

Punjab Roadways		PRTC	
<p style="text-align: center;"><b>Government of Punjab</b> Department of Transport (Transport I Branch)</p> <p style="text-align: center;"><b>Notification</b></p> <p style="text-align: center;">The 30<sup>th</sup> June, 2003</p> <p>No. G.S.R. 33/Const./Art. 309/Amd.(2)/2003.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab, Department of Transport, Commercial Wing (Class-I), Service Rules, 1985, namely:-</p> <p style="text-align: center;"><b>Rules</b></p> <ol style="list-style-type: none"> <li>1. (1) These rules may be called the Punjab, Department of Transport, Commercial Wing (Class-I) (1<sup>st</sup> Amendment) Service Rules, 2003.</li> <li>(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.</li> <li>2. In the Punjab, Department of Transport, Commercial Wing (Class-I) Service Rules, 1985 (hereinafter referred to as the said rules), for rule 8, the following shall be substituted, namely:-</li> </ol> <p><b>“8. Method of appointment.</b> --- Appointment to the service shall be made in the manner specified in Appendix ‘B’.”</p>			

	<p>3. In the said rules, after rule 20, the following rule shall be added, namely:-</p> <p><b>“20A. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.</b> ---In respect of matters, which are not specifically provided in these Rules, the member of the Service shall be governed by the provisions of the Punjab Civil Service (General and Common Conditions of Service) Rules, 1994 as contained in Appendix ‘C’ as amended from time to time.”</p>		
2	<p style="text-align: center;"><b>APPENDIX – ‘C’</b> <b>Government of Punjab</b> Department of Personnel and Administrative Reforms (Personnel Policies Branch -I )</p> <p style="text-align: center;"><b>Notification</b></p> <p style="text-align: center;">The 4<sup>th</sup> May, 1994</p> <p>No. G.S.R. 33/Const./Art. 309/94.—In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to @@[Group ‘A’, Group ‘B’ and Group ‘C’] services in connection with the affairs of the State of Punjab, namely:-</p>		<p><b>Pepsu Road Transport Corporation Officers (Conditions of Appointment and Service) Regulations, 2002.</b></p> <p>In exercise of the powers conferred by Sub-Section (i) and clause(c) of Sub-section (2) of Section 45 of the Road Transport Corporation, Act, 1950, the Pepsu Road Transport Corporation, with the previous sanction of the State Government, hereby make the following regulations in regard to the Conditions of Appointment and service and the Scales of pay of the officers of the Corporation, namely:-</p>
3	<p><b>1 Short title, commencement and application –</b></p> <p>(1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.</p> <p>(2) They shall come into force at once.</p>		<p><b>1 Short-title, Commencement and Applications:-</b></p> <p>(1) These regulations may be called the Pepsu Road Transport Corporation Officers (Conditions of Appointment and Service) Regulations, 2002.</p>

	<p>(3) They shall apply to all the posts in @@[Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab.</p>		<p>(2) These shall come into force from the date these are notified by the State Government.</p> <p>(3) These shall apply to all the posts specified in Appendix 'A' to these regulations.</p>	
4	<p>2. <b>Definitions-</b> In these rules, unless the context otherwise requires, -</p> <p>(a) "appointing authority" means an appointing authority specified as such in the Service Rules made under article 309 of the Constitution of India in respect of any service or Post in connection with the affairs of the State of Punjab;</p> <p>(b) "Board" means the Subordinate Service Selection Board, Punjab or any other authority constituted to perform its functions;</p> <p>(c) "Commission" means the Punjab Public Service Commission;</p> <p>(d) "direct appointment" means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;</p> <p>(e) "Government" means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;</p> <p>(f) "recognised university or institution" means,</p> <p>(i) any university or institution incorporated by law in any of the State of India; or</p> <p>(ii) any other university or institution, which is declared by the Government to be recognised university or institution for the purposes of these rules;</p> <p>(g) @@["Service" means any Group 'A', Group 'B' and Group 'C'] services in connection with the affairs of the State of Punjab as per scales given in the Appendix;]</p>		<p>2 <b>Definition:-</b> In these Regulations, unless the Context otherwise requires:-</p> <p>(a) 'State Government' means the Government of the State of Punjab.</p> <p>(b) 'Government' means the Punjab Government in the Administrative Department;</p> <p>(c) 'Board of Directors' means the Board of Directors of the Corporation;</p> <p>(d) 'Corporation' means the Pepsu Road Transport Corporation;</p> <p>(e) 'Chairman' means the Chairman of the Corporation;</p> <p>(f) 'Managing Director' means the Managing Director of the Corporation.</p> <p>(g) 'Additional Managing Director' means the Additional Managing Director of the Corporation.</p> <p>(h) 'Officer' means an officer of the Corporation serving on any regular post mentioned in Column 2 of Appendix 'A'.</p> <p>(i) 'Officiating Officer' means an officer made to serve on a vacant</p>	

<p>(h) "Service Rules" means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab; and</p> <p>*[(i) " War hero" means a defence services personnel, or a para – military forces personnel, who is a bonafide resident of Punjab State and is killed or discharged from the above service on account of disability suffered by him while fighting for defending the border of the country in Kargil sector of the State of Jammu and Kashmir or fighting for the country in any other sector or similar operation on or after the first day of January, 1999 which may be notified by the State Government as undertaken for preserving the unity and integrity of the motherland. However, in exceptional cases the cases of those war heroes can also be covered under this definition who, though, not bonafide residents of Punjab State, but are yet closely connected to the State of Punjab. In such exceptional cases, the express approval of the Department of Personnel will be mandatory.]</p>		<p>post;</p> <p>(j) 'Regular Officer' means an officer who has completed his probation period satisfactorily;</p> <p>(k) 'Temporary Officer' means an officer who has been appointed for a specified period for work, which is essentially of a temporary nature or an officer appointed against a temporary post or vacancy for a specified period;</p> <p>(l) 'Appointing Authority' in relation to any post means the authority Competent to make appointment to that post.</p> <p>(m) 'Punishing Authority' in relation to an Officer serving on any post mentioned in Column 1 of Appendix 'B' means the authority under column 4 &amp; 5 are Competent to impose any of the penalties on the Officer specified in column 3 of that Appendix;</p> <p>(n) 'Post' means a post specified in Column 2 of Appendix 'A';</p> <p>(o) 'Direct Appointment' means an appointment made otherwise than by promotion or by transfer of a person already in the service of the Government of a State or of Government of India or of any Road Transport Corporation established under section-3 of the Road Transport Corporation Act,1950;</p> <p>(p) 'Appendix' mean an appendix to these Regulations.</p> <p>(q) 'Recognized University/Institution': means the University/Institution incorporated by law in any of the State of India; or</p> <p>any other University or institution, which is declared by the</p>	
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			<p>Centre/State Government to be a recognised University/Institution for the purpose of these regulations;</p> <p>3 Application of Punjab General Clauses Act,1898, words and expressions used in these Regulations but not defined herein shall have the meanings assigned to them in the Punjab General Clauses Act,1898;</p> <p>4 Number and Character of post. The number of each post is given in Column 5 respectively of Appendix 'C'.</p> <p>Provided that nothing in these Regulations shall affect the inherent right of the Corporation to add to or reduce the number of any post or to create new posts with different designations and scales of pay, whether permanently or temporarily.</p> <p>Generally the pay scales &amp; allowances will be on the pattern of Punjab Roadways/Punjab Govt. or as approved by the Board of Directors.</p>	
5	<p>3. Nationality, domicile and character of person appointed to the Service.-</p> <p>(1) No person shall be appointed to the Service unless he is, -</p> <p>a) a Citizen of India; or</p> <p>b) a Citizen of Nepal; or</p> <p>c) a subject of Bhutan; or</p> <p>d) a Tibetan refugee who came over to India before the 1<sup>st</sup> day of January, 1962 with the intention of permanently settling in India; or</p> <p>e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of</p>		<p>5 Nationality, domicile and Character of Candidates appointed in Service :-</p> <p>(1) No person shall be appointed to the post unless he is :-</p> <p>(a) a Citizen of India; or</p> <p>(b) a Citizen of Nepal; or</p> <p>(c) a subject of Bhutan; or</p> <p>(d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or</p>	

	<p>permanently settling in India :</p> <p>Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.</p> <p>(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.</p> <p>(3) No person shall be recruited to the service by direct appointment, unless he produces:-</p> <p>a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with him in his private life and are unconnected with his university, college, school or institution; and</p> <p>b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India, or of any Public Sector Undertaking.</p>		<p>(e) a person of Indian Origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika and Zanzibar) with the intention of permanently settling in India;</p> <p>Provided that a candidate belonging to Categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.</p> <p>(2) A Candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board or other recruiting authority of the Government and he may also provisionally be appointed subject to the necessary certificate being given to him by the Government of India.</p> <p>(3) No person shall be recruited to any post by direct appointment, unless he produces a certificate of character from the Principal academic Officer of the University, College, School or Institution last attended, if any; and similar certificates from two responsible persons, not being his relatives who are well-acquainted with him in his private life and are unconnected with his University/College, School or Institution.</p>	
6	<p>4. <b>Disqualification</b> – No person; -</p> <p>a) who has entered into or contracted a marriage with a person having spouse living; or</p> <p>b) who, having a spouse living, has entered into or contracted a</p>		<p>6. <b>No person shall be eligible for appointment to the post</b></p> <p>(a) who has entered into or contracted a marriage with a person having a spouse living, or</p>	

	<p>marriage with any person shall be eligible for appointment to the Service:</p> <p>Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.</p>		<p>(b) who having a spouse living, has entered into or contracted a marriage with any person,          Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.</p> <p>(c) who is convicted for an offence involving moral turpitude or is dismissed.</p>	
7	<p>5. <b>Age – (1)</b> No person shall be recruited to the Service by direct appointment, if he is less than eighteen years or is more than thirty years of age in the case of non-technical posts and thirty three years in the case of technical posts on the 1<sup>st</sup> day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be, or unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time:</p> <p>Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:</p> <p>Provided further that the upper age limit may be relaxed upto forty five years in the case of persons already in the employment of the Punjab Government, other State Government or the Government of India:</p> <p>Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.</p>		<p>7. <b>Age:-</b> No person shall be recruited to any post by direct appointment, if he is not within such range of minimum and maximum age as specifically mentioned in Column 3 of Appendix 'A' of these regulations.</p> <p>Provided that the Condition of upper age limit may be relaxed upto 45 years in the case of a person already in employment of the Punjab Government, other State Government or the Government of India;</p> <p>Provided further that the Board of Directors may, for reasons to be recorded in writing, relax the upper age limit for any class or category of persons by three years to the maximum.</p> <p>Provided further that in the case of candidates belonging to Scheduled Castes and Backward Classes, the relaxation in upper age limit shall be such as may be fixed by the State Government from time to time;</p> <p>A person in the service of the Corporation shall be eligible for direct appointment regardless of age limit, provided he fulfils the qualifications laid down in column 4 appendix 'A' I in relation to that post.</p> <p><b>NOTE:-</b> For age limit in case of recruitment of ex-servicemen the provisions of rule 6 of the Punjab Recruitment of Ex-</p>	

	<p>(2) In the case of ex-servicemen, the upper age limit prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.</p> <p>(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.</p> <p><b>*[(4)</b> In the case of appointment of a War-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.]</p>		<p>servicemen Rules, 1982, shall apply.</p>	
8	<p>6. <b>Qualification etc.</b> – Subject to the provisions of these rules, the number and character of posts, method of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination, if any, shall be such as may be specified in the Service Rules made for that Service;</p>		<p>8. <b>Educational Qualifications:</b> No person shall be appointed to any post by direct appointment or by transfer unless he possesses the qualifications and experience mentioned in Column 4 of Appendix 'A' I and by promotion unless he possesses the qualifications and experience mentioned in Column 5 thereof.</p>	
9	<p><b>*[Provided that where appointment of @@{Group 'A' or Group 'B'} non technical post is offered to a war-hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered @@{Group 'A' or Group 'B' or Group 'C'} non technical post shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.]</b></p>		<p>9. <b>Appointing Authority/Method of Appointment:-</b> The appointing authority in relation to a post shall be a authority specified in Column 3 of Appendix 'B' against that post. Recruitment to the posts shall be made:-</p> <p>(1) By Direct Recruitment <b>40%</b></p> <p>By direct appointment or by transfer or by deputation of an officer already in the service of the Government of India or the Government of a State or any Road Transport Corporation established under Section-3 of the Road Transport Corporation, Act,1950.</p>	



			<p>(2) By Promotion: 60%</p> <p>(3) When any vacancy occurs or is about to occur the appointing authority shall determine the manner in which the vacancy shall be filled.</p> <p>(4) Appointment by promotion shall be made on the basis of seniority-cum merit and no person shall be entitled to claim promotion on the basis of seniority alone.</p> <p>(5) The reservation of posts for Scheduled Castes/backward classes etc; will be as per instructions issued by the Punjab Government from time to time.</p> <p><b>NOTE:-</b> For the direct recruitment the employees of PRTC shall be eligible regardless of age limit provided they fulfil the basic qualifications.</p>	
10	<p>7. <b>Probation</b> – (1) A person appointed to any post in the service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise:</p> <p><b>Provided that –</b></p> <p>(a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;</p> <p>(b) in any case of an appointment by transfer, any period of work on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;</p> <p>(c) any period of officiating appointment to the Service shall be reckoned as period spent on probation and.</p> <p>(d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of</p>		<p>10. <b>PROBATION:-</b> Persons appointed to any post shall remain on probation for a period of two years, if recruited by direct appointment and one year if recruited otherwise;</p> <p><b>Provided that:-</b></p> <p>(1) (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;</p> <p>(b) in the case of an appointment by transfer, any period of work in equivalent or higher rank, prior to appointment to the service may, in the discretion of the appointing authority, be allowed to count towards the period of probation; and</p> <p>(c) any period of officiating appointment to the service shall be reckoned as period spent on probation, but no person who has so officiated shall, on the completion of the prescribed period of probation, be entitled to be confirmed, unless he is appointed</p>	

<p>probation.</p> <p>(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or he has failed to pass the departmental examination, if any, prescribed in Service Rules within a period not exceeding two and a half years from the date of appointment, it may:-</p> <p>(a) if such person is recruited by direct appointment, dispense with his service, or revert him to a post on which he held lien prior to his appointment to the Service by direct appointment; and</p> <p>(b) if such person is appointed otherwise:-</p> <p>(i) revert him to his former post; or</p> <p>(ii) deal with him in such other manner as the terms and conditions of the previous appointment permit.</p> <p>(3) On the completion of the period of probation of a person, the appointing authority may:-</p> <p>(a) if his work and conduct has in its opinion been satisfactory:-</p> <p>(i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed; or</p> <p>(ii) declare that he has completed his probation, satisfactorily, if he already confirmed; or.</p> <p>(b) if his work or conduct has not been in its opinion, satisfactory or if he has failed to pass the departmental examination, if any, specified in the Service Rules:-</p> <p>(i) dispense with his services, if appointed or if appointed otherwise revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit;</p> <p>(ii) extend his period of probation and thereafter pass such order as it</p>	<p>against a permanent vacancy.</p> <p>(2) If, in the opinion of the appointing authority, the work and conduct of a person during the period of probation is not satisfactory, it may----</p> <p>(a) if such person is recruited by direct appointment, dispense with his services, or revert him to a post on which he held lien prior to his appointment to the post by direct appointment; and</p> <p>(b) if such person is recruited otherwise,</p> <p>(i) revert him to his former post; or</p> <p>(ii) deal with him in such other manner as the terms &amp; conditions of the previous appointment permit.</p> <p>(3) On the completion of the period of probation of a person, the appointing authority may—</p> <p>(a) if his work and conduct has, in its opinion been satisfactory;</p> <p>(1) regularise the services of such person from the date of his appointment if appointed against a permanent vacancy; or</p> <p>(2) regularise the services of such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or</p> <p>(3) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or</p> <p>(b) If his work and conduct, in its opinion, has not been satisfactory:-</p>
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	<p>could have passed on the expiry of the period of probation as specified in sub-rule (1);</p> <p>Provided that the total period of probation including extension, if any, shall not exceed three years.</p>		<p>(1) dispense with his services, if appointed by direct appointment or if appointed otherwise, revert him to his former post, or deal with him in such other manner as the terms and conditions of his previous appointment may permit; or</p> <p>(2) extend his period of probation and thereafter pass such orders as it could have passed on the expiry of the first period of probation. Provided that the total period of probation, including extension, if any, shall not exceed three years.</p>	
11	<p><b>8. Seniority.</b> The seniority <i>inter se</i> of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service.</p> <p>Provided that in the case of persons recruited by directed appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed.</p> <p>Provided further that in case a person is permitted to join the post after the expiry of the said period of four months in consultation with the Commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post.</p> <p>Provided further that in case any person of the next selection has joined a post in the cadre of the concerned Service before the person referred to in the proceeding proviso joins, the person so referred shall be placed below all the persons of the next selection who join with in the time specified in the first proviso:</p> <p>Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as</p>		<p>11. <b>Seniority:</b> The seniority inter-se of officers of the Corporation shall be determined by the length of continuous service on a post in the service: Provided that where there are different cadres in a service the seniority shall be determined separately for each cadre:</p> <p>Provided further that in the case of Officers recruited by direct appointment, the order of merit determined by the Commission, the Board or other recruiting authority, as the case may be, shall not be disturbed in fixing the seniority:</p> <p>Provided further that in the case of two officers appointed on the same date, their seniority shall be determined as follows:-</p> <p>(a) a person recruited by direct appointment shall be senior to a member recruited otherwise;</p> <p>(b) a person appointed by promotion shall be senior to a member appointed by transfer;</p> <p>(c) In the case of persons appointed by promotion or transfer. Seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and</p>	

	<p>follows:</p> <p>(a) a person appointed by direct appointment shall be senior to a person appointed otherwise.</p> <p>(b) a person appointed by promotion shall be senior to a person appointed by transfer;</p> <p>(c) in the case of persons appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and</p> <p>(d) in the case of person appointed by transfer from different cadres their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment; and if the rates of pay drawn are also the same, then by their length of service in these appointments and if the length of service is also the same, an older person shall be senior to a younger person.</p> <p><b>Note:</b> Seniority of persons appointed on purely provisional basis or on adhoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.</p>		<p>(d) In the case of persons appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a person who was drawing a higher rate of pay in his previous appointment;</p> <p>and if the rates of pay drawn are also the same, then by their length of service in those appointments; and if the length of such service is also the same an older person shall be senior to a younger person:</p> <p><b>NOTE:</b> Seniority of persons appointed on purely provisional basis, shall be determined as and when they are regularly appointed keeping in view the date of such regular appointment.</p>	
12	<p><b>9. Liability of members of Service to transfer:-</b> A member of a Service may be transferred to any post whether included in any other service or not, on the same terms and conditions as specified in rule 3.17 of the Punjab Civil Service Rules, Volume-1, Part-1.</p>		<p>12. <b>Liability to Transfer:-</b> The appointing authority may transfer any officer serving on a post to another post in the Corporation in a different class under the circumstances as are specified in Rule 3.17 of the Punjab Civil Services Rules, Vol.-I, Part I.</p>	
13	<p><b>10. Liability to serve:-</b> A member of Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.</p>		<p>13. <b>Liability to Serve:</b> An Officer in service shall be liable to serve at any place, whether within or out of the State of Punjab on being ordered to do so by the appointing authority.</p>	

14	<p><b>11. Leave, Pension and other matters.</b> In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.</p>		<p>14. <b>Leave:</b> In the matter of leave, the officers of the Corporation shall be governed by the provision contained in Chapter VIII of the Punjab Civil Services Rules, Vol.-I, Part I.</p>	
15	<p><b>12. Discipline, penalties and appeals:</b></p> <p>(1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.</p> <p>(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority there-under in respect of the Government employee shall be such as may be specified in the service Rules.</p>		<p>15. <b>Discipline, Punishment and Appeal:</b> In the matter of discipline, punishments and appeals, the Officer of the Corporation shall be governed by the Punjab Civil Service Rules (Punishment and Appeal), 1970 as amended from time to time.</p> <p>The authority empowered to impose penalties and appellate authority in respect of the officers of the Corporation shall be as specified in Column 4 &amp; 5 of Appendix 'B' respectively.</p>	
16	<p><b>13. Liability for vaccination and re-vaccination-</b> Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.</p>		<p>16. <b>Liability for vaccination and re-vaccination:-</b> Every Officer of the Corporation shall get himself vaccinated or re-vaccinated when the Corporation so directs as a special or general order.</p>	
17	<p><b>14. Oath of allegiance:-</b> Every member of a Service unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.</p>		<p>17. <b>Oath of Allegiance:-</b> Every officer of the corporation unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India.</p>	
18	<p><b>**[15. Minimum educational and other Qualifications-</b></p> <p>(1) No person shall be appointed by direct appointment to the post of Clerk under the Punjab Government unless he is Matriculate in Second Division or has passed Senior Secondary Part-II Examination from a recognized university or institution.</p>		<p><b>vv</b></p>	

	<p>(2) The person so appointed as Clerk in terms of sub-rule (1), shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the appointing authority at the speed of thirty words per minute within a period of one year from the date of his appointment.</p> <p>(3) In case, the person fails to qualify the said test within the period specified in sub-rule(2) he shall be allowed annual increment only with effect from the date he qualifies such test, but he shall not be paid any arrears for the period, for which he could not qualify the said test;</p> <p>Provided that where appointment of @@{Group 'C'} non-technical post is offered to a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, under the instructions issued in his behalf by the Government, the educational qualifications to be possessed by such person shall be Matriculate from a recognized university or institution. Such person will, however, be not required to qualify the test in Punjabi typewriting as specified in sub-rule (2)].</p>			
19	<p><b>16. Minimum educational and other qualifications for appointment to the post of Steno-typist Grade-II or Junior Scale Stenographer Grade-II-</b></p> <p>No person shall be appointed by direct appointment to a post of a Steno-typist Grade-II, or a Junior Scale Stenographer Grade –II under the Punjab Government, unless he-</p> <p>(a) is Matriculate in Second Division or has passed Senior Secondary Part-II examination from a recognized university or institution; and</p> <p>(b) qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed to be specified by the Government from time to time.</p>		dd	

20	<p><b>##[17. Knowledge of Punjabi Language-</b> No person shall be appointed to any post in any service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi Language, which may be specified by the Government from time to time.</p> <p>Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of six months from the date of his appointment;</p> <p>Provided further that where educational qualifications for a post in any service are lower than the Matriculation Standard, then the person so appointed shall have pass an examination of Punjabi language equivalent to Middle Standard.</p> <p>Provided further that where a War Hero, who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language.</p> <p>Provided further that where a ward of Defence Service Personnel, who is a bonafide of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from</p>		<p>18. <b>Knowledge of Regional Language:-</b> For recruitment to any post mentioned in column 2 of appendix 'A' a candidate shall possess educational qualification of the Punjabi Language upto Matriculation or equivalent standard and if any candidate does not possess the aforesaid qualifications, the appointing authority may require that such candidate shall pass a test in Punjabi language of the Matriculation or equivalent standard within a period of one year of his appointment.</p>	

	the date of his appointment.]		
21	<p><b>18. ***[Promotion to Group 'A' and Group 'B' Services:-</b> (1)(a) For promotion to the post as Head of Department would be decided strictly on the basis of merit-cum- seniority as per the instructions issued by the Government from time to time. The minimum benchmark for promotion for such post would be 'Very Good'. The officer who is graded as 'Outstanding' would supersede the officer graded as 'Very Good'.</p> <p>(b) For promotion to post falling in Group 'A' other than Head of Department, the minimum benchmark will be 'Very Good' as per instructions issued by the Government from time to time. There shall be no super session on the basis of merit.</p> <p>(c) For promotion to post falling in Group 'B' the minimum benchmark will be 'Good' and there shall be no super-session on the basis of merit.</p> <p><b>(2) Debarring for consideration for promotion of a Government employee who refuses to accept promotion.</b></p> <p>In the event of refusal to accept promotion by a member of a service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion.</p> <p>Provided that in case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded, therefore in writing from the operation of this rule].</p>	dd	



22	<p><b>19. Power to relax.</b> Where the Government is of the opinion that it is necessary to expedient so to do, it may by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of person.</p> <p>Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.</p>		<p><b>19. Powers of Relaxation:-</b> Where a Board of Directors is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these regulations, excepting those relating to educational qualification and experience, with respect of any class or category of persons.</p>	
23	<p><b>20. Over riding effect.</b> The provisions of these rules shall have effect not with standing anything contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.</p>		<p>20. In the matter not expressly provided in these regulations or in any law or statutory rule governing the Officers of the Corporation, the Officers shall be governed by the provisions contained in Punjab Civil Service Rules.</p>	
24	<p><b>21. Interpretation.</b> If any, question arises as to the interpretation of these rules, the Government shall decide the same.</p>		<p><b>21. Interpretation of rules:-</b> If any question arises as to the interpretation of any of the provisions of these regulations, it shall be referred to the Board of directors whose decision shall be final and binding.</p>	
25			<p><b>22. Retirement:-</b> The Officer of P.R.T.C. shall be retired on attaining the age of superannuation i.e. on the date on which they attain the age of 58 years. They can be retained in service after the date with the sanction of the Board of Directors upto the age of 60 years only. For premature retirement, the Punjab Civil Services (Premature Retirement) Rules, 1975 will be applicable.</p> <p><b><u>NOTE:-</u></b> If leave preparatory to retirement (in case permissible) is refused by the competent authority in the interest of the Corporation, the officers would retire on the date of superannuation but would be entitled to his wages for the leave period so refused, irrespective of the fact that the said period</p>	

			<p>of leave exceeds the age of superannuation through the same would not mean extension of his services.</p> <p>At the time of retirement, officer shall receive all benefits accruable under various enactment's (both of State Govt./Centre Government) e.g. employees Provident Fund Act, the payment of Gratuity Act or gratuity scheme made applicable by the Corporation as the case may be or pension scheme 1992.</p>	
26			23. <b>Deputation</b> :- The Appointing Authority may take any person working in the State Government, other State Government or Government of India on deputation against any of the posts covered under these regulations.	
27			24. <b>Engagement on Contract</b> :- Any person who fulfils the requisite qualifications, and other terms and conditions of the specific post may be engaged on contract with prior approval of the Board of Directors. The person so engaged will be governed by the terms and conditions of the contract & not by these regulations.	