

**Minutes of Meeting of Punjab Water Regulation and Development Authority, held under the Chairmanship of Shri Karan Avtar Singh, Chairperson PWRDA, through video conference on 1<sup>st</sup> October, 2020.**

The Meeting was attended by Shri Sushil Gupta, Member PWRDA and Shri Surinder Singh Kukal, Member PWRDA. Shri A.S. Miglani, Secretary, PWRDA was in attendance.

**Item 1:- Revision of Regulations relating to Appointment & Service Conditions of Employees**

The Secretary apprised that in an earlier meeting the Authority had approved the Punjab Water Regulation and Development Authority (Appointment & Service Conditions of Employees) Regulations, 2020, and sent the same to the State Government for concurrence. However, it was noticed that the Regulations needed to be revised in some areas keeping in view the requirements of the Authority and to remove some inadvertent legal discrepancies. Hence, the Secretary Water Resources had been requested to withhold the government approval to these Regulations.

The revised draft of the Regulations circulated by the Secretary by email on 30.9.2020, was discussed in detail. Some further changes were proposed and it was decided that final revised Regulations may be sent to the Government after approval of the Chairperson.

**Item 2: - Recruitment of Staff in the Authority**

The matter of filling up various posts in the Authority was discussed.

The Secretary informed that staff strength of seventy had been approved. He proposed that as the entire staff is not needed immediately, the Authority may fill up posts in phases. In the first phase the following posts may be filled up:-

**A. Managerial & Professional:**

<b>Sr No</b>	<b>Name of Post</b>	<b>Number of posts approved</b>	<b>Number proposed to be filled in the first phase</b>
1.	Secretary	1	Already filled.
2.	Senior Manager (Administration Cum Human Resources)	1	1
3.	Senior Manager (Tariff and Regulation)	1	1
4.	Senior Manager (Legal)	1	--
5.	Senior Manager (IT)	1	1
6.	Senior Manager (Media and Communication)	1	--
7.	Manager Accounts	1	1
8.	Executive Engineer (on deputation)	2	1
9.	Sub Divisional Engineer (on deputation)	2	1
10.	Technical Expert	4	2

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**B. Office Executives:**

11. A	Administrative Officer	1	1
11. B	Manager Coordination	1	--
12.	Public Relations Officer	1	1
13.	Private Secretary	4	4
14.	Junior Engineer (on deputation)	4	2
15.	Senior Office Executive	4	4
16.	Legal Executive	1	1
17.	Computer Programmer	4	2
18.	Accountant	2	1
19.	Research Officer	1	--
20.	Office Executive	10	5
21.	Client Relations Officer	1	--

**C. Support Staff (Work outsourced to Service Providers):**

22.	Driver	05	Service to be outsourced
23.	Multipurpose Support Staff	08	Service to be outsourced
24.	Security Staff	04	Service to be outsourced
25.	Cleaning and Support Staff	04	Service to be outsourced

The Authority considered the proposals and authorised the Chairperson to decide upon the timing and number of posts to be filled and the manner/source of filling these posts. The Chairperson was also authorised to decide about the services to be outsourced.

Keeping in view the urgent need to get some experienced persons to start the office functioning properly, it was decided that one post each of Senior Manager (Administration & Coordination), Manager Accounts, Administrative Officer and four posts of Private Secretary be filled up immediately through retired persons or serving public sector employees, who are eligible as per the Draft Regulations approved by the Authority. The Secretary was asked to take the necessary steps in this regard expeditiously.

It was also decided that one post each of Executive Engineer, SDE and JE may be filled on deputation from Government; a request be made to the Department of Water Resources.