

Minutes of 52nd Meeting of Punjab Water Regulation and Development Authority held on 30.08.2022 at 04.00 PM in the Committee Room under the Chairmanship of Sh. Karan Avtar Singh, Chairperson.

Present: Shri Sushil Gupta, Member and Shri Surinder Singh Kukal, Member;

In attendance: J.K. Jain, Additional Secretary, PWRDA.

Item No. 52.01: Confirmation of the Minutes of 51st Meeting of PWRDA.

The Minutes of 51st meeting was circulated to all concerned. No comments received. May be confirmed.

Decision: *Confirmed*

Item No. 52.02: Action Taken Report:

ATR on the decisions taken in 51st meeting of the Authority is as under:

Item No. 51.03: Annual Account Statement for the Year 2021-2022.

Noted for future compliance.

Item No. 51.04: Quarterly Statement of Receipts & Payments for the First Quarter ending 30.06.2022.

Noted for future compliance.

Item No. 51.05: Quarterly Report of Authority Fund placed in term deposit/fixed deposit during the first quarter of 2022-23.

No further action required.

Item No. 51.06: Regarding Review of Procedure for placing Authority Fund in Fixed Deposit.

Please see item no. 52.03

Item No. 51.07: Resignation of Sh. Som Nath Bhatt (Manager Accounts) – regarding payment of remuneration.

Office order issued (**Annexure A-1**). Payment not made yet.

Item No. 51.08: Hiring of Motor Vehicles on Daily Basis.

Office order dated 10.08.2022 issued. (**Annexure A-2**)

Item No. 51.09: Approval of Changes in Groundwater Charges under Section 17(5) of the Act.

This item is under consideration. Fresh agenda item will be placed before the Authority.

Item No. 51.10: Regarding constitution of State Level Evaluation Committee (SLEC) for water conservation schemes.

This item is under consideration. Fresh agenda item will be placed before the Authority.

Item No. 51.11: Regarding Draft Tariff Regulation, 2022.

Fresh agenda item will be placed before the Authority in the next meeting.

Item No. 51.12: Comments on Draft Integrated State Water Plan (ISWP).

This item was deferred.

Item No. 51.13: Study on Urban Water Tariff.

Reference was made to the PSLG vide letter dated 09.08.2022 (**Annexure A-3**). Report awaited.

Decision: *Noted*

Item No 52.03: Ratification of Decision to place Fund in Fixed Deposit in August 2022.

Authority in its 28th meeting held on 13.09.2021 vide Agenda Item No. 28.04 (**Annexure A-4**) approved the procedure for placing the Authority Fund in Fixed Deposits which is not to be utilised immediately. Key points of the procedure are:

- (a) Security deposit should be kept for around 3 years (35 to 37 months).
- (b) A portion of all other ground water charges fees extra after keeping aside the anticipated expenditure for ensuing 3 months may be kept in Term Deposits for shorter period of around 1 year (11 to 13 months).
- (c) Each Term deposit/ Fixed deposit should normally be of Rs. 1 cr. or less.
- (d) The sum of FDs/TDs with any one Bank should never exceed 40% of all the FDs/TDs placed with all Banks.
- (e) Most Banks have limit (Generally of 2 cr. for Term deposit from one customer in a day. However, some banks have no such limit and allow multiple Term Deposits of upto 2 cr. in a day. In such cases the TD/FD to be given in a bank should depend on the rate of interest being offered even if the deposit has to be made on multiple days.
- (f) Senior manager (Administration and Coordination) is authorised to approve the monthly investment as per policy on the recommendation of Manager Accounts based on the current interest rates quoted by Banks/ Downloaded from the website.

2. In the month of August 2022, some banks quoted significantly higher rate of interest (6.50%) for shorter duration say 12 to 1 day and lower rate of interest (5.75%) for longer duration say 36 months plus few days for a single non withdrawable FD of Rs. Two crore or more. Hitherto, fixed deposit of less than Rs. two crores for longer duration (say 36 months plus few days) attracted higher rate of interest. The ROI offered in the month of August 2022 is at **Annexure A-5**.

3. Therefore, in the financial interest of the Authority, ignoring the condition (c) and (d) stated in para 1 above, Rs 344.59 lakhs have been placed in single Non-Callable FD @ 6.50% for one year in AXIS Bank.

Placed before the Authority for ratification.

Decision: *Approved as proposed.*

Item No.52.04: Recruitment for One post of Administrative Officer.

The Authority in its 49th meeting vide Resolution no. 49.02 has decided as under:

“Regarding Item No. 45.04: Authority considered the report dated 27.05.2022 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-I 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.”

2. Accordingly, the applications were invited through advertisement and the last date to apply for was 01.08.2022. Till the last date 01.08.2022, 19 applications (**Annexure A-6**) were received for one post of Administrative Officer. Out of these only 6 candidates were found eligible.

3. Later on, Sh. Manoj Kumar, made a written request to the Chairperson stating that he has applied via email for this post in time. His name should be considered and he should be allowed to appear in the test. His application was retrieved from Spam folder after receiving his request and he was allowed to appear in the test. (**Annexure A-7**)

4. As desired by the Authority in the meeting held on 02.03.2021 the eligible candidates were asked to appear in computer proficiency tests and Precis writing Test. The message was conveyed thrice to all the eligible candidates on phone. Only four candidates reported for the test.

- i. Four short tests were conducted to assess the proficiency of the candidates in:
 - a. Word processing (including preparing tables and basic formatting etc.) - MM 25
 - b. Translation (Both English and Punjabi). – MM 10
 - c. Ability to prepare PPTs – MM 15
 - d. Precis Writing. – MM 20
- ii. The marks obtained by the Candidates in the test dated 23.08.2022 are listed below:

Marks Sheet (Administrative Officer Test dated: 23.08.2022)

Sr. No	Name	Translation English and Punjab (Max. Marks = 10)	Precis Writing (Max. Marks= 20)	Word Processing (Max. Marks= 25)	Presentation (Max. Marks= 15)	Total (Max Marks= 70)
1	Kuldip Singh	2.5	10	6.25	1.25	20
2	Shishu Pal Singh	6.5	7	7.52	1.25	22.27
3	Sanjeev Malhotra	6	12	6.34	4.5	28.84
4	Manoj Kumar	8	10	3.75	3.5	25.25

[Handwritten signatures and initials are present below the table, including names like 'Bhind', 'Gandhi', and 'Dhillon']

5. Based on the above the Candidates in the Order of Merit are:
1. Sanjeev Malhotra
 2. Manoj Kumar
 3. Shishu Pal Singh
 4. Kuldeep Singh

Placed before Authority for selection of Candidate for one post of Administrative Officer.

Decision: *The first two candidates as per the order of merit, namely Mr. Sanjeev Malhotra and Mr. Manoj Kumar be called for a brief interaction on 01.09.2022 at 11.00 AM in the office of PWRDA.*

Item No.52.05: Recruitment for the posts of Private Secretary.

As per decision of the Authority in its 49th meeting three number posts of Private Secretary were advertised. The detailed advertisement is placed at **Annexure A-8**. Till the last date, 12 no. of Candidates have applied for the post. All the applications were received via email. Balwinder Singh, ADO assisted by Office staff prepared the list of eligible and non-eligible candidates (**Annexure A-9**). Only 6 candidates were found to be eligible.

2. The eligible candidates were asked to appear in computer proficiency and Shorthand Test on 24.08.2022 at 10:00 AM in the Office of PWRDA. This message was conveyed on phone number given in the application. Only five candidates reported for the test.

- i. Four tests were conducted to assess the proficiency of the candidates in:
 - a. Word processing (including preparing tables and basic formatting etc.) – MM 25
 - b. Translation (Both English and Punjabi). - MM
 - c. Ability to prepare PPTs
 - d. Shorthand typing.

ii. The marks obtained by the Candidates in the test dated 24.08.2022 are listed below:

Marks Sheet (Private Secretary Test dated: 24.08.2022)

Sr. No	Name	Translation English and Punjab (Max. Marks= 10)	Word Processing (Max. Marks= 25)	Presentation (Max. Marks= 15)	Shorthand (Max. Marks= 20)	Total (Max Marks= 70)
1	Gulzar Singh	5.5	11	11.5	FAIL	28
2	Kamlesh Kumari Joshi	5	12	11.5	17	45.5
3	Anita Jain	7	10	10.5	17	44.5
4	Rajinder Singh Bath	4	15	11.5	FAIL	30.5
5	Bhinder Singh Baidwan	4	15	10	18	47

3. Based on the above, the Candidates shortlisted in the Order of Merit are:
1. Bhinder Singh Baidwan
 2. Kamlesh Kumari Joshi
 3. Anita Jain
 4. Rajinder Singh Bath
 5. Gulzar Singh

Placed before the Authority for selection of Candidates for 3 posts of Private Secretary.

Decision: *The first three candidates as per the order of merit, namely Mr. Bhinder Singh Baidwan, Mrs. Kamlesh Kumari Joshi and Mrs. Anita Jain be called for a brief interaction on 01.09.2022 at 12.00 Hrs.*

Item No. 52.06: Recruitment for the Post of Technical Manager Agriculture.

One post of Technical Manager was advertised on 12.10.2022, 17.12.2022, 07.01.2022, 19.04.2022 and 15.07.2022. In the latest advertisement, the gross monthly emoluments for the post was Rs. 50,000/- (fixed) with the following qualification and experience:

"The officers who:

- a) retired from the Government in the rank of Agriculture Development Officer or above,*
- b) having B.Sc. degree in agriculture from a recognized University/ Institute,*
- c) having working knowledge of Punjabi; and*

In case of deputation: From amongst the officers having minimum three-year experience in the rank of

- a) Agriculture Development Officer or above, or*
- b) Horticulture Development Officer or above, or*
- c) Assistant Soil Conservation Officer or above.*

Note: An officer taken on deputation will be entitled to draw admissible pay and allowances at such rates and subject to such conditions as applicable to him as per his terms of deputation finalised by the parent department."

2. Four applications were received up to the last date to apply for. All the applications were received via email. The summary table of all the applications received is placed at **Annexure-A10**. The Scrutiny Committee found none of the candidate eligible.

Placed before the Authority for consideration please.

Decision: *Noted.*

Meeting ended with a vote of thanks to the Chair.

ਓਫਿਸ ਦੀ ਮਿਸ਼ਨ ਨੰ: 36543
ਦੇ ਕੋਡ # 618 ਮਿਤੀ. 05.09.2022
ਬਾਰੇ ਦਸਤਾਵੇਜ਼ਾਂ ਦੀ ਵੇਰਵੇ ਬਾਰੇ ਕੋਈ

ਜਸਮੀ

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Administrative Officer
Punjab Water Regulation and Development Authority
Chand

o/s
06.09.2022