

PEPSU ROAD TRANSPORT CORPORATION
PATIALA



Amended upto **11-08-2010**

**P.R.T.C. (Conditions of appointment
and Service Regulation) 1981.**

INDEX

Sections	Contents	Page No.
	PART-I	
1	Short title commencement and application	1
2	Definitions	1
3	Duties of the employees	2
4	Classification of employees.	3
	PART-II	
5	Appointments, Promotions, Transfers & Seniority, Appointing authority.	4
6	Nationality, Domicile of Candidates and Age	4
7	Qualification of the candidates	5
8	Method of Recruitment	6
9	Probation	9
10	Confirmation	10
11	Record of Service	10
12	Seniority	11
13	Increment	11
14	Initial Pay	12
15	Security Deposits	13
16	Termination of Services and Resignation	13
17	Retirement	14
18	Traveling Allowance	15
19	Transfers	15
	PART-III	
20	Penalties	15
21	Authority Competent to Impose the Penalties	16
22	Procedure for Enquiry	16
23	Acts of Mis-conduct	17
24	Suspension	19
25	Subsistence allowance	19
26	Withholding of increment	19
27	Reduction to a Lower Stage	19

28	Communication of the Orders of Penalty	19
29	Other Provisions Regarding Penalties	19
30	Appeal	20
31	Prohibition of collective Appeals	20
32	Contents of Appeals	20
33	Manner of Presenting Appeals	20
34	Consideration for Deciding Appeals	20
35	Appeal in the Matters of Appointment or Transfers	20
	PART-IV	
36	Working Hours : Holidays and Leaves	20
37	Overtime Allowance	20
38	Notice of Hours of Work	20
39	Notice of Holidays & Pay : Notice specifying the	21
40	Shift Working	21
41	Attendance & late Coming	21
42	Stoppage of Work	21
43	Leave	22
44	Earned leave	22
45	Procedure for obtaining earned Leave	22
46	Casual and quarantine Leave	23
47	Extra Ordinary Leave	23
48	Half Pay and Commuted Leave	23
49	Medical Leave	24
	General PART-V	
50	Legal Defence of Employees	24
51	Attendance Cards and Muster Rolls	24
52	Requirement to Enter the Premises by Certain Gate and Liability to be searched	24
53	Absence	25
54	Payment of wages	25
55	Certificate of Termination of Service	26
56	Liability of the Manager	26
57	Exhibition of Standing Orders	26
	APPENDIX-A & B	27-36

PART-I

1. **Short title commencement and application :-**

- (i) These regulations may be called the Pepsu Raod Transport Corporation (conditions of appointment and service Regulations) 1981.
- (ii) They shall come into force on 16-1-1981.
- (iii) They shall apply to all class III and IV employees of the Corporation other than those on deputation with the Corporation.

2. **Definitions:** In these regulations, unless the context otherwise requires:-

- a) "Appendix" means an appendix to these regulations.
- b) "Appointing authority" in relation to a post means the authority competent to make appointments to that post as mentioned in appendix B.
- c) "An apprentice" is a learner who is engaged for being trained in a job or trade, or skill. His conditions of service shall also be governed by the provisions of the Apprenticeship Act, 1961 and the Minimum Wages Act, 1948 and the rules made there under.
- (cc) "Board of Directors" means the Board of Directors of the corporation *
- d) "Casual Employee" means an employee who is employed for work of a casual nature.
- e) "Chairman" means the Chairman of the Corporation.
- f) "Corporation" means the Pepsu Road Transport Corporation.
- g) "Direct appointment" means appointment made otherwise than by promotion of an employee of the Corporation or a transfer or deputation of a person already in the service of Government of India or a State Government or a State Transport Undertaking.
- h) "Employee or Workman" means a workman as defined in section (2) (i) of the Industrial Employment (Standing Orders) Act 1948, of the Corporation.
- i) (i) "Managing Director" means the Managing Director of the Corporation.
**
(ii) "Additional Managing Director" means the Additional Managing Director of the Corporation. ***
- j) "General Manager" means the General Manager of the Corporation. ****
- k) "Government" means the Punjab Government in the Administrative Department.
- l) "Officiating employee" means an employee who performs the duties of post, on which another person hold a lien.

*Certified by the Co./Addl. L.C. on 9.7.91

** Certified by the Co./Addl. L.C. on 9.7.91

*** Certified by the Co./Dy. L.C. on 30.12.92

**** Certified by the Co./Dy. L.C. on 30.12.92

- m) "Permanent employee" means an employee who has been engaged on permanent basis against a permanent post and confirmed after completion of probationary period as fixed under Regulation 9. However, workmen engaged under a contract by PRTC will not be covered under this definition.
- n) "Post" means a post specified in Appendix 'A'.
- o) "Probationer" is an employee who is provisionally employed to fill a vacancy in a permanent post and has not been confirmed as permanent in accordance with these standing orders. Ordinarily the period of probation shall be six months at a time, at the discretion of the management if the management considers it necessary in any case to further adjudge the work and merits of an employee. The maximum probation period shall, however, in no case, extend beyond one year. The period covered under contract will not be considered as a period to have been spent on probation.

Explanation:-

(i) In computing the period of probation the day on which the employee was absent owing to authorized leaves, sickness, maternity leave, accident, lockout or a strike (which is not illegal) or temporary closure of the undertaking shall be included.

(ii) If an employee continues in service after the expiry of the period of probation, or extended period of probation, he shall be deemed to have been confirmed in his appointment on the date on which he completed the minimum period of probation.

(iii) If a permanent employee is employed as a probationer in a new post or a vacancy and his work during probation is not found satisfactory he may at any time during the probationary period, be reverted to his substantive post. He shall not lose his lien on his permanent post on this account.

(OO) "State Government" means the Government of the State of Punjab. *

- p) "Substitute" workman is an employee who works in the post of a permanent workman or probationer, who is temporarily absent.
- q) "Temporary Workman" is a workman who has been engaged for work, which is of an essentially temporary nature :
Provided that if such an employee is employed continuously for six months or more he shall be deemed to be a probationer.
- r) The word singular includes plural.

3. Duties of the employees

(i) All the employees of the Corporation shall perform such duties** and carry out such functions and exercise such powers as may be entrusted to them by the Corporation or the Managing Director or the officer authorized by the Corporation. The employees may be asked to carry out only such duties as they are ordinarily required to perform and the same are mentioned in their appointment letters.

*Certified by the Co./Addl. L.C. on 9.7.91

** Certified by the Co./Dy. L.C. on 30.12.92

(ii) No employee shall directly or indirectly engage in any other business, occupation or employment nor shall he accept any fees, emoluments or commission whatsoever from any person other than the Corporation without prior permission of the Corporation.

(iii) An employee shall be at the disposal of the Corporation for the whole time, but he will be required to discharge duty in accordance with the provisions contained in Motor Transport Workers Act.

4. Classification of employees. *

(1) For the purpose of these regulations the employees shall be classified as under:-

(a) Class III.

- (i) Ministerial Staff :- Personal Assistant, Superintendent Grade-II, Assistant, Senior Scale Stenographer, Junior Scale Stenographer, Stenotypist, Cashier, Clerk, Assistant Cashier, Assistant Store Keeper, Ticket Stock Verifier Clerk, Dispenser, Diesel Pump Clerk, Sectional officer (Civil), Mechanical Draftsman, Section Officer, Store Keeper, Draftsman (Civil), Sectional Officer (Electric).
- (ii) Operation Staff : Station Supervisor, Chief Inspector, Welfare-Inspector, Inspector, Sub-Inspector, Yard Master, Driver, Staff Car Driver, Conductor.
- (iii) Workshop Staff : Service Station Incharge (Mechanical), Service Station Incharge (Tyres), Head Mechanic, Head Electrician, Head-Blacksmith, Head Carpenter, Machinist, Mechanic, Fitter, Tyreman, Borer, Welder, Blacksmith, Assistant Tyreman, Carpenter, upholster, Electrician, Painter, Radiator Repairer, Turner, Vulcanisor, Battery Attendant, Assistant Fitter, Head Mechanic (Crankshaft), Assistant Electrician, Assistant Carpenter, Assistant Blacksmith, Assistant Welder, Assistant Radiator Repairer, Assistant Upholster, Assistant Battery Attendant, Assistant painter, Assistant Turner, Service Station Incharge(Diploma Holder), Head Carpenter (Body Fabrication Cell), Head Blacksmith,(Body Fabrication Cell).

(b) Class IV

Comprising of Ministerial and Workshop Employees enumerated below:-

- i) Ministerial Staff : Daftri, Record lifter, Mali, Gunman, Chowkidar, Gate Keeper, Ward Attendant, Store Boy, Peon.
- ii) Workshop Staff : Helper, Cleaner, Sweeper.

* Certified by the Co./Dy. L.C. on 30.12.92

- 2) The scale of pay of each post will be determined per regulation 14. This is subject to upward revision as and when necessary.
- 3) When a new post is created, it shall be suitably classified by the Corporation.
- 4) The condition of service of an employee on deputation shall be such as may be laid down by the Corporation with the approval of the Government.

PART II

5 Appointments, Promotions, Transfers & Seniority, Appointing authority; Appointments to the post shall be made by the authority mentioned against each post in Appendix 'B'.

6 Nationality, Domicile of Candidates and Age :

- 1) No person shall be appointed to any post unless he is :-
 - a) A Citizen of India;
 - b) A subject of Nepal; or
 - c) A subject of Bhutan; or
 - d) A Tibetan refugee, who came over to India before the 1st Jan., 62 with the intention of permanently settling in India or
 - e) A person of Indian origin who has migrated from Pakistan with the intention of permanently settling in India.

Provided that a candidate belonging to categories (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the competent authority and if he belongs to Category (e) the certificate of eligibility will be issued for a period of one year, after which such candidate will be retained in service subject to his having acquired Indian Citizenship.

- 2) A candidate in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Corporation Board or any other recruiting authority on his furnishing proof that he applied for the certificate and he may also provisionally be appointed subject to the necessary certificate being given to him by the competent authority.
- 3) No person shall be appointed directly to any post, unless, he
 - a) produces a certificate of character from the Principal, Academic Officer, or his University/college/school or institution last attended if any, and similar certificate from two responsible persons, not being his relative, who are well acquainted with him in his private life and are unconnected with his University, College, School or Institution. Provided further in the case of a person who has not attended any school, college or

institution a certificate of character from a Gazetted officer or Magistrate 1st Class, or Member of legislative Assembly, Municipal Commissioner or Sarpanch of his village, shall suffice.

- b) Produces a medical certificate of fitness from a Government Medical officer or Medical officer authorised by the Corporation.
- c) *the minimum age limit for recruitment to the post of a driver shall be 25 years and the maximum age limit for recruitment to that post shall be 35 years;
- d) The minimum & maximum age limit for recruitment to the post of a Ministerial employee shall be on the pattern of the Punjab Government.
- e) the minimum age limit for recruitment to the post of a workshop employee shall be 18 years and the maximum age limit for recruitment to that post shall be 30 years.
- f) The minimum age limit for recruitment to the post of operational employee, except recruitment to the post of Driver, shall be 18 years while the maximum age limit for recruitment to that post shall be 27 years.
- (4) **Notwithstanding anything contained in clause (c), the minimum and maximum age limit in the case of candidates belonging to scheduled castes & backward classes, candidates who are ex-military persons and candidates who are dependents of the deceased employee of the Corporation, the minimum and maximum age limit shall be as specified by the State Government for such categories from time to time.

Note :

In the case of exceptionally qualified person the age may be relaxed to the extent of 3 years subject to the approval of the Corporation.

7. *Qualification of the candidates :**

No person shall be appointed to the service of the Corporation unless he is in possession of qualification experience specified in column 3 Appendix 'A' to those regulations in the case of direct appointment and those specified in column 4 of the aforesaid Appendix in the case of an appointment by promotion.

Note :

In the case of drivers and workshop employees testes shall be taken to determine the fitness of candidates. In the case of Conductors they will be given 7 weeks training. In the case of drivers, they will be given two weeks training.

*Certified by the Co./Addl. L.C. on 9.7.91

**Certified by the Co./Addl. L.C. on 9.7.91

***Certified by the Co./Addl. L.C. on 9.7.91

8. *Method of Recruitment :

1. Recruitment to the posts shall be made :-
 - a) by direct recruitment; or
 - b) by transfer or deputation of an official already in the service of the Government of India or State Government; or
 - c) by promotion
 - d) by contract
2. When any vacancy occurs or is about to occur the appointing authority shall determine the number in which such vacancy shall be filled in. The Ratio appointment through direct and by promotion shall be as per details given below :-

Sr.No.	Category of Post	Percentage of ratio	
		Direct Recruitment	By Promotion
i)	Peon, Store Boy, Record Lifter, Gasetnor operator, Ward Attendant, Dispenser,	100%	-

Sr.No.	Category of post	By direct	By promotion	
ii)	(a) Contract basis Driver Category-II	100%		Direct on contract basis
	(b) Contract basis Driver Category-I	-	100%	From amongst the contract basis drivers category-II engaged directly as per (ii) (a) above.
	(c) Driver Regular	-	100%	From amongst the contract basis drivers category-I as per (ii) (b) above.
iii)	(a) Contract basis Conductor Category-II	100%	-	Direct on contract basis
	(b) Contract basis Conductor Category-I	-	100%	From amongst the contract basis Conductors category-II engaged directly as per (iii) (a) above.

	(c) Conductor Regular	-	100%	From amongst the contract basis Conductors category-I as per (iii) (b) above.
iv)	(a) Contract basis Helper Category-II	100%	-	Direct on contract basis.
	(b) Contract basis Helper Category-I	-	100%	from amongst the contract basis Helpers Category-II engaged directly.
	(c) Helper Regular	-	100%	from amongst the contract basis Helpers Category-I
v)	(a) Fitters, Welders, Carpenter, Upholster, Borer, Painter, Electrician, Turner, Asstt. Tyreman/ Tyreman, Radiator Repairer, Battery Attendant, Blacksmith and Vulcanizer. On contract basis Category-II	50%	-	Direct on contract basis.
	(b) Above categories on contract basis Category- I	-	50%	from amongst the above categories on contract basis Category-II engaged directly.
	(c) Above categories on Regular basis	-	100%	(i) 50% from amongst the above categories on contract basis Category-I. (ii) 50% from amongst the

				Helpers Regular
vi)	(a) Mechanic, Machinist on contract basis Category-II	50%	-	Direct on contract basis.
	(b) Above categories on contract basis Category-I	-	50%	from amongst the above categories on contract basis Category-II engaged directly.
	(c) Above categories on Regular basis	-	100%	(i) 50% from amongst the above categories on contract basis Category-I. (ii) 50% from amongst the Regular Fitters/Turners.
vii)	(a) Head Mechanic on contract basis Category-II	50%	-	Direct on contract basis.
	(b) Head Mechanic on contract basis Category-I	-	50%	from amongst the Mechanics on contract basis Category-II engaged directly.
	(c) Head Mechanic on Regular basis	-	100%	(i) 50% from amongst the Mechanics on contract basis Category-I. (ii) 50% from amongst the Regular Mechanics.
viii)	(a) Service Station Incharge on contract basis Category-II	50%	-	Direct on contract basis.

	(b) Service Station Incharge on contract basis Category-I	-	50%	from amongst the Head Mechanics on contract basis Category-II engaged directly.
	(c) Service Station Incharge on Regular basis	-	100%	(i) 50% from amongst the Head Mechanics on contract basis Category-I (ii) 50% from amongst the Regular Head Mechanics.
ix)	All other categories	20%	80%	-

Note :

- (i) For the direct recruitment the employees of the PRTC shall be eligible regardless of age limit, provided they fulfill basic qualification.
- (ii.) Where ever there is delay in the process of recruitment of staff in the category II for Sr.No. 2(i) to (ix) to meet the shortfall on purely temporary basis manpower can be hired from the outsourced agencies. The manpower such hired must fulfill the basic qualifications and should not exceed more than 25% of the staff strength sanctioned in the categories above.
- (iii) Appointment to any post by promotion will be governed by the rule of seniority cum merit in addition to his qualifications and experience.
- (iv) At any given point of time, regular staff will be 50% of the total sanctioned strength in each categories mentioned at (i) to (ix) above.
- (v) Only workmen engaged under categories 8(2)(ii)(c), 8(2)(iii)(c), 8(2)(iv)(c), 8(2)(v)(c), 8(2)(vi)(c), 8(2)(vii)(c), 8(2)(viii)(c) will be considered as permanent employee as defined in these rules.
- (vi) Workmen engaged under categories 8(2)(ii)(a&b), 8(2)(iii)(a&b), 8(2)(iv)(a&b), 8(2)(v)(a&b), 8(2)(vi)(a&b), 8(2)(vii)(a&b), 8(2)(viii)(a&b) will be governed by terms & conditions of their contract with PRTC.

9. Probation :-

“Ordinarily the period of probation shall be six months, but it may be extended by a period of three months at a time, at the discretion of the management, if the management considers it necessary in any case to further adjudge the work and merits of a workman. The maximum probation shall, however, in no case extend beyond one year”.

Explanation :-

- i) In computing the period of Probation the days on which the workman was absent

* Certified by the Co./Dy. L.C. on 30.12.92

owing to authorise leave, sickness, Maternity leave, accident, lockout or a strike (which is not illegal) or temporary closure of the undertaking shall be included.

- ii) If a workman continues, in service after expiry of the period of probation or extended period of probation he shall be deemed to have been confirmed in his appointment on the date on which he completed the minimum period of probation.
 - iii) If a permanent workman is employed as a probationer in a new post or a vacancy and his work during probation is not found satisfactory, he may at any time during the probationary period, be reverted to his substantive post. He shall not lose his lien on his permanent post on this account.
2. The period of break in service due to sickness, accident, leave (duly authorised) lockout, strike (not being illegal strike), or involuntary temporary ; closure of the service shall count towards the aforesaid period of probation, provided the service is otherwise continuous.
 3. Officiating service shall be reckoned as period spend on probation but no person holding a post in a Officiating capacity shall on completion of the period of probation be entitled to be confirmed until he is appointed against a permanent vacancy.
 4. If the work and conduct of any employee during his period of probation is in the opinion of appointing authority, not satisfactory, the appointing authority may dispense with his service, if he has been recruited by direct appointment or reverted to his former post, if he has been recruited otherwise than by direct appointment or extend the period of probation provided the total probationary period shall not exceed one year.

10. Confirmation :-

Whenever during the period of probation or extended period of probation an employee is found fit for confirmation, he may be confirmed in the post for which he is found fit by the appointing authority. In case an employee continues in service beyond the period probation or extended period of probation and no orders have been passed confirming him or terminating his post or reversion to his substantive post, he shall be deemed to have been confirmed automatically on the expiry of probation period or extended period probation as the case may be.

11. Record of Service :-

Record of Service of every employee of the Corporation shall be maintained in the manner prescribed by the Corporation. The date of birth shown in the record of service shall be that recorded in Matriculation Certificate or an equivalent certificate. In other cases the date of birth be provided by documentary evidence to the satisfaction of the appointing authority.

12. Seniority :-

The seniority interse of members of service in each cadre shall be determined by the length of continuous service on a post in that cadre of the service :

Provided that in case of members recruited by direct appointment the order of merit determined by the Commission of the board may be, or other recruiting authority as the case may be, shall not be disturbed in fixing the seniority and persons appointed as a result of an earlier selection shall be senior to those appointed as a result of subsequent selection; Provided further that in the case of two or more members appointed on the same date, their seniority shall be determined as follows:-

- a) a member recruited by direct appointment shall be senior to a member recruited otherwise.
- b) a member appointed by promotion shall be senior to a member appointed by transfer.
- c) In the case of members recruited by promotion or transfer seniority shall be determined according to the seniority of such members in the appointments from which promoted or transferred; and
- d) In the case of members recruited by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member who was drawing 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, those appointments; and if the length of service is also the same, an older member shall be senior to a younger member.

Note :-

Seniority of members appointed on purely provisional basis shall be determined as and when they are regularly appointed keeping in view the Date of such regular appointment.

13. Increment :

Increment shall be earned by all regular employees, as a matter of course unless withheld by Orders of the punishing authority. However, where an efficiency bar is prescribed in the time scale, the increment next above the bar shall not be paid to an employee without specific sanction of the competent authority in that regard.

Note :-

1. When an employee is allowed to cross an efficiency bar, which had previously been enforced against him, his pay shall be fixed in the timescale at such stage as the authority may determine, subject to the condition that the pay so fixed shall not exceed to which he would have been entitled, had the efficiency bar not been enforced against him.
2. The application of the efficiency bar in the junior time scale should not affect a Corporation employee's pay in the senior

time scale and he should be paid in the later scale according to his length of service, unless his pay in such scale is itself affected by the operation of any efficiency bar or an disciplinary order passed against him.

3. The cases of all officers held up at the efficiency bar should be reviewed half yearly with a view to determine whether the quality of their work has improved and generally whether defects for which they were stopped at the bar have been remedied to an extent sufficient to warrant the removing of the bar.

The appointing authority shall warn the official concerned when his work or conducts is such that an increment is to be with-held and shall given him an opportunity of showing cause for the withholding of increment before passing final orders.

4. Normally an increment shall not be with-hold on account of an adverse annual report unless the official concerned has been afforded an opportunity to correct his faults after a warning has been issued to him since his last report was written.
5. A periodical increment register shall be maintained. In order to ensure that the annual increment of employees are sanctioned and drawn as soon as these accrue, a register shall be maintained showing the dates of accrual of increments of each employee.

Unless otherwise ordered by the competent authority, the period of extra ordinary leave, training without pay, overstaying or leave and suspension shall not count towards increments, earned leave, casual leave and quarantine leave shall count towards increments as laid down in Punjab Civil Service Rules Vol. Part I.

14. Initial Pay :

The initial pay of the employees shall be fixed in accordance with the provisions of the Punjab Civil Service Rules, Vol. I Part-1, which have been adopted as such and made applicable to that extent. Pay scales shall be on the pattern of the State Govt.

Explanations:

- a) Pay scales mentioned in the regulation would mean and include ordinary as well as selection grade as admissible to the counterparts of the workmen employed in the Transport Department of the State Government.
- b) The number of selection grade posts will be determined and the formula, rule or manner for granting the same will be applied on the pattern followed by the State Government with regard to its employees in the Transport Department.
- c) The outsourced agencies will be paid on KM basis for the services of the drivers and conductors provided by them.
- d) Drivers and conductors engaged directly by the PRTC will be paid remuneration as fixed by the Board annually.

- e) The outsourced agencies will be paid for the services provided as per the note (3) in Rule 8 as fixed the Board annually.
- f) The categories of the workshop staff engaged directly by the PRTC will be paid remuneration as fixed by the Board annually.

Allowances:

The holders of posts shall, in addition to the pay, be entitled to such allowances as may be admissible under the orders of the Corporation, issued from time to time on the pattern of the Stage Government. In addition of it, employees shall be entitled to get benefits under various enactments both of State Government and Central Government.

15. *Security Deposits :

The following categories of the employees shall furnish securities to the extent noted against each.

Category	Cash	Fidelity (Guarantee or insu Policy Pledged with the Corporation)
a) Cashier	Rs. 1,000-00 ps.	Rs. 10,000-00 ps.
b) Assistant Cashier	Rs. 500-00 ps.	Rs. 5,000-00 ps.
c) Assistant Store Keeper/ Store Keeper	Rs. 500-00 ps.	Rs. 5,000-00 ps.
d) Conductor/Sub-Inspector	Rs. 1,000-00 ps.	Rs. 5,000-00 ps.

Note:

1. The Cashier and Assistant Cashier are allowed to deposit cash security in monthly installments of Rs. 30/- and Rs. 20/- respectively.

2. Securities shall be taken either in cash, post office national savings certificates, Post Office or Bank Account pledged to the General Manager of the Corporation.

3. Securities may also be accepted in installments, in cash in special cases. The persons furnishing securities in cash shall be given interest on their deposits annually as may accrue on the National Savings Certificates or the Post Office/Bank Accounts as the case may be.

4. The Conductors shall also furnish personal security of Rs. 1000/-. So, far as Chief Store keeper, Assistant Store Keeper and Diesel Pump Attendant are concerned they may also furnish cash security in monthly installments of Rs. 30/-, Rs. 20/- and Rs.15/- respectively.

16. Termination of Services and Resignation

The Corporation may terminate the service of any permanent employee:-

- 1. Due to reasons to be recorded in writing, such reasons being other than misconduct retrenchment or close down, such as being declared as a Traitor or a person likely to jeopardize the safety of the establishment or in a proved case of sabotage by giving one month's notice in writing or salary in lieu thereof:

* Certified by the Co./Dy. L.C. on 30.12.92

2. Due to serious defects in eye sight or hearing or mental deficiency/physical defect rendering unfit for service subject to the provisions of the employees State Insurance Act and the Workmen's Compensation Act by giving one month notice or salary in lieu thereof. No temporary, officiating, Casual or apprentice or probationary employee, whether monthly rated, weekly rated, piece rated or daily rated, shall be entitled to any notice or pay in lieu thereof, if his services are terminated but the services of a temporary employee shall not be terminated as a punishment unless he has been given an opportunity of explaining the charges of mis-conduct alleged against him. If any employee of any of the aforesaid categories completes a continuous one year of service, his termination of service because of retrenchment etc. will be regulated under relevant provisions of the Industrial Disputes Act 1947.
3. If a permanent employee intends to leave the services of the Corporation, he shall give one month's notice of his intention to do so in writing to the management or may, if he wants to be relieved earlier, surrender in lieu thereof the wages equivalent to the days for which the notice fall short of one month. But if the exigencies of work so require, the management may not relieve him earlier than entire period of notice has run. If any employee of any of the aforesaid categories completes a continuous one year of service, his termination of service because of retrenchment etc. will be regulated under relevant provisions of the Industrial Disputes Act, 1947.

17. Retirement:

1. Employees shall be retired on the date of superannuation i.e. on the date of which they attain the age of 58 years. They can be retained in service after that date with the sanction of the Corporation upto the age of 60 years only.
2. In the case of class IV employees the age of retirement shall be 60 years.

Note :

If leave preparatory to retirement is refused by the competent authority in the interest of the corporation, the employees 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 of leave exceeds the age of superannuation, though the same would not mean extension of his service.

*"At the time of retirement, employees shall receive all the benefits accruable under various enactment both of State Government/Central Government e.g. Employees Provident Fund Act, the Payment of Gratuity Act and the rules thereunder. But where the employee has opted for or is covered under the PRTC Employees Pension/Gratuity and General Provident Fund Regulations, 1992 (amended from time to time) will be governed in accordance with the provisions contained in the said Regulations.

Punjab Civil Services Pre-mature retirement Rules 1975 (amended from time to time) of Punjab Government will be applicable on all the employees irrespective of the fact whether opted for pension or Employees Provident Fund Act, as the case may be".

18. Traveling Allowance :*

Regular employees shall be governed by the T.A. Rules contained in the Punjab Civil Service Rules, Vol. III which has been adopted as such and made applicable to that extent and as per instructions of the State Government from time to time. However, the Corporation may adopt any pattern other than State Government provided the beneficial to the employees. The Inspectors while performing duties in Flying Squads at the Centre and Depots will be paid TA as adopted under the said Rules.

Note :-

The duty Roster will be maintained in such a manner that worker has to spend more than 20 nights at once station outside Headquarter. However, in cases where it become essential in the Public interest to fix duty of any person at one station for more than 20 nights outside the headquarters, he may be paid daily allowance for all the night so spent in accordance with the provisions of Punjab C.S.R.

Duty passes shall be issued to the employees for journeys to performed on duty in the buses of the Corporation and these shall be surrendered immediately on return. Incidental charges shall be paid in such cases as admissible to their counterparts in the Punjab Roadways as per TA Rules applicable to the said counterparts.

19. Transfers:**

i) All employees are liable to be transferred to any station in the jurisdiction of the Corporation by the Competent Authority or Managing Director.

A fifteen days notice shall be given to the employees affected by this transfer except in cases where because of exigencies of work such notice cannot be served. Ordinarily joining time shall be allowed to the employee under orders of transfer except when it is a local transfer or when transfer ordered in special circumstances.

ii) The General Manager will be competent for the transfer of the staff to any place in the jurisdiction of his Depot.

PART-III

20. Penalties :

The following penalties may for sufficient reasons be imposed on the employees, namely :-

- i) Censure;
- ii) Recovery from pay or security during service, or after termination of services, the whole or part of any pecuniary loss caused to the corporation by negligence or breach of order;
- iii) Withholding of increments;
- iv) Reduction to a lower post time scale or to a lower stage in the time scale;

* Certified by the Co./Dy. L.C. on 30.12.92

** Certified by the Co./Dy. L.C. on 30.12.92

- v) Withholding of wages for the suspension period.
- vi) Fines : Fines shall be imposed in accordance with the provisions of the payment of wages Act, 1936.
- vii) Removal from service which does not disqualify from future employment.
- viii) Dismissal from service which disqualify from future employment under the Corporation.

21. Authority Competent to Impose the Penalties :

The competent authority to impose the penalties specified in Col.3 of the Appendix 'B' against each post in relation to an employee holding that post, shall be as specified in Col.4 thereof.

22. Procedure for Enquiry:

No order imposing any of the penalties shall be made except after an enquiry, as far as may be, in the manner provided in this rule :-

- a) The employer or the manager or a person authorised by the employer or the Manager shall give to the concerned workman a charge sheet clearly setting forth the imputation of misconduct and the circumstances appearing against him and requiring his explanation.
- b) The employee shall be given at least six days for submitting his explanation :- Provided that such time may be extended for a maximum period of fifteen days after the expiry of six days, if sufficient reasons are advanced by the employee for seeking an extension.
- c) In case the work-man fails to submit his explanation with the prescribed time or extended time allowed to him or where the explanation submitted by him is not found satisfactory, the employer or the manager or the person authorised by the employer or by the manager shall appoint a person to hold an enquiry and issue a notice containing the name of the enquiry officer and the date, time and place of the enquiry.

Provided that in a case where the workman admits in writing the charges leveled against him and the employer is satisfied that such an admission is voluntary, it shall be open to the employer or the manager to award any one of the punishments provided in Clause 20 without holding any enquiry.*

- d) While holding the enquiry, first of all the evidence produced by the employer against the concerned employees shall be recorded and the accused employee shall be given full opportunity to cross-examine witnesses produced by the management against him. After that the detailed statement of the accused employees shall be recorded and he shall be given full opportunity to state his position in respect of all the evidence produced against him. After this, he shall be asked to produce any evidence in defence, in case he does

* Certified by the Co./Dy. L.C. on 6.2.01

not want to produce any evidence in defence, his statement to that effect shall be recorded by the Enquiry Officer. If he wants to produce evidence in defence, it shall be recorded. Defence witnesses may be cross-examined by the management's representative.

- e) The enquiry officer may ask any question in the interest of justice.
- f) If a request is made by the employee, the enquiry officer shall issue written requisition to the employer to produce before him any document or information in his custody which is considered relevant or necessary for the purpose of the enquiry. The employer shall produce the documents or information unless production of the document is prejudicial to the interest of the establishment.
- g) The concerned employee shall be furnished with the copies of the documents, statements and depositions sought to be relied on as evidence against him before he is called upon to make his submission to the enquiry officer at the close of the enquiry.
- h) The accused employee may cite any employee of the establishment as defence witness. The enquiry officer shall call him to give evidence unless for reasons to be recorded in writing, he considers his evidence to be irrelevant.
- i) At such an enquiry the concerned employee shall be entitled to be assisted by any other representative of a registered and recognized trade union or a co-worker.
- j) The enquiry officer shall on the conclusion of the enquiry, submit his report in writing giving his findings with reasons therefore to the authority, which appointed the enquiry officer.
- k) In case the management decides to impose any of the major punishments on the accused employee on the basis of the findings of the enquiry officer, it shall supply a copy of the report of the enquiry officer to the accused employee.
- l) The order of punishment shall set forth reasons for the action taken against the employee. A copy of the order shall be given to the concerned employee immediately.

Note :

Any notice, order, charge-sheet, communication or intimation under these standing orders which is meant for an individual employee shall be in language understood by the employee concerned. In the case of an employee who is absent, such a notice shall be sent to him by registered post acknowledgement due, to his last known address. Evidence may be explained to employee in the language understood by him.

23. Acts of Mis-conduct:

The following acts shall be treated as mis-conduct:

- i) Conviction by a criminal court for an offence which in the opinion of the punishing authority would warrant his dismissal;

- ii) Negligence of duty resulting in or likely to result in monetary loss exceeding Rs. 50/- to the Corporation or causing bodily injury or apprehension of such an injury to any other employee.
- iii) Immoral or indecent behaviour.
- iv) Obtaining employment by concealing any facts or fraud, which would have prevented his employment in the Corporation had these been made known (before his appointment) to the authority appointing him.
- v) Insolvency or habitual indebtedness.
- vi) Theft, Fraud or dishonesty;
- vii) Willful insubordination to the extent of using insulting or abusive language to a superior or a person senior and of equal status.
- viii) Intimidation and any action subversive of discipline.
- ix) Willful insubordination or disobedience whether alone or in combination with others to any action lawful and reasonable order to a superior.
- x) Performance of duty in State of intoxication.
- xi) Willful damage to or loss of goods or property of the Corporation.
- xii) Taking or giving of bribe or any illegal gratification.
- xiii) Habitual late attendance or absence from duty without applying leave in accordance with Rules or settlement or award or agreement or over staying the leave period for consecutive ten days or more without sufficient justification.
- xiv) Mis-appropriation of Corporation fund/property/cash/revenue.
- xv) Habitual breach of any law, order or rules applicable to the establishment.
- xvi) Riotous or disorderly behavior or any act of subversive of discipline.
- xvii) Any action likely to bring the service into disrepute or spreading communal hatred.
- xviii) Habitual negligence or neglect of work.
- xix) Striking work or inciting others to strike work in contravention of the provisions of any law or rule having the force of law.
- xx) Causing accident due to rash or negligent driving.
- xxi) Inefficiency in the discharge of duties.
- xxii) Misbehavior with the passengers.
- xxiii) Sexual harassment including such unwelcome sexually determined behavior (whether directly or by implication) such as:-
 - (a) Physical contact and advances.
 - (b) Ad demand or request for sexual favors.
 - (c) Sexually colored remarks.
 - (d) Showing pornography and

(e) Any other unwelcome physical, verbal or non-verbal conduct sexual nature.

Explanation :

The above shall not be deemed to be exhaustive list of the acts or commission which shall constitute misconduct. Whether a particular act or omission, not mention in this regulation amounts to misconduct or not would be decided by the punishing authority in the light of facts and circumstances of each case.

24. Suspension:

1. An employee may be suspended for misconduct pending investigation or enquiry against him by the Punishing Authority for not more than 6 months in any case.
2. An employee may be suspended from service if he is arrested or committed to prison pending trial by a court of law. In case of his having been released on bail, he may be allowed to resume duty pending decision of the court of law if the charge made or proceedings taken against him are not connected with his position as an employee or likely to embrace him in the discharge of his duties as such or involve moral turpitude.

25. Subsistence allowance:

An employee, who is placed under suspension under the standing orders shall during the period of such suspension be paid a subsistence allowance at the following rates:

- a) For the first 60 days, 50 percent of the basic wages, plus dearness allowance and other allowances, if any;
- b) From the 61st day to the 120th day, 60 percent of the basic wages plus dearness allowance and other allowances, if any;
- c) From the 121st day onwards, 75 percent of the basis wages, plus dearness allowance and other allowances, if any;

26. Withholding of increment:

While withholding of an increment, the authority passing the order shall state period for which it is withheld and whether the postponement shall have effect of postponing future increments.

27. Reduction to a Lower Stage:

When an employee is reduced to a lower post or time scale, or to a lower grade or to a lower stage in a time scale, the authority ordering the reduction shall state the period for which it is effective and whether on the expiry of that period, it will operate to postpone future increments or effect the employee's seniority and if so, to what extent.

28. Communication of the Orders of Penalty:

Every order imposing a penalty on an employee shall be communicated to him in writing and placed on his personal file.

29. Other Provisions Regarding Penalties:

In awarding punishments, the punishing authority shall take into account the previous record, if any, of the employee, the gravity of the misconduct and any other extenuation or aggravating circumstances that may exist. A copy of the order passed by the punishment authority shall be supplied to the employee concerned free of charge. The order of penalty shall take effect from the time it is served personally/ sent through regd. A.D.

Explanation:

Refusal of receiving shall amount to service of the Regd. A.D.

30. Appeal :

An employee upon whom any of the penalties specified in regulation 20 is imposed may file an appeal to such higher authority, if any as specified in Co. 5 of the Appendix 'B'.

31. Prohibition of collective Appeals :

Every person preferring an appeal shall do so individually and in his own name ;

32. Contents of Appeals :

Every appeal preferred under Regulation 30 shall contain all materials, statements and arguments relied on by the appellant, who shall not couch these in disrespectful or improper language.

33. Manner of Presenting Appeals :

An appeal shall be addressed to the authority to whom the appeal are preferred and shall be submitted through the proper channel, and no action be taken on the appeal submitted otherwise than through proper channel. The appeal shall be filed within one month after order appealed against.

Provided that the appellate authority may entertain an appeal after the expiry of the stipulated period if he is satisfied that the appeal could not be filed within time on cogent reasons.

34. Consideration for Deciding Appeals :

The orders passed on the appeal shall be given effect to immediately on the receipt or from such date as is indicated in the order of the appellate authority.

35. Appeal in the Matters of Appointment or Transfers:

No appeal shall lie against an order declining to give an appointment or on the matter of transfer.

PART IV

36. Working Hours : Holidays and Leaves :

Hours of Work : The daily and weekly hours of work in case of workshop staff shall be as prescribed in the factories Act 1948, and in the case of the staff other than the workshop and direction staff, the same shall be as prescribed in the

Motor Transport Workers Act, 1961. As regards the direction staff, pattern of Punjab Roadways will be followed.

37. Overtime Allowance

The overtime allowance shall be paid to the workshop and the operation staff in accordance with provisions of the Factories Act, 1948 and the Motor Transport Workers Act, 1961, as the case may be.

38. Notice of Hours of Work :

Notice regarding hours of work for every class and group of employees in the Corporation shall be displayed on Notice Boards maintained for the purpose in the Corporation.

39. Notice of Holidays & Pay : Notice specifying the :

- a) Weekly holidays.
- b) Date on which compensatory holidays, if any and .
- c) Date on, which wages are to be paid.

shall be displayed on the notice boards at suitable place.

40. Shift Working :

*In the workshop, every class or group of any part thereof may work for more than one shift at the discretion of the Managing Director/ General Manager. If more than one shift is worked, the employees shall be liable to be transferred from one shift to another. No shift working shall be discontinued without one month's notice being given prior to such discontinuance, of the shift to permanent employees is discharged. If as a result of the discontinuance of shift working, any permanent employee is to become surplus, an attempt will be made to absorb him in other services of the Corporation. If, however, any of them cannot be absorbed and is to be dispensed with, he will be discharged having regard to the length of his satisfactory service, that with lesser service shall be discharged first. If shift working restarted, a week's notice thereof shall be given by pasting a notice at the main entrance to the service and the employee so discharged shall on the restarting of the shift be given preference for re-employment, regard being had to the length of their previous service, those with the longest shall be re-employed first. Operational and supervisory staff shall be regulated by the provisions of the Motor Transport Worker Act and the Rules made thereunder.

41. Attendance & late Coming :

All employees shall be at work at the time fixed and notified under regulation 39. Employees attending late will be liable to be shunted out from the rest of the working period, if, however, they are allowed to work, wages for the period of absence are liable to be deducted in accordance with the payment of wages Act, 1936.

42. Stoppage of Work :

- 1) The appointing authority or any officer authorized by the corporation on this behalf may at any time, in the event of fire, catastrophe, breakdown of

machinery, stoppage of power supply, epidemic, civil commotion or other cause beyond the control of the management, stop any section or sections of the service wholly or partially for any period without notice.

- 2) In the event of such stoppage during working hours, the employees affected shall be notified by notice on the notice board in the services as soon as practicable. The employees shall not ordinarily be required to remain at their places of work for more than two hours after the commencement of the stoppage. If the period of detention does not exceed one hour, the workman so detained shall be entitled to receive wages for whole of the time during which they are detained as a result of the stoppage. In the case of piece rated workers, the average daily earned for the previous month shall be taken to be daily wages. No other compensation will be admissible, in case of such stoppages. Wherever, practicable, reasonable notice shall be given of resumption of normal work.
- 3) In case where employees are laid off for short periods on account of failure of plant or temporary curtailment of service, the period of employment shall be treated as compulsory leave either with or without pay, as the case may be. When an employee has been laid off for an indefinitely long period, his services may be terminated after giving him due notice or pay in lieu thereof.
- 4) The appointing authority or any officer authorized by the Corporation in this behalf may, in the event of a strike effecting either wholly or partially any section department of their service, close down either wholly, or partially. Such closure shall be notified, by notice on the notice boards in the section or department concerned, as soon as practicable. The employees concerned shall also be informed by a general notice prior to resumption of work as to when the work will be resumed.

43. Leave :

The exigencies of service shall be taken into consideration for entertaining any request of the grant of leave. Leave cannot be granted as a matter of right. The appointing authority shall have discretion to refuse or revoke leave of any description at any time according to the exigencies of service.

If any permanent or temporary employees remains absent beyond the period of leave originally granted or subsequently extended, he shall lose his lien on his appointment unless he ;

- i) returns within 10 days after the expiry of leave and
- ii) explain to the satisfaction of the competent authority his inability to return on the expiry of his leave. In case the employee loses his lien on his appointment, he shall be entitled to be kept in the waiting list as a Badli worker.

*Certified by the Co./Dy. L.C. on 30.12.92

44. Earned leave :*

Earned leave may be allowed to such permanent and temporary employee(s) of the Corporation in accordance with the provisions contained in the Punjab Civil Services Rules Volume-I Part-I on the pattern of the Punjab Roadways to that extent which have been adopted as such and made applicable to that extent.

45. Procedure for obtaining earned Leave :

i) An application shall be made, in writing, to the person authorized and notified for the purpose, stating clearly the date from which the leave is required and duration for which it is required, giving the address for communication during the period of leave. It shall be submitted at least ten days in advance, if the leave is for a duration longer than ten days; and three days in advance of the duration of leave applied for is less than ten days, except when it is on medical grounds or due to death or serious illness in the family, accident or fire in the house or any such unforeseen catastrophe in which case the application may be made the same day.

Orders on the application shall be passed without delay and always before the leave applied for is to commence, or within twenty-four hours of the receipt of the application in case it is received on the same day under the circumstances mentioned above. These orders shall be communicated to the workman. If orders are not communicated to the workman, it shall be presumed that the leave applied for has been sanctioned.

- ii) If leave applied for is granted, a leave pass shall be issued to the workman. If it is refused the fact of such refusal and its reason/s shall be recorded in writing in a register to be maintained for the purpose and a copy of the entry in the register shall be supplied to the workman.
- iii) If a workman desires extension of the originally sanctioned leave or of subsequently extended leave, he shall make an application in writing to the competent authority, stating specifically the reasons for such extension and shall submit it at least two days in advance of the expiry of the leave allowed. The said authority shall immediately, on receipt of such an application, inform the workman on the address given by him (the applicant) whether the extension applied for has been granted or refused. A reply shall be sent to the workman without delay under registered A.D. cover. If the workman desired a telegraphic reply he shall send a reply paid telegram.
- iv) If the workman remains absent without leave, beyond the period of leave originally granted or subsequent extended, he shall lose his lien on his appointment unless (a) he returns within ten days of the expiry of the leave period and (b) explains to the satisfaction of the competent authority his inability to return on the expiry of the leave.
- v) In case he loses the lien on his appointment, he shall be kept on the waiting list and would be given opportunity for re-employment, whenever vacancy occurs for the post held by him.

*Certified by the Co./Dy. L.C. on 11.1.94

46. Casual and quarantine Leave :*

The permanent and temporary employee of the Corporation may be granted Casual leave/quarantine leave in accordance with Rules contained in Punjab Civil Rules volume I Part-II on the pattern of the Punjab Roadways to that extent which have been adopted as such and made applicable to that extent.

47. Extra Ordinary Leave :

Extra Ordinary leave (without pay) may be allowed to the permanent and temporary employee(s) of the Corporation in accordance with the provisions contained in the Punjab Civil Service Rules Vol. 1 Part I.

48. Half Pay and Commuted Leave :**

The permanent and temporary employee of the Corporation, may be granted half pay and commuted leave in accordance with the provisions contained in Punjab Civil Service Rules, Volume-I Part-I on the pattern of the Punjab Roadways to that extent which have been adopted as such and made applicable to that extent.

49. Medical Leave.

Medical Leave may be allowed to permanent and temporary employees of the Corporation in accordance with the provisions contained in Punjab Civil Service Rules, Vol.I Part I.

*"However, in case where injuries are directly attributed to active duty, the entire period spent as Indoor Patient shall be treated as Medical leave with full pay and allowance with the approval of the Chairman.

*Certified by the Co./Dy. L.C. on 11.1.94

**Certified by the Co./Dy. L.C. on 11.1.94

General PART-V

50. Legal Defence of Employees:

Subject to such standing orders as may be issued by the Corporation from time to time, the General Manager at his discretion, provide legal defence to the employees in which he considers the provisions of such defence necessary in the interest of the services. Expenditure incurred on such cases will be reported to the Corporation regularly.

51. Attendance Cards and Muster Rolls :

- i) The name of every employee shall be entered on the Muster rolls clearly indicating the classification to which he belongs.
- ii) Every employee shall be given an attendance card which shall contain the particulars of the employees.
- iii) If an employee loses his attendance card, it shall be replaced on application and payment of sum of Rs. 1/-.

52. Requirement to Enter the Premises by Certain Gate and Liability to be searched.

- i) No workman shall enter or leave the premises of the establishment except by gate or gates appointed for the purpose and clearly marked "EXIT" "ENTRANCE".
- ii) An employee who is off his duty, has resigned or has been discharged, suspended or declared by a competent medical authority to be suffering from contagious or infectious disease, shall immediately leave the premises of the establishment and shall not enter any part of it, except for bonafide purposes or with the express permission of the Manager.
- iii) All employees shall be liable to search with due dignity both at the time of entry and exit at the main entrance by a person of the same sex authorized by the Manager in this behalf and if he so chooses in the presence of a co-workman of his choice, if readily available.

*Certified by the Co./Dy. L.C. on 9.7.91

53. Absence :

- a) Any employee who after presenting his ticket, attendance card or taken or after checking is found absent from his proper place of duty during the working hours without permission or without any such reasons as may be beyond his control shall be liable to be treated as absent from duty for the period of such absence.
- b) If, however, an employee is absent from the premises of the establishment during hours of his duty without proper permission he shall be treated absent for whole day in case the absence commenced before the recess period and for half day in case it commences after the recess period. Such an employee shall be liable for deduction in his wages in accordance with the provisions of the payment of wages Act, 1936 and the rules made thereunder.
- c) An employees shall be deemed to be absent, if he fails to attend to his duty unless he has obtained prior permission for such absence from competent authority and in case of unforeseen circumstances made and application to this effect within forty eight hours of the commencement of the absence.

54. Payment of wages

- i) All employees shall be paid wages on a working day before the expiry of the seventh day of the wages period in respect of which the wages are payable if the number of employee employed by the establishment does not exceed one thousand and before the expiry of the tenth day of such wages period in all other cases.
- ii) Any wages due to a workman but not paid on the usual 'Pay Day' on account of their having remained unclaimed shall be paid an unclaimed wages on 'Pay Day' which shall be notified on the notice board in English and Punjabi and shall be before the twentieth day form the expiry of the wages Period.

- iii) Unclaimed wages of a deceased employee shall be paid to his legal nominee or legal heirs before the expiry of the third working day on which substantiated claim was presented by his nominee or heir or on his behalf by a legal representative provided such a claim is submitted within three years of the death of the employees. For this purpose a claim shall be considered to be substantiated for amounts less than Rs. 100/- it is certified by any Gazetted Officer or Municipal Commissioner, MLA/MLC or a Sarpanch of the village of the deceased employee or his heir and for amount above Rs. 100/- it is by a succession certificate.
- iv) All unclaimed wages for the previous month shall be notified on the notice board by the management within first week of the their having become payable. All unclaimed wages shall be kept for the payment to the workman or the legal heirs or legal nominee for three years form the period they are due to be paid after which period, these shall be remitted to the Welfare Commissioner for the purpose provided for under the Punjab Labour Welfare Fund Act, 1965 and the rules made thereunder.
- v) Where the employment of any employee is terminated which term shall include resignation, the wages earned by him and his other dues payable by the management shall be paid before the expiry of the second working day from the day on which the cases to be in the employment of the establishment.

55. Certificate of Termination of Service :

Every employee shall be entitled to a service certificate at the time of his discharge, dismissal or retirement from the service.

56. Liability of the Manager :

The Manager of the establishment shall be held personally responsible for the proper and faithful observance of these standing orders.

57. Exhibition of Standing Orders :

- i) A copy of these standing orders in English and Punjabi shall be pasted at the Manager's office as well as on a notice Board maintained at or near the main entrance of the establishment Marked 'Standing Orders' and shall be kept in a legible condition.
- ii) In case of any conflict in the meaning of Standing Orders in English, Hindi and Punjabi Languages, the English text shall be taken to be authentic.
- iii) A copy of standing Orders shall be supplied to the employee/ employees on application and payment on one rupee.

Appendix –A

Sr. No.	Designation	Qualification & Experience by direct Recruitment	Qualification & Experience by Promotion
1	Section Officer	Graduate of a recognized University and holds diploma in Accountancy/SAS with five years experience of accounts clerk in a firm or a local body or a Govt. office	* Matriculate or equivalent and diploma in Accountancy equal to SAS/AICWA. Or Punjab State SAS with experience in PRTC for a period of five years on any post.
2	Junior Engineer	Diploma in Civil Engg. With three years Experience	-
3	Superintendent	Graduate 2 nd Class or MA with five years Experience in any office of Govt./Semi-Govt. of Public or Private organization of Repute	i) Matriculate or equivalent. ii) Experience on the post of Asstt. for a period of three years in PRTC.
4	Senior Assistant	Graduate 2 nd Class or MA of a recognized University with three years experience in a Private firm or local body govt. office in clerical capacity.	i) Matriculate or equivalent.** ii) Experience on the post of Jr. Scale Stenographer for a period of three years. Or iii) Experience on the post of cashier/ clerk /TSVC/ DPA/ Asstt. Cashier/Store keeper/Asstt. Store Keeper/ Steno- Typist/Gestetnor Operator for a minimum period of five years. Note: The category of Store-Keeper and Asstt. Store Keeper shall be merged in the clerical cadre.
5	Mechanical Draftsman	Recognized Draftsman course in Mechanical with 5 years experience in design and development of bus bodies with one of the leading body fabricators.	-
6	Store Keeper	Graduate 2 nd Class or MA Experience in handling stores for a period of five years	Matriculate or equivalent. Experience on the post of ASK for a minimum period of five years.

* Certified by the Co./Addl. LC on 17.11.1989

** Certified by the Co./Addl. LC on 09.07.1991

7	Sr. Scale Stenographer	Matriculate or equivalent of a recognized University and holds a diploma in shorthand and type writing with a speed of 120 and 50 words per minutes and minimum experience for a period of 3 years in a firm, local or Government Office.	Matriculate or equivalent Experience on the post of Jr. Scale Stenographer for a minimum period of the three years.
8	Jr. Scale Stenographer	Matriculate or equivalent of a recognized University and holds a diploma in shorthand and type writing with a speed of 100 and 40 words per minutes respectively and minimum experience for a period of 3 years in a firm, local body or Government Office.	Matriculate or equivalent experience on the post of Steno-typist for a minimum period of the three years.
9	Steno-typist	Matriculate or equivalent of a recognized University and holds a diploma in shorthand and type writing with a speed of 80 and 40 words per minutes respectively and minimum experience for a period of 3 years in a firm, local body or Government Office.	Matriculate or equivalent experience for the period of 2 years in PRTC with a speed of 80 and 40 WPM respectively.
10	Cashier	Graduate 2 nd Class or M.A. of a recognized University with 3 years experience in a private firm or local body or Govt. Office in handling cash and maintaining cash ledgers etc.	Matriculate or equivalent. Experience on the post of Asstt. Cashier for a minimum period of 3 years.
11	Clerk	Graduate 2 nd Class or M.A. of a recognized University with 3 years experience in a private firm or local body or Govt. Office in clerical capacity. Preference will be given to type knowing candidate.	*Matriculate or equivalent. Experience on the post of Daftri Peon, Gate Keeper, Chowkidar, Mali Gunman & Ward Attendant for a period of 3 years. Before promoting the above officials from class IV to class III, all the candidates with minimum experience on different posts will have to undergo a written test and interview and on the basis of the same, promotions will be made on merit-cum-seniority.

* **Certified by the Co./Addl. LC on 31.12.86**

12	Asstt. Cashier	Graduate 2 nd Class or M.A. and experience in handling cash for a period of 3 years in a firm or local body or Govt. Office.	i) Matriculate or equivalent. ii) Experience on the post of Peon, Daftri for a minimum period of 3 years.
13	A.S.K.	Graduate 2 nd Class or M.A. and experience in handling stores and maintaining its accounts for a period of 3 years in a firm or local body or Govt. Office.	Matriculate or equivalent. Experience on the post of Store Boy, Record Lifter for a minimum period of 3 years.
14	Dispenser	Holds diploma from Punjab Pharmacy Council, Ldh and minimum experience of 3 years.	-
15	T.S.V.C.	Graduate.	*Matriculate or equivalent. Experience on the post of Record Lifter, Daftri Peon, Gate Keeper, Chowkidar, Mali Gunman & Ward Attendant for a minimum period of 3 years. Before promoting the above officials from class IV to class III, all the candidates with minimum experience on different posts will have to undergo a written test and interview and on the basis of the same, promotions will be made on merit-cum-seniority.
16	D.P.C.	Graduate 2 nd Class or M.A. 3 years experience in a private firm or Govt. Office of issuing of diesel to the vehicles and maintenance of accounts and record thereof.	**Matriculate or equivalent. Experience on the post of Daftri Peon, Gate Keeper, Chowkidar, Mali Gunman & Ward Attendant for a period of 3 years. Before promoting the above officials from class IV to class III, all the candidates with minimum experience on different posts will have to undergo a written test and interview and on the basis of the same, promotions will be made on merit-cum-seniority.
17	Station Supervisor	Graduate 2 nd Class or M.A. and 5 years experience of maintenance in any Nationalized Transport Undertaking in India.	Matriculate or equivalent. Experience on the post of Chief Inspector or W.I. for a period of 3 years.

* Certified by the Co./Addl. LC on 31.12.86

** Certified by the Co./Addl. LC on 31.12.86

18	Chief Inspector	Graduate 2 nd Class or M.A. and 5 years experience in a private firm or Nationalized Transport Undertaking in India.	Matriculate or equivalent. Experience on the post of Inspector for a period of 3 years.
19	Welfare Inspector	B.A. Preferably in law or diploma in Labour Welfare, three years experience in a private firm or Govt. Industrial Undertaking.	Matriculate or equivalent. Experience on the post of Inspector for a period of 3 years.
20	Inspector	Graduate 2 nd Class or M.A. and 3 years experience in a private firm or Govt. office.	* Matriculate or equivalent. ii) Experience on the post of Sub- Inspector for a minimum 3 years. 15% post of the Inspector will be filled up by selection from the amongst the drivers/ Yard Master in the joint seniority, who are atleast Matriculates and have a minimum experience of seven years in the Corporation.
21	Yard Master	Matriculate or equivalent and 3 years experience in a line.	i) Middle Standard. ii) Experience on the post of Driver, Staff Car Driver for a period of 3 years.
22 (i)	Contract basis Driver Category II	(i) Middle Standard. (ii) Should hold driving licence for Heavy Transport vehicle with five years experience of driving of heavy vehicle.	-
22 (ii)	Contract basis Driver Category I.	-	Two years service and required level of satisfactory service as contract basis driver Category II in PRTC engaged directly.
22 (iii)	Driver Regular.	-	Three years service and required level of satisfactory service as contract basis Driver Category I in PRTC.

* Certified by the Co./Addl. LC on 30.12.92

23	Staff Car Driver	Same as above in 22(i) to (iii)	
24	Sub Inspector	Graduate or M.A.	Matriculate or equivalent. Experience on the post of conductor for a minimum period of 3 years.
25(i)	Contract basis Conductor Category II	Matriculate II Class or above. Should hold a Conductor's licence.	-
25(ii)	Contract basis Conductor Category I	-	Two years service and required level of satisfactory service as contract basis Conductor Category II in PRTC engaged directly.
25(iii)	Conductor Regular	-	Three years service and required level of satisfactory service as contract basis Conductor Category I in PRTC.
26	S.S.I. (Tyres)	Matriculate or equivalent. ITI certificate in the trade with 7 years experience in tyre retreading and vulcanizing plant and should be familiar with all the process.	To read and write Punjabi. ii) Experience on the post of Head Mechanic Tyres for a minimum period of 3 years.
27	(i) Contract basis SSI Category II	(i) Matriculate or equivalent. (ii) Should hold Diploma in Automobile Engineering from a recognized Institute with five years experience in an Automobile Workshop of repute.	-
	(ii) Contract basis SSI Category I	-	Two years service and required level of satisfactory service as SSI on contract basis Category II in PRTC engaged directly.
	(iii) SSI Regular		(i) Three years service and required level of satisfactory service as SSI on contract basis Category I in PRTC. (ii) Three years satisfactory service as Regular Head Mechanic, Head Carpenter, Head Blacksmith, in PRTC.

28	Head Mechanic Tyres	Matriculate or equivalent. ITI certificate in the diesel Mechanic trade with 7 years experience in tyre maintenance & Vulcanizing	To read and write one of the regional languages. Experience on the post of Tyreman/ Vulcaniser for a minimum period of 3 years.
29	(i) Contract basis Head Mechanic Category II	(i) Matriculate or equivalent. (ii) Should hold Diploma in Automobile Engineering from a recognized Institute with three years experience in an Automobile Workshop of repute.	-
	(ii) Contract basis Head Mechanic Category I	-	Two years service and required level of satisfactory service as Head Mechanic on contract basis Category-II in PRTC engaged directly.
	(iii) Head Mechanic Regular	-	(i) Three years service and required level of satisfactory service as Head Mechanic on contract basis Category-I in PRTC. (ii) Three years satisfactory service as Regular Mechanic/ Machinist in PRTC.
30	Head Electrician	Matriculate or equivalent. Holds diploma in Automobile Engineering of a recognized Institute and three years experience in Automobile Electrical equipment, major repairs and maintenance.	i) Should be able to read and write one of the regional languages. . ii) Experience on the post of Electrician / Battery Attendant for a minimum period of 3 years.
31	Head Carpenter	Matriculate or equivalent. ITI certificate in Carpentry trade with six years experience in bus body building and renovation.	i) Should be able to read and write one of the regional languages. Experience on the post of Carpenter for a minimum period of 3 years.
32	Head Carpenter of Body Fabrication Cell	Should be minimum middle having 8 to 10 years experience as Head Carpenter with leading body builders. He should be familiar independently for fabrication of wooden structure.	-

33	Head Blacksmith	Matriculate or equivalent. ITI certificate in Blacksmith trade with six years experience in bus body building and renovation job. Must be familiar with welding job also.	i) Should be able to read and write one of the regional languages. ii) Experience on the post of Blacksmith for a minimum period of 3 years.
34	Blacksmith Body Fabrication Cell	Should be minimum middle having 8 to 10 years experience as Head Blacksmith with leading body builders. He should be familiar independently for fabrication of steel structure and sheet paneling.	-
35 and 36	(i) Contract basis Machinist, Mechanic Category II	(i) Matriculate or equivalent. (ii) Should hold ITI certificate in Diesel Mechanic/Machinist with three years experience in an Automobile Workshop of repute.	-
	(ii) Contract basis Machinist, Mechanic Category I	-	Two years service and required level of satisfactory service as Machinist/Mechanic on contract basis Category-II in PRTC engaged directly.
	(iii) Machinist, Mechanic Regular	-	(i) Three years service and required level of satisfactory service as Machinist/ Mechanic on contract basis Category-I in PRTC. (ii) Three years satisfactory service as Regular Fitter/ Turner in PRTC.
37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49 and 50	(i) Contract basis Fitter, Tyreman, Welder, Carpenter, Upholster, Painter, Blacksmith, Borer, Electrician, Radiator Repairer, Turner, Vulcanizer,	(i) Matriculate or equivalent. (ii) Should hold ITI certificate in any one of the trades required for respective posts with Three years experience in an Automobile Workshop of repute.	-

	Battery Attendant and Asstt. Tyreman Category II		
	(ii) Contract basis above categories Category-I	-	Two years service and required level of satisfactory service in the respective category on contract basis Category-II in PRTC engaged directly.
	(iii) Above categories on Regular basis	-	(i) Three years service and required level of satisfactory service in the respective category on contract basis Category-I in PRTC. (ii) Three years satisfactory service as Regular Helper in PRTC.
51	Asstt. Fitter	Matriculate or equivalent. ITI certificate in Diesel Mechanic with two years experience in well established Automobile Workshop regarding major over- hauling engines, and other assemblies of Heavy Duty Diesel Vehicles.	i) Should be able to read and write one of the regional languages. ii) Experience on the post of Helper for a minimum period of 3 years in the same shop.
52	(i) Contract basis Helper Category-II	(i) Middle Standard. (ii). Should hold ITI Certificate in any one of the above Trades with three years experience in an Automobile workshop of repute.	-
52	(ii) Contract basis Helpers Category-I	-	Two years service and required level of satisfactory service as contract basis Helper Category-II in PRTC engaged directly.
52	(iii) Helper Regular.	-	Three years service and required level of satisfactory service as contract basis Helper Category-I in PRTC.

53	Cleaner	Should be able to read and write one of the regional languages. Preferably ITI Certificate in Diesel Mech. Trade experience for a minimum period of two years of cleaning and washing in Automobile Workshop.	-
54	Sweeper	Should be able to read and write one of the regional languages. Experience for a minimum period of two years of sweeping, cleaning and washing in Automobile Workshop.	-
55	Chowkidar	Should be able to read one of the regional languages. Ex- military official having five years experience in the same line.	-
56	Daftri	Matriculate or equivalent. Experience for a minimum period of 3 years of some Govt. Office as Class IV Servant.	i) Should be able to read and write one of the regional languages. ii) Experience on the post of peon for a minimum period of 3 years.
57	Record lifter	Should be able to read and write one of the regional language.	-
58	Peon	Should be able to read and write one of the regional language.	i) Should be able to read and write one of the regional languages. ii) Experience on the post of peon for a minimum period of 3 years.
59	Store Boy	Matric, Experience for a minimum period of 2 years in the line	-
60	Gate Keeper	Should be able to read and write one of the regional language. Experience for a minimum period of 2 years in the line.	-
61	Mali	--do--	-
62	Gunman	--do--	-
63	Ward Attendant	--do--	-

Appendix –B

Sr. No.	Designation of Post	Authority Competent to make appointment	Nature of penalty	Authority to impose penalty	Appellate Authority
1	Section Officer, Superintendent, Personal Assistant	Managing Director	(a) to (F) (g)	Managing Director Chairman	Chairman Corporation (BOD)
2	Sectional Officer (Civil), Sectional Officer (Electric), Assistant, Senior Scale Stenographer, Jr. Scale Stenographer, Stenotypist, Cashier, Clerk, Assistant Cashier, Assistant Store keeper, Ticket Stock Verifier Clerk, Dispensor, Diesel Pump Clerk, Store Keeper, Draftsman (Civil), Mechanical Draftsman, Station Supervisor, Chief Inspector, Welfare Inspector, Inspector, S.S.I, Head Mechanic, Head Electrician, Head Carpenter, SSI (Tyres), Head Blacksmith, Head Mechanic (Tyres), Head Carpenter (B.F. Cell), Head Blacksmith (B.F. Cell)	Additional Managing Director	(a) to (f) (g)	Addl. Managing Director Managing Director	Managing Director Chairman
3	Machinist, Mechanic, Fitter, Tyreman Borer, Welder, Blacksmith, Asst. Tyreman, Carpenter, Upholster, Electrician, Painter, R. Repairer, Batter Attendant, Turner, Helper, Vulcaniser, Asstt. Fitter, Cleaner, Sweeper, Chowkidar, Store Boy, Gate Keeper, Daftri, Record Lifter, Peon, Ward Attendant, Gunman, Mali/ Driver, Staff Car Driver, Sub-Inspector, Yard Master, Conductor in depots.	General Manager	(a) to (f) (g)	General Manager Additional Managing Director	Additional Managing Director Managing Director
4	--do--in Head Office	Additional Managing Director	(a) to (g)	Additional Managing Director	Managing Director

Explanation of Letters (a) to (g) used above.

- (a) To censure.
- (b) To recover from pay or security during service or after termination of service of the whole or part of and pecuniary loss caused to the Corporation by negligence or breach of order.
- (c) To withhold increments or promotion including stoppage at an efficiency bar.
- (d) To reduce to lower post or time scale or lower scale in the time scale.
- (e) To suspend.
- (f) To remove from service which does not disqualifies from future employment.
- (g) To dismiss from service which disqualifies from future employment under the Corporation.

We have gone through the proposed amendments in rule 8, 14 and Appendix 'A' at Serial No. 22, 23, 25, 27, 29, 35, to 50 & 52 in PRTC Conditions of Appointments and Service Regulations 1981 and agree with the same.

-sd-
(Nirmal Singh Dhaliwal)
General Secretary,
PRTC Workers Union AITUC

-sd-
(Ramesh Bhatti)
President,
PRTC Employees Union (INTUC)

-sd-
(Tehal Singh)
General Secretary,
PRTC Motor Mazdoor Union (CITU)

-sd-
(Sohan Lal)
for Gurbaxa Ram
President,
PRTC SC/BC Employees Union

-sd-
(Tarlochan Singh Libra)
For Jarnail Singh Randhawa
President,
PRTC Karmchari Dal