

Minutes of the 39th Meeting of the Authority held on 23.02.2022 at 03.00 PM through VC under the Chairmanship of Sh. Karan Avtar Singh, Chairperson PWRDA.

Present: Sh. Sushil Gupta Member & Dr. Surinder Singh Kukal Member.

In attendance: Mr. J K Jain SM A&C and Mr. Jobanpreet Singh XEN.

Item No.39.01: Confirmation of the Minutes of 36th, 37th and 38th meeting of PWRDA:

The minutes of 36th meeting, 37th meeting & 38th meeting held on 02.02.2022, 09.02.2022 & 15.02.2022, were emailed to all concerned on 08.02.2022, 15.02.2022 & 16.02.2022 respectively. Comments of Shri Sushil Gupta Member, PWRDA received on item no. 38.01 are attached at **Annexure A1**. The Minutes of these meetings may be confirmed.

Decision: Confirmed. Amended Website Examples as approved by the Authority are annexed as Annexure-M1.

Item No. 39.02: Action Taken Report:

ATR on the decisions taken in these meetings of the Authority is as under:

Item No. 36.03: Approval of Punjab Directions for Groundwater Extraction and Conservation, 2022.

Please see item no. 38.01.

Item No. 36.04: Agency for formulation of Impact Assessment Report.

Please see item no. 39.04.

Item No. 36.05: Revised Budget Estimates for FY 2021-22.

Please see item no. 38.02.

Item No. 36.06: ਵਿੱਤੀ ਸਾਲ 2020-21 ਦੀ Grant-In-Aid (Salary/non-salary) ਵਿੱਚੋਂ ਅਣਵਰਤੀ ਰਕਮ 20.65 ਲੱਖ ਰੁਪਏ ਰਿਫੰਡ ਕਰਨ ਬਾਰੇ।

Please see item no. 37.03.

Item No. 37.03: ਵਿੱਤੀ ਸਾਲ 2020-21 ਦੀ Grant-In-Aid (Salary/non-salary) ਵਿੱਚੋਂ ਅਣਵਰਤੀ ਰਕਮ 20.65 ਲੱਖ ਰੁਪਏ ਰਿਫੰਡ ਕਰਨ ਬਾਰੇ।

Action yet to be taken.

Item No. 37.04: Seeking permission of Election Commission of India for finalization of Bids regarding hiring of support services for PWRDA.

Letter has been written to Chief Electoral Officer on 17/02/2022.

Item No. 37.05: Resignation by Senior Manager (Legal).

Officer has relinquished the charge on 14.02.2022.



Item No. 38.01: Approval of Punjab Directions for Groundwater Extraction and Conservation, 2022.

Approved Directions (Annexure M1) have been circulated to all concerned on 16.02.2022.

Item No. 38.02: Revised Budget Estimates for FY 2021-22.

Revised Budget Estimates in Form BM-2 sent to the Water Resources Department.

Decision: Noted.

Item No. 39.03: Request for Extra Ordinary Leave by Sh. Arunjit Singh Miglani.

Shri Arunjit Singh Miglani, Secretary, PWRDA was appointed by Government vide letter dated 24-09-2020 for three years. He has given two months resignation notice on 02.02.2022, which has been accepted by the Government vide order dated 11.02.2022, w.e.f. 01.04.2022 (afternoon).

In the meantime, Shri Arunjit Singh Miglani has applied for Extra Ordinary Leave (EOL) from 15.02.2022 to 25.03.2022 (39 days).

Regarding Extra Ordinary Leave nothing has been specified in The Punjab Water Resources (Management and Regulation) Act, 2020 (Section-8), Appointment Order dated 24.09.2020 and in The Punjab Water Regulation and Development Authority (Appointment & Service Conditions of Employees) Regulations, 2020

Condition iv of his appointment order deals with leave and is reproduced below.

"The officer shall be governed by the Regulations and orders of the Authority in other service matters, including casual leave, reimbursement of travel expenses including allocation of work, leave, etc."

As per condition iv of his appointment order Authority appears to be competent on matters related to leave.

Matter is placed before the Authority for consideration and grant of leave of the kind due.

Decision:

A) The application of Shri Arunjit Singh Miglani for Extra Ordinary Leave from 15.02.2022 to 25.03.2022 (39 days) is allowed. It is understood that an officer while on Extra Ordinary Leave is not entitled to any Leave Salary.

B) Shri J.K. Jain, Senior Manager (A&C) will hold the additional charge of Secretary PWRDA during the leave period of Shri A.S. Miglani.

✓

Item No. 39.04: Regarding Impact Assessment Report.

This item was earlier taken up in the 37th Meeting of the Authority and it was decided that:

“The Terms of Reference need to be re-worked so that they are in a logical sequence, and each activity and deliverable is clearly described. Amended TOR be placed in the next meeting for approval.”

The Terms of reference have been re-worked and are placed before the Authority as **Annexure A2** for consideration and approval.

Decision:

Authority approved the TOR with minor changes. The approved Terms of Reference are attached as Annexure M2.

Item No. 39.05: Renewal of Contractual Employment of Shri Gurbachan Singh, Private Secretary.

Shri Gurbachan Singh, was appointed on contract for period of one year as Private Secretary at total monthly emoluments of Rs.45,000/-. As per the terms of his contractual employment, the contract may be renewed at the sole discretion of PWRDA. He joined on 18.03.2021 and the contract is expiring on 17.03.2022. Copy of the offer letter containing the terms and conditions of the contract is enclosed as **Annexure A3**.

2. Shri Gurbachan Singh has requested for extension in his contract with increase in monthly emoluments for further period. His work & conduct is satisfactory.
3. As per the Regulation 6 (3) of the PWRDA Services Regulations, 2020, the appointment on contract basis may be up to period of five years. Indicative monthly remuneration for the post of Private Secretary during 2020-2021 is Rs. 50,000/-.
4. The Authority may consider renewal of the contract of Shri Gurbachan Singh, Private Secretary 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.

Submitted for Consideration of the Authority.

Decision:

The contract of Shri Gurbachan Singh, Private Secretary is renewed till 16.03.2023 on the same terms and conditions as contained in the current



contract. His emoluments will be Rs.47,700/- (fixed) per month inclusive of all benefits and perquisites.

Item No. 39.06: ਪੰਜਾਬ ਜਲ ਨਿਯੰਤਰਨ ਤੇ ਵਿਕਾਸ ਅਥਾਰਟੀ ਵਿੱਚ ਮੈਨੇਜਰ ਅਕਾਊਂਟਸ ਦੀ ਅਸਾਮੀ ਭਰਨ ਸਬੰਧੀ।

ਅਥਾਰਟੀ ਵਿੱਚ ਮੈਨੇਜਰ ਅਕਾਊਂਟਸ ਦੀ ਇੱਕ ਅਸਾਮੀ ਤੇ ਸ੍ਰੀ ਸੋਮ ਨਾਥ ਭੱਟ, ਕੰਮ ਕਰ ਰਹੇ ਹਨ। ਇਸ ਪੋਸਟ ਦੀ Indicative Salary 70,000/- ਰੁਪਏ ਪ੍ਰਤੀਮਾਹ ਹੈ। ਅਥਾਰਟੀ ਨੇ ਸ੍ਰੀ ਸੋਮ ਨਾਥ ਭੱਟ ਨੂੰ initial Salary 65,000/- ਰੁਪਏ ਪ੍ਰਤੀ ਮਾਹ ਤੇ ਕੰਨਟਰੈਕਟ ਤੇ ਰੱਖਿਆ ਸੀ। ਬਾਅਦ ਵਿੱਚ ਕੰਨਟਰੈਕਟ ਵਿੱਚ ਵਾਧਾ ਕਰਨ ਤੇ ਸੈਲਰੀ 68,500/- ਰੁਪਏ ਕੀਤੀ ਗਈ।

ਉਹਨਾਂ ਵੱਲੋਂ ਇਸ ਪੋਸਟ ਤੇ ਅਸਤੀਫਾ ਦੇਣ ਲਈ ਦੋ ਮਹੀਨੇ ਦਾ ਨੋਟਿਸ ਦਿੱਤਾ ਹੈ ਜਿਸ ਉਪਰੰਤ ਇਹ ਪੋਸਟ ਮਿਤੀ 16.04.2022 ਤੋਂ ਖਾਲੀ ਹੋ ਜਾਣੀ ਹੈ। ਇਹ ਇੱਕ ਮਹੱਤਵਪੂਰਨ ਅਸਾਮੀ ਹੈ ਅਤੇ ਇਸ ਨੂੰ ਤੁਰੰਤ ਭਰਿਆ ਜਾਣਾ ਜ਼ਰੂਰੀ ਹੈ। ਇਸ ਪੋਸਟ ਦੀ Qualification/Experience as per the Punjab Water Regulation and Development Authority (Appointment & Service Conditions of Employees) Regulations, 2020 (Annexure A4) is as under-

A. Public Sector

“A person who is working as ACFA or who has retired from the post of DCFA.

B. Private Sector

M.Com or Chartered Accountant (intermediate) with 5 year experience of Accounting work.”

ਪਹਿਲਾਂ ਭਰਤੀ ਲਈ ਦਿੱਤੇ ਇਸ਼ਤਿਹਾਰ ਅਨੁਸਾਰ ਇਹ ਅਸਾਮੀ ਪਬਲਿਕ ਸੈਕਟਰ ਵਿੱਚੋਂ ਭਰੀ ਸੀ ਇਸ ਅਸਾਮੀ ਦੇ ਲੋੜੀਂਦੇ Role and Functions ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹਨ:

“He will be required to ensure that the Fund of the Authority is utilised/maintained as per Rules, Regulations and Guidelines. He will liaise with the Government, banks and financial institutions for all financial matters concerning the Authority. He will ensure proper Account keeping and book keeping in electronic format. He will also be expected to ensure proper auditing of the Accounts as required. He may be asked look into all financial and accounting aspects of enquiries, proceedings, reports etc. of the Authority.”

Recruitment Notice ਦੀ Publication ਕਰਨ ਸਬੰਧੀ ਡੀਪੀਆਰ ਵੱਲੋਂ ਨਿਰਧਾਰਤ ਕੀਤਾ ਪ੍ਰੋਫਾਰਮਾ **Annexure-A5** ਹੈ। ਇਥੇ ਇਹ ਵੀ ਦਸਤਾਵੇਜ਼ ਹੋਵੇਗਾ ਕਿ ਪੰਜਾਬ ਵਿਧਾਨ ਸਭਾ ਦੀਆਂ ਚੋਣਾਂ ਕਾਰਨ 10 ਮਾਰਚ ਤੱਕ ਚੋਣ ਜਾਬਤਾ ਲਾਗੂ ਹੈ। ਚੋਣ ਜਾਬਤਾ ਦੇ DO's & DON'Ts (**Annexure-A6**) ਅਨੁਸਾਰ ਭਰਤੀ ਤੇ ਰੋਕ ਹੈ ਅਤੇ ਸਬੰਧੀ ਕਾਰਵਾਈ ਭਾਰਤੀ ਚੋਣ ਕਮਿਸ਼ਨ ਦੀ ਪ੍ਰਵਾਨਗੀ ਤੋਂ ਬਿਨਾਂ ਨਹੀਂ ਕੀਤੀ ਜਾ ਸਕਦੀ।

ਇਸ ਅਸਾਮੀ ਦੇ ਕੰਮ ਦੀ ਮਹੱਤਤਾ ਨੂੰ ਧਿਆਨ ਵਿੱਚ ਰੱਖਦੇ ਹੋਏ ਇਸ ਨੂੰ ਪਿਛਲੀਆਂ ਸ਼ਰਤਾਂ ਅਤੇ ਵਿਧੀ ਅਨੁਸਾਰ ਭਰਨ ਲਈ ਵਿਚਾਰਨ ਹਿੱਤ। ਚੋਣ ਜਾਬਤਾ ਖਤਮ ਹੋਣ ਉਪਰੰਤ ਅਸਾਮੀ ਨੂੰ ਭਰਨ ਲਈ ਅਗਲੀ ਕਾਰਵਾਈ ਅਮਲ ਵਿੱਚ ਲਿਆਂਦੀ ਜਾਵੇਗੀ।

ਵਿਚਾਰਨ ਅਤੇ ਪ੍ਰਵਾਨਗੀ ਹਿੱਤ ਪੇਸ਼ ਹੈ।

e

Decision:

Approved as proposed. Applications may be sought from candidates with experience in the Public Sector. It be clarified that such candidates may have worked at an equivalent post, by whatever nomenclature it may be known.

TABLE AGENDA

The following item was taken up with the permission of the Chair.

Item No. 39.07: To re-designate the post of Senior Manager (A&C) PWRDA.

ਪੰਜਾਬ ਸਰਕਾਰ ਵਿੱਤ ਵਿਭਾਗ ਵੱਲੋਂ ਹੁਕਮ ਨੰ. 15/94/2020-5 ਐਫ ਪੀ 2/627, ਮਿਤੀ 07/07/2020, ਰਾਹੀਂ ਅਥਾਰਟੀ ਦਫ਼ਤਰ ਲਈ ਸਟਾਫ਼ ਦੀਆਂ 70 ਅਸਾਮੀਆਂ ਪ੍ਰਵਾਨ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ (Annexure A7) ਜਿਸ ਦੇ ਲੜੀ ਨੰ. 1 ਤੇ ਸਕੱਤਰ ਅਤੇ ਲੜੀ ਨੰ. 2 ਤੇ Manager (Administration cum Human Resources) ਦੀ ਅਸਾਮੀ ਦੀ ਰਚਨਾ ਕੀਤੀ ਗਈ ਹੈ। ਲੜੀ ਨੰ. 2 ਦੀ ਅਸਾਮੀ ਨੂੰ Appointment & Service Conditions of Employees Regulations, 2020 ਵਿੱਚ ਬਦਲਕੇ Senior Manager (Administration & Coordination) ਕੀਤਾ ਗਿਆ ਹੈ।

Appointment & Service Conditions of Employees Regulations, 2020 ਦੇ Regulation 3 ਵਿਚ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਉਪਬੰਧ ਹੈ-

“3. Classification of posts and sanctioned strength of employees:

- 1) *The Classification and sanctioned staff strength of the Authority will comprise of the posts as specified in Annexure-A to these regulations.*
- 2) *The Authority may modify the overall staff strength with prior consent of the Government.*
- 3) *The Authority at its discretion, may keep any post unfilled or keep it in abeyance for any period of time.”*

ਸਰਕਾਰ ਵਿੱਚ ਸਕੱਤਰ / ਵਧੀਕ ਸਕੱਤਰ/ ਸੰਯੁਕਤ ਸਕੱਤਰ ਆਦਿ ਅਸਾਮੀਆਂ ਹਨ ਅਤੇ ਇਨ੍ਹਾਂ ਅਹੁਦਿਆਂ ਦੀ ਵਧੇਰੇ ਪਹਿਚਾਣ (Recognition) ਹੈ।

ਅਥਾਰਟੀ ਨੂੰ ਅਕਸਰ ਸਰਕਾਰੀ ਵਿਭਾਗਾਂ/ਅਦਾਰਿਆਂ ਨਾਲ ਲਿਖਾ ਪੜ੍ਹੀ ਕਰਨੀ ਪੈਂਦੀ ਹੈ। Senior Manager(A&C) ਦੀ ਅਸਾਮੀ ਸਰਕਾਰ ਵਿੱਚ ਪ੍ਰਚੱਲਤ ਨਾ ਹੋਣ ਕਰਕੇ ਇਸ ਨੂੰ ਪੱਤਰ ਵਿਚਾਰ ਵਿੱਚ ਸਰਕਾਰੀ ਵਿਭਾਗਾਂ/ਅਦਾਰਿਆਂ ਵੱਲੋਂ ਬਹੁਤੀ ਅਹਿਮੀਅਤ /ਮਹੱਤਤਾ ਨਹੀਂ ਦਿੱਤੀ ਜਾਂਦੀ।

ਇਸ ਲਈ ਇਸ ਅਸਾਮੀ ਦਾ ਨਾਮ ਬਦਲਣ ਲਈ ਵਿਚਾਰਨ ਹਿੱਤ।

Decision:

The post of SM (A&C) is redesignated as Additional Secretary PWRDA and Senior Manager (Administration & Coordination) with immediate effect.

The meeting ended with a vote of thanks to the Chair.

Office of the Secretary
 Punjab Water Regulation and
 Development Authority
 14.3.2022
 Superintendent
 Punjab Water Regulation and
 Development Authority