

**Pepsu Road Transport Corporation Officers (Conditions of Appointment and Service) Regulations, 2002.**

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:-

**1 Short-title, Commencement and Applications:-**

- (1) These regulations may be called the Pepsu Road Transport Corporation Officers (Conditions of Appointment and Service) Regulations, 2002.
- (2) These shall come into force from the date these are notified by the State Government.
- (3) These shall apply to all the posts specified in Appendix 'A' to these regulations.

**2 Definition:-** In these Regulations, unless the Context otherwise requires:-

- (a) 'State Government' means the Government of the State of Punjab.
- (b) 'Government' means the Punjab Government in the Administrative Department;
- (c) 'Board of Directors' means the Board of Directors of the Corporation;
- (d) 'Corporation' means the Pepsu Road Transport Corporation;
- (e) 'Chairman' means the Chairman of the Corporation;
- (f) 'Managing Director' means the Managing Director of the Corporation.
- (g) 'Additional Managing Director' means the Additional Managing Director of the Corporation.
- (h) 'Officer' means an officer of the Corporation serving on any regular post mentioned in Column 2 of Appendix 'A'.
- (i) 'Officiating Officer' means an officer made to serve on a vacant post;
- (j) 'Regular Officer' means an officer who has completed his probation period satisfactorily;

- (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;
- (l) 'Appointing Authority' in relation to any post means the authority Competent to make appointment to that post.
- (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 & 5 are Competent to impose any of the penalties on the Officer specified in column 3 of that Appendix;
- (n) 'Post' means a post specified in Column 2 of Appendix 'A';
- (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) 'Appendix' mean an appendix to these Regulations.
- (q) 'Recognized University/Institution': means the University/Institution incorporated by law in any of the State of India; or

any other University or institution, which is declared by the Centre/State Government to be a recognised University/Institution for the purpose of these regulations;

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;

4 Number and Character of post. The number of each post is given in Column 5 respectively of Appendix 'C'.

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.

Generally the pay scales & allowances will be on the pattern of Punjab Roadways/Punjab Govt. or as approved by the Board of Directors.

5 Nationality, domicile and Character of Candidates appointed in Service :-  
(1) No person shall be appointed to the post unless he is :-

- (a) a Citizen of India; or

- (b) a Citizen of Nepal; or
- (c) a subject of Bhutan; or
- (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or
- (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;

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.

- (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.
- (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.

**6. No person shall be eligible for appointment to the post :-**

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (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.
- (c) who is convicted for an offence involving moral turpitude or is dismissed.

**7. Age:-** 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.

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;

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.

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;

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.

**NOTE:-** For age limit in case of recruitment of ex-servicemen the provisions of rule 6 of the Punjab Recruitment of Ex-servicemen Rules, 1982, shall apply.

8. **Educational Qualifications:** 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.

9. **Appointing Authority/Method of Appointment:-** 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:-

- (1) By Direct Recruitment **40%**  
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.
- (2) By Promotion: **60%**
- (3) When any vacancy occurs or is about to occur the appointing authority shall determine the manner in which the vacancy shall be filled.
- (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.
- (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.

**NOTE:-** For the direct recruitment the employees of PRTC shall be eligible regardless of age limit provided they fulfil the basic qualifications.

10. **PROBATION:-** 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;

Provided that:-

- (1) (a) any period, after such appointment, spent on deputation on a corresponding or a higher post shall count towards the period of probation;
  - (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
  - (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 against a permanent vacancy.
- (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----
- (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
  - (b) if such person is recruited otherwise,
    - (i) revert him to his former post; or
    - (ii) deal with him in such other manner as the terms & conditions of the previous appointment permit.
- (3) On the completion of the period of probation of a person, the appointing authority may—
- (a) if his work and conduct has, in its opinion been satisfactory;
    - (1) regularise the services of such person from the date of his appointment if appointed against a permanent vacancy; or
    - (2) regularise the services of such person from the date from which a permanent vacancy occurs, if appointed against a temporary vacancy; or
    - (3) declare that he has completed his probation satisfactorily, if there is no permanent vacancy; or
  - (b) If his work and conduct, in its opinion, has not been satisfactory:-

- (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
- (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.

11. **Seniority:** 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:

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:

Provided further that in the case of two officers appointed on the same date, their seniority shall be determined as follows:-

- (a) a person recruited by direct appointment shall be senior to a member recruited otherwise;
- (b) a person appointed by promotion shall be senior to a member appointed by transfer;
- (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
- (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;

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:

**NOTE:** 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.

12. **Liability to Transfer:-** 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.

13. **Liability to Serve:** 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.
14. **Leave:** 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.
15. **Discipline, Punishment and Appeal:** 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.  
The authority empowered to impose penalties and appellate authority in respect of the officers of the Corporation shall be as specified in Column 4 & 5 of Appendix 'B' respectively.
16. **Oath of Allegiance:-** 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.
17. **Knowledge of Regional Language:-** 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.
18. **Powers of Relaxation:-** 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.
19. **Interpretation of rules:-** 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.
20. **Retirement:-** 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.

**NOTE:-**

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 of leave

exceeds the age of superannuation through the same would not mean extension of his services.

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.

21. **Deputation :-** 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.
22. **Engagement on Contract:-** Any person who fulfills 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.
23. 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.
24. **Liability for vaccination and re-vaccination:-** Every Officer of the Corporation shall get himself vaccinated or re-vaccinated when the Corporation so directs as a special or general order.