

Minutes of 57th Meeting of Punjab Water Regulation and Development Authority held on 20.01.2023 at 11:00 AM in the Committee Room under the Chairmanship of Sh. Karan Avtar Singh, Chairperson.

**Present: Mr. Sushil Gupta, Member and Dr. Surinder Singh Kukal, Member.
In attendance: Mr. J.K. Jain, Additional Secretary.**

Item No. 57.01: Confirmation of the Minutes of 56th Meeting of PWRDA.

The Minutes of 56th meeting of the Authority held on 06.12.2022 was circulated 13.12.2022 to all concerned. No comments received. May be confirmed.

Decision: *Confirmed.*

Item No. 57.02: Action Taken Report:

Action Taken Report on the decisions taken in 55th and 56th Meeting of the Authority is as under:

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

Decision: The Annexure M 53.03.01 is pending for issue.

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

The orders have been issued on 09.12.2022.

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

The orders have been issued on 09.12.2022.

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

The post for Private Secretary has been re-advertised.

Item No. 55.06: Recruitment for the Post of Technical Manager (Agriculture).

The post for Technical Manager (Agriculture) has been re-advertised.

Item No. 55.07: Resignation notice by Sh. Gurleen Singh Senior Manager (IT).

The orders have been issued on 30.11.2022.

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

Please see Table Agenda Item No. 56.05.

Item No. 55.09: Renewal of contractual employment of Mrs. Ravneet Lumba, Legal Executive.

Offer Letter has been issued on 01.12.2022.

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

Office Order as per decision of the Authority has been issued on 01.12.2022.

Item No. 55.11: Delegation of financial powers.

Office Order as per decision of the Authority has been issued on 01.12.2022.

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

Draft of Agreement as approved by Chairperson, has been emailed to the concerned for signatures.

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

Deferred.

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

Office Order has been issued on 01.12.2022.

Item No. 56.03: Payment of Groundwater Extraction Charges w.e.f. 12 Nov.2020.

Office order issued and uploaded on the Authority's Website.

Item No. 56.04: Clarification regarding payment of Groundwater Charges by Infrastructure Units.

Office order issued and uploaded on the Authority's Website.

Item No. 56.05: Recruitment to the one post of Senior Manager (IT).

Advertisement for the post of Manager (IT) has been issued.

Decision: *Noted.*

Item No. 57.03: Performance Review Report of Authority Staff.

Performance Review Report (hereinafter to be referred as PRR) refers to the regular review of an employee's job performance and overall contribution to the Authority. It will be a biennial exercise so that performance can regularly be reviewed. Draft format (**Annexure A57.03.01**) of PRR for reviewing the performance of the employees was emailed to the Authority on 06.12.2022.

The Regulation 8 of the Punjab Water Regulation and Development Authority (Appointment and Service Conditions of Employees) Regulations, 2020 deals with PRR and is reproduced below:

8. Annual Performance Assessment:

1) *In the case of an **employee on deputation** with Authority, his Annual Performance Appraisal Report (APAR) will be recorded in a format finalized 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 revise & finally accept the APAR. The Reporting and Accepting Authorities will be specified by the Authority.*

Placed before Authority for:

a) approval of the format for PRR (**Annexure A57.03.01**)

b) designation of the Reporting, Accepting and Appellate Authority of PRR as proposed below:

Sr. No.	Category of the Post	Reporting Officer	Accepting Authority
1.	Senior Manager (Administration & Coordination)	Secretary	Chairperson
2.	Senior Manager (Tariff and Regulation)	Secretary	Chairperson
3.	Senior Manager (Legal)	Secretary	Chairperson
4.	Senior Manager (IT)	Secretary	Chairperson
5.	Senior Manager (Media & Communication)	Secretary	Chairperson
6.	Manager Accounts	Secretary	Chairperson
7.	Technical Advisor	Secretary	Chairperson
8.	Administrative Officer	Secretary	Chairperson
9.	Assistant Manager Coordination	Secretary	Chairperson
10.	Assistant Manager Communication	Secretary	Chairperson
11.	Private Secretary to Chairperson Private Secretary to Members Private Secretary to Secretary	Chairperson Concerned Member Secretary	Chairperson Chairperson Chairperson
12.	Senior Office Executive	Divisional In-charge	Secretary
13.	Legal Executive	Divisional In-charge	Secretary
14.	Computer Programmer	Divisional In-charge	Secretary
15.	Accountant	Divisional In-charge	Secretary
16.	Research Officer	Divisional In-charge	Secretary
17.	Office Executive	Divisional In-charge	Secretary
18.	Client Interface Officer	Divisional In-charge	Secretary

Decision: *a. Approved the format of PRR with some changes including review remarks as at Annexure M57.03.01.*

b. Designated the Reporting and Accepting authorities for various posts as under:

<i>Sr. No.</i>	<i>Category of the Post</i>	<i>Reporting Officer</i>	<i>Accepting authority</i>
1.	<i>Additional Secretary & Senior Manager (Administration & Coordination)</i>	<i>Secretary</i>	<i>Chairperson</i>
2.	<i>Senior Manager/Manager (Tariff and Regulation)</i>	<i>Secretary</i>	<i>Chairperson</i>
3.	<i>Senior Manager/ Manager (Legal)</i>	<i>Secretary</i>	<i>Chairperson</i>
4.	<i>Senior Manager/ Manager (IT)</i>	<i>Secretary</i>	<i>Chairperson</i>
5.	<i>Senior Manager/Manager (Media & Communication)</i>	<i>Secretary</i>	<i>Chairperson</i>
6.	<i>Technical Advisor.</i>	<i>Secretary</i>	<i>Chairperson</i>
7.	<i>Technical Manager</i>	<i>Secretary</i>	<i>Chairperson</i>
8.	<i>Manager Accounts</i>	<i>Secretary.</i>	<i>Chairperson</i>
9.	<i>Administrative Officer</i>	<i>Secretary.</i>	<i>Chairperson</i>
10.	<i>Assistant Manager Coordination</i>	<i>Secretary.</i>	<i>Chairperson</i>
11.	<i>Assistant Manager Communication</i>	<i>Secretary.</i>	<i>Chairperson</i>
12.	<i>Private Secretary</i>	<i>Officer with whom attached</i>	<i>Officer with whom attached</i>
13.	<i>Senior Office Executive</i>	<i>Division In-charge</i>	<i>Secretary</i>
14.	<i>Legal Executive</i>	<i>Division In-charge</i>	<i>Secretary</i>
15.	<i>Computer Programmer</i>	<i>Division In-charge</i>	<i>Secretary</i>
16.	<i>Accountant</i>	<i>Division In-charge</i>	<i>Secretary</i>
17.	<i>Research Officer/ Assistant Manager (Technical)</i>	<i>Division In-charge</i>	<i>Secretary</i>
18.	<i>Office Executive</i>	<i>Division In-charge</i>	<i>Secretary</i>
19.	<i>Client Interface Officer</i>	<i>Division In-charge</i>	<i>Secretary</i>

The Reporting Officer shall route the PRR of the employees from serial number 1to8 through a Member, PWRDA as authorised by the Chairperson. The Member shall record review remarks as per the format.

Item No.57.04: Payment of TA/DA to Contractual Staff and staff on deputation with PWRDA.

The Authority is shortly going to publish the Punjab Directions for Groundwater Extraction and Conservation, 2022. The Authority staff will have to travel extensively in connection with implementation of these directions.

2. Regarding admissibility and entitlement of TA/DA, the "Punjab Water Regulation and Development Authority (Appointment & Service Conditions of Employees) Regulations, 2020" are **silent**, whereas clause 12 of Contract with the contractual employee says that "*Your place of work will be the office of PWRDA at Chandigarh. But you may be sent on tour for work of the Authority, for which you will be paid TA/DA as per instructions of PWRDA*". However, Authority has not determined the entitlement of TA/DA

3. For ready reference TA/DA Admissibility & Rates as notified vide Punjab Government Notification No. 18/10/09-4 FP2/440 dated 31.08.2009 are at **Annexure-A57-04-01**.

4. For the purpose of deciding TA/DA Rates, entitlement and eligibility, the contractual employees, may be categorised on the basis of their monthly remuneration into five categories as proposed below:

Category	Monthly remuneration (Rs.)
First	1,00,000 and above
Second	70,000 and above but less than 1,00,000
Third	45,000 and above but less than 70,000
Fourth	25,000 and above but less than 45,000
Fifth	Less than 25,000

5. Entitlement to travel by Rail/Road and Air shall be same as admissible to similarly categorised Government of Punjab employees; and

6. Daily Allowance, Hotel Allowance, Boarding & Lodging, Night Halt Allowance and Road Mileage Allowance shall be admissible at the same rates as admissible to similarly categorised Government of Punjab employees.

7. All claims of Travelling Allowance (TA) shall be in accordance with the provisions of Punjab Civil Services Rules, Volume-III (Travelling Allowance Rules) and shall be submitted to the Accounts Division within 60 days after the close of the months to which the TA Bill pertains failing which it shall stand forfeited.

8. As and when the TA/DA rates are revised or amended by the Government the same shall apply to contractual staff of the Authority as admissible to similarly categorised Government of Punjab employees.

9. No TA claim shall be admissible unless the Manager Accounts is satisfied that it complies with all the provisions of Rule 2.108 and 2.108 (A) in addition to complying with the provisions of the Rule 2.109 of the Punjab TA Rules. The employee shall comply with the following in particular in addition to provisions of the said Rules.

a. Before undertaking journey, the employee shall obtain approval of Controlling Officer for his detailed Tour Programme, specifically indicating therein whether the journey shall be performed by a private vehicle car or by any other means of conveyance viz., by bus or railway etc.;

b. The employee shall submit his tour notes in respect of the journey performed by him for which T.A. claim is put up by him to the Controlling Officer and the employee shall give a certificate to that effect on the T. A. bill; and

c. The ex-post facto sanction of the Controlling Officer for performing the journey by private vehicle, if not already approved in the Tour Programme, and the approval of the Controlling Officer with regard to any variations in the Tour Programme already approved by him shall be obtained.

10. **Staff on deputation** will continue to draw TA/DA as per their entitlement in the State Government/parent organization.

Placed before the Authority for consideration and approval.

Decision:

a. *After careful consideration, the proposal in Paragraph 4 was amended*

b.

c. *as per table below:*

<i>CATEGORY</i>	<i>MONTHLY REMUNERATION (Rs.)</i>
<i>Second</i>	<i>70,000 and above.</i>
<i>Third</i>	<i>45,000 and above but less than 70,000</i>
<i>Fourth</i>	<i>25,000 and above but less than 45,000</i>
<i>Fifth</i>	<i>Less than 25,000</i>

b. Paragraphs 5 to 10 approved as proposed.

Item No. 57.05: Payment for travel by staff of Service Providers.

Authority has signed an agreement with the Service Provider to provide support services. Para 8 of Part-2 of the Contract, "Mutual Obligations & Terms and Conditions" provides that":

"The cost of any unavoidable travel by personnel deployed by the service provider which is necessary exclusively for the purpose of providing or rendering Support Services under this contract shall be reimbursed to the Service Provider at rates approved by the Authority on submission of bills/ invoices along with supporting document including proof of payment to the concerned personnel. No management fees shall be admissible against such reimbursement."

Accordingly, it is proposed that Authority may approve the TA/DA rates for outsourced services on the same lines as in case of contractual staff. For reimbursement of travel related costs, the Service Provider shall submit the details of travel by the concerned staff.

Placed before the Authority for consideration and approval.

Decision: *Approved as proposed.*

Item No. 57.06: Annual Increase in monthly remuneration of Contractual Employees.

Mr. Balwinder Singh Thind was appointed on contract initially for one year on the post of Administrative Officer at the monthly remuneration of Rs. 50,000/-. Authority vide Resolution No. 50.03 dated 12.07.2022 renewed the contractual employment of Mr. Balwinder Singh Thind on this post from 20.06.2022 to 19.06.2023 without any increase in monthly emoluments with the following remarks:

“as regards revision in wages his performance appraisal may be put up for consideration.”

2. Ms. Ravneet Lumba was appointed on contract initially for one year on the post of Legal Executive at the monthly remuneration of Rs. 45,000/-. Authority vide Resolution No.55.09 dated 22.11.2022 renewed the contractual employment of Ms. Ravneet Lumba on this post from 05.12.2022 to 04.12.2023 without any increase in monthly emoluments with the following remarks:

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

3. Mr. J.K. Jain was appointed on contract initially for one year on the post of Senior Manager (Administration & Coordination) at the monthly remuneration of Rs. 1,00,000/-. His contractual employment was renewed by the Authority from 01.12.2021 to 30.11.2022 at the monthly remuneration of 1,08,000/-. Authority vide Resolution No. 55.16 dated 22.11.2022 further renewed his contractual employment as Additional Secretary and Senior Manager (Administration & Coordination) from 01.12.2022 to 30.11.2023 without any increase in monthly emoluments with the following remarks:

“As regards revision in wages, a decision will be taken in the next meeting.”

As per PWRDA Employees Service Regulations 2020, the indicative monthly remuneration of these posts for the year 2020-21 is as under:

Administrative Officer:	Rs. 50,000/-.
Legal Executive:	Rs. 45,000/-.
Senior Manager (Administration & Coordination):	Rs. 1,20,000/-.

Further, Para 7 (2) & (3) of the PWRDA Employees Service Regulations, 2020 provide as under:

*Para 7(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.*

*Para 7 (3): The terms of the contract of an employee may provide for an **annual increase** in emoluments **based on performance**.*

It is pertinent to mention that the Department of Investment Promotion Government of Punjab has notified the "Punjab Bureau of Investment Promotion Service Regulation, 2014" vide Notification No. 17/3/2015-ASI-479680/1 dated 07.05.2015 (**Annexure 57.06.01**). Regulation 9 of these Regulations deals with the **pay and allowances for contractual employees**, wherein it is provided that "*in the case of renewal of contract, they shall be entitled for annual increase @ 10% of their fixed emoluments which shall be rounded off to the next multiple of 10*".

Further, Punjab State Electricity Regulatory Commission (Appointment and Service Condition of Employees) Regulation, 2015 were notified on 24.12.2015. The Regulation 8 (b) of these Regulations deals with pay and allowances of the contractual employees which states that "*the annual increase in the pay of officers and employees of the Commission in no case will be more than 8%*". (**Annexure-A 57.06.02**)

The employees' remuneration given in the PWRDA Service Regulations was indicative for the year 2020-21 and the Regulation 7(3) provides to give annual increase in the emoluments based on the performance of the employee.

Format of Performance Review Report has separately been put up before the Authority vide Agenda Item No. 57.03. The Performance Review will take time. Meanwhile, since the renewal of the contract is based on satisfactory performance of the employee hence, Authority may decide annual increase in monthly remuneration of the contractual employees on renewal of the contract.

Placed before the Authority for considerations.

Decision: Dropped.

Meeting ended with a vote of thanks to the Chair.

Chairperson.