

Minutes of 69th Meeting of Punjab Water Regulation and Development Authority held on 05.09.2023 at 12.00 noon in the Committee Room under the chairmanship of Sh. Karan Avtar Singh, Chairperson, PWRDA.

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

Item No. 69.01: Confirmation of the Minutes of 68th Meeting of PWRDA.

The Minutes of 68th meeting held on 16.08.2023 was circulated to all concerned on 24.08.2023. No comments received. The Minutes may be confirmed.

Decision: *Confirmed.*

Item No. 69.02: Action Taken Report:

Action Taken Report on the decisions taken in the previous meetings of the Authority is as under:

Item No.51.11: Regarding draft Tariff Regulations.

Pending.

Item No.54.04: Review of procedure for placing Authority funds in fixed deposit.

Pending.

Item No.64.10: Regarding Staff Cars.

Pending.

Item No 68.03: Amendment to the Punjab Groundwater Extraction and Conservation Directions, 2023.

Gazette Notification issued on 31.08.2023 and uploaded on the website. Necessary office orders have been issued and uploaded on the website.

Item No.68.04: Quarterly statement of receipt and payment for the quarter ending 30.06.2023.

No further action is required.

Item No.68.05: Quarterly statement of PWRDA fund placed in fixed deposit for the quarter ending 30.06.2023.

No further action is required.

Item No. 68.06: Performance Review Report of Authority staff.

Please see Item No. 69.04.

Decision: *Noted.*

Item No.69.03: Expiry of contract of Mrs. Kamlesh Kumari Joshi, Private Secretary.

Mrs. Kamlesh Kumari Joshi was appointed as Private Secretary on contract basis initially for a period of one year at the monthly remuneration of Rs. 45,000/- (fixed). She joined the Authority on 12.09.2022 (F.N). The contract expires on 11.09.2023.

2. She has requested for renewal of contract by her application dated 11.08.2023 stating that:

"It is submitted that my contract period will expire on 12th September, 2023. I have done my duties with honesty, sincerity and utmost responsibility. It is requested that my contract period may kindly be extended from 12th September, 2023 (FN) for another period with suitable increase in salary."

3. The date of birth of Mrs. Kamlesh Kumari Joshi is 01.12.1962 and she has not attained the age of 70.

4. There is nothing adverse on record against her. The work and conduct of Mrs. Kamlesh Kumari Joshi are satisfactory. The PRR of the Official has also been completed and placed on record.

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

6. As per PWRDA Employees Service Regulations 2020, the indicative monthly remuneration for the post of Private Secretary is Rs.50,000/-.

7. The PWRDA Employees Service Regulations, 2020, para 7 (2) & 7 (3) provide as under:

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.

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

8. The Authority may decide on the following:
- a. Hiring of the services of Mrs. Kamlesh Kumari Joshi on contract for the post of Private Secretary.
 - b. The period of hiring of services on contract.
 - c. The terms & conditions of the contract.
 - d. Monthly remuneration.

Placed before the Authority for consideration.

Decision: *1. Mrs. Kamlesh Kumari Joshi is hired on contract for the post of Private Secretary for a period of one year starting from 12.09.2023 or from her actual date of joining which shall be not later than two weeks from 12.09.2023. The terms and conditions of the contract/ offer letter shall be as per Annexure M 69.03.01 The monthly remuneration shall be Rs. 45000/- (Rs. Forty-Five Thousand) fixed.*

Item No.69.04: Performance Review Report of Authority Staff.

This item was placed before the Authority in 68th Meeting held on 16.08.2023 as agenda item no. 68.06 wherein, the following decision was taken:

“Deferred. Put up as a fresh agenda item in the next meeting of the Authority”.

Accordingly, it is placed before the Authority as a fresh item.

2. In 57th Meeting held on 20.01.2023 by Resolution No. 57.03 (**Annexure A.69.04.01**), Authority approved the format for PRR and designated reporting and accepting authorities. As per this decision, the PRR is to be submitted twice in a year i.e., on completion of six and eleven months of the contract period.

3. As on date, Authority is offering contractual appointment for a period of one year. Every time a fresh contract is signed. In such cases the existing procedure of submission of PRR at the close of the eleventh month of the contract is not practically viable. However, it is feasible in multi-year contract. In case of yearly contract, Authority may do away with the existing procedure of half yearly and yearly PRRs.

4. In case of multi-year contract, an appointee, in the required proforma, may complete self-appraisal part of the PRR within ten days of the expiry of twelve months of contract and submit it to reporting officer. Reporting officer shall forward it to the next higher authority within next ten days. The whole process of PRR be completed within one month. The amended draft of instructions for processing of PRR is placed at **Annexure A.69.04.02.**

5. As per the existing procedure, the PRR of Technical Manager (Groundwater) & (Agriculture) is initiated by the Secretary as Reporting authority and Chairperson is the accepting authority. The Technical Manager (Agriculture) and Technical Manager (Groundwater) report directly to the Technical Advisor. Therefore, their PRR may be initiated by Technical Advisor as reporting officer and be forwarded to the accepting authority through Secretary, PWRDA. The amended routing of PRRs of Authority staff is at **Annexure A 69.04.03.**

6. The Annexure A 69.04.01, 02 & 03 were emailed in advance to the Authority on 16.08.2023.

Placed before the Authority for consideration.

Decision:

- 1. The proposal in paragraph 3 is approved.*
- 2. The proposal in paragraph 4 as approved by the Authority is at Annexure M 69.04.01.*

3. The proposal in paragraph 5 as approved by the Authority is at Annexure M 69.04.02.

Meeting ended with a vote of thanks to the Chair.