

**Minutes of the 55<sup>th</sup> Meeting of Punjab Water Regulation and Development Authority held on 22.11.2022 at 11.30 AM in the Committee Room under the Chairmanship of Sh. Karan Avtar Singh, Chairperson.**

**Present: Dr. S.S. Kukal, Member.**

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

**Item No. 55.01: Confirmation of the Minutes of 54<sup>rd</sup> Meeting of PWRDA.**

The Minutes of 54<sup>th</sup> meeting held on 07.10.2022 was circulated to all concerned. No comments received. May be confirmed.

**Decision: Confirmed.**

**Item No. 55.02: Action Taken Report:**

Action Taken Report on the decisions taken in 53<sup>rd</sup> and 54<sup>th</sup> Meeting of the Authority is as under:

*Item No. 53.05: Punjab Directions for Groundwater Extraction and Conservation, 2022.*

The annexure M53.03.01 is pending for issue.

*Item No 54.03: Approval of Groundwater Charges under Section 17 (5) of the Punjab Water Resources (Management and Regulation) Act, 2020: Reply to the letter received from the Government.*

The reply has been sent to the Government vide letter no. 38709 dated 14/10/2022. No further action is required.

*Item No. 54.04: Review of Procedure for placing Authority Fund in Fixed Deposit.*

The decision taken has been circulated on 01.11.2022. The fresh proposal with an example to explain the risk and the benefit involved is pending with Manager Accounts.

**Decision: Noted.**

**Item No. 55.03: Renovation of the space allocated to NIC for PWRDA Project.**

1. As per Agreement with NIC for Software development of PWRDA, under the heading, Roles and Responsibilities of PWRDA, sub paragraph 5 of the paragraph 6 (**Annexure-A55-03-01**) " PWRDA will provide hardware/software, network, sitting place, TA/DA, refreshments, furniture, and telephone for communication, housecleaning staff and supplies etc. for the manpower

*(NIC and hired) whosoever will be deployed to develop the modules of project. The same will be returned after the completion of the project to PWRDA"*

2. The Authority, in its 32<sup>nd</sup> meeting vide resolution no. 32.06 approved the agreement with NIC for Software development at a total cost of Rs. 127.65 Lacs (Rs. 74.65 Lacs for Application Development, Rs. 19 Lacs for Hosting Charges at SDC, Rs. 17 Lacs for Support Licenses and Rs. 17 Lacs for Hardware for Project Resources) and approved in principle to bear the expenses for providing Office space for the project development team (**Annexure-A55-03-02**).

3. Accordingly, PWRDA sent various representations to Department of General Administration (GAD), Govt. of Punjab for allocating at-least 400 Sq Feet space to NIC. GAD vide letter no. NIC-M/1/2022-Division7/1/378225/2022 Dated: 17-06-2022 (**Annexure-A55-03-03**) allotted 408 Sq Feet space to NIC for PWRDA Project in the basement of Block A of Punjab Civil Secretariat-2.

4. NIC vide email dated 23/06/2022 (**Annexure-A55-03-04**) informed that, to be able to accommodate the PWRDA Project resources, they need false ceiling and flooring in the allocated space in addition to furniture and other items.

5. In this context, an email dated 20/07/2022 (**Annexure-A55-03-05**) was sent to NIC team conveying that NIC may procure the required items for renovation / utilization of the space allocated to NIC in PCS-2 basement at its own level. For this purpose, NIC may use the Funds (Rs. 2 Lacs) allocated under the Head of Misc. and Logistics Support in the Project Proposal for PWRDA application from the grant released in Feb, 2022.

6. NIC vide email dated 25/08/2022 (**Annexure-A55-03-06**) informed that the funds of Rs 2 Lac allocated under head of Miscellaneous & Logistic Support in the Project Proposal for PWRDA application are not meant for the site renovation as these are kept for expenses like purchase of consumables, meeting expenses, travel expenses etc for the project.

7. The matter was again discussed with NIC team, it was proposed, to provide some 7-8 seats within PWRDA office for the software project, as there were approximately 15 seats lying vacant in PWRDA office at that time. NIC team informed that for better coordination and management of the manpower, the most suitable option is that the space allocated to NIC in Punjab Civil Secretariat -2 (PCS-2) is renovated along with supply of required items. NIC also informed that they are also handling projects of other Departments of Govt. of Punjab, hence, it will be suitable for them to manage all the projects centrally from one location.

It is worth mentioning here that after publication of Groundwater Directions, 2022, the workload will increase due to the receipt of a large number of applications for permission to extract groundwater. Hence, it is expected that not only will the vacant seats in PWRDA be fully occupied, additional office space may also be required for the work of processing and approving permissions for groundwater extraction and schemes for groundwater conservation etc. In this situation it will not be prudent to accommodate the NIC team in the PWRDA office for the period of the Project.

8. The duration of this project as per Agreement (**Annexure-A55-03-07**) is of three years (10 Months for Development and 26 Months for Operations & Maintenance) which includes development of NOC/Permission to the applicant for extraction of Ground Water and related permissions, Web portal of PWRDA and Mobile Application. Since, apart from above mentioned modules, billing module, complaint module, e-Court module, Inspection module etc. are also required to be developed in future, the duration of Project is likely to increase beyond three years with the enhanced Scope of Work. NIC has already been asked to work out the modalities for executing these additional items, in particular the billing module.

9. In view of the above, Authority may approve:

- a. Incurring expenditure for the required Civil and Electric Works of Partitioning, False Ceiling, Tile Flooring, Electrical Fittings, LED Lights, Air Conditioning, Fans, Networking etc. as requested by NIC in the 408 Sq. feet space allocated to NIC in PCS-2 for PWRDA Project and the furniture items requested by NIC (**Annexure A55-03-08**).
- b. This expenditure may be incurred out of the Budget allocation under the head “Computerisation/Software and website development and maintenance” in which funds to the tune of Rs. 1,56,92,505/- are available.
- c. Designating XEN PWD (B&R) Provincial Division Punjab, Chandigarh as the executing agency and requesting him to provide a rough cost estimate of the works.
- d. Procuring the required furniture items for NIC which may be handed over to the NIC for the period of the Project.

Placed before the Authority for consideration.

**Decision:** *Approved as proposed.*

**Item No.55.04: Hosting of Punjab Groundwater Permission (PGP) Portal in State Data Centre.**

1. The Punjab Groundwater Permission (PGP) Portal for online receiving and processing of groundwater extraction permission applications under The Punjab Groundwater Extraction and Conservation Directions, 2022 has been successfully developed by M/s Icon Technologies as per the Agreement of PWRDA with HDFC Bank Ltd. The security audit of the PGP portal is completed (**Annexure A55-04-01**) and now it needs to be hosted on production servers before launch.

2. The User Acceptance Testing version of the application is currently hosted at cloud space arranged by HDFC Bank vendor M/s Icon Technologies. In current model of hosting the application, the control of all the databases is with M/s Icon Technologies and this control can be obtained by PWRDA only if the application is hosted at servers provided by PWRDA.

3. For this purpose, Punjab State Data Centre (PSDC) is best possible hosting space as PSDC is a subsidiary of Punjab State e Governance Society O/o Directorate of Governance Reform,

Govt. of Punjab. Also, the servers of PSDC are physically located in Punjab and PSDC follows all industry specific protocols for keeping the data secure from attacks. Furthermore, there are proper processes devised to keep backup of data in case of any adversity.

4. For hosting the PGP portal, in consultation with PSDC and M/s ICON Technologies, it was decided to host the portal on two servers with minimum required specifications at first, which may later on be increased as on requirement. Accordingly, PSDC vide email dated 17/08/2022 (**Annexure A55-04-02**) was requested to provide monthly hosting charges for two servers, one for application and other for database. PSDC vide email dated 18/08/2022 (**Annexure A55-04-03**) informed that the monthly hosting charges for PGP portal shall be Rs. 51,050/- with configurations and break up as under:

S. No.	Item	Quantity	Unit Rate (in Rs.)	Monthly Amount (in Rs.)
1	Application Server (Windows 2019 Server) 4 Core 32 GB	1	12,700.00	12,700.00
2	Database Server (Sql Server 2019 Standard Edition) 8 Core 32 GB	1	32,300.00	32,300.00
3	Storage in GB	600	5.00	3,000.00
4	Backup Services @ Rs. 5/GB (subject to minimum of Rs. 1000.	200	5.00	1,000.00
5	Public IP and Un-metered Internet Bandwidth	1	2,000.00	2,000.00
6	DNS Server Record and Maintenance	1	50.00	50.00
<b>Total Monthly Cost (in Rs.) =</b>				<b>51,050.00</b>

5. PSeGS vide letter dated 06/09/2022 (**Annexure A55-04-04**) raised demand of Rs. 3,47,140/- for hosting PGP portal of PWRDA with server configurations as above for a period of 6 months 24 days up to 31/03/2023. The demand raised by PSDC was also compared with other hosting service providers empaneled with DGR and it was found that the rates of PSDC are comparatively lower (**Annexure A55-04-05**).

6. Considering the launch of PGP portal in near future, it is required to be hosted in PSDC on urgent basis and accordingly, sanction order dated 15/09/2022 was issued with the approval of Chairperson, to release the payment to PSeGS (**Annexure A55-04-06**).

7. Placed before the Authority for:

7.1. Ex-post facto approval of the Authority for hosting the PGP portal in PSDC @ monthly charges of Rs. 51,050/-

7.2. Release of payment amounting to Rs. 3,47,140/- to PSeGS for 6 months and 24 days up to 31/03/2023 from Budget allocation for financial year 2022-23 under the

Head 2.7 "Computerization/Software and Website Development and maintenance". Budget amounting to Rs. 1.82 Crores is available under this head. **The payment shall be subject to the condition that the time period of 6 months 24 days shall commence from the date of actual hosting of PGP Portal.**

7.3. Authorization of Manager Accounts to release recurring monthly charges to PSeGS after 31/03/2023 within the sanctioned monthly limit.

**Decision:** *Approved as proposed.*

**Item No.55.05: Recruitment to the one post of Private Secretary.**

1. There are 4 sanctioned posts of Private Secretary as per Annexure A of PWRDA Employees Service Regulations, 2020 and the Authority may consider suitable persons with requisite qualification for direct appointment. Such appointment shall be on contract basis for a period of up to 5 years.

2. Qualifications and Experience as per Annexure B of PWRDA (Appointment & Service Conditions of Employees) Regulations, 2020 are as under:

**A. Public Sector:** Serving/Retired employee who has worked as Private Secretary or Superintendent for one year; or as a Personal Assistant for 3 years; or a Senior Assistant for 5 years.

**B. Private Sector:**

- (i) Graduation from a recognized University.
- (ii) Matric pass in Punjabi language, and
- (iii) 10-year experience with high proficiency in computer operations, document creation and processing, email and social media correspondence in English and Punjabi.

The indicative gross monthly emoluments (fixed) for the year 2020-21 are Rs.50,000/-

3. The last advertisement for recruitment to three posts of Private Secretary on contract was published on 15.07.2022 with details as follows:

- (a) To be filled from amongst Public Sector employees, serving or retired, who have worked as Private Secretary for one year or Personal Assistant for three years.
- (b) The candidates will be tested for their skills in taking dictation in shorthand, typing and working on computers.
- (c) Gross monthly remuneration was fixed @Rs. 45,000/-.

4. In response to advertisement dated 15.07.2022, three candidates namely (Sh. Bhinder Singh Baidwan, Smt. Kamlesh Kumari Joshi & Smt. Anita Jain) were selected as Private Secretary by the Authority vide Resolution No. 52.05. Two candidates namely Smt. Kamlesh Kumari Joshi

and Smt. Anita Jain have joined the Authority. They have been posted with Members of the Authority.

5. However, Sh. Bhinder Singh Baidwan citing some domestic problems requested for extension in joining time twice vide request letter dated 21.09.2022 (till 03.10.2022) & 03.10.2022 which was allowed up to 21.10.2022. However, he did not join without any further intimation. Thus, one post of Private Secretary is lying vacant.

The process for appointment of Secretary PWRDA has already been set in motion by the Government. An advertisement was published by Government on 31.08.2022 with the last date of submission of applications as 20.09.2022. When the Secretary PWRDA joins, the Private Secretary needs to be in place. Therefore, the process for recruitment of Private Secretary be initiated, as this process may take about 45 days.

6. Qualifications, experience, monthly remuneration and mode of recruitment for this post on annual contract basis may be decided.

Placed before the Authority for consideration.

**Decision:** 1. *One Private Secretary be recruited on contract basis, initially for one year from amongst public sector employees, serving or retired who have worked as Private Secretary or Superintendent for one year; or as a Personal Assistant for 3 years; or as Senior Assistant for 5 years.*

2. *Gross monthly emoluments shall be rupees 45,000/- (fixed).*

3. *The candidates will be tested for their skills in taking dictation in shorthand, typing and working on computers.*

4. *Applications be called through advertisement in two daily newspapers one each in Punjabi and English language giving fifteen days' time.*

#### **Item No.55.06: Recruitment of Technical Manager (Agriculture) against a vacant post of Technical Expert**

As per Regulation 6 (3), of PWRDA Appointment and Service Conditions of Employees Regulations 2020 the Authority may consider suitable persons with requisite qualification for direct appointment. Such appointment shall be on contract basis for a period of up to 5 years.

As per Annexure-A of Service Regulations, 2020, there are four posts of Technical Expert with monthly compensation (2020-21) in the pay range of Rs. 70,000/- to 1,20,000/-. Qualification & experience is Post Graduate degree in the relevant discipline. There is no specific mention of the post of Technical Manager (Agriculture) in the Service Regulations, 2020.

One post of Technical Manager (Agriculture) was advertised on 12.10.2021, 17.12.2021, 07.01.2022, 19.04.2022 and 15.07.2022.

The Authority vide Resolution No. 29.03 decided to appoint one Technical Manager (Agriculture) at monthly remuneration of Rs 70,000/- with the following Qualifications & Experience:

(1) Post-graduate Degree in Agriculture, (preferably Agronomy/Soil Sciences) from a recognized University/Institute, and 2) Minimum ten years' experience as Extension Specialist in agriculture and allied field.

One candidate applied for this post but he didn't fulfil the basic qualification required and given the poor response to the advertisement, Authority vide its Resolution No. 32.11, reduced the experience to 5 years.

This post was re-advertised on 17.12.2021 and again on 07.01.2022 with minimum qualification as 1) *Post-graduate Degree in Agriculture, (preferably Agronomy/Soil Sciences) from a recognized University/Institute, and 2) Minimum five years' experience as Extension Specialist in agriculture and allied field.* Monthly remuneration was Rs. 70,000/-. But no application was received.

In the next advertisement dated 19.04.2022, the Qualifications and Experience for this post were changed as follows:

Essential: 1) Graduate Degree in Agriculture from a recognized University/Institute, 2) Minimum Twelve years' experience as Extension Specialist in agriculture or allied field as on the closing date for application. Desirable: 3) A Post-graduate Degree in Agriculture, (Agronomy/Soil Sciences) from a recognized University/Institute. It is clarified that candidates with desirable education qualifications will also have to fulfil the experience criterion above. Monthly remuneration was Rs. 70,000/-. No application was received.

The post was again advertised on 15.07.2022 with the following qualifications 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.

Monthly remuneration: Rs 50,000/-

Four applications were received but no candidate was found to be eligible for the post.

A Committee consisting of Dr. Surinder Singh Kukal, Member and Sh. Rajesh Vashisht Technical Advisor was formed vide Chairperson, PWRDA order dated 13.09.2022 to revisit the qualifications and experience for this post. The said Committee in its report proposed as under (**Annexure-A55-06-01**):

<i>Name and Number of the Post</i>	<i>Gross Monthly Emoluments (Fixed)</i>	<i>Qualification/ Experience</i>	<i>Maximum age as on the last date of Application</i>
<i>Technical Manager (Agriculture) One Post</i>	<i>Rs. 50,000/-</i>	<p><i>Candidate should be:</i></p> <ol style="list-style-type: none"> <li><i>1. Having B.Sc. degree in agriculture from a recognized University/ Institute.</i></li> <li><i>2. Having working knowledge of Punjabi.</i></li> </ol> <p><i>Note:</i></p> <ol style="list-style-type: none"> <li><i>I. Preference will be given to candidates having:</i> <ol style="list-style-type: none"> <li><i>a. M.Sc. degree or higher in Agriculture.</i></li> <li><i>b. Experience in the field of Agriculture.</i></li> </ol> </li> <li><i>II. Candidate should be willing to travel extensively in the project area and may be posted anywhere in the State.</i></li> </ol>	<i>65 years</i>

For comparison, it is mentioned that the post of Agriculture Development Officer (ADO) in Punjab, has a minimum qualification of B.Sc. degree in Agriculture from a recognized University and carries an initial pay is Rs.56,100/- per month plus DA.

Qualification, experience, monthly remuneration and mode of recruitment for this post on annual contract basis may be decided.

Placed before the Authority for consideration.

- Decision:**
- 1. One Technical Manager (Agriculture) be recruited on contract basis initially for one year.*
  - 2. Approved the qualifications, experience and monthly remuneration as recommended by the Committee headed by Dr. S.S. Kukal, Member.*
  - 3. Applications be called through advertisement in two daily newspapers one each in Punjabi and English language giving fifteen days' time.*

**Item No. 55.07: Resignation Notice by Sh. Gurleen Singh, Senior Manager (IT).**

Sh. Gurleen Singh, Senior Manager (IT) has served a notice of two months on 09.11.2022 for resignation from his post stating that:



*"This is in reference to Memo no. 110709/PWRDA-PWRD0GENL/26/2022-PWRDA BRANCH/144 dated 23/05/22, vide which I (Gurleen Singh) was given the offer of contractual appointment to the post of Sr. Manager (IT) for a period of 1 year in Punjab Water Regulation and Development Authority (PWRDA) and in response the undersigned had joined this post of Manager IT on 30/05/2022.*

*In this regard, it is informed that as per para 7 and 8 of the letter of appointment, this appointment is terminable by giving 2 Months advance notice by either side. As per germane, I would like to announce my resignation from PWRDA. Please accept this letter as formal notification that I am resigning from my position as Sr. Manager (IT).*

*I would like to thank you for the work opportunities given to me at this role and I appreciate the opportunities for growth that you have provided me.*

*Lastly, I would like to request that January 9<sup>th</sup>, 2023 may be considered as my last working day. During this period in PWRDA, I'll do everything possible to wrap up my duties and train other team members as nominated by PWRDA for knowledge and documents transfer. I wish the organization continued success, and I hope to stay in touch in the future."*

2. The **condition no. 8** of the Offer Letter states that:

*"You may resign from service by giving a notice of two months or depositing requisite pay in lieu of the notice period. However, the Authority reserves the right not to accept your resignation in the event of pending proceedings or for any other reasonable cause."*

3. As per Regulation 6(4) of the Service Regulations *"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."*

4. The notice period of two months matures on 8th of January 2023 which happens to be a closed holiday being Sunday. Authority may as such consider to curtail the notice period to 59 days and accept the resignation, so as to relieve Sh. Gurleen Singh on 6<sup>th</sup> of January, 2023 (Afternoon).

Placed before the Authority for consideration and appropriate orders.

**Decision:** *Since, the notice period of two months matures on 8<sup>th</sup> January, 2023 which happens to be Sunday hence, the notice period is accordingly curtailed to 06.01.2023 and Mr. Gurleen Singh, SM(IT) be relieved on 06.01.2023 (Afternoon).*

**Item No. 55.08: Recruitment to the one post of Senior Manager (IT)**

Consequent upon resignation of Mr. Gurleen Singh, the post of SM (IT) will fall vacant.

2. As per Regulation 6 (3), of PWRDA Appointment and Service Conditions of Employees Regulations 2020 the Authority may consider suitable persons with requisite qualification for direct appointment. Such appointment shall be on contract basis for a period of up to 5 years.

As per Annexure A of Service Regulations, 2020 the desired qualification with monthly compensation of Rs. 1,20,000/- for the post of SM (IT) is:

"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."

3. The post was first advertised with qualification & experience "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" and monthly remuneration was **Rs.80,000/-**

Two candidates applied for the post but didn't fulfil the basic experience required. The Authority decided to advertise this post vide Resolution No. 32.11, after renaming it as Manager IT at the monthly emoluments of **Rs. 75,000/-** with experience of 6 years. No candidate applied for this post.

4 Authority vide Resolution No. 43.13, decided to readvertise the post with the following qualification and experience:

"B.Tech/B.E with 5 years minimum experience in the implementation, operation, maintenance, integration and upgradation of such relevant software projects and software systems with desirable 5 years' experience in the analysis, design and development of relevant software projects and software systems. The monthly remuneration was @ Rs. 75,000/-.

5. The post was again advertised on 19.04.2022 and thereafter the Authority appointed Sh. Gurleen Singh as SM (IT) at a monthly remuneration of Rs.75,000/-

6. The post of Senior Manager (IT) is very crucial as the Authority is working on a digital platform. The process of developing online application portal and related software has already begun. As the Authority is going to publish the Groundwater Directions shortly so the post of SM (IT) may be filled urgently.

7. Qualification, experience, monthly remuneration and mode of recruitment may be decided.

Placed before the Authority for consideration.

**Decision:** *The Authority constituted a three-member Committee consisting of Mr. J.K. Jain, Additional Secretary, Sh. Dinesh Sharma, Scientist (E), NIC, Punjab, Chandigarh and Mr. Maninder Singh, XEN, PWRDA (Member Secretary) to revisit the qualifications and experience for this post and submit a report within one week.*

**Item No.55.09: Renewal of Contractual Employment of Mrs. Ravneet Lumba, Legal Executive.**

Mrs. Ravneet Lumba, was appointed as Legal Executive on contract basis for a period of one year at total monthly emoluments of Rs. 45000/- vide offer letter no. 93997:PWRDA-PWRD0GENL/60/2021-PWRDA BRANCH/I/29698/2021 dated 02.12.2021 and she joined the Authority on 03.12.2021 and the contract is expiring on 02.12.2022.

2. Mrs. Ravneet Lumba, has requested vide her application dated 09.11.2022 that:

*“With due respect I want to state that my contract for the post of Legal Executive will end on 02.12.2022. In this regard, I hereby request your good self that my contract may further be renewed keeping in view my performance in the past year. It is also submitted that I have been handling the Legal Division all alone after the resignation of Sr. Manager Legal. Further the workload has increased manifold in the recent past in the Legal Division. I have handled all queries forwarded to the Legal Division along with work relating to Annual Report, Performance Review Report. Hence, I further humbly request your good self to consider giving me hike in the salary keeping in view the technicalities of the work and increasing workload.*

*Thanking you in anticipation of considering my renewal and accepting my request.”*

3. The work and conduct of Mrs. Ravneet Lumba are satisfactory. There is nothing adverse on the Office Record against her.

4. The date of birth of Mrs. Ravneet Lumba is 06.07.1984 & she has not attained the age of 70.

5. As per the terms of her contractual employment, the contract may be renewed at the sole discretion of PWRDA.

6. The Authority may consider renewal of the contract of Mrs. Ravneet Lumba on the same terms and conditions as contained in the current contract. The Authority may also indicate the period of the contract and the monthly remuneration.

Placed before the Authority for consideration.

**Decision: 1. Approved extension of contractual employment of Mrs. Ravneet Lumba on the post of Legal Executive for one year from 5<sup>th</sup> December, 2022 to 4<sup>th</sup> December, 2023 on the same terms and conditions.**

**2. As regards revision in wages in this case and other similar cases, a decision will be taken in the next meeting.**

**Item No. 55.10: Constitution of Committees under the Punjab Transparency in Public Procurement Act 2019 & Punjab Transparency in Public Procurement Rules, 2022.**

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

To meet the requirements of the above Act & Rules, the following Committees are proposed to be formed for procurement of goods, works or services.

**I) Bid Opening and Evaluation Committee (Rule 17 read with Section 23 Annexure-A55-10-01)**

The Bid Opening and Evaluation Committee for procurement of goods, works or services of the value of up to Rs. 1.00 crore may consist of following 3 members.

- 1) Secretary, PWRDA
- 2) Executive Engineer or SM(IT) or Technical Advisor or ADO (as nominated by the Secretary)
- 3) Manager Accounts

As regards procurement of goods, works and services of the value exceeding Rs 1.00 crore, the Bid Opening and Evaluation Committee may consist of the above three members and shall include a fourth member being a representative from the State Accounts Services (SAS) Cadre as a representative of Department of Finance as required under Rule 17.

**II) Spot Purchase Committee (Rule 27 read with Section 33(3) and Competitive Negotiations Committee (under Rule 28 Section 34(2) Annexure A55-10-02)**

For procurement of goods, works or services of the value in the range of Rs. 25,001 to Rs. 2,50,000/, as required under Rule 27 and 28 a three-member Spot Purchase Committee cum Competitive Negotiations Committee may consist of:

- 1) Executive Engineer or SM(IT) or Technical Advisor or Technical Manager (as nominated by the Secretary)
- 2) Administrative Officer I Member Secretary
- 3) Manager Accounts – Member

**III) Committee for Request for Quotations (RFQ): (Section 33(2) Rule 26 Annexure A55-10-03)**

For Procurement of goods of the value in the range of Rs. 25,001/- to 2,50,000/- and for procurement of works and services of the value in the range of Rs. 25,001/- to Rs. 5,00,000/- the committee may consist of the following:

- 1) Executive Engineer or SM(IT) or Technical Advisor or Technical Manager (as nominated by the Secretary)
- 2) Administrative Officer 1 – Member Secretary
- 3) Manager Accounts – Member

**IV) Procurement without Quotations:** (Rule 32 read with Section 27(1)(i) **Annexure-A55-10-04**)

Procurement up to the value of Rs. 25,000/-, for off-the-shelf goods or services or works of simple and standard specifications such as day-to-day needs of the office only, may be made without inviting quotations or bids by direct procurement. The purchase for any item undertaken under this method shall be made after proper survey of the market to ensure the reasonability of the prices or rates. A certificate shall be recorded on the invoice by the Procurement Officer to the fact that *“I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price”*

The procurement done by this method shall not exceed an annual ceiling of Rs. 1,00,000/-.

Administrative Officer 1 (or in his absence an officer authorized by Secretary) may be designated as Procurement Officer.

**Note: The Procurement Officer may, if he deems it necessary, seek and finalise quotations for an item of value up to Rs. 25,000/-.**

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

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

**B.** Explanation: “competent authority” here 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:** *Approved as proposed.*

**Item No. 55.11: Delegation of Financial Powers.**

Powers to sanction expenditure from PWRDA Fund delegated by the Chairperson vide order dated 29.01.2021 (**Annexure A55-11-01**) are as under:

- i. Secretary will be the Competent Authority to approve or sanction all expenditure of funds, under non-salary Head without any limit on a single bill.
- ii. Senior Manager (Administration & coordination) will be the Competent Authority to sanction routine expenditure of funds under non-salary head such as building rent,

telephone and broadband bills, electricity bills, hiring of vehicles, and also for any other expenditure up to Rs. 25,000/- on a single bill.

- iii. Vide order dated 29.04.2022 (**Annexure A55-11-02**) Manager Accounts was authorised to incur expenditure under the salary head as approved by the competent authority.
- iv. It is necessary for the proper functioning of the office that the Authority may delegate financial powers to various levels. For this purpose, the following proposal is formulated on the lines of the Punjab Financial Rules.

2. In the Punjab Financial Rules, volume-1 under Rule 19.6, the powers delegated to various authorities to sanction recurring/non-recurring expenditure has been revised by Finance Department notification dated 11.03.2020 (**Annexure A55-11-03**) and are as under:

Sr. No.	Nature of Power	Authority to which the power is delegated	Extent of powers delegated
1	To Sanction Non-Recurring Expenditure, not otherwise provided for this rule (other than expenditure on installation of new telephones)	All Departments of Govt.	Full Powers
		Heads of Departments	5,00,000/-
		Controlling Officers	50,000/-
		Disbursing Officers	25,000/-
2	To Sanction contingent expenditure of a recurring nature not otherwise provided for in this rule.	All Departments of Govt.	1,00,000/-
		Heads of Departments	10,000/-
		Controlling Officers	6,000/-
		Disbursing Officers	3000/-

3. Separately, State Government has delegated powers for specific purposes like expenditure on carriage of office record, payment of demurrage, wharfage charges, postal stamps, hire charges of electric fans etc., civil suits, books, periodicals, newspapers etc. which are covered in non-recurring expenditure.

4. Keeping in view the Delegation of Powers by the Government, the powers to sanction expenditure from PWRDA Fund are proposed to be delegated as given below:

Sr. No.	Nature of Power	To whom the power is delegated.	Extent of Powers delegated
1	To sanction non-recurring expenditure, not otherwise specifically delegated.	Punjab Water Regulation and Development Authority.	Full powers
		Secretary, PWRDA	Up to Rs. 5,00,000 for any one item.
		Additional Secretary (Senior Manager Administration & Coordination), PWRDA	Up to Rs. 50,000 for any one item.
		Manager Accounts	Up to Rs. 10,000 for any one item.

2.	To sanction contingent expenditure of recurring nature not otherwise specifically delegated.	Punjab Water Regulation and Development Authority.	Full Powers
		Secretary, PWRDA	Up to Rs.1,00,000/-
		Additional Secretary (Senior Manager Administration & Coordination), PWRDA.	Up to Rs. 10,000/-
		Manager Accounts.	Up to Rs. 3,000/-

5. Manager Accounts may be delegated full powers to accord sanction of expenditure on the following items:

- a. Payment of salary and allowances as fixed by the competent authority.
  - b. Electricity charges, water charges, rents, rates, taxes, telephone, internet and broadband bills, elevator charges and POL charges (within the prescribed limits for POL).
  - c. Tax Deducted at Source for Income Tax, GST and payment of other taxes as per law.
  - d. Statutory payments including those of staff, including staff on deputation.
  - e. Payment of TA/DA for Journey/Tour Programme approved by the competent officer.
  - f. Payments to service providers as per Agreement.
  - g. Payment of Professional Services as per Agreement.
- Placed before the Authority for approval.

**Decision:** *Approved as proposed.*

**Item No. 55.12: Quarterly Account Statement for the 2<sup>nd</sup> quarter ending 30.09.2022.**

Quarterly Statement of Receipts & Payments for the 2nd Quarter ending 30-09-2022									
Receipts (Rs. Lakhs)					Payments (Rs. Lakhs)				
Heads	Estimated Budget FY 22-23	Receipts (From April 2022 to June 2022)	Receipts (From July 22 to September 2022)	Progressive Receipts FY 22-23	Heads	Estimated Budget FY 22-23	Payments (From April 2022 to June 2022)	Payments (From July 2022 to September 2022)	Progressive Expenditure FY 22-23
<b>Income</b>					<b>2.1 Salary &amp; Allowances</b>				
<b>1.1 Application Fees</b>	125.00	11.08	7.35	<b>18.43</b>	2.1.1 Salary	216.20	44.46	48.23	92.69
<b>1.2 Registration Fees</b>	150.00	9.26	9.95	<b>19.21</b>	2.1.2 Travelling Allowances	20.00	0.22	0.60	0.82
<b>1.3 Drilling Machine Charges</b>	12.50	0.00	0.00	<b>0.00</b>	2.1.3 LTC	10.00	0.00	0.00	0.00

<b>1.4 Water Tanker Registration</b>	10.00	0.00	0.00	<b>0.00</b>	2.1.4 Medical	20.00	0.00	0.00	0.00
<b>1.5 Ground Water Extraction Charges</b>	4500.00	718.92	775.73	<b>1494.65</b>	2.1.5 Setting fees &TA/DA of Non official Members	15.00	0.00	0.00	0.00
<b>1.6 Interest on investment</b>	56.00	2.96	3.31	<b>6.27</b>	<b>2.2 Rent Rates &amp; Taxes</b>	177.70	0.00	0.00	0.00
<b>1.7 Tariff Applications of urban Local Bodies</b>	20.00	0.00	0.00	0.00	<b>2.3 Office Expenses</b>				
<b>1.8 GIA Punjab Govt. (Salary)</b>	0.00	0.00	0.00	0.00	2.3.1 Contingency	40.00	0.72	1.18	1.90
<b>1.9 GIA Punjab Govt. (Non Salary)</b>	0.00	0.00	0.00	0.00	2.3.2 Electricity Charges	8.00	0.21	0.44	0.65
<b>Deposits</b>					2.3.3 Telephone and Internet Expense	7.20	0.40	1.66	2.06
<b>Advance Security</b>	0.00	256.68	185.85	442.53	2.3.4 Hospitality & Entertainment Charges	6.00	0.08	0.04	0.12
<b>Suspense Account</b>	0.00	9.16	33.19	42.35	2.3.5 Advertisement / Publicity	50.00	0.14	0.07	0.21
					2.3.6 Lift/ Elevator user charges and AMC	2.40	0.00	0.00	0.00
					2.3.7 Water Charges	1.80	0.01	0.03	0.04
					2.3.8 Legal Charges	20.00	0.00	0.00	0
					2.3.9 Unforeseen Expenditure	20.00	0.00	0.00	0.00
					<b>2.4 To support &amp; Promote Research and Dev.</b>	75.00	0.00	0.00	0.00
					<b>2.5 Information Education &amp; Communication</b>	75.00	0.00	0.00	0.00
					<b>2.6 Consultancy &amp; Professional Charges</b>	75.00	0.10	0.13	0.23
					<b>2.7 Computerization/Software and Website dev. &amp; Maintenance</b>	203.00	15.80	4.82	20.62
					<b>2.8 POL</b>	40.00	0.67	0.60	1.27
					<b>2.9 Purchase of Staff Cars/ Vehicles</b>	60.00	18.87	17.77	36.64
					<b>2.10 Water Conservation Scheme</b>	2601.20	6.70	53.58	60.28



					<b>2.11 Implementation of Directions</b>	180.00	0.00	0.00	0.00
					<b>2.12 Rebate on a/c of water conservation Scheme</b>	675.00	0.00	0.00	0.00
					<b>2.13 Payment to Service Providers</b>	240.00	14.29	16.10	30.39
					<b>Grant In Aid ( Non Salary)</b>		0.00	18.28	18.28
					<b>Advance Security (Refund)</b>		0.00	34.07	34.07
					<b>Others (Refund)</b>		0.00	0.38	0.38
	<b>4873.50</b>	<b>1008.06</b>	<b>1015.38</b>	<b>2023.44</b>		<b>4838.50</b>	<b>102.67</b>	<b>197.98</b>	<b>300.65</b>
					<b>To Surplus (Excess of Receipts over Payments)</b>			<b>817.40</b>	
					Advance security	185.85			
					Others Receipts	631.55			
	<b>Total</b>		<b>1015.38</b>		<b>Total</b>			<b>1015.38</b>	

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rplus (Excess of Receipts over Payments)		Amount (Rs Lakhs)	Deposits		Amount( Rs Lakhs)
FY 20-22		3901.15	FDRs FY 20-22	3548.77	<b>5325.85</b>
FY 22-23 (April 2022 to June 2022)		905.39	FDRs FY 22-23(April 2022 to June,2022)	790.08	
<b>FY 22-23 (July 22 to September 022)</b>		<b>817.40</b>	FDRs FY 22-23 (July 2022 to Sept,2022)	987.00	
Advance Security	185.85		<b>Balance as per pass book &amp; Cash book</b>		<b>298.09</b>
Other Receipts	631.55				
<b>TOTAL</b>		<b>5623.94</b>	<b>TOTAL</b>		<b>5623.94</b>

Placed before the Authority for information.

**Decision:** *Noted.*

**Item No. 55.13: Quarterly Statement of PWRDA Fund invested in Fixed Deposit during the quarter ending 30.09.2022.**

Statement of Authority Fund placed in FDs during the 2 <sup>nd</sup> quarter ending on 30.09.2022				
Month	Amount (Rs.)	Period	ROI	Remarks
July	3,50,00,000	18-month 1 day	6.30%	Other Receipts: 2,44,00,000 Security Deposit: 1,06,00,000
August	3,44,59,000	12 months 1 day	6.50%	Other Receipts
	57,41,000	3 year 14 days	5.75%	Security Deposit
September	2,30,56,000	12 months	6.50%	Other Receipts
	4,44,000	36 months 1 day	6.10%	Security Deposit
<b>Total</b>	<b>9,87,00,000</b>			

Total Fixed Deposits as on 30.09.2022

S No.	Particulars	Amount (Rs)
1.	up to previous quarter	43,38,84,672
2.	In the current quarter	9,87,00,000
3.	Total	53,25,84,672

Placed before the Authority for information.

**Decision:** *Noted.*

**Item No. 55.14: Hiring of Services of Chartered Accountant**

Audited Balance sheet of the Accounts of PWRDA for the year 2020-21 and 2021-22 is required for filing application under section 10(46) of the Income Tax Act, 1961 for availing exemption from income tax.

Quotations were called from chartered accountant firms having office in Tricity i.e. Chandigarh, Mohali and Panchkula for preparing balance sheets for the year 2020-21 and 2021-22 and for filing application before the competent authority for seeking exemption from income tax under section 10(46) of Income Tax Act 1961. The last date for submission of quotation was 17.10.2022. The quotation notice (**Annexure. 55.14.01**) was uploaded on the website of the Authority and a copy of the same was delivered to local office of the Institute of Chartered Accountants of India, ICAI Bhawan, Sector 35B, Chandigarh on **28.09.2022**. Only four quotations were received till the last date i.e., 17.10.2022. The profile of the firms and the quotations are at **Annexure 55.14.02 to 55.14.05**.

**The comparative statement of the quotations is as under:**

Name of the Firm (CA)		Rajiv Goel & Associates SCO-823-824,1st Floor, Sector-22A, Chandigarh	Madan Kumar & associates SCO- 373-374, 2nd Floor, Sector-35B, Chandigarh	RSM & Associates #394,1st floor Sector-16, Chandigarh	S.Jain & Co. 620,Sector-20A, Chandigarh
The firm must have at least 10 years of experience in the required field and out of which at least 5 years of experience must be of working with a Government department/ organization /PSU		Yes	Yes	Yes	Yes
Firm must be empanelled with CAG		Yes	Yes	Yes	Yes
Firm must have a registered office in tri-city.		Yes	Yes	Yes	Yes
Remarks		Qualified	Qualified	Qualified	Qualified
Rates In Rupees	Balance Sheet 2020-2021	18300/-	20000/-	25000/-	14100/-
	Balance Sheet 2021-2022	42000/-	60000/-	45000/-	23400/-
	Filing and pursuing of application for exemption of Income Tax.	20000/-	20000/-	10000/-	30000/-
	Total	80300/-	100000/-	80000/-	<b>67500/-</b>

All the four firms qualify as per norms/ criteria given in the quotation notice. Rates quoted by these firms are Rs. 80300/-, Rs.100000/-, Rs. 80000/- and Rs. 67500/- (excluding GST). M/S S. Jain & Co. 620, Sector-20A, Chandigarh has quoted the lowest rate of Rs.67500/-. Therefore, it is proposed that:

- Offer of S. Jain & Co. being the lowest may be accepted.
- Chairperson may be authorised to approve the Agreement.
- Manager Accounts may be authorised to sign the Agreement on behalf of the PWRDA.

Placed before the Authority for approval.

**Decision:** *Approved as proposed.*

**Item No. 55.15: Payment of Groundwater Extraction Charges w.e.f. 12 Nov. 2020.**

1. It is submitted that while approving the letter of ad interim permission, the Authority in its meeting held on 21.12.2020, added the following condition at Sr.No.4 to the ad interim permission letter:

*"A Unit operational prior to 12/11/2020 shall be liable to pay groundwater extraction charges w.e.f. 12th Nov, 2020. A unit which is yet to begin operations shall be liable to pay the charges from the date of commencement of extraction of groundwater."*

2. Representations have been received from NITMA, Vardhman Adarsh Ispat, Aarti Steels Limited, Cremica Food Industries Ltd, Fortune Metals Ltd etc, saying that Groundwater Extraction charges should not be imposed retrospectively i.e., from 12.11.2020. The request letters of the industries are placed at **Annexure A55-15-01**. Vardhman Industries in its letter dated 19.08.2021 has also submitted that:

*"We have gone through the Policy there is no mentioned recovery of charges from back date hence it is requested that charges should not be charged from back date i.e., 12 Nov, 2020."*

3. Also a representation has been received from Shreyans Industries Limited vide their letter No.SIL:SP:WORKS:GM (F&A):21-22/892,dated 05.08.2021 (**Annexure A55-15-02**) vide which they have reiterated para 1.1 of the draft guidelines, which is as under :

*"The finalised Guidelines shall be published and notified, after considering all Objections received within one month of publication of these Draft Guidelines, as Directions of the Authority in terms of Section 15 of the Act, and shall have effect from the date of such Notification."*

They have requested that according to Guidelines, 2020 the groundwater charges will be applicable from the date of final publication and dues shall be paid by them from the date when these Guidelines are finalized and published.

4. As per the Punjab Directions for Groundwater Extraction and Conservation, 2022 which were approved by the **Authority in its 53<sup>rd</sup> Meeting held on 7.9.2022**. The Authority has explicitly added the following condition as **Provision 8.2 in Chapter- 8** of Directions 2022 which clearly states that:

*8.2 A User, granted ad-interim permission shall pay Groundwater Extraction charge from the date it had submitted its application or from the date of extraction, whichever is later, as per charges defined in the Draft Guidelines, till the commencement of the Directions2022.*

There is no mention of levying of groundwater charges from 12/11/2020 in the Draft Guidelines. It was only added subsequently as a condition in the permission letter which only comes to the knowledge of the Units at the time of permission. The same has been objected to by many Units. The ad interim permission is voluntary in nature. The Units agreeing on the conditions mentioned in the Draft Guidelines voluntarily took the permission when they had no knowledge of the condition no 4. Therefore, the consent of the person concerned as provided in Para 1.2 of the Draft Guidelines, in this aspect cannot be termed as informed consent. Moreover, if condition 4 is revoked, then this will be in consonance with the Groundwater Directions as now approved by the Authority.

3. Placed before the Authority for consideration.

**Decision: *Deferred. Put up in the next Authority meeting.***

**Item No. 55.16: Renewal of Contractual Employment of Mr. J.K. Jain, Additional Secretary and Senior Manager (Administration & Coordination).**

Mr. J.K. Jain, PCS (Retd.) was appointed as Senior Manager (Administration and Coordination) on contract basis initially for a period of one year at the monthly remuneration of Rs. 1.00 Lakh (fixed) and he joined on 01.12.2020. The contract was further extended for one year i.e., up to 30.11.2022 with monthly remuneration of Rs. 1.08 Lakh (fixed). Copy of the offer letter containing the terms & conditions of the contract is at **Annexure-A 55.16.01**.

2. Mr. J.K. Jain has requested for renewal of contract vide his application via E-mail dated 11.11.2022 by stating that:

"ਬੇਨਤੀ ਹੈ ਕਿ ਮੇਰੀ ਪਹਿਲੀ ਨਿਯੁਕਤੀ ਸੀਨੀਅਰ ਮੈਨੇਜਰ (ਪ੍ਰਸ਼ਾਸਨ ਅਤੇ ਤਾਲਮੇਲ) ਦੀ ਆਸਾਮੀ ਤੇ ਇੱਕ ਸਾਲ ਲਈ ਇੱਕ ਲੱਖ ਰੁਪਏ ਪ੍ਰਤੀ ਮਹੀਨਾ ਤਨਖਾਹ ਤੇ ਮਿਤੀ 30.11.2021 ਤੱਕ ਕੀਤੀ ਗਈ ਜਿਸ ਵਿੱਚ ਮਿਤੀ 01.12.2021 ਤੋਂ ਇੱਕ ਸਾਲ ਦਾ ਵਾਧਾ ਇੱਕ ਲੱਖ ਅੱਠ ਹਜ਼ਾਰ ਰੁਪਏ ਪ੍ਰਤੀ ਮਹੀਨਾ ਤਨਖਾਹ ਤੇ ਕੀਤਾ ਗਿਆ। ਇਹ ਵਾਧਾ ਮਿਤੀ 30.11.2022 ਨੂੰ ਪੂਰਾ ਹੁੰਦਾ ਹੈ। ਇਸ ਸਮੇਂ ਦੌਰਾਨ ਮੇਰਾ ਕੰਮ ਤਸੱਲੀਬਖਸ਼ ਰਿਹਾ ਹੈ, ਇਸ ਲਈ ਇਸ ਠੇਕੇ ਦੇ ਆਧਾਰ ਤੇ ਕੀਤੀ ਗਈ ਨਿਯੁਕਤੀ ਵਿੱਚ ਸਰਿਵਸ ਰੈਗੂਲੇਸ਼ਨ ਮੁਤਾਬਕ ਤਿੰਨ ਸਾਲ ਲਈ ਵਾਧਾ ਕਰਨ ਦੀ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ। ਇਹ ਵੀ ਬੇਨਤੀ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਮੇਰੀ ਮਾਸਕ ਤਨਖਾਹ 1.20 ਲੱਖ ਰੁਪਏ ਕਰਨ ਦੀ ਖੋਚਲਾ ਕੀਤੀ ਜਾਵੇ।"

3. As per PWRDA Employees Service Regulations 2020, the indicative monthly remuneration for the post of Senior Manager (Administration & Coordination) is Rs. 1.20 Lakh.

4. The date of birth of Mr. J.K. Jain PCS (Retd.) is 30.05.1959 and he has not attained the age of 70 years.

5. As per the terms of his contractual employment, the contract may be renewed at the sole discretion of PWRDA.

6. The Authority may consider renewal of the contract of Mr. J.K. Jain, Senior Manager (Administration & Coordination) w.e.f. 01.12.2022 on the same terms and conditions as contained in the current contract. The Authority may also indicate the period of the contract and the monthly remuneration.

Placed before the Authority for consideration.

**Decision:** *1. Approved extension of contractual employment of Mr. J.K. Jain on the post of Additional Secretary and Senior Manager, Administration & Coordination for one year from 1<sup>st</sup> December, 2022 to 30<sup>th</sup> November, 2023 on the same terms and conditions.*

*2. As regards revision in wages, a decision will be taken in the next meeting.*

Meeting ended with a vote of thanks to the Chair.