which is in excess of actual receipt by Rs. 1.19 lakh. This excess expenditure was due to payment of arrears/salary to the SDO's in March, 2022 due to late receipt of their LPC/ Pay Fixation order from their parent department.

In view of the above facts, the expenditure of Rs. 1.19 lakh may be regularized by appropriation of this sum from income of the Authority from its own resources, to the salary head.

Placed before the Authority for approval.

Decision: *Finance Department be informed that this excess expenditure under the salary head has been recouped from the surplus Grant-in-Aid under non-salary head, since it is a valid charge on the Salary Head and was incurred in March 2022 due to exigent circumstances.*

Item No. 49.05: Refund of unspent Grant in Aid (Non-Salary Head).

This item was placed before the Authority in 47th and 48th Meeting but it was deferred. Now it is resubmitted before the Authority as under:

During the Financial Year 2021-22, the DDO withdrew a sum of Rs. 120.00 lakh from the Treasury as Grant in Aid under Non-Salary Head and transferred this amount to the Authority Fund.

However, out of Rs. 120.00 lakh, Authority incurred an expenditure of Rs. 100.53 lakh under Non-Salary head. Thus, Rs. 19.47 lakh remained unspent under Non-Salary head. This unspent Grant in Aid (Non-Salary) of Rs. 19.47 lakh is to be returned to the Government/DDO.

Placed before the Authority for approval.

Decision: *The net surplus Grant-in-Aid under non-salary head amounting to Rs 18.28 lakh be returned to the Government after recouping expenditure of Rs. 1.19 lakh under the salary head as mentioned in item 49.04 above.*

Item No. 49.06: Constitution of Committees under the Punjab Transparency in Public Procurement Act 2019 & Punjab Transparency in Public Procurement Rules, 2022.

This item was placed before the Authority in 47th and 48th Meeting but it was deferred. Now it is resubmitted before the Authority as under:

A. Punjab Transparency in Public Procurement Act 2019 & Punjab Transparency in Public Procurement Rules 2022 have been adopted by the Authority by its Resolution number 42.04.

To meet the requirements of the above Act & Rules, the following Committees are proposed to be formed.

I) Bid Opening and Evaluation Committee (Rule 17 **Annexure-5** read with Section 23 **Annexure-A6**)

- a. For procurement of goods, works or services of the value of more than Rs. 1.00 crore:

The Bid Opening and Evaluation Committee may consist of:

- 1) Secretary, PWRDA
- 2) Executive Engineer
- 3) Manager Accounts
- 4) A representative of Department of Finance (an officer of SAS Cadre)

- b. For procurement of goods, works or services of the value of up to Rs. 1.00 crore:

The Bid Opening and Evaluation committee may consist of:

- 1) Senior Manager (A&C)
- 2) Sub-Divisional Engineer
- 3) Assistant Manager Accounts

II) Spot Purchase Committee (Rule 27 **Annexure-A7** read with Section 33(3) **Annexure-A8**) and **Competitive Negotiations Committee** (under Rule 28 **Annexure-A9** Section 34(2) **Annexure-A10**)

- a. For procurement of subject matter of the value in the range of Rs. 25,001/- to 1,00,000/-,

The Spot Purchase Committee and Competitive Negotiations committee may consist of:

- 1) Sub Divisional Officer - Chairman
- 2) Administrative Officer (or in his absence Superintendent) – Member Secretary
- 3) Assistant Manager Accounts – Member

- b. For procurement of subject matter of the value in the range of Rs. 1,00,001/- to 2,50,000/-

The Spot Purchase Committee and Competitive Negotiations committee may consist of:

- 1) Executive Engineer - Chairman
- 2) Administrative Officer (or in his absence Superintendent) – Member Secretary
- 3) Manager Accounts – Member

III) Procedure for Request for Quotation (RFQ): (Section 33(2) **Annexure-A8** Rule 26 **Annexure-A11**)

- a. For Procurement of goods of the value in the range of Rs. 25,001/- to 1,00,000/-

The committee may consist of

- 1) Sub Divisional Officer - Chairman
- 2) Administrative Officer (or in his absence Superintendent) – Member Secretary

3) Assistant Manager Accounts – Member

b. For procurement of goods of the value in the range of Rs. 1,00,001/- to 2,50,000/-

The Committee may consist of

- 1) Executive Engineer - Chairman
- 2) Administrative Officer (or in his absence Superintendent) – Member Secretary
- 3) Manager Accounts – Member

For procurement of works and services the financial limits shall be double the range mentioned at III(a) and III(b) above.

IV) Procurement without Quotations: (Rule 32 Annexure-A12 read with Section 27(1)(i) Annexure-A13)

Administrative Officer or in his absence Manager Accounts may be designated as Procurement Officer for purchase of Goods up to the value of Rs.25,000/- at a time under Rule-32.

B. All procurements of goods, works or services shall be subject to the:

- i. administrative and financial approval by the competent authority;
- ii. provision in the Budget Estimates and actual availability of Funds.

C. Explanation: “competent authority” means the authority or officer to whom the relevant financial or administrative powers have been delegated by the Authority from time to time, in respect of matters relating to procurement and approval of incurring expenditure thereon.

Placed before the Authority for consideration.

Decision: *This agenda item be put up as a fresh item in the next meeting along with agenda for delegation of powers.*

Meeting ended with a vote of thanks to the Chair.

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36543 ਦੇ ਕੋਡ #604
ਮਿਤੀ 15.07.2022 ਗੱਠੀ
ਦੇਸ਼ਮੁਖੀ ਕਮਿਟੀ ਦੇ ਕੋਡ
ਕਰ ਕਮਿਟੀ ਮਿਸ਼ਨ

Administrative Officer
Punjab Water Regulation and Development Authority
Chandigarh

C/Signed

19.7.2022