

**Minutes of 60<sup>th</sup>. Meeting of Punjab Water Regulation and Development Authority held on 06.02.2023 at 11.00 AM in the Committee Room under the chairmanship of Sh. Karan A Singh Chairperson PWRDA.**

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

**Item No. 60.01: Confirmation of the Minutes of 57<sup>th</sup> & 58<sup>th</sup> Meeting of the Authority.**

The Minutes of 57<sup>th</sup> & 58<sup>th</sup> Meeting of PWRDA are yet to be issued.

**Decision:** *Noted.*

**Item No. 60.02: Action Taken Report (ATR).**

The action taken report on the decisions taken in 57<sup>th</sup>, 58<sup>th</sup> & 59<sup>th</sup> meeting of the Authority will be put up in the next meeting.

**Decision:** *Noted.*

**Item No.60.03: Deployment of Support Services through Out Sourcing.**

The Punjab Ground Water Extraction & Conservation Directions, 2023 has come into force w.e.f. 01.02.2023. The work load of Permission & Accounts Division is likely to increase manifold. Present staff posted in Permission & Accounts Division may not be able to cope up with increased workload. Further, the software for permission is in process of development and may take time. The development of payment software is at the nascent stage. Therefore, for the smooth functioning of the office, additional support services for speedy processing of applications for permission of Groundwater Extraction and implementation of direction, work relating to maintaining of accounts & secretarial support services for the Authority may be taken from the Service Provider. The qualification & experience, monthly remuneration as per RFP for personal to be deployed for performing the support services is as under:

<b>Sr. No</b>	<b>Name of Post</b>	<b>Qualifications (Annexure Y of RFP)</b>	<b>No. of post (Annexure Z of RFP)</b>	<b>Post already filled</b>	<b>No. of posts to be filled</b>	<b>Indicative Monthly Emoluments (Annexure Z of RFP)</b>
1.	Assistant Manager Technical (AMT)/JE	i. B.Tech/ B.E in Civil or Mechanical.	12	0	4	Rs. 35,000/-
2.	Senior Office Executive (SOE)	i. Graduate from recognized University or Institution with six year's exp. and	8	2	1	Rs. 35,000/-

		<p>high proficiency in digitized office work including word processing, spreadsheet, presentations, email and social media.</p> <p>ii. Knowledge of Punjabi language up to 10<sup>th</sup>. level.</p>				
3.	Accounts Clerk	<p>i. B. Com with 3 years exp.in Accounting</p> <p>ii. Typing speed of 40 words pm in English on Computer</p> <p>iii. Matric pass with Punjabi language</p> <p>iv. 3 year's exp. as Office Assistant or Database operator in a digital environment</p>	8	0	2	25,000/-
4.	Office Executive (OE)	<p>i. Graduate from recognized University or Institute.</p> <p>ii. Typing speed of 40 words pm in English Computer,</p> <p>iii. Matric pass with Punjabi language</p> <p>iv. Three years' experience as Office Assistant or Database operator in a digital environment.</p>	20	6	2	25,000/-

Note: The PWRDA Employees Service Regulations are at **Annexure A 60.03.01**.

The RFP (Annexure Y & Z) are at **Annexure A 60.03.02**.

2. Since, the work of Accounts division involves, the data entry in ledger and reconciliation of accounts, it is proposed that the SOE & OE for this division should have experience in operation of Tally software. As the work/duties of SOE of Accounts Division, the candidate may be Post

Graduate in Commerce or Graduate with CA (Intermediate). Further, maximum of the work in office is carried out in Punjabi, the candidate may qualify the computer typing in Punjabi also.

3. It is proposed that:

- a) Four Assistant Manager (Technical) with minimum qualification B.Tech./B.E. Civil/Mechanical at the monthly remuneration of 35,000/- or DC rate whichever is higher.
- b) One SOE for Accounts Division with minimum qualification B.com with three-year experience in accounting or CA Inter at the monthly remuneration of 35,000/- or DC rate whichever is higher.
- c) Two Accounts Clerk for Accounts Division (qualification as given in the table above).
- d) Two office Executives for Permission Division (qualification as given in the table above).
- e) The monthly remuneration for the services at c & d above may be the DC rate.

Placed before the Authority for ratification.

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

**Item No. 60.04: Recruitment to the one post of Manager (IT).**

The Authority in its 55<sup>th</sup> Meeting held on 22.11.2022 decided to fill one post of Manager (IT) on contract basis initially for one year at the monthly remuneration of Rs. 75,000/-. The post was advertised in two daily newspapers on 16.12.2022. Last date for receipt of application was 02.01.2023. Till last date total 18 applications were received via email. A committee constituted as per order dated 20.12.2022 scrutinized the documents for eligibility of candidates and submitted its report on 03.01.2023 (**Annexure A 60.04.01**). 13 candidates were found eligible for this post.

2. As per the Advertisement the qualification /experience required for this post is as under:

(i) B.Tech./B.E. or MCA from a recognized University/Institute with 5 years' minimum experience in the implementation, operation, maintenance, integration and up-gradation of such relevant software projects

Desirable: 5years' experience in the analysis, design and development of relevant software projects."

3. Another committee consisting of Mr. J.K. Jain Additional Secretary & SM (A&C), Mr. Rajesh Vashisht, Technical Advisor, Mr. Maninder Singh, XEN and Special Invitee Mr. SK Banga, Sr. Director IT, NIC, PB, Chandigarh. was constituted as per order dated 17.01.2023 (**Annexure A 60.04.02**) to interact with the 13 eligible candidates and shortlist the suitable candidates. Mr. Rajesh Vashisht did not attend the session as he was on leave. The eligible candidates were informed via email & telephonically for interactive session. Only 11 candidates appeared before the committee on 25.01.2023. The committee has shortlisted the following candidates in the order of merit and submitted its report on 25.01.2023 (**Annexure A 60.04.03**).

4. The shortlisted candidates in the order of Merit are as under:

- (i) Manpreet Singh Saini S/o Didar Singh
- (ii) Kamalpreet Singh S/o Harpal Singh
- (iii) Mandeep Kaur D/o Manohar Singh

Placed before the Authority for selection of candidate for one post of Manager (IT).

**Decision:** *Authority perused and observed that the report (Annexure A 60.04.03) should be more detailed so that the basis on which the shortlisting and order of merit of the candidates is decided becomes clear.*

**Item No. 60.05: Recruitment for one post of Private Secretary.**

The Authority in its 55<sup>th</sup> Meeting held on 22.11.2022 decided to fill one post of Private Secretary on contract initially for one year with monthly remuneration of Rs. 45,000/-. The post was advertised in two daily newspapers on 06.12.2022. Last date for receipt of application was 22.12.2022. Till last date total 8 applications were received via email. A committee constituted as per order dated 20.12.2022 scrutinized the documents for eligibility of candidates and submitted its report on 23.12.2022 (**Annexure A 60.05.01**) It found 2 candidates eligible for this post.

2. As per the Advertisement the qualification /experience required for this post is as under:

*(a) To be filled 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.*

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

3. The eligible candidates were asked to appear in computer proficiency and Shorthand Test on 23.01.2023 at 11.00 AM in the office of PWRDA. This message was conveyed via email & phone. Eligible candidates reported for the test.

**Five tests were conducted to assess the proficiency of the candidates in:**

- a. Translation (Both English & Punjabi). MM 10
- b. Word Processing (including preparing tables & basic formatting etc.)- MM 25
- c. Ability to prepare PPTs- MM 15
- d. Shorthand – MM 20
- e. Typing (English & Punjabi)- MM 20

4. The marks obtained (**Annexure 60.05.02**) by the Candidates in the test dated 23.01.2023 are given below:

Sr. No	Name	Translation English and Punjabi (Max. Marks=5+5=10)	Word Processing (Max. Marks=25)	Power Point Presentation (PPT) (Max. Marks=15)	Shorthand (Max. Marks=20)	Typing English and Punjabi (Max.Marks=10+10=20)	Total (Max Marks=90)
1	Atma Ram Nautiyal	2	19.5	10.5	10	19.5	61.5
2	Vinod Kumar	4	18.5	12.5	20	10	65

5. The report of the Committee consisting of Additional Secretary, XEN and ADO-II is at **Annexure A 60.05.03**. Mr. Vinod Kumar did not attempt translation from English to Punjabi and typing in Punjabi.

Placed before the Authority for selection of candidate for one post of Private Secretary.

**Decision:** *Considered and found none of the candidate fit for selection for the post of Private Secretary.*

**Item NO. 60.06: 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 a monthly remuneration of Rs. 50,000/-. Authority by Resolution No. 50.03 dated 12.07.2022 approved his contractual employment for another year with the rider that the increase in monthly emoluments will be considered on performance appraisal separately.

2. Similarly, Mrs. Ravneet Lumba and Mr. J.K. Jain were appointed on contract for one year on the post of Legal Executive & Additional Secretary at a monthly remuneration of Rs. 45,000/- & 1,08,000/- respectively. Authority by Resolution No. 55.09 & 55.16 dated 22.11.2022 approved their contractual employment for one year with the rider that as regards revision in wages in this case and other similar cases, a decision will be taken in the next meeting.

3. Para 7 (2) & (3) of the PWRDA Employees Service Regulation, 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.*

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

Since all the above cases have been approved by the Authority based on the satisfactory performance of the employee and indicative monthly remuneration is for the year 2020-21, hence, the Authority may decide annual increase in monthly remuneration of Mr. Balwinder Singh Thind, Mrs. Ravneet Lumba, Mr. J.K. Jain and all futuristic cases approved by Authority.

Placed before the Authority for consideration.

**Decision:** *Deferred.*

**Item No. 60.07 Reply of the Authority in O.A. 500 of 2022 in Bhagwant Rai vs State of Punjab & Ors.**

An application (**Annexure A 60.07.01**) was filed by Shri Bhagwant Rai via Email to Hon'ble National Green Tribunal (hereinafter mentioned as NGT). The Tribunal took cognizance of the same on the basis of letter petition.

2. In the application the petitioner complained that the Ishwar colony, which is unauthorized is located near Anaj Mandi road, opposite Chhajju Mal Roshan Lal's Factory. Sewage from the above said colony is being illegally dumped in the green area outside the colony wall which is polluting the environment due to spread over of the sewage over the green area posing serious health hazards to the local residents. The applicant had raised the issues that **due to not providing of water supply by the Municipal Council Barnala and PWSSB, about 50 submersible pumps have been illegally installed in the colony by the residents.**

3. The Hon'ble NGT in order dated 29.08.2022, (**Annexure A 60.07.02**) in Para 3 held that:

*"Prima facie, the allegations made in the application raise questions relating to environment arising out of the implementation of the enactments specified in Schedule I to the National Green Tribunal Act, 2010. In view of the allegations made in the application, we consider it appropriate that a Joint Committee be constituted to verify the factual position. Accordingly, we constitute a Joint Committee comprising of State PCB, Executive Officer, Municipal Council, Barnala, DFO and Deputy Commissioner, Barnala and direct the same to meet within two weeks, undertake visits to the site, look into the grievances of the applicant, verify the factual position and submit its report within one month."*

4. The DC Barnala submitted its report (**Annexure A 60.07.03**) to the Hon'ble NGT. In Para 4 of the report mentioned about PWRDA's Guidelines. the Para 4 is reproduced below:

*" 4) As per the Punjab Guidelines for Groundwater Extraction and Conservation 2022 under office Punjab water Regulation and Development Authority S.C.O 149-152, Sector 17, Chandigarh has been downloaded from the department's website. The para no. 5.1 deals with exemptions from seeking permission which is attached."*

5. After considering the above report, the Hon'ble NGT in Para 4 (reproduced under) sought the reply from all the respondents (**Annexure A 60.07.04**) within two months in the order passed by Hon'ble NGT on 13.12.2022 (**Annexure A 60.07.05**).

*"4. We consider it appropriate to have response of (1) State of Punjab through Chief Secretary, Government of Punjab, (2) Chairperson, Punjab Water Regulation and Development Authority (PWRDA), (3) Member Secretary, Central Ground Water Authority (CGWA), (4) Chairman, Punjab Water Supply and Sewerage Board (PWSSB), (5) Punjab State Pollution Control Board (PSPCB) and (6) Deputy Commissioner, Barnala, who stand impleaded as respondents No. 1 to 6. The Registry is directed to prepare and attach memo of parties to the application and to issue notices to respondents No. 1 to 6 requiring them to file their reply/response within two months at [judicial-ngt@gov.in](mailto:judicial-ngt@gov.in) preferably in the form of searchable PDF/OCR Supported PDF and not in the form of Image PDF. "*

6. Reply to Hon'ble NGT has been prepared based on the facts and provisions of The Punjab Water Resources (Management and Regulation) Act, 2020 and the Punjab Groundwater Extraction and Conservation Directions, 2023 and placed at (**Annexure A 60.07.06**)

Placed before the Authority for consideration and approval.

**Decision:** *Authority considered and approved the reply with some changes as per Annexure M60.07.01.*

**Meeting ended with a vote of thanks to the Chair.**

**Chairperson**