

**Govt Polytechnic College,  
Ferozpur**

**Manuals**

**(As per the provisions of)**

**Right to Information Act**

**2005**

## Index

Sr. No.	Name of Manual Introduction
1.	The particulars of its organization, functions and duties.
2.	The powers and duties of officers.
3.	Procedure followed in Decision Making Process.
4.	Norms set by it for the discharge of its functions.
5.	Rules, regulations, instructions, manuals and records, for discharging its functions.
6.	A Statement of the categories of documents that are held by it or under its control.
7.	Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.
8.	A statement of boards, councils, committees and other bodies constituted as its part.
9.	Directory of Officers and Employee.
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in regulations.
11.	The Budget Allocated for Financial Year 2012-13.
12.	The manner of execution of subsidy programmes.
13.	Particulars of recipients of concessions, permits or authorization granted by it.
14.	Information available in an electronics form.
15.	Particulars of the facilities available to citizens for obtaining information.
16.	The names, designations and other particulars of the Public Information. Officers .
17.	Other useful information.

## Introduction

### 1.1 Background of this handbook ( Right to Information act 2005).

The Right to information Bill, 2005 was passed by the Lok Sabha on 11th May, 2005 and the Rajya Sabha on 12th May, 2005 and it received the assent of The President of India on 15 the June, 2005, It came on the Statute Book as THE RIGHT TO INFORMATION ACT, 2005, (22 Of 2005). Clause 4 (1) (b) of Right to Information Act lays down that each public authority shall compile and publish 17 manuals, within 120 days from the enactment of the Act. This handbook contains these 17 manuals.

### 1.2 Objective/Purpose of this handbook.

This handbook contains information regarding particulars, functions, duties, decision making process, norms, rules, regulations and directory of officers / officials of Govt Polytechnic College, Ferozepur, Punjab.

### 1.3 Who are intended users of this handbook.

The information contained in this handbook is useful for the citizens of India particularly the residents of the state of Punjab.

### 1.4 Organization of the information in this handbook.

This handbook contains 17 manuals as per clause 4 (1) (b) of Right to Information Act-2005.

### 1.5 Definitions:-

AICTE	Stands for	All India Council for Technical Education.
PSBTE/IT	Stands for	Punjab State Board of Technical Education and Industrial Training.
TE&IT	Stands for	Technical Education and Industrial Training.
DTE	Stands for	Directorate of Technical Education.
PFR	Stands for	Punjab Financial Rules.
CSR	Stands for	Civil Services Rules.

**1.6 Contact person in case some body wants to get more information on topics covered in the handbook as well as other information also.** The following officers have been designated as appellate authority, Public Information Officer and Assistant Public Information Officers.

1	Sh. H.P Singh, Principal, Govt Polytechnic College ,Ferozepur.	Appellate Authority
2	Sh. Jashanpreet Singh, Lecturer, Govt Polytechnic College, Ferozepur.	Public Information Officer.
3.	Smt. Shubh Lata, Senior Assistant , Govt Polytechnic College ,Ferozepur.	Assistant Public information Officer

### 1.7 Procedure and Fee structure for getting information not available in the handbook

A person, who desires to obtain any information admissible under the Act, shall make an application in 'Form 'A' to the Public Information Officer along with a fee as specified in rules.

#### Fee structure

- (i) The fee of Rs. 10/- may be deposited either in cash/ draft/ cheque or treasury challan with application 'Form 'A'.
- (ii) On receipt of an application Public Information Officer shall scrutinise the application and shall assess how much fee is required to be paid by the applicant for obtaining the information.
- (iii) The fee assessed shall be informed to the applicant by Public Information Officer in 'Form 'B' within a period of 7 days from the receipt of application.

(iv) For providing an information the fee shall be charged at the following rates:-

- a) Rs. 02/- for each page.
- b) Rs. 50/- for providing information in floppy.
- c) Rs. 50/- for providing information diskette.

## **Chapter-2 (Manual-1)**

### **Particulars of Organization, Functions and Duties**

#### **2.1 Objective/purpose of the public authority.**

The Govt Polytechnic College, Ferozpur have been entrusted with the responsibility of imparting Technical Education in Engineering trades under various disciplines.

#### **2.2 Mission/Vision Statement of the public authority.**

The Govt Polytechnic College, Ferozpur Provides Technical Education in the Border Area.

In the present era of rapid industrialization, to ensure minimum acceptable standards, quality remains the main consideration of Institute and recent technological advances have necessitated further development in the field of Technical Education. The Technocrats at diploma level play a vital role in the technical up-gradation and competitive development of industries in the State. In order to cope up with this requirement, constant development and up-gradation of engineers is of utmost need. Adequate facilities could not be provided to the institute due to paucity of funds. To overcome the financial difficulty, a project for strengthening of Technical Education was formulated and was implemented during the year 1992-99. This project was named as World Bank Tech. Ed. II. and it was fully funded by the World Bank. Now this World Bank Project has been assigned the new name "Technical Education Quality Improvement Project" by the Government of India. Efforts are being made to implement this project in some of the established Technical institutions in the State of Punjab.

**2.3 Brief history of the public authority and context of its formation.** In the year 1990, Govt Polytechnic College ,Ferozpur was established, under the supervision of Department of Technical Education and Industrial Training, Punjab.

**2.4 Duties of the public authority.** The main responsibility of Govt Polytechnic College ,Ferozpur is to Provide Technical Education in the Border Area. The main responsibilities of the Institute are:-

1. To provide infrastructural facilities to the students.
2. To equip the institute with the modern machines as per need of the Curriculum.

#### **2.5 Main activities/functions of the public authority.**

The main activities/ functions of the Institute are: -

1. Promote and develop Technical Education in the Border Area.
2. Disseminate the policies of the Govt. with respect to Technical Education System.
3. Plan annual budget allocation and ensure optimal utilisation of funds.
4. Ensure standards of Technical Education for providing quality education and training in the areas of Technical and Technician education.
5. Monitor the standards of Institute and initiate corrective measures.
6. Promote entrepreneurship development.
  - Develop strong linkages with Industries.
  - Continuous Staff development.
  - Facilitate Net working and collaboration amongst the institutions in the State.
7. To implement scheme of community polytechnics (under the direct central assistance)

#### **2.6 List of services being provided by the public authority with a brief write-up on them.**

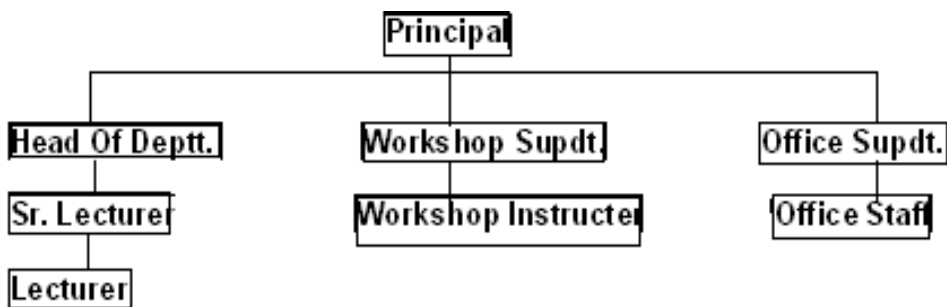
1. The main responsibility of The Institute is to impart the training to the students in Engineering courses through various trades according to the norms and guidelines formulated by "All India Council for Technical Education" New Delhi.

2. The Institute imparts training in 4 Engineering courses of Diploma with the annual intake of 240 seats. Besides this, it is also imparting training through Community Devoplment Scheme for short term courses at various centers to 600 persons per year.

**2.7. Admission Policy** The admission to the institute under the diploma courses is being made on the basis of Joint Entrance Test conducted every year by the Punjab State Board of Technical Education and Industrial Training, Chandigarh.

**2.8. Technical Education Quality improvement project.** To sustain the gains of World Bank Project and other activities, a new project "Technical Education Quality Improvement Project" has been formulated. In the year 2003, this was given the name of Tech. Ed-III Project and efforts are being made to implement this project in Technical Institutions in the State of Punjab.

**2.9. Organisational Chart of Govt. Polytechnic.**



**2.10 Mechanism available for monitoring the services delivery and public grievance resolution.**

The Principal gets the institute monitored regularly by consisting various committees consisting of officers of Head of Departments and Senior Staff Members.

**AT public grievance resolution:** - On receiving any complaint by the public proper enquiries are held and suitable follow up action takes places.

**2.11 Addresses of the main office:** Govt Polytechnic College, Dulchi Ke Road, Ferozepur City, Pin Code: - 152002, PUNJAB, INDIA. The timing of the Institute are as under which are subject to change by order of the Govt Authorities.

Opening hours of the office: 9.00 A.M.

Closing hours of the office: 5.00 P.M.

## **Chapter-3**

### **(Manual-2)**

#### **Powers and Duties of Officers**

##### **3.1 Details of the powers and duties of officers of the Institute.**

<b>Designation</b>	<b>Principal, Govt Polytechnic College, Ferozepur</b>
<b>Powers</b>	1. To fix the pay of employees.
	2. Purchases up to Rs. 5000/-.
	3. Sanction of Casual Leave to all Employees of the institute, sanction of all type of leaves of group-D and Earned Leave of group-C employees.

**Chapter-4**  
**(Manual-3)**  
**Procedure followed in Decision Making Process**

**9.1 What is the procedure followed to take a decision for various matters?**

**( A reference to Secretariat Manual and Rule of Business Manual, and other rules / regulations etc can be made)**

Decision in respect of every issue is arrived at after processing the case as per rules and instructions of the Govt. and notified rules of the department and orders of the competent authority are obtained on the concerned file.

**9.2 What are the documented procedures/ laid down procedures / Defined Criteria / Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves?**

In order to arrive at a particular decision for important matters reference of instruction issued by the Govt. in F. D. Manuals and Chief Secretary Manuals, Civil Services Rules and Financial Rules and also Precedent if any are taken into consideration.

**9.3 What are the arrangements to communicate the decision to the public?**

The public are communicated through Internet Web site and Publications.

**9.4 Who are the officers at various levels whose opinions are sought for the process of decision making?**

As per provisions in Punjab Civil Services Rules, Punjab Financial Rules and departmental rules.

**9.5 Who is the final authority that wets the decision?**

Principal Secretary Technical Education & Industrial Training (at Govt. level) and Director Technical Education & Industrial Training at Directorate level.

**9.6 Information separately in following format for the important matters on which the decision is taken by the public authority,**

1	Guideline / Direction, if any	Instructions manual, CSR and P.F.R.
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## **Chapter -5 (Manual-4)**

### **Norms set by it for the discharge of its functions**

#### **15.1 The details of the Norms/Standards set by the Department for execution of various activities/programmes**

The letters received from various sources that are dealt / disposed by the concerned official / officer as per norms fixed by the Govt.

- 1) All India Council for Technical Education
- 2) University Grant Commission.
- 3) Architecture Council of India.
- 4) Pharmacy Council of india.
- 5) Punjab State Board of Technical Education & Industrial Training, Chandigarh.
- 6) Punjab Technical University.
- 7) Instructions given by the Government from time to time.



**Chapter-6 (Manual-5)**  
**Rules, Regulations, Instructions, Manual and Records, for**  
**Discharging Functions**

**4.1 List of rules, regulations, instructions, manual and records held by public authority or under its control or used by its employees for discharging functions.**

Sr. No.	Name/title of the document	Type of the document
1	Department Rules	Rules
2	Punjab financial rules	Rules
3	Group A and B service rules	Rules
4	The instruction manual	Rules
5	The general and common conditions of service rules as amended from time to time	Rules
6	Selection Criteria	Instructions

Brief Write-up on the document			
These rules govern the service conditions of the employees of this public authority.			
From where one can get a copy of rules, regulations, instructions, manual and records		Address:	Smt. Monika Bansal, Coordinator, Technical Education Wing.
		Telephone No:	0172-5022339
		Fax:	0172-5022333
		E-mail	monicabnsl@yahoo.com
		Others:	
Fee charged by the department for a copy of rules, regulations, instructions, manual and records.			

GOVERNMENT OF PUNJAB  
DEPARTMENT OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING  
(TECHNICAL EDUCATION BRANCH-II)  
Notification  
The 29th March, 2001

No. G.S.R.45/Const./Art.309/2001.— In exercise of the powers conferred by proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment, and the conditions of Service of persons appointed to the Punjab, Department of Technical Education and Industrial Training (Technical Education Wing) Group-A' Service, namely:—RULES

1. Short title, commencement and application.— (1) These rules may be called the Punjab, Department of Technical Education and Industrial Training (Technical Education Wing) Group-A' Service Rules, 2001.

(2) They shall come into force on and with effect from the date of their publication in the Official Gazette.

(3) They shall apply to the posts specified in Appendix 'A'.

2. Definitions.— (1) in these rules, unless the context otherwise requires,—

(a) —Appendix|| means an appendix appended to these rules;

(b) —Director|| means Director, Technical Education and Industrial Training, Punjab;

(c) —Government|| means the Government in the State' of Punjab in the Department of Technical Education and Industrial Training; and

(d) —Service|| means the Punjab, Department of Technical Education and Industrial Training (Technical Education Wing) Group-A Service.

(2) The expressions used in these rules, but not defined, shall have the respective meanings assigned to these expressions in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

3. Constitution of Service.— On and with effect from the publication of these rules in the Official Gazette, there shall be constituted a service known as the Punjab, Department of Technical Education and Industrial Training (Technical Education Wing) Group-A Service, which shall consist of .--

(1) Persons appointed in the Department of Industries under the provisions of the Punjab Industrial Training Service (Class I and II) Rules, 1974, who have been transferred to the Department of Technical Education and Industrial Training and the persons appointed subsequently in the Department of Technical Education and Industrial Training against the posts governed under the provisions of the aforesaid rules; and

(2) Persons appointed in the Department of Technical Education and Industrial Training as per the policy approved by the Government from time to time:

Provided that notwithstanding anything contained in these rules, the persons appointed under the provisions of the Punjab Industrial Training Service (Class I and II) Rules, 1974, who have become members of the Service shall continue to hold the respective posts in their cadre and shall be eligible for consideration for promotion in their own respective cadre in accordance with the provisions of these rules.

4. Number and character of post.— The Service shall consist of such number of cadres and each cadre shall comprise such number of posts as shown in Appendix 'A' :

Provided that nothing in these rules shall effect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.

5. Appointing Authority.— All Appointments to the Service shall be made by the Government.

6. Pay of members of the Service.— The members of the Service shall be entitled to such scales of pay, as may be authorised by the Punjab Government from time to time. The scales of pay, at present, in force in respect of the members of the Service are given in Appendix 'A' .

7. Method of appointment and qualifications.— (1) Appointment to a post in the Service shall be made in the manner indicated against that post in Appendix 'B'.

(2) No person shall be recruited to a post in the Service by promotion or by direct appointment as the case may be, unless he possesses the educational qualifications and experience shown against that post in Appendix 'B'.

(3) All the posts except at Serial No.1, 2, 3, 4, 5 and 8 of Directorate Cadre and Serial No. 29 of Institute Cadre (Polytechnic) as contained in Appendix 'A' in the Service shall be deemed to be the Scheduled Posts within the meaning of the Punjab Services (Appointment by Promotion) Rules, 1962, and all appointments to a post in the Service by promotion shall be regulated as per provisions contained in the aforesaid rules:

Provided that if no suitable person is available for recruitment against any post: by direct appointment or by promotion, as the case may be, then that post may be filled in by transfer of a person holding identical or similar posts in Government of Punjab, other States Governments or Government of India and the Vacancy so filled shall be counted towards the quota to which it belongs.

8. Discipline, punishment and Appeals. — (1) In respect of the matters of discipline, punishment and appeals, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.

(2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970, in respect of the members of the Service shall be the Government.

9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.— (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Service (General and Common Conditions of Service) Rules, 1994, as amended from time to time.

(2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994 at present, in force are contained in Appendix 'C'.

10. Interpretation.— If any question arises as to the interpretation of these rules the Government shall decide the same.

**APPENDIX 'A'**  
[See rules 1 (3), 4 and 6]

Serial No	Designation of the Post	Number of posts			Scale of Pay
		Permanent	Temporary	Total	
<b>Directorate Cadre</b>					
1.	Additional Director	---	2	2	14,300-18,600
2.	Deputy Director	---	6	6	12,000-16,350
3.	Training cum Placement Officer	---	1	1	10,025- 15,100
4.	Architect	---	1	1	10,025- 15,100
5.	Assistant Director cum Registrar	1	---	1	-----
6.	Assistant Director (Technical)	---	1	1	7,880 -13,500 (start 8000)
7.	Assistant Director (Non Technical)	---	1	1	7,880 -13,500 (start 8000)
8.	Superintendent Grade 1	2	---	2	7,220 -12,660

<b>Institute Cadre (Polytechnic)</b>					
Serial No	Designation of the Post	Number of posts			Scale of Pay
		Permanent	Temporary	Total	
1.	Principal	4	10	14	14,300-18,600
2.	Project Officer	-----	15	-----	12,000-16,350
3.	Head of Department Engineering	20	22	42	12,000-16,350
4.	Head of Department Non Engineering	4	13	17	12,000-16,350
5.	Head of Department Applied Sciences	5	3	8	12,000-16,350
6.	System Manager	-----	7	7	12,000-16,350
7.	Senior Lecturer Engineering	22	19	41	10,025-15,100
8.	Senior Lecturer Non Engineering	5	8	13	10,025-15,100
9.	Senior Lecturer Applied Sciences	5	4	9	10,025-15,100
10.	System Analyst	----	----	---	10,025-15,100
11.	Lecturer Engineering	126	124	250	7,880 -13,500 (start 8000)
12.	Lecturer in respective branches of Modern Office Practice Deptt. as at Serial No 12 of Institute Cadre in Appendix 'B'	1	27	28	7,880 -13,500 (start 8000)
13.	Lecturer Commercial Arts & Graphic Designs	-----	5	5	7,880 -13,500 (start 8000)
14.	Lecturer Garment Manufacturing Technology	----	4	4	7,880 -13,500 (start 8000)
15.	Lecturer Textile Technology (Weaving/Spinning)	----	4	4	7,880 -13,500 (start 8000)
16.	Lecturer in Textile Chemistry	----	2	2	7,880 -13,500 (start 8000)
17.	Lecturer Plastic Technology	----	3	3	7,880 -13,500 (start 8000)
18.	Lecturer Mould Design	----	1	1	7,880 -13,500 (start 8000)
19.	Lecturer Pharmacy	----	22	22	7,880 -13,500 (start 8000)
20.	Lecturer Medical Laboratory Technology	----	10	10	7,880 -13,500 (start 8000)
21.	Lecturer English	3	11	14	7,880 -13,500 (start 8000)
22.	Lecturer Mathematics	6	13	19	7,880 -13,500 (start 8000)
23.	Lecturer Physics	4	15	19	
24.	Lecturer Chemistry	5	10	15	
25.	Assistant Project Officer	----	2	2	
26.	Workshop Superintendent	4	6	10	----
27.	Foreman Instructor	----	33	33	

28.	Programmer	----	16	16	7220-11,660
29.	Librarian	----	11	11	7220-11,660

<b>Government Polytechnic (Women ) Jalandhar Cadre</b>					
Serial No	Designation of the Post	Number of posts			Scale of Pay
		Permanent	Temporary	Total	
1	Principal	1	---	1	14,300-18,600
2	Head of Department Engineering (i) Architecture (i) Computer applications	1	1	2	12,000-16,350
3	Head of Department Non Engineering (I)Modern Office Practice (II) Library Science (III)Pharmacy	3	----	3	12,000-16,350
4	Project Officer	----	1	1	12,000-16,350
5	System Manager	----	1	1	12,000-16,350
6.	Senior Lecturer Engineering (i) Architecture (i) Electronics & Communication Engg. (i i)Computer applications	1	2	3	10,025-15,100
7	Senior Lecturer Non Engineering  (i)Modern Office Practice (i) Library Science (i i)Pharmacy	3	----	3	10,025-15,100
8	System Analyst	----	----	---	10,025-15,100
9	Lecturer Engineering (i) Architecture (i) Electronics & Communication Engg. (i i)Computer applications	3	6	9	7,880 -13,500 (start 8000)
10	Lecturer in respective branches of Modern Office Practice Deptt. as at Serial No 12 of Institute Cadre in Appendix 'B'	4	---	4	7,880 -13,500 (start 8000)
11	Lecturer Library Science	4	---	4	7,880 -13,500 (start 8000)
12	Lecturer Pharmacy	3	-	3	7,880 -13,500 (start 8000)
13	Lecturer English	1	--	1	7,880 -13,500 (start 8000)
14	Lecturer Mathematics	---	1	1	7,880 -13,500 (start 8000)
15	Lecturer Physics	1	----	1	7,880 -13,500 (start 8000)
16	Foreman Instructor	----	1	1	7,880 -13,500 (start 8000)
17	Programmer	----	2	2	7220-11,660

<b>Special Trade Institutes (Cadre)</b>					
Serial No	Designation of the Post	Number of posts			Scale of Pay
		Permanent	Temporary	Total	
1	Principal	2	---	2	7220-11,660
2	Head of Department Engineering (i) Fashion Technology (i) Textile Design	---	1	1	12,000-16,350

3	Project Officer	----	5	5	12,000-16,350
4	System Manager	----	4	4	12,000-16,350
5	Head of Department Weaving	1	----	1	7220-11,660
6	Head of Department Spinning	1	----	1	7220-11,660
7	Senior Lecturer Textile Design	---	1	1	10,025-15,100
8	Senior Fashion Designer	----	1	1	10,025-15,100
9	Fashion Designer	----	3	3	7220-11,660
10	Lecturer Textile Technology (Weaving/Spinning)	----	3	3	7220-11,660
11	Lecturer Textile Chemistry	-	1	1	7220-11,660
12	Lecturer Art for Fashion Technology and Textile Design	-----	1	1	7220-11,660
13	Programmer	----	4	4	7220-11,660
14	Foreman Instructor	----	4	4	7,880 -13,500

## APPENDIX 'B'

[See Rule 7]

Sr No	Designation of the Post	Appointment By			Qualification & Experience for Appointment By		Remarks
		Direct	Promotion	Transfer	Direct appointment	Promotion	
1	2	3	4	5	6	7	8
<b>DIRECTORATE CADRE</b>							
1	Additional Director	----	----	----	----	----	Posting by selection from amongst the Principals who have an experience of working for at least 3 years as such
2	Deputy Director		----	----	----	----	Posting by selection from amongst the Heads of the Departments having at least two years experience as such.
3	Training cum Placement Officer	----	----	----	----	----	Posting by selection from amongst Senior Lecturers Engineering/ Technology having at least three years experience.
4	Architect	----	----	----	----	----	----
5	Assistant Director cum Registrar	----	100%	----	----	From amongst the Superintendents Grade I who have an experience of working on any one or both posts of Superintendent Grade 1 & Superintendent Grade II, working under the control of Director for a minimum period of three years out of which an experience of working for a minimum period of one year should be on the post of Superintendent Grade 1.	----
6	Assistant Director (Technical)	----	----	----	----	----	Posting by selection from amongst Lecturers Engineering having at least three years experience as such.
7	Assistant Director (Non Technical)	----	----	----	----	----	Posting by Selection from amongst Lecturer Technology/Applied Sciences having at least three years experience as such.



Sr No	Designation of the Post	Appointment By			Qualification & Experience for Appointment By		Remarks
		Direct	Promotion	Transfer	Direct appointment	Promotion	
1	2	3	4	5	6	7	8
8	Superintendent Grade 1	----	100%`	----	----	From amongst the Superintendents Grade II working under the control of Director who have an experiences such for a minimum period of one year or an experience of working for a minimum period of ten years when taken together of the post of Senior Assistant Auditor. OR Research Assistant working under the control of Director who have an experience of working as such for a minimum period of ten years. Note: For determining the inter se seniority of Superintendent Grade II & Research Assistants the respective date of appointments against the post as shall be kept in view.	
<b>Institution Cadre (Polytechnic)</b>							
1	2	3	4	5	6	7	8
1.	Principal	----	100%	----	Ph. D Degree (With 1 <sup>st</sup> Class Degree at Bachelor's or Master's level ) in appropriate branch of Engineering/Technology Technician Education) Ten years experience in teaching out of which at least three years shall be at the level of Head of Deptt. or equivalent post. Note: Candidates from industry with 1 <sup>st</sup> class Bachelor's degree in appropriate branch of Engineering/Technology and with industrial experience which is equivalent to Master's degree, with total 15 years of experience of which at least five years would be at a level comparable with Head of Deptt. will also be eligible.	(i)From amongst the Heads of Department (Engineering/Technology) other than applied Sciences or Project Officer or System Manager.  (i) Fifteen years Teaching experience out of which at least five years shall be at the level of Heads of Department.	For promotion to the Post of Principal , the inter se seniority of the Heads of Department (Engineering/Technology) other than Applied Sciences) , Project Officer and System Manager, the respective dates of appointment against the post as such shall be kept in view. Note: In case suitable Departmental Candidates not available then Direct Recruitment can be made to the extent of 25% of the total cadre posts.
2.	Project Officer	----	----	100%	----	In case suitable Departmental Project Officer is not available then promotion can be made to the extent of 25% of the total cadre from amongst	By transfer from amongst Heads of Departments

Sr No	Designation of the Post	Appointment By			Qualification & Experience for Appointment By		Remarks
		Direct	Promotion	Transfer	Direct appointment	Promotion	
1	2	3	4	5	6	7	8
						Assistant Project Officers having ten years of experience.	
3.	Head of Department Engineering	----	100%	----	<p>Master's Degree in appropriate branch of Engineering/Technology with 1<sup>st</sup> class at Master's or Bachelor's level.</p> <p>Five years experience in teaching/ industry / research at the level of Senior Lecturer or equivalent post.</p> <p>Note: Candidates from industry /profession with a Bachelor's degree in appropriate branch of Engineering and with recognized professional work equivalent to Master's degree, in the case of Engg / Technology and five years experience will also be eligible for the post of Head of Department.</p>	<p>(i) From amongst the Senior Lecturers Engineering in the concerned appropriate branch. At least five years experience as Senior Lecturer in the concerned appropriate branch.</p> <p>OR</p> <p>Ten years experience as Lecturer, if the Post of Senior Lecturer does not exist.</p> <p>(i) In case suitable Departmental Candidate is not available then Direct Recruitment can be made to the extent of 25% of the total cadre posts</p>	
4.	Head of Department Non Engineering	----	100%	----	<p>(i) Master's Degree in appropriate branch of Technology with first class at Master's or Bachelor's level.</p> <p>(i) Five years experience in teaching/ industry / research at the level of Senior Lecturer or equivalent post.</p>	<p>a) From amongst the Senior Lecturers Non-Engineering in the concerned appropriate branch of Technology. At least five years experience as Senior Lecturer in the concerned appropriate branch of Technology.</p> <p>OR</p> <p>Ten years experience as Lecturer, if the Post of Sr. Lecturer does not exist.</p> <p>(b) In case suitable Departmental Candidates not available then Direct Recruitment can be made to the extent of 25% of the total cadre posts</p>	
5.	Head of Department Applied Sciences	----	100%	----	<p>Good academic record with at least 55% marks or an Equivalent CGPA at the Master's level and Ph.D Degree in the relevant subject.</p> <p>Five years experience in Teaching and/or Research excluding the period spent for obtaining the degrees and has made some mark in the areas of scholarship as evidenced by quality of publications, contributions to educational innovation, design of new courses and curricula.</p>	<p>(a) From amongst the Senior Lecturers in Applied Sciences.</p> <p>At least five years experience as Senior Lecturer in the concerned appropriate branch.</p> <p>OR</p> <p>Ten years experience as Lecturer, if the Post of Sr. Lecturer does not exist.</p> <p>(b) In case suitable Departmental Candidates not available then Direct Recruitment can be</p>	

Sr No	Designation of the Post	Appointment By			Qualification & Experience for Appointment By		Remarks
		Direct	Promotion	Transfer	Direct appointment	Promotion	
1	2	3	4	5	6	7	8
						made to the extent of 25% of the total cadre posts	
6.	System Manager	----	100%	----	<p>(i) Master's degree in Computer Science/ Computer Engg./ Computer Technology/ Information Technology or equivalent with 1<sup>st</sup> class at Bachelor's or Master's level.</p> <p>OR</p> <p>Master's degree in Computer Science/ Computer Engg./ Computer Technology/ Information Technology or equivalent with 1<sup>st</sup> class at MCA or Master's level.</p> <p>(i) Ten years experience in Teaching /industry/ Research out of which 5 years must be at the level of System Analyst/ Lecturer or equivalent.</p> <p><b>NOTE:</b> Candidates from industry /profession with 1<sup>st</sup> class BE /B. Technology Degree in Master's degree in Computer Science/ Computer Engg./ Computer Technology/ Information Technology or equivalent or 1<sup>st</sup> class MCA degree and Professional work which can be recognized as equivalent to Ph.D Degree and with 5 years experience shall also be eligible.</p>	<p>i) From amongst System Analysts with five years experience.</p> <p>OR</p> <p>Ten years experience as Programmer, if the Post of System Analyst does not exist.</p> <p>(i) In case suitable Departmental Candidates not available then Direct Recruitment can be made to the extent of 25% of the total cadre posts</p>	
7.	Senior Lecturer Engineering	25%	75%	----	<p>i) 1<sup>st</sup> Class Bachelor's Degree in appropriate branch of Engineering.</p> <p>OR</p> <p>First Class Master's Degree in the appropriate branch of Engineering.</p> <p>(i) Five years experience in teaching/ industry / research at the level of Lecturer or equivalent.</p>		For promotion to the Post of Sr. Lecturer, in Plastic Technology the inter se seniority of (i) Lecturer in Plastic Technology (i) Lecturer in Mould Design, from the respective dates of appointment against the post as such shall be kept in view

Sr No	Designation of the Post	Appointment By			Qualification & Experience for Appointment By		Remarks
		Direct	Promotion	Transfer	Direct appointment	Promotion	
1	2	3	4	5	6	7	8
8.	Senior Lecturer Non Engineering	25%	75%	----	(i) First Class Master's degree in the appropriate branch of Non-Engineering Technology Programmes. (i) Five years experience in teaching/industry/research at the level of Lecturer or equivalent.	At least five years experience as Lecturer Non-Engineering Programmes in the appropriate branch of Technology.	(1) For promotion to the Post of Sr. Lecturer, in Modern Office Practice the inter se seniority of the Lecturer in following branches (i) Commercial Practice (i) Commercial & computer Practice (i i) Office Management Practice (iv) Secretarial Practice (v) Office Management automation (vi) Stenography & Secretarial Practice (vi) Accountancy from the respective dates of appointment against the post as such shall be kept in view. (2) ) For promotion to the Post of Sr. Lecturer, in Fashion Technology & Textile Design the inter se seniority of the Lecturer in following branches (a) Textile Technology ( Weaving) (b) Textile Chemistry (c) Arts for Fashion Technology & Textile Design from the respective dates of appointment against the post as such shall be kept in view. (3) The post of Senior Fashion Designer shall be filled up from amongst Fashion Designer having experience of five years as such.
9.	Senior Lecturer Applied Sciences	25%	75%	----	Good academic record with at least 55% marks or an Equivalent CGPA at the Master's Degree level from an Indian University or an equivalent Degree from a Foreign University.	At least five years experience as Lecturer in the appropriate branch of applied sciences.	For promotion to the Post of Sr. Lecturer, in Fashion Technology & Textile Design the inter se seniority of the Lecturer in following branches .

Sr No	Designation of the Post	Appointment By			Qualification & Experience for Appointment By		Remarks
		Direct	Promotion	Transfer	Direct appointment	Promotion	
1	2	3	4	5	6	7	8
					Five years experience in Teaching /industry/ research at the level of Lecturer or equivalent post..		(a) English (b) Mathematics (c) Chemistry (d) Physics from the respective dates of appointment against the post as such shall be kept in view.
10.	System Analyst	25%	75%	----	Master's degree in Computer Science/ Computer Engg./ Computer Technology/ Information Technology or equivalent with 1 <sup>st</sup> class at Bachelor's or Master's level. OR Master's degree in Computer Science/ Computer Engg./ Computer Technology/ Information Technology or equivalent with 1 <sup>st</sup> class at MCA or Master's level.  (i) 5 years experience in Teaching /industry/ Research out of which 5 years must be at the level of System Analyst/ Lecturer or equivalent.	five years experience as Programmer in the Department of Technical Education	
11.	Lecturer Engineering	100%	----	----	First class Bachelor's Degree in appropriate branch of Engineering. OR First class Master's Degree in appropriate branch of Engineering.	----	
12.	Lecturer Modern Office Practices :- (a) Commercial Practice (b) Commercial and Computer Practice (c) Office Management Practice (d) Secretarial Practice (e) Office Management Automation (f) Stenography & Secretarial Practice (g) Accountancy	100%	----	----	M.Com First class with relevant subjects at B.Com level with one year Professional Experience  OR B.A./B.Sc/B.Com First class with First Class Diploma in appropriate subjects with two years Professional Experience in Field/industry/Training.	----	This concerns Non-Engineering programme of Technology

Sr No	Designation of the Post	Appointment By			Qualification & Experience for Appointment By		Remarks
		Direct	Promotion	Transfer	Direct appointment	Promotion	
1	2	3	4	5	6	7	8
13.	Lecturer (a) Commercial Arts & Graphic Designs (b) Fashion Technology and Textile Design/Fashion Design	100%0	----	----	First class Master's Degree in Fine Arts/Commercial Arts/Applied arts of a recognized University OR First class 3 years Diploma in Commercial Arts with 5 years Experience in Field/Teaching from a recognized University.	----	This concerns Non-Engineering programme of Technology
14.	Lecturer (a) Garment Manufacturing Technology (b) Fashion Design & Textile Technology (c) Fashion Designer	100%	----	----	First class Bachelor's Degree in Textile Technology/Textile Chemistry of a recognized University/Institution. OR First class Post Graduate Diploma in Garment Technology with 1 years Professional Experience. OR First class BA/B.Sc/B.Com. Home Science with 1 <sup>st</sup> Class Diploma in Fashion/Garment Technology of a recognized University/Institution with two years experience in industry/Field/Training. OR First class Diploma in Fashion/Garment Technology of a recognized University/Institution with Four years experience in industry/Field/Training.	----	This concerns Non-Engineering programme of Technology
15.	Lecturer Textile Technology (Weaving/Spinning)	100%	----	----	First class Bachelor's Degree in Textile Technology/Textile Engineering. OR Second class B. Technology in Textile Technology/Textile Engineering with two years teaching/ industrial experience. With project work in Degree course in appropriate branch Spinning/Weaving. OR BA/B.Sc with 1 <sup>st</sup> Class Diploma in appropriate branch with five years teaching/industrial experience.	----	This concerns Non-Engineering programme of Technology
16.	Lecturer in Textile Chemistry	100%	----	----	First class B. Technology in Textile Chemistry OR Second class B. Technology in Textile Chemistry with 2 years teaching/industrial experience. OR	----	This concerns Non-Engineering programme of Technology

Sr No	Designation of the Post	Appointment By			Qualification & Experience for Appointment By		Remarks
		Direct	Promotion	Transfer	Direct appointment	Promotion	
1	2	3	4	5	6	7	8
					BA/B.Sc with 1 <sup>st</sup> Class Diploma in Textile Chemistry with five years Teaching/Professional experience.		
17.	Lecturer Plastic Technology	100%	----	----	(a) First class Bachelors Degree in Plastic Technology OR (b) Second class B. Technology in Plastic Technology with 2 years teaching/industrial experience. OR (c) 1 <sup>st</sup> Class B.Sc with 1 <sup>st</sup> Class Diploma in Plastic Engg or Technology from recognized institute with three years Teaching/Industrial experience. OR BE (Mechanical/Chemical/ Polymer/ Production Engineering) with Post Graduate Diploma in Plastic Engg./Technology from a recognized /institution/university/board institute with two years experience in Teaching/field of Plastic industry.	----	
18.	Lecturer Mould Design	100%	----	----	First class B. Technology in Polymer Science/Plastic Technology OR Second class B. Technology in Polymer Science/Plastic Technology with 2 years teaching/industrial experience. OR 1 <sup>st</sup> Class B.Sc with 1 <sup>st</sup> Class Diploma in Mould Design/Tool Design with three years Teaching/Industrial experience. OR First Class Diploma in Mechanical Engineering)/ First Class Post Diploma in Mould Design from a recognized /institution/ board with three years Teaching/ industrial experience.	----	

Sr No	Designation of the Post	Appointment By			Qualification & Experience for Appointment By		Remarks
		Direct	Promotion	Transfer	Direct appointment	Promotion	
1	2	3	4	5	6	7	8
19.	Lecturer Pharmacy	100%	----	----	First Class M. Pharmacy in Pharmaceutical Chemistry /Pharmaceutics/Pharmacology/Pharmacognosy	----	This concerns Non-Engineering programme of Technology
20.	Lecturer Medical Laboratory Technology	100%	----	----	First Master's Degree in Medical Laboratory Technology from a recognized University/institutions. OR First Class Master's Degree in Medical/Clinical Biochemistry or Clinical Microbiology from a recognized University/institutions. OR First Class Graduate in Medical Laboratory Technology or Medical/Clinical Biochemistry or Medical/Clinical Microbiology with three years experience.	----	This concerns Non-Engineering programme of Technology
21.	Lecturer English	100%	----	----	Good academic record with at least 55% marks or an Equivalent CGPA at the Master's Degree level in English from an Indian University or an equivalent Degree from a Foreign University.  Besides fulfil ing the above qualifications, candidates should have cleared the National Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.	----	
22.	Lecturer Mathematics	100%	----	----	Good academic record with at least 55% marks or an Equivalent CGPA at the Master's Degree level in Mathematics from an Indian University or an equivalent Degree from a Foreign University.  Besides fulfil ing the above qualifications, candidates should have cleared the National Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC	----	
23.	Lecturer Physics	100%	----	----	Good academic record with at least 55% marks or an Equivalent CGPA at the Master's Degree level in	----	



Sr No	Designation of the Post	Appointment By			Qualification & Experience for Appointment By		Remarks
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1	2	3	4	5	6	7	8
					Physics from an Indian University or an equivalent Degree from a Foreign University.  Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.		
24.	Lecturer Chemistry	100%0	----	----	Good academic record with at least 55% marks or an Equivalent CGPA at the Master's Degree level in Chemistry from an Indian University or an equivalent Degree from a Foreign University. Besides fulfilling the above qualifications, candidates should have cleared the National Eligibility Test (NET) for Lecturers conducted by the UGC, CSIR or similar test accredited by the UGC.	----	
25.	Assistant Project Officer	100%	----	----	1 <sup>st</sup> Class BE/B. Technology in any branch preferably in emerging Technology.	----	
26.	Workshop Superintendent	50%	50%	----	(i) First Class Bachelor's Degree in Mechanical Engineering/Production Engineering/Industrial Engineering OR First Class Master's Degree in Mechanical Engineering/Production Engineering/Industrial Engineering (ii) Two years experience in a Workshop/ Industrial concern of repute.	Ten years experience as a regular Foreman instructor in Government Polytechnic	
27.	Foreman Instructor	If a suitable candidate is not available Departmentally	100%	----	First Class Bachelor's Degree or First Class Master's Degree in Mechanical Engineering/Production Engineering/Electrical Engineering/Electronics & Communication Engineering of relevant trade. Two years experience in a Workshop/ Industrial concern of repute.	Ten years experience as a regular workshop instructor in relevant trade in a recognized technical institution	
28.	Programmer	50%	50%	----	First class BE/B Technology in Computer Science/ Computer Engg./ Computer Technology/ Information Technology or equivalent OR First class ME/M Technology in Computer Science/ Computer Engg./ Computer Technology/ Information Technology or equivalent OR First Class MCA Degree	By promotion from amongst Assistant Programmer having an experience of five years as such	
29.	Librarian	50%	50%	If a suitable candidate	First Class M. Lib Science Degree OR First Class B. Lib Science with five years experience in a library.	From amongst the librarians (class III) / Assistant Librarians (class III) who are at least Second class M. Lib Science Degree or First	

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		Direct	Promotion	Transfer	Direct appointment	Promotion	
1	2	3	4	5	6	7	8
				ate is not available Departmentally		class B. Lib Science with at least three years of experience.	
30.	Lecturer in Library Science	100%	-	-	First Class in Master's degree in Library Science from a recognized University	-	This concerns non-Engineering Programme of Technology.

GOVERNMENT OF PUNJAB  
DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE  
REFORMS (PERSONNEL POLICY-S-I BRANCH)

Notification  
The 4th May, 1994

No. G.S.R.33/Const./Art. 309/94.— In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Class I, Class II and Class III services in connection with the affairs of the State of Punjab, namely:—

**1. Short Title, Commencement and application—** (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Class I, Class II and Class III services in connection with the affairs of the State of Punjab.

**2. Definition—** In these rules, unless the context otherwise requires,--

- (a) —appointing authority|| means an appointing authority specified as such in the Service Rules made under articles 309 of the Constitution of India in respect of any service or post in connection with the affairs of the State of Punjab;
- (b) —Board|| means the Subordinate Services Selection Board Punjab or any other authority constituted to perform its functions;
- (c) —Commission|| means the Punjab Public Service Commission;
- (d) —direct appointment|| means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government;
- (e) —Government|| means the Government of the State of Punjab in the Department of Personnel and Administrative Reforms;
- (f) —recognized university or institution|| means, --
  - (i) any university or institution incorporated by law in any of the State of India; or
  - (i) any other university or institution which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (g) —Service|| means any Class I service, Class II service or Class III service constituted in connection with the affairs of the State of Punjab;
- (h) —Service Rules|| means the service rules made under article 309 of the Constitution of India regulating|| the recruitment and conditions of Service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab.
- (i) —War hero|| means defence services personnel, or a paramilitary forces personnel, who is a bona fide resident of Punjab State and is killed, or discharged from the above service on account of disability suffered by him while fighting for defending the border of the country in Kargil sector of the State of Jammu and Kashmir or fighting for the

country in any other sector or similar operation on or after the first day of January, 1999 which may be notified by the State Government as undertaken for preserving the unity and integrity of the motherland. However, in exceptional cases the cases of those war heroes can also be covered under this definition who, though, not bona fide residents of Punjab State, but are yet closely connected to the State of Punjab. In such exceptional cases, the express approval of the Department of Personnel will be mandatory.

**3. Nationality domicile and character of persons appointed to the Service.—** (1) No person shall be appointed to the Service 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 day of 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 United Republic of Tanzania (formerly Tanganyika and Zambia), Malawi, Zaire|| Ethiopia and Vietnam with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c) (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of Punjab in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission or the Board, as- the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home affairs and Justice.

**(3) No person shall be recruited to the Service by direct appointment, unless he produces.—**

- (a) a certificate of character from the principal academic officer of the university, college, school or institution last attended, if any, and similar certificates from two responsible persons not being his relatives, who are well acquainted with him in his private life and are unconnected with his university, college, school or institution; and
- (b) An affidavit to the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India or of any Public Sector Undertaking.

**4. Disqualifications.—**No person;- (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, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Age.—** (1) No person shall be recruited to the Service by direct appointment if he is less than eighteen years or is more than thirty five years of age in the case of non-technical posts and thirty five years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be, or unless he is within such range of minimum and maximum age limits as may be specifically fixed .by the Government from time to time:

Provided that where different lower and upper age limits have been specifically prescribed for posts in the Service Rules, these limits shall be made applicable for appointment to such posts:

Provided further that the upper age limit may be relaxed upto forty- five years in the case of persons already in the employment of the Punjab Government, other State Government, or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other Backward Classes, the upper age limit shall be such as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependant member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

**6. Qualifications** etc.—Subject to the provisions of these rules, the number and character of posts, methods of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Class-I or Class-II non-technical post is offered to a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependant member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognized university. Such person who is offered Class-I or Class-II or Class-III non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial.

**7. Probation.**—(1) A person appointed to any post in the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise:

Provided that:—

- (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 on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
- (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
- (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any prescribed in Service Rules within a period not exceeding two and a half years from the date of appointment it may, —

- (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 Service by direct appointment; and
- (b) if such person is appointed otherwise—
  - (i) revert him to his former post; or
  - (i) deal with him in such other manner as the terms and 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--
    - (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed, or
    - (i) declare that he has completed his probation satisfactorily if he is already confirmed: or
  - (b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the Departmental Examination, if any, specified in the Service Rules :--
    - (i) 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
    - (i) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1) :

Provided that the total period of probation including extension, if any, shall not exceed three years,

**8. Seniority:** — The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that in case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment, the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further that in case a person is permitted to join the post after the expiry of the said period of four month in consultation with the commission or the Board, as the case may be, his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned service before the person referred to in the preceding proviso joins the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

Provided further that in the case of two or more persons appointed on the same date, their seniority shall be determined as follows:—

- (a) a person appointed by direct appointment shall be senior to a person appointed otherwise;
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of person appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and
- (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 these appointments and if the length of service is also the same, an older person shall be senior to a younger person.

**Note.-** Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed keeping in view the dates of such regular appointment.

**9. Liability of members of Service to transfer.**— A member of a service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume I, Part-I.

**10. Liability to serve.**— A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

**11. Leave, pension and other matters.**— In respect of pay, leave pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or, may hereafter be adopted or made by the competent authority.

**12. Discipline, penalties and appeals.**— (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties, specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

**13. Liability for vaccination and re-vaccination.**— Every member of a Service shall get himself vaccinated or re-vaccinated, when Punjab Government so directs by a special or general order.

**14. Oath of allegiance.**— Every member of a Service unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

**15. Minimum educational and other Qualifications.**— (1) No person shall be appointed by direct appointment to the post of Clerk under the Punjab Government unless he is Matriculate in Second Division or has passed Senior Secondary Part-II examination from a recognised university or institution.

(2) The person so appointed as Clerk in terms of sub-rule (1), shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the appointing authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

(3) In case the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualifies such test, but he shall not be paid any arrears for the period, for which he could not qualify the said test:

Provided that where appointment of class-III non-technical post is offered to a War Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependant member of his family, under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be matriculate from a recognised university or institution. Such person will, however, be not required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

**16. Minimum educational and other qualifications for appointment to the post of Steno-typist Grade-II or Junior Scale Stenographer Grade-II.**— No person shall be appointed by direct appointment to a post of a Steno-typist Grade-II, or a Junior Scale Stenographer Grade-II, under the Punjab Government unless he,--

- (a) is Matriculate in Second Division or has passed Senior Secondary Part-II examination from a recognised university or institution; and
- (b) qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed to be specified by the Government from time to time.

**17. Knowledge of Punjabi Language.**— No person shall be appointed to any post in any Service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi Language, which, may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependant member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess knowledge of Punjabi Language.

**18. Debarment for consideration for promotion of a Government employee who refuses to accept promotion.**— In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.

**19. Power to relax.**— Where the Government 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 rules with respect to any class or category of person:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

**20. Overriding effect.**— The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the State.

**21. Interpretation.**— If any question arises as to the interpretation of these rules, the Government shall decide the same.



V.N. OJHA,  
Principal. Secretary to Government of  
Punjab, Department of Technical Education and Industrial Training

A.S. CHATHA,  
Chief Secretary to Government of Punjab.

GOVERNMENT OF PUNJAB  
DEPARTMENT OF TECHNICAL EDUCATION AND  
INDUSTRIAL TRAINING  
(TECHNICAL EDUCATION BRANCH-II)  
Notification  
The 29<sup>th</sup> March, 2001

No. G.S.R.46/Const./Art. 309/2001.—In exercise of the powers conferred by proviso to article 309 of the Constitution of India, and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment, and the conditions of Service of persons appointed to the Punjab, Department of Technical Education and Industrial Training (Technical Education Wing) Group-B Service, namely:-

**RULES**

1. Short title, commencement and application.--
  - (1) These rules may be called the Punjab, Department of Technical and Industrial Training (Technical Education Wing) Group-B Service Rules, 2001.
  - (2) They shall come into force on and with effect from the date of their publication in the Official Gazette.
  - (3) They shall apply to the posts specified in Appendix 'A'.
2. Definitions.
  - (1) in these rules, unless the context otherwise requires,--
    - (a) "Appendix" means an appendix appended to these rules;
    - (b) "Director" means Director, Technical Education and Industrial Training, Punjab
    - (c) "Government" means the Government in the State of Punjab in the Department of Technical Education and Industrial Training; and
    - (d) "Service" means the Punjab, Department of Technical Education and Industrial Training (Technical Education Wing) Group-B Service.

- (2) The expressions used in these rules, but not defined, shall have the respective meanings assigned to these expressions in the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.
3. Constitution of Service. – On and with effect from the publication of these rules in the Official Gazette, there shall be constituted a service known as the Punjab, Department of Technical Education and Industrial Training, (Technical Education Wing) Group-B Service, which shall consist of:-
- (1) Persons appointed in the Department of Industries under the provisions of the Punjab Industrial Training Service (Class I & II) rules, 1974, who have been transferred to the Department of Technical and Industrial Training and the persons appointed subsequently in the Department of Technical Education and Industrial Training against the posts governed under the provisions of the aforesaid rules; and
  - (2) Persons appointed in the Department of Technical Education and Industrial Training as per the policy approved by the Government from time to time:

Provided that notwithstanding anything contained in these rules, the persons appointed under the provisions of the Punjab Industrial Training Service (Class I and II) Rules, 1974 who have become members of the Service shall continue to hold the respective posts in their cadre and shall be eligible for consideration for promotion in their own respective cadre in accordance with the provisions of these rules.

4. Number and character of post. – The Service shall consist of such number of cadres and each cadre shall comprise such number of posts as shown in Appendix 'A':
- Provided that nothing in these rules shall effect the inherent right of the Government to add to or reduce the number of such posts or to create new posts with different designations and scales of pay, whether permanently or temporarily.
5. Appointing Authority.—All Appointments to the Service shall be made by the Government.
6. Pay of members of the Service.—The members of the Service shall be entitled to such scales of pay, as may be authorised by the Punjab Government from time to time. The scales of pay, at present, in force in respect of the members of the Service are given in Appendix 'A'.
7. Method of appointment and qualifications.—

- (1) Appointment to a post in the Service shall be made in the manner indicated against that post in Appendix 'B'
- (2) No person shall be recruited to a post in the Service by promotion or by direct appointment as the case may be, unless he possesses the educational qualifications and experience shown against that post in Appendix 'B'.
- (3) All the posts except at Serial No. 1 and 2 of Directorate Cadre and Serial No. 1 of Institution Cadre as contained in Appendix 'A' in the Service shall be deemed to be the Scheduled Posts within the meaning of the Punjab Services (Appointment by Promotion) Rules, 1962 and all appointments to a post in the Service by promotion shall be regulated as per provisions contained in the aforesaid rules:

Provided that if no suitable person is available for recruitment against any post by direct appointment or by promotion, as the case may be, then that post may be filled in by transfer of a person holding identical or similar posts in Government of Punjab, other States Governments or Government of India and the Vacancy so filled shall be counted towards the quota to which it belongs.

8. Discipline, punishment and Appeals.--

- (1) In respect of the matters of discipline, punishment and appeals, the members of the Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970, as amended from time to time.
- (2) The authority empowered to impose penalties as specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 in respect of the members of the Service shall be the Government.

9. Application of the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994. –

- (1) In respect of the matters, which are not specifically provided in these rules, the members of the Service shall be governed by the provisions of the Punjab Civil Service (General and Common Conditions of Service) Rules, 1994, as amended from time to time.
  - (2) The Punjab Civil Services (General and Common Conditions of Service) Rules, 1994, at present, In force are contained In Appendix 'C'.
10. Interpretation.—If any question arises as to the interpretation of these rules, the Government shall decide the same.

## APPENDIX 'A'

[See rules 1(3), 4 and 6]

Sr. No.	Designation of the Post	Number of Posts			Scale of Pay (in rupees)
		Permanent	Temporary	Total	
<b>Directorate Cadre:</b>					
1.	Superintendent Grade-II	1	-	1	6400-10640
2.	Personal Assistant	-	1	1	6400-10640
3.	Assistant Programmer	-	1	1	6400-10640
<b>Institution Cadre (Polytechnic and Special Trade Institution)</b>					
1.	Superintendent Grade-II	12	6	18	6400-10640
2.	Senior Lecturer Dyestuff Chemistry	-	1	1	7000-10980
3.	Senior Lecturer Knitting	1	-	1	7000-10980
4.	Lecturer in Textile Technology (Weaving/Spinning)	2	2	4	7000-10980
5.	Lecturer Textile Chemistry	1	-	1	7000-10980
6.	Lecturer Dyeing and Printing	1	-	1	7000-10980
7.	Lecturer in Knitting Technology (Underwear/Outerwear)	2	-	2	7000-10980
8.	Lecturer in Practical Tanning	1	-	1	6400-10640

## APPENDIX 'B'

[See Rule 7]

Sr. No.	Designation of Post	Appointment by			Qualification and experience for appointment by		Remarks
		Direct	Promotion	Transfer	Direct Appointment	Promotion	
1	2	3	4	5	6	7	8
<b>DIRECTORATE CADRE</b>							
1.	Superintendent Grade-II	-	100%	-	-	From amongst Senior Assistants, Auditors and Senior Scale Stenographers working under the control of Director, who have an experience of working as such for a minimum period of eight years. Provided that in case of Senior Scale Stenographer, the provision of the Punjab Civil Services (Promotion of Stenographer and Stenotypist) Rules, 1961 shall be applicable.	For determining inter se seniority of the incumbents, the length of service from the date of appointment as Senior Assistant, Auditor and Senior Scale Stenographer, as the case may be, shall be taken into consideration.
2.	Personal Assistant	-	100%	-	-	From amongst the Senior Scale Stenographers who have an experience of working as such for a minimum period of five years.	
3.	Assistant Programmer	100%	-	-	Should possess qualification of Post Diploma in Computer Application of one and half year duration after diploma Course OR Should possess qualification of Post Graduate course in Information Technology from T.T.T.I. Chandigarh of one year duration after diploma course.		
<b>POLYTECHNICS/SPECIAL TRADES INSTITUTION CADRE</b>							
1.	Superintendent Grade-II	-	100%	-	-	From amongst the Senior Assistants and Senior Scale Stenographers working under the control of the Director, who have an experience of working as such for a minimum period of eight years. Provided that in the case Senior Scale Stenographer, the provisions of the Punjab Civil Services (Promotion of Stenographer and Stenotypist) Rules, 1961 shall be applicable.	For determining inter se seniority of the incumbents, the length of service from the date of appointment as Senior Assistant and Senior Scale Stenographer, as the case may be shall be taken into consideration.
2.	Senior Lecturer Dyestuff Chemistry	If Suitable person is not available by promotion	100%	-	i) Should Possess First Class Bachelor's Degree in the Dyestuff Chemistry of a recognised University or Institution. ii) Should have at least Five years experience in teaching at the level of Lecturer or equivalent in any Government or Private Institution.	From amongst the Lecturer who have an experience of working as such for a minimum period of five years.	
3.	Senior Lecturer Knitting	If Suitable person is not available by promotion	100%	-	i) Should possess First Class Bachelor's Degree in the Textile Technology of a recognised University or Institution ii) Should have Five years experience in teaching at the level of Lecturer or equivalent in Government or Private Institution	From amongst the Lectures who have an experience of working as such for a minimum period of five years.	

Sr. No.	Designation of Post	Appointment by			Qualification and experience for appointment by		Remarks
		Direct	Promotion	Transfer	Direct Appointment	Promotion	
1	2	3	4	5	6	7	8
4.	Lecturer Textile Technology Weaving /Spinning	100%	-	-	Should Possess First Class Bachelor Degree in Textile Technology/Textile Engineering of a recognised University or Institution. <b>OR</b> Should Possess Second Class B.Tech. In Textile Technology / Textile Engineering of recognised University / Institution with two Years teaching experience of Government of Private Institution Should Possess with project work in Degree of Recognised University/Institution of Recognised University /Institution in appropriate branch Spinning./ Weaving <b>OR</b> Should Possess B.A./B. Sc. with First Class Degree of recognised University/ Institution of a recognised University /Institution in appropriate branch with five years teaching experience of a Government/Private Institution.	-	
5.	Lecturer Textile Chemistry	100%	-	-	Should Possess First Class B. Tech. in Textile Chemistry from a recognised University or Institution. <b>OR</b> Should Possess Second Class B. Tech. Textile Chemistry of a recognised University or Institution with two years teaching/industrial experience in a Government or private Institution. <b>OR</b> Should Possess B.A./B. Sc. with First Class Diploma in Textile Chemistry from a recognised University or Institution with five years teaching or professional experience in a Government of Private Institution.	-	
6.	Lecturer Dyeing and Printing	100%	-	-	Should Possess First Class B. Tech. In Textile Chemistry from a recognised University or institution. <b>OR</b> Should Possess Second class B. Tech. Textile Chemistry of a recognised University or Institution with two years Teaching /industrial experience in a Government or private Institution. Should Possess B.A./B. Sc. with first Class Diploma in Textile Chemistry from a recognised University or Institution with five years teaching or professional experience in a government or private institution .	-	
7.	Lecturer Knitting Technology (Underwear/Outerwear)	100%	-	-	Should Possess First Class B. Tech. (Textile Technology ) with specialization in knitting from a recognised University or institution <b>OR</b> Should Possess B.A./B. Sc. with First Class Diploma in Knitting Technology of a recognised University or Institution with five Years teaching/professional experience in a Government or Private Institution.	-	
8.	Lecturer Practical Tanning	100%	-	-	Should Possess First Class Bachelor's Degree of recognised University/Institution in Leather Technology. <b>OR</b>	-	

Sr. No.	Designation of Post	Appointment by			Qualification and experience for appointment by		Remarks
		Direct	Promotion	Transfer	Direct Appointment	Promotion	
1	2	3	4	5	6	7	8
					Should possess Second Class Bachelor's Degree of recognised University/Institution of recognised University/Institution in Leather Technology with two years teaching experience in a Government or Private Institution. <b>OR</b> Should Possess B.Sc. with First Class Diploma in Leather Technology from recognised University or Institution with five years teaching/professional experience in a Government or private Institution.		

**PUNJAB GOVT GAZ., OCT. 10, 2008 (ASVN 18, 1930 SAKA) 592**

No. 1, the existing entries, the following shall be substituted, namely:-

Column-7	Column-8
(i) From amongst all the Heads of Department or Project Officer or System Manager	For promotion to the post of Principal the inter se seniority of all the Heads of Department Project Officer and
(i) Fifteen years teaching experience out of which at least five years shall be as the Level of Head of Department	System Manager, the respective dates of appointment against the post as such shall be kept in view.
	Note:- In case suitable departmental candidate is not available then direct recruitment can be made to the extent of 25% of the total cadre post.



**GOVERNMENT OF PUNJAB**

**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE**

**REFORMS**

**(PERSONNEL POLICIES-I BRANCH)**

**Notification**

**The 4th May, 1994**

No. G.S.R.33/Const./Art. 309/94. -In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, and all other powers enabling in this behalf, the Governor of Punjab is pleased to make the following rules regulating the recruitment and general and common conditions of service of persons appointed to Class I, Class II and Class III services in connection with the affairs of the State of Punjab, namely :—

1. Short Title. Commencement and application -. (1) These rules may be called the Punjab Civil Services (General and Common Conditions of Service) Rules, 1994.

(2) They shall come into force at once.

(3) They shall apply to all the posts in Class I, Class II and Class III services in connection with the affairs of the State of Punjab.

2. Definition.—In these rules, unless the context otherwise requires,—

- (a) —appointing authority|| means an appointing authority specified as such in the Service Rules made under articles 309 of the Constitution of India in respect of any service of post in connection with the affairs of the State of Punjab;
- (b) —Board|| means the Subordinate Services Selection Board Punjab or any other authority constituted to perform its functions;
- (c) —Commission|| means the Punjab Public Service Commission;
- (d) —direct appointment|| means an appointment made otherwise than by promotion or by transfer of a person already in the service of Government of India or of a State Government. .
- (e) —Government|| means the Government of State of Punjab in the Department of Personnel and Administrative Reforms;
- (f) —recognised university or institution|| means. -
  - (i) any university or institution incorporated by law in any of the State of India; or
  - (i) any other university or institution which is declared by the Government to be a recognised university or institution for the purposes of these rules;
- (g) —Service|| means any Class I service, Class II service or Class III service constituted in connection with the affairs of the State of Punjab;
- (h) —Service Rules|| means the service rules made under article 309 of the Constitution of India regulating the recruitment and conditions of Service other than the general and common conditions of service of persons appointed to any service or post in connection with the affairs of the State of Punjab.
- (i) —War hero|| means a defence services personnel, or a paramilitary forces personnel, who is a bona fide resident of Punjab State and is killed, or discharged from the above service on account of disability suffered by him while fighting for defending the border of the country in Kargil sector of the State of Jammu and Kashmir or fighting for the country in any other sector, or similar operation on or after the first day of January, 1999 which may be notified by the State Government: as undertaken for preserving the unity and integrity of the motherland. However, In exceptional cases the cases of

those war heroes can also be covered under this definition who, though, not bona fide residents of Punjab State, but are yet closely connected to the State of Punjab, in such exceptional cases, the express approval of the Department of Personnel will be mandatory.

3. Nationality, domicile and character of persons appointed to the Service.—(1) No person shall be appointed to the Service 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 day of, January, 1962 with the intention of - permanently settling in India; or
- (e) a person of India origin who has migrated from Pakistan, Burma, Sri Lanka and East African' Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zambia, Malawi, Zaire, Ethiopia and Vietnam~ with the intention of permanently settling in India:

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be person in whose favour a certificate of eligibility has been given by the Government of Punjab' in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the Commission of the Board, as the case may be, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the Service unless the necessary certificate is given to him by the Government of Punjab in the Department of Home Affairs and Justice.

(3) No person shall be recruited to the Service by direct appointment, unless he produces,—

- (a) a certificate of character from the principle 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, col ege, school or institution; and
- (b) An affidavit to' the effect that he was never convicted for any criminal offence involving moral turpitude and that he was never dismissed or removed from service of any State Government or of Government of India or of any Public Sector Undertaking.

**4. Disqualifications.** -No person;—(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, shall be eligible for appointment to the Service:

Provided that the Government, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. Age.—(1) No person shall be recruited to the Service by direct appointment if he is less than eighteen years or is more than thirty five years of age in the case of non-technical posts and thirty five years in the case of technical posts on the 1st day of January of the year immediately preceding the last date fixed for submission of applications by the Commission or the Board, as the case may be, unless he is within such range of minimum and maximum age limits as may be specifically fixed by the Government from time to time:

Provided that where different lower and upper age limits have been specifical y prescribed for posts in the Service Rules, these limits shall be made applicable' for appointment to such posts:

Provided further that the upper age limit may be relaxed upto forty five years. in the case of persons already in the employment of the Punjab = Government, other State Government, or the Government of India:

Provided further that in the case of candidates belonging to Scheduled Castes and other backward Classes, the upper age limit shall be such, as may be fixed by the Government from time to time.

(2) In the case of ex-servicemen, the upper age limit shall be such as has been prescribed in the Punjab Recruitment of Ex-servicemen Rules, 1982, as amended from time to time.

(3) In the case of appointment on compassionate grounds on priority basis, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

(4) In the case of appointment of a War-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependant member of his family, the upper age limit shall be such as may be specifically fixed by the Government from time to time.

**6. Qualifications etc.**-Subject to the provisions of these rules, the number and character of posts, methods of recruitment and educational qualifications and experience for appointment to a post or posts in a Service and the departmental examination if any, shall be such as may be specified in the Service Rules made for that Service:

Provided that where appointment of Class-I or Class-II non-technical post is offered to a war-hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependant member of his family, under the instructions issued in this behalf by the Government, the educational qualification to be possessed by such person shall be graduation from a recognised university. Such person who is offered Class-I or Class-II or Class-III non-technical post, shall not, however, be required to possess experience of technical or non-technical post at the time of his initial appointment.

**7. Probation.** – (1) A person appointed to any post in the Service shall remain on probation for a period of two years, if recruited by direct appointment and one year if appointed otherwise:

Provided that:-

- (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 on an equivalent or higher rank, prior to appointment to the Service, may in the discretion of the appointing authority, be allowed to count towards the period of probation;
- (c) any period of officiating appointment to the Service shall be reckoned as period spent on probation; and
- (d) any kind of leave not exceeding six months during or at the end of period of probation, shall be counted towards the period of probation.

(2) If, in the opinion of the appointing authority, the work or conduct of a person during the period of probation is not satisfactory or if he has failed to pass the departmental examination, if any prescribed in Service Rules within a period not exceeding two and a half years from the date of appointment it may,--

- (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 Service by direct appointment, and
- (b) if such person is appointed otherwise--
  - (i) revert him to his former post; or
  - (i) deal with him in such other manner as the terms and 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--
- (i) confirm such person, from the date of his appointment or from the date he completes his period of probation satisfactorily, if he is not already confirmed, or
- (i) declare that he has completed his probation satisfactorily, if he is already confirmed, or
- (b) if his work or conduct has not been, in its opinion, satisfactory or if he has failed to pass the Departmental examination, if any, specified in the Service Rules:--
- (i) 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
- (i) extend his period of probation and thereafter pass such order as it could have passed on the expiry of the period of probation as specified in sub-rule (1):

Provided that including extension, years the total period of probation' if any, shall not exceed three years.

**8. Seniority.**—The seniority inter se of persons appointed to posts in each cadre of a Service shall be determined by the length of continuous service on such post in that cadre of the Service:

Provided that, in case of persons recruited by direct appointment who join within the period specified in the order of appointment or within such period as may be extended from time to time by the appointing authority subject to a maximum of four months from the date of order of appointment the order of merit determined by the Commission or the Board, as the case may be, shall not be disturbed:

Provided further \_that in case a person is permitted to join the post after the expiry of the said period of four month in consultation with the commission or the Board, as the case may be? his seniority shall be determined from the date he joins the post:

Provided further that in case any person of the next selection has joined a post in the cadre of the concerned service before the person referred to in the preceding proviso joins the person so referred shall be placed below all the persons of the next selection, who join within the time specified in the first proviso:

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

- (a) a person appointed by direct appointment shall be senior to a.. person appointed otherwise; .
- (b) a person appointed by promotion shall be senior to a person appointed by transfer;
- (c) in the case of person of appointed by promotion or transfer, the seniority shall be determined according to the seniority of such persons in the appointments from which they were promoted or transferred; and .
- (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 these appointments and if the length of service is also the same, as older person shall be senior to a younger person.

Note.- Seniority of persons appointed on purely provisional basis or on ad hoc basis shall be determined as and when they are regularly appointed, keeping in view the dates of such regular appointment.

**9. Liability of members of Service to transfer.** —A member of a service may be transferred to any post whether included in any other service or not, on the same terms and conditions as are specified in rule 3.17 of the Punjab Civil Service Rules, Volume I, Part-I.

10. Liability to serve. —A member of a Service shall be liable to serve at any place, whether within or out of the State of Punjab, on being ordered so to do by the appointing authority.

11. Leave, pension and other matters.—In respect of pay, leave, pension and all other matters not expressly provided for in these rules, a member of a Service shall be governed by such rules and regulations as may have been or may hereafter be adopted or made by the competent authority.

12. Discipline, penalties and appeals. — (1) In the matter of discipline, punishment and appeals, a member of a Service shall be governed by the Punjab Civil Services (Punishment and Appeal) Rules, 1970 as amended from time to time.

(2) The authority empowered to impose penalties specified in rule 5 of the Punjab Civil Services (Punishment and Appeal) Rules, 1970 and the appellate authority thereunder in respect of the Government employee shall be such as may be specified in the Service Rules.

13. Liability for vaccination and re-vaccination. —Every member of a Service shall get himself vaccinated or re-vaccinated when Punjab Government so directs by a special or general order.

14. Oath of allegiance.—Every member of a Service unless he has already done so, shall be required to take oath of allegiance to India and to the Constitution of India as by law established.

15. Minimum educational and other Qualifications.—(1) No person shall be appointed by direct appointment to the post of Clerk under the Punjab Government unless he is Matriculate in Second Division or has passed Senior Secondary Part-II examination from a recognised university or institution.

(2) The person so appointed as Clerk in terms of sub-rule (1) shall have to qualify a test in Punjabi typewriting to be conducted by the Board or by the appointing authority at the speed of thirty words per minute within a period of one year from the date of his appointment.

(3) In case the person fails to qualify the said test within the period specified in sub-rule (2) he shall be allowed annual increment only with effect from the date he qualifies such test, but he shall not be paid any arrears for the period, for which he could not qualify the said test:

Provided that where appointment of class-III non-technical post is offered to a War Hero, who has been discharged from defence services or para-military forces on account of disability suffered by him or his widow or dependant member of his family, under the instructions issued in this behalf by the Government, the educational qualifications to be possessed by such person shall be matriculated from a recognised university or institution. Such person will, however, be not required to qualify the test in Punjabi typewriting as specified in sub-rule (2).

16. Minimum educational and other qualifications for appointment to the post of Steno-typist Grade-II or Junior Scale Stenographer Grade-II.—No person shall be appointed by direct appointment to a post of a Steno-typist Grade-II, or a Junior Scale Stenographer Grade-II, under the Punjab Government unless he,—

- (a) is Matriculate in Second Division or has passed Senior Secondary Part—II examination from a recognised university or institution; and
- (b) qualifies a test in Punjabi Stenography to be held by the Board or by the appointing authority at a speed to be specified by the Government from time to time.

17. Knowledge of Punjabi Language.— No person shall be appointed, to any post in any Service by direct appointment unless he has passed Matriculation examination with Punjabi as one of the compulsory or elective subject or any other equivalent examination in Punjabi Language, which may be specified by the Government from time to time:

Provided that where a person is appointed on compassionate grounds on priority basis under the instructions issued in this behalf by the Government from time to time, the person so appointed shall have to pass an examination of Punjabi Language equivalent to Matriculation standard or he shall have to qualify a test conducted by the Language Wing of Department of Education of Punjab Government within a period of six months from the date of his appointment:

Provided further that where educational qualifications for a post in any service are lower than the Matriculation standard, then the person, so appointed shall have to pass an examination of Punjabi Language equivalent to Middle standard:

Provided further that where a war-hero, who has been discharged from defence services of para-military forces on account of, disability suffered by him or his widow or dependant member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess knowledge of Punjabi Language:

18. Debarring for consideration for promotion of a Government employee who refuses to accept promotion.—In the event of refusal to accept promotion by a member of a Service, he shall be debarred by the appointing authority from consideration for promotion for all the consecutive chances which may occur in, future within a period of two years from the date of such refusal to accept promotion:

Provided that in a case where the appointing authority is satisfied that a member of a service has refused to accept promotion under the circumstances beyond his control, it may exempt such a member for reasons to be recorded therefore in writing from the operation of this rule.

19. Power to relax.—Where the Government 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 rules with respect to any class or category, of person:

Provided that the provisions relating to educational qualifications and experience, if any, shall not be relaxed.

20. Over riding effect.—The provisions of these rules shall have effect notwithstanding anything to the contrary contained in any rules for the time being in force for regulating the recruitment and conditions of service for appointment to public service and posts in connection with the affairs of the state.

21. Interpretation. —If any question arises as to the interpretation of these rules, the Government shall decide the same.

**A.S. CHATHA,**  
Chief Secretary to Government of Punjab.

**V. N. OJHA,**  
Principal Secretary to Government of Punjab,  
Department of Technical Education and Industrial Training.

ਪੰਜਾਬ ਸਰਕਾਰ  
ਤਕਨੀਕੀ ਸਿਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ,  
( ਤਕਨੀਕੀ ਸਿਖਿਆ ਸ੍ਰਾਖਾ — 2 )

ਦਫਤਰੀ ਹੁਕਮ

ਤਕਨੀਕੀ ਸਿਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ਅਧੀਨ ਚਲ ਰਹੇ ਤਕਨੀਕੀ ਸਿਖਿਆ ਅਦਾਰਿਆਂ ਵਿਚ ਲੈਕਚਰਾਰਾਂ / ਸਹਾਇਕ ਪ੍ਰੋਫੈਸਰ / ਪ੍ਰੋਫੈਸਰ/ਦਰਜਾ — 3 / ਦਰਜਾ—4 ਦੀਆਂ ਨਿਯੁਕਤੀਆਂ ਸਬੰਧੀ ਹੁਕਮ ਮਿਤੀ 11 ਦਸੰਬਰ, 1997 ਰਾਹੀਂ ਜਾਰੀ ਕੀਤੇ ਚੋਣ ਲਈ ਕਰਾਈਟੇਰੀਆਂ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਸੋਧ ਕੇ ਨਿਸ਼ਚਿਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ :—

(1) ਇੰਟਰਵਿਊ ਵਾਸਤੇ ਸੱਦੇ ਜਾਣ ਵਾਲੇ ਉਮੀਦਵਾਰਾਂ ਦੀ ਗਿਣਤੀ

ਇਹ ਹੇਠ ਅਨੁਸਾਰ ਹੋਵੇਗੀ :—

ਖਾਲੀ ਆਸਾਮੀਆਂ ਦੀ ਗਿਣਤੀ ।

ਇੰਟਰਵਿਊ ਲਈ ਬੁਲਾਏ ਜਾਣ ਵਾਲੇ ਉਮੀਦਵਾਰਾਂ ਦੀ ਗਿਣਤੀ।

1	ਆਸਾਮੀ ਲਈ	5	ਉਮੀਦਵਾਰ
2	ਆਸਾਮੀ ਲਈ	8	ਉਮੀਦਵਾਰ
3.	ਆਸਾਮੀ ਲਈ	12	ਉਮੀਦਵਾਰ
4.	ਆਸਾਮੀ ਲਈ	14	ਉਮੀਦਵਾਰ
5.	ਆਸਾਮੀ ਲਈ	16	ਉਮੀਦਵਾਰ
6.	ਆਸਾਮੀ ਲਈ	18	ਉਮੀਦਵਾਰ

ਅਤੇ ਇਸ ਤੋਂ ਅੱਗੇ ਹਰੇਕ ਵਧੀਕ ਆਸਾਮੀ ਲਈ ਤਿੰਨ ਉਮੀਦਵਾਰ ਪ੍ਰਤੀ ਆਸਾਮੀ ਅਨੁਸਾਰ ਭਾਵ ਇਹ ਕਿ ਜੇਕਰ 10 ਆਸਾਮੀਆਂ ਹਨ ਤਾਂ 30 ਉਮੀਦਵਾਰ ਸੱਦੇ ਜਾਣਗੇ ।

(2) ਨੰਬਰਾਂ ਦੀ ਵੰਡ :

ਇਹ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੋਵੇਗੀ :

(ੳ) ਲੈਕਚਰਾਰ (ਇੰਜ.)

ਲੈਕਚਰਾਰ (ਨਾਨ ਇੰਜ.)

ਯੋਗਤਾ	ਕੁੱਲ ਨੰਬਰ	ਯੋਗਤਾ	ਕੁੱਲ	ਨੰਬਰ
ਬੀ.ਈ.	50	ਐਮ.ਏ./ਐਮ.ਐਸ.ਸੀ.	50	
ਐਮ.ਈ.	05	.....		
ਪੀ.ਐਚ.ਡੀ.	05	ਪੀ.ਐਚ.ਡੀ.	10	
ਤਜਰਬਾ	10	ਤਜਰਬਾ	10	
ਐਕਸਟਰਾ ਕਿਉਰੀਕਲ	05	ਐਕਸਟਰਾ ਕਿਉਰੀਕਲ	05	
ਐਕਟੀਵਿਟੀਜ਼		ਐਕਟੀਵਿਟੀਜ਼		
ਇੰਟਰਵਿਊ	20	ਇੰਟਰਵਿਊ	20	
ਅਤੇ ਰਜਿਊਮ	05	ਅਤੇ ਰਜਿਊਮ	05	
	.....		.....	
ਕੁੱਲ ਨੰਬਰ	100	ਕੁੱਲ ਨੰਬਰ	100	
	.....		.....	

(2)

ਪ੍ਰੋਫੈਸਰ/ਸਹਾਇਕ ਪ੍ਰੋਫੈਸਰ (ਇੰਜ.)		ਪ੍ਰੋਫੈਸਰ/ਸਹਾਇਕ ਪ੍ਰੋਫੈਸਰ (ਨਾਨ ਇੰਜ.)	
ਯੋਗਤਾ	ਕੁੱਲ ਨੰਬਰ	ਯੋਗਤਾ	ਕੁੱਲ ਨੰਬਰ
ਬੀ.ਈ.	50	ਐਮ.ਏ./ਐਮ.ਐਸ.ਸੀ.	50
ਐਮ.ਈ.	05	.....	
ਪੀ.ਐਚ.ਡੀ.	05	ਪੀ.ਐਚ.ਡੀ.	10
ਤਜਰਬਾ	10	ਤਜਰਬਾ	10
ਐਕਸਟਰਾ ਕਿਊਰੀਕਲ	05	ਐਕਸਟਰਾ ਕਿਊਰੀਕਲ	05
ਐਕਟੀਵਿਟੀਜ਼		ਐਕਟੀਵਿਟੀਜ਼	
ਇੰਟਰਵਿਊ	20	ਇੰਟਰਵਿਊ	20
ਅਤੇ ਰਜਿਊਮ	05	ਅਤੇ ਰਜਿਊਮ	05
ਕੁੱਲ ਨੰਬਰ	100	ਕੁੱਲ ਨੰਬਰ	100

ਦਰਜਾ 3 ਟੀਚਿੰਗ / ਸਪੋਰਟਟਿੰਗ / ਟੈਕਨੀਕਲ ਸਟਾਫ	
ਘੱਟੋ ਘੱਟ ਮੁੱਢਲੀ ਵਿਦਿਅਕ ਯੋਗਤਾ ( ਏ.ਆਈ.ਸੀ.ਟੀ.ਈ. ਦੀਆਂ ਗਾਈਡ ਲਾਈਨਾਂ ਅਨੁਸਾਰ)	50
ਤਜਰਬਾ	10
ਉਚੇਰੀ ਯੋਗਤਾ	05
ਐਕਸਟਰਾ ਕਿਊਰੀਕਲ ਐਕਟੀਵਿਟੀਜ਼	05
ਪ੍ਰੋਕੀਕਲ / ਰਿਟਨ ਟੈਸਟ	10 (ਪੱਦਵੀ ਅਨੁਸਾਰ)
ਇੰਟਰਵਿਊ	20
ਕੁੱਲ ਨੰਬਰ	100

ਕਲਰਕ/ਸਟੈਨੋਗ੍ਰਾਫਿਸਟ/ਸਟੈਨੋਗ੍ਰਾਫਰ :	
ਘੱਟੋ ਘੱਟ ਮੁੱਢਲੀ ਵਿਦਿਅਕ ਯੋਗਤਾ ( ਜਮਾ 2 ਪਾਸ ਹੋਵੇ।)	25
ਕੋਰ ਬੀ.ਏ./ਬੀ.ਐਸ.ਸੀ./ਬੀ.ਕਾਮ./ਡਿਗਰੀ ਪਾਸ ਹੋਵੇ ਤਾਂ ਹੋਰ ਵਾਧੂ ਨੰਬਰ 05	
ਪੋਸਟ ਗ੍ਰੈਜੂਏਟ ਪਾਸ ਹੋਵੇ ਤਾਂ ਹੋਰ ਵਾਧੂ ਨੰਬਰ	05
ਤਜਰਬਾ ਵਾਸਤੇ	05
ਇੰਟਰਵਿਊ	10
ਬਾਕੀ ਟੈਸਟ	
1) ਅੰਗਰੇਜ਼ੀ ਟਾਈਪਿੰਗ/ਸ਼ਾਰਟਹੈਂਡ )	50
2) ਪੰਜਾਬੀ ਟਾਈਪਿੰਗ/ਸ਼ਾਰਟਹੈਂਡ )	
ਕੁੱਲ ਨੰਬਰ	100



(ਹ) ਦਰਜਾ — 4 ਕਰਮਚਾਰੀ

(1)	ਘੱਟੋ ਘੱਟ ਮੁੱਢਲੀ ਵਿਦਿਅਕ ਯੋਗਤਾ ( ਮਿਡਲ ਪਾਸ )	50
(2)	ਜੇਕਰ ਦਸਵੀਂ ਪਾਸ ਹੋਵੇ ਤਾਂ ਹੋਰ ਵਾਧੂ ਨੰਬਰ	10
(3)	ਉਚੇਰੀ ਵਿਦਿਅਕ ਯੋਗਤਾ	10
(4)	ਹੋਰ ਹੁਨਰ ਜਿਵੇਂ ਕਿ ਟਾਈਪ ਦੀ ਜਾਣਕਾਰੀ, ਗੱਡੀ ਚਲਾਉਣਾ ਆਦਿ	05
(5)	ਇੰਟਰਵਿਊ	25

ਕੁੱਲ ਨੰਬਰ

100

(ਕ) ਦਰਜਾ — 4 ਤਕਨੀਕੀ ਕਰਮਚਾਰੀ

(1)	ਘੱਟੋ ਘੱਟ ਮੁੱਢਲੀ ਵਿਦਿਅਕ ਯੋਗਤਾ ( ਦਸਵੀਂ ਪਾਸ )	40
(2)	ਜੇਕਰ ਜਮਾਂ 2 ਪਾਸ ਹੋਵੇ ਤਾਂ ਹੋਰ ਵਾਧੂ ਨੰਬਰ	10
(3)	ਜੇਕਰ ਐਨ.ਟੀ.ਸੀ./ਆਈ.ਟੀ.ਆਈ. ਯੋਗਤਾ ਪ੍ਰਾਪਤ ਹੋਵੇ ਤਾਂ ਹੋਰ ਵਾਧੂ ਨੰਬਰ ।	10
(4)	ਜੇਕਰ ਸੀ.ਟੀ.ਸੀ./ਅਪਰੈਟਿਸਿਪ ਹੋਵੇ, ਤਾਂ ਹੋਰ ਵਾਧੂ ਨੰਬਰ	10
(5)	ਟੈਸਟ/ਪ੍ਰੈਕਟੀਕਲ	10
(6)	ਐਕਸਟਰਾ ਕਿਊਰੀਕਲ ਐਕਟੀਵਿਟੀਜ਼	05
(7)	ਤਜਰਬਾ	05
(8)	ਇੰਟਰਵਿਊ	10

ਕੁੱਲ ਨੰਬਰ

100

(3) ਮੁੱਢਲੀ ਯੋਗਤਾ ਵਾਸਤੇ ਨੰਬਰ ਦੇਣ ਦਾ ਢੰਗ

ਹਰੇਕ ਆਸਾਮੀ ਲਈ ਮੁੱਢਲੀ ਯੋਗਤਾ ਜਿਵੇਂ ਕਿ ਬੀ.ਈ./ਐਮ.ਐਸ.ਸੀ ਆਦਿ ਵਾਸਤੇ ਵੱਧ ਤੋਂ ਵੱਧ ਨੰਬਰ 50 ਹੋਣਗੇ ਅਤੇ ਉਹ ਮੁੱਢਲੀ ਯੋਗਤਾ ਦੀ ਡਿਗਰੀ ਵਿਚ ਪ੍ਰਾਪਤ ਕੀਤੇ ਕੁਲ ' ਨੰਬਰਾਂ ਦੇ ਹਿਸਾਬ ਨਾਲ ਪ੍ਰਤੀਸ਼ਤ ਰੂਪ ਵਿਚ ਲਗਾਏ ਜਾਣਗੇ। ਉਦਾਹਰਣ ਵਜੋਂ ਜੇ ਕਿਸੇ ਉਮੀਦਵਾਰ ਨੇ ਆਪਣੀ ਮੁੱਢਲੀ ਯੋਗਤਾ ਵਿਚ 63' ਨੰਬਰ ਪ੍ਰਾਪਤ ਕੀਤੇ ਹਨ ਤਾਂ ਉਸ ਦੀ ਮੁੱਢਲੀ ਯੋਗਤਾ ਦੇ ਨੰਬਰਾਂ ਵਿਚੋਂ 31.5 ਨੰਬਰ ਦਿਤੇ ਜਾਣਗੇ ਅਤੇ ਜੇ ਕਿਸੇ ਨੇ ਮੁੱਢਲੀ ਯੋਗਤਾ ਵਿਚ 82' ਨੰਬਰ ਲਏ ਹਨ ਤਾਂ ਉਸ ਨੂੰ ਇੰਟਰਵਿਊ ਵਿਚ 41 ਨੰਬਰ ਦਿਤੇ ਜਾਣਗੇ। ਇਹ ਢੰਗ (2)

(ੲ) ਅਤੇ (ਸ) ਵਾਸਤੇ ਵੀ ਅਪਣਾਇਆ ਜਾਵੇਗਾ।

(4) ਉਚੇਰੀ ਯੋਗਤਾ ਵਾਸਤੇ ਨੰਬਰ

ਉਚੇਰੀ ਯੋਗਤਾ ਵਾਸਤੇ ਨੰਬਰ ਮੁੱਢਲੀ ਯੋਗਤਾ ਤੋਂ ਵੱਧ ਹੋਣਗੇ ਅਤੇ ਉਹ ਵੀ ਉਪਰੋਕਤ ਪੈਰਾ (3) ਅਨੁਸਾਰ ਦਿੱਤੇ ਜਾਣਗੇ।

- (5) ਤਜਰਬੇ ਲਈ ਨਿਰਧਾਰਤ ਕੀਤੇ 10 ਨੰਬਰਾਂ ਦੀ ਵੰਡ  
 ਤਜਰਬੇ ਲਈ ਨਿਰਧਾਰਤ ਕੀਤੇ 10 ਨੰਬਰਾਂ ਦੀ ਵੰਡ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਹਰ ਪੂਰੇ ਸਾਲ ਲਈ 2 ਨੰਬਰ ਹੋਣਗੇ ਅਤੇ ਜੇਕਰ ਤਜਰਬਾ 6 ਮਹੀਨੇ ਜਾਂ ਉਸਤੋਂ ਘੱਟ ਹੋਵੇਗਾ ਤਾਂ ਵਿਚਾਰਿਆ ਨਹੀਂ ਜਾਵੇਗਾ ( ਵਰ ਲਕ ਜਪਅਰਗਕਦ ) ਪਰ ਜੇਕਰ ਤਜਰਬਾ 6 ਮਹੀਨੇ ਤੋਂ ਵੱਧ ਹੋਵੇ (ਭਾਵ ਇਕ ਹਫ਼ਤਾ ਹੀ ਵੱਧ ਹੋਵੇ) ਤਾਂ ਉਹ ਪੂਰਾ ਸਾਲ ਮਨਿਆ ਜਾਵੇਗਾ ।
- (6) ਐਕਸਟਰਾ ਕਿਊਰੀਕਲ ਐਕਟੀਵਿਟੀਜ਼ :  
 ਐਕਸਟਰਾ ਕਿਊਰੀਕਲ ਐਕਟੀਵਿਟੀਜ਼ ਦੇ 5 ਨੰਬਰਾਂ ਦੀ ਵੰਡ ਹੇਠ ਅਨੁਸਾਰ ਹੋਵੇਗੀ :
- (ਉ) ਜੇਕਰ ਕੋਮੀ ਜਾਂ ਅੰਤਰ ਰਾਸ਼ਟਰੀ ਪੱਧਰ ਉੱਤੇ ਕਿਸੇ ਵੀ ਖੇਡ / ਐਨ.ਸੀ.ਸੀ. / ਹੋਰ ਐਕਟੀਵਿਟੀਜ਼ ਵਿਚ ਭਾਗ ਲਿਆ ਹੋਵੇ ਤਾਂ ਪੂਰੇ 5 ਨੰਬਰ ।
- (ਅ) ਜੇਕਰ ਨੈਸ਼ਨਲ ਪੱਧਰ ਉੱਤੇ ਭਾਗ ਲਿਆ ਹੋਵੇ ਜਾਂ ਇੰਟਰ ਸਟੇਟ ਜਾਂ ਇੰਟਰ ਯੂਨਿਵਰਸਿਟੀ ਪੱਧਰ ਉੱਤੇ ਭਾਗ ਲਿਆ ਹੋਵੇ ਤਾਂ 03 ਨੰਬਰ ਹੋਣਗੇ ।
- (ੲ) ਜੇਕਰ ਅੰਤਰ ਜਿਲਾ (ਇੰਟਰ ਡਿਸਟ੍ਰਿਕਟ) ਪੱਧਰ ਤੇ ਭਾਗ ਲਿਆ ਹੈ ਤਾਂ ਇਸ ਦਾ 1 ਨੰਬਰ ਹੋਵੇਗਾ ।
- (ਸ) ਸਹਾਇਕ ਪ੍ਰੋਫੈਸਰ / ਪ੍ਰੋਫੈਸਰ ਵਾਸਤੇ ਐਕਸਟਰਾ ਕਿਊਰੀਕਲ ਐਕਟੀਵਿਟੀਜ਼ ਦੇ ਪੰਜ ਨੰਬਰਾਂ ਦੀ ਵੰਡ ਵੱਖਰੇ ਅਤੇ ਹੇਠ ਲਿਖੇ ਢੰਗ ਨਾਲ ਹੋਵੇਗੀ :
- ਜੇਕਰ ਕਿਸੇ ਅਧਿਕਾਰੀ ਦੀ ਨਿਗਰਾਨੀ ਹੇਠ ਕੋਈ ਟੀਮ ਕੋਮੀ ਪੱਧਰ ਤੱਕ ਹਿੱਸਾ ਲੈਂਦੀ ਹੈ ਤਾਂ ਉਸਨੂੰ 5 ਨੰਬਰ ਦਿਤੇ ਜਾਣਗੇ ਅਤੇ ਜੇਕਰ ਨੈਸ਼ਨਲ ਪੱਧਰ ਜਾਂ ਇੰਟਰਸਟੇਟ ਪੱਧਰ ਤੱਕ ਪੁੱਜਣ ਤੱਕ ਸਫਲ ਹੁੰਦੀ ਹੈ ਤਾਂ 03 ਨੰਬਰ ਦਿੱਤੇ ਜਾਣਗੇ। ਜੇਕਰ ਇੰਟਰ ਯੂਨਿਵਰਸਿਟੀ ਪੱਧਰ ਤੱਕ ਹਿੱਸਾ ਲੈਂਦੀ ਹੈ ਤਾਂ ਉਸਨੂੰ 01 ਨੰਬਰ ਦਿੱਤਾ ਜਾਵੇਗਾ ।
- (7) ਰਜ਼ਿਊਮ ਵਾਸਤੇ ਨੰਬਰ ਦੇਣ ਦਾ ਢੰਗ :  
 ਇੰਟਰਵਿਊ ਦੇ ਨਾਲ ਨਾਲ 05 ਨੰਬਰ ਰਜ਼ਿਊਮ (ਵਕਤਚਠਕ) ਲਿਖਣ ਵਾਸਤੇ ਰੱਖੇ ਗਏ ਹਨ । ਇਸ ਢੰਗ ਅਨੁਸਾਰ ਹਰੇਕ ਉਮੀਦਵਾਰ ਦਾ ਇੰਟਰਵਿਊ ਲੈਣ ਉਪਰੰਤ ਉਸਨੂੰ ਪੰਜ ਸੱਤ ਮਿੰਟ ਵਾਸਤੇ ਦੂਜੇ ਕਮਰੇ ਵਿਚ ਭੇਂ ਕੇ ਇਹ ਕਿਹਾ ਜਾਵੇਗਾ ਕਿ ਉਹ ਇੰਟਰਵਿਊ ਵਿਚ ਹੋਈ ਗੱਲਬਾਤ ਦਾ ਸਾਰ ਲਿਖੇ । ਉਮੀਦਵਾਰ ਲਿਖਤੀ ਸਾਰ ਵਾਪਸ ਇੰਟਰਵਿਊ ਕਮੇਟੀ ਕੋਲ ਦੇਵੇਗਾ ਅਤੇ ਇੱਕ ਮੈਂਬਰ ਉਸ ਸਾਰ ਨੂੰ ਬਾਕੀ ਦੇ ਮੈਂਬਰਾਂ ਨੂੰ ਪੜ੍ਹ ਕੇ ਸੁਣਾਵੇਗਾ । ਫਿਰ ਕਮੇਟੀ ਦੇ ਸਾਰੇ ਮੈਂਬਰ 05 ਨੰਬਰਾਂ ਵਿਚੋਂ ਦਿੱਤੇ ਜਾਣ ਵਾਲੇ ਨੰਬਰਾਂ ਦਾ ਫੈਸਲਾ ਕਰਕੇ ਉਸ ਸਾਰ ਪੱਤਰ ਉੱਤੇ ਇਹ ਨੰਬਰ ਦਰਜ ਕਰ ਦੇਣਗੇ । ਇਸ ਢੰਗ ਨਾਲ ਉਮੀਦਵਾਰ ਦੀ ਮਾਨਸਿਕ ਸਥਿਤੀ, ਅਲਰਟਨੈਸ ਅਤੇ ਆਪਣੀ ਗੱਲ ਕਹਿਣ ਦੀ ਚਾਹ ਬਾਰੇ ਅੰਦਾਜ਼ਾ ਲਗਾਇਆ ਜਾ ਸਕੇਗਾ ਅਤੇ ਇੰਟਰਵਿਊ ਦਾ ਰਿਕਾਰਡ ਵੀ ਬਣ ਜਾਵੇਗਾ ।
- (8) ਇਹ ਵੀ ਸਪਸ਼ਟ ਕੀਤਾ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਕਰਾਇਟੇਰੀਆ ਵਿਚ ਕਿਸੇ ਵੀ ਕਿਸਮ ਦੀ ਕੋਈ ਛੂਟ ਨਹੀਂ ਦਿੱਤੀ ਜਾ ਸਕਦੀ । ਕੇਵਲ ਸਰਕਾਰ ਦੇ ਪੱਧਰ ਉੱਤੇ ਹੀ ਇਸ ਵਿਚ ਸੋਧ / ਤਬਦੀਲੀ ਕੀਤੀ ਜਾ ਸਕੇਗੀ । ਜਾਰੀ ਹੋਣ ਦੀ ਮਿਤੀ ਤੋਂ ਇਹ ਹਦਾਇਤਾਂ ਤੁਰੰਤ ਲਾਗੂ ਹੋ ਗਈਆਂ ਸਮਝੀਆਂ ਜਾਣ । ਇਸ ਸਬੰਧੀ ਪਹਿਲਾਂ ਜਾਰੀ ਹੋਇਆਂ ਸਾਰੀਆਂ ਹਦਾਇਤਾਂ ਰੱਦ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ ।

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ  
 7 ਜੁਲਾਈ, 1998

ਸਹੀ  
 ਐਨ.ਐਸ. ਰਤਨ,  
 ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ,  
 ਤਕਨੀਕੀ ਸਿਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ।

ਨੰ: 2/53/98\_2:ਤਸਿ\_2/4381\_90

ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 7 ਜੁਲਾਈ, 1998

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾਂ/ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ :

- 1) ਡਾਇਰੈਕਟਰ ਤਕਨੀਕੀ ਸਿਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ਚੰਡੀਗੜ੍ਹ
- 2) ਵਾਈਸ ਚਾਂਸਲਰ, ਪੰਜਾਬ ਤਕਨੀਕੀ ਯੂਨੀਵਰਸਿਟੀ, ਜਲੰਧਰ ।
- 3) ਚੇਅਰਮੈਨ, ਪੰਜਾਬ ਸਟੇਟ ਬੋਰਡ ਆਫ ਤਕਨੀਕੀ ਸਿਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ, ਪਲਾਟ ਨੰ: 3, ਸੈਕਟਰ 36 ਏ, ਚੰਡੀਗੜ੍ਹ ।
- 4) ਡਾਇਰੈਕਟਰ ਅਪੈਕਸ ਉਦਮਿਅਤ ਅਤੇ ਵਪਾਰ ਵਿਕਾਸ ਸੰਸਥਾ, ਪੰਜਾਬ, ਕੋਠੀ ਨੰ: 439, ਸੈਕਟਰ 35 ਏ, ਚੰਡੀਗੜ੍ਹ ।
- 5) ਪ੍ਰਿੰਸੀਪਲ, ਗਿਆਨੀ ਜੈਲ ਸਿੰਘ ਕਾਲਜ ਆਫ ਇੰਜ: ਅਤੇ ਟੈਕਨਾਲੋਜੀ, ਬਠਿੰਡਾ ।
- 6) ਪ੍ਰਿੰਸੀਪਲ, ਸ਼ਹੀਦ ਭਗਤ ਸਿੰਘ ਕਾਲਜ ਆਫ ਇੰਜ: ਅਤੇ ਟੈਕਨਾਲੋਜੀ, ਫਿਰੋਜ਼ਪੁਰ ।
- 7) ਪ੍ਰਿੰਸੀਪਲ ਡਾ: ਬੀ.ਆਰ.ਅੰਬੇਦਕਰ ਰੀਜ਼ਨਲ ਕਾਲਜ ਆਫ ਇੰਜ: ਅਤੇ ਟੈਕਨਾਲੋਜੀ, ਜਲੰਧਰ ।
- 8) ਪ੍ਰਿੰਸੀਪਲ, ਬੇਅੰਤ ਕਾਲਜ ਆਫ ਇੰਜ: ਅਤੇ ਟੈਕਨਾਲੋਜੀ, ਗੁਰਦਾਸਪੁਰ ।
- 9) ਸਾਰੇ ਪ੍ਰਿੰਸੀਪਲ, ਸਰਕਾਰੀ ਬਹੁਤਕਨੀਕੀਆਂ ਪੰਜਾਬ ।
- 10) ਸਾਰੇ ਪ੍ਰਿੰਸੀਪਲ, ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਸੰਸਥਾਵਾਂ, ਪੰਜਾਬ ।

ਜੀ.ਡੀ.ਨੋਜਾ ,  
ਸੁਪਰਡੈਟ

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ, ਸਕੱਤਰ ਪੰਜਾਬ ਸਰਕਾਰ, ਪ੍ਰੋਸੈਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਦਾਰ ਵਿਭਾਗ, ਅਤੇ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਭਲਾਈ ਵਿਭਾਗ, ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ ।

ਸੁਪਰਡੈਟ

ਸੇਵਾ ਵਿਖੇ,

- 1) ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ,
- 2) ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਪ੍ਰੋਸੈਨਲ ਅਤੇ ਪ੍ਰਬੰਧਕੀ ਸੁਦਾਰ ਵਿਭਾਗ ।
- 3) ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਭਲਾਈ ਵਿਭਾਗ,।

ਅੰ:ਵਿ:ਪ:ਨੰ:2/53/98\_2:ਤਸਿ\_2/4391\_93:ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 7 ਜੁਲਾਈ, 1998

ਨੰ:2/53/98\_2:ਤਸਿ\_2/4394\_96:ਮਿਤੀ ਚੰਡੀਗੜ੍ਹ 7 ਜੁਲਾਈ, 1998

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾਂ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ :

1. ਨਿਜੀ ਸਕੱਤਰ / ਤਕਨੀਕੀ ਸਿਖਿਆ ਮੰਤਰੀ, ਪੰਜਾਬ ।
2. ਨਿਜੀ ਸਕੱਤਰ / ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਤਕਨੀਕੀ ਸਿਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ ।
3. ਨਿਜੀ ਸਹਾਇਕ / ਵਿਸ਼ੇਸ ਸਕੱਤਰ, ਤਕਨੀਕੀ ਸਿਖਿਆ ਅਤੇ ਉਦਯੋਗਿਕ ਸਿਖਲਾਈ ਵਿਭਾਗ, ਪੰਜਾਬ।

ਸੁਪਰਡੈਟ

GOVERNMENT OF PUNJAB

Department of Legal and Legislative Affairs

The Punjab State Board of Technical  
Education and Industrial Training  
Act, 1992

(PUNJAB ACT NO. 2 OF 1993)



Punjab Act 2 of 1993

**THE PUNJAB STATE BOARD OF TECHNICAL EDUCATION  
AND INDUSTRIAL TRAINING ACT, 1992**

(Punjab Act No. 2 of 1993)

**CONTENTS**

<u>Sections</u>	<u>Pages</u>
1. Short title, extent, and commencement	1
2. Definitions	1-2
3. Establishment of the Board	3
4. Consequences of establishment of the Board	3
5. Constitution of the Board	3-4
6. Headquarters of the Board	5
7. Term of office of a member	5
8. Resignation by a member	6
9. Removal of a member	6
10. Casual vacancy	6
11. Re-nomination or re-co-optation of a member	6
12. Quorum	7
13. Member deemed from taking part in discussion	7
14. Meeting of the Board	7
15. Authentication of decisions and other instruments	7
16. Acts and proceedings of the Board not to be invalidated by vacancy	8
17. Functions and duties of the Board	8-9
18. Powers of the Board	9-12
19. Constitution of Committees of the Board	12
20. Officers of the Board	13

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**THE PUNJAB STATE BOARD OF TECHNICAL  
EDUCATION AND INDUSTRIAL TRAINING ACT, 1992.**

(Punjab Act No. 2 of 1993)

[Received the assent of the Governor of Punjab on the 8th January, 1993, and was first published for general information in the Punjab Government Gazette (Extraordinary), Legislative Supplement, dated the 19th January, 1993.]

An Act to provide for the establishment of a State Board of Technical Education and Industrial Training for promotion and co-ordination of technical education and industrial training in polytechnics and industrial training institutes in the State of Punjab and for subjects connected therewith.

to be enacted by the legislature of the State of Punjab in the Forty-third year of the Republic of India, as follows :

21.	Appointment of Chairman	13
22.	Powers and duties of Chairman	14
23.	Appointment of Secretary	15
24.	Powers and duties of Secretary	15
25.	Conditions of service of employees	15
26.	Fund of the Board	15-16
27.	Preparation and audit of annual accounts	16
28.	Preparation and submission of annual report	16
29.	Powers of Government	17
30.	Communication of resolution to the Government.	18
31.	Powers of the Government to suspend or cancel resolution of the Board	18
32.	Power of the Government to give directions	18
33.	Appeal	18
34.	Certain persons to be public servants	18
35.	Protection of action taken in good faith	19
36.	Bar on suit in absence of notice	19
37.	Removal of difficulties	19
38.	Power to make rules	18-20
39.	Power to make regulations	20
40.	Saving and repeal	21

1. (1) This Act may be called the Punjab State Board of Technical Education and Industrial Training Act, 1992.

(2) It shall extend to the whole of the State of Punjab.

(3) It shall come into force on such date<sup>2</sup> as the State Government may, by notification in the Official Gazette appoint.

2. In this Act, unless the context otherwise requires, —

(a) "affiliated institution" means an institution affiliated to the Board respect of any course or courses of study in accordance with the provisions of this Act or the rules or the regulations made thereunder.

Definitions

1. For Statement of objects and Reasons, see the Punjab Government Gazette (Extraordinary), dated the 16th December, 1992, page 2225

2. It has come into force on the first day of February 1993 vide Government of Punjab, Department of Technical Education and Industrial Training, Notification No. SO 13/PA. 293/5 1/93, dated the 26th January, 1993.

- (b) "All India Council for Technical Education" means the All India Council for Technical Education as set up by the Government of India;
- (c) "Board" means the Punjab State Board of Technical Education and Industrial Training established under section 3;
- (d) "Chairman" means the Chairman of Board;
- (e) "Certificate" means a certificate awarded by the Board in respect of any course or courses of study in accordance with the provisions of this Act or the rules or the regulations made thereunder;
- (f) "Committee" means a committee constituted by the Board under section 15;
- (g) "diploma" means a diploma awarded to a person for successfully completing, in an affiliated institution such courses of study as may from time to time be specified by regulations;
- (h) "Government" means the Government of the State of Punjab, in the Department of Technical Education and Industrial Training;
- (i) "industrial training" means a training imparted to students in an institution of industrial training;
- (j) "institution" means an institution imparting technical education or industrial training or both;
- (k) "member" means a member of the Board and includes the Chairman and Secretary thereof;
- (l) "prescribed" means prescribed by rules made under this Act;
- (m) "regulation" means a regulation made by the Board under this Act;
- (n) "rule" means a rule made by the Government under this Act;
- (o) "Secretary" means Secretary of the Board;
- (p) "section" means a section of this Act;
- (q) "State" means the State of Punjab;
- (r) "technical education" means programs of education,

research and training in engineering, technology, architecture, town-planning management, pharmacy and applied arts and crafts and such other programs or areas, as the Government may, by notification in the Official Gazette, declare from time to time.

3. (1) The Government may, by notification in the Official Gazette, establish a Board of Technical Education and Industrial Training with effect from such date and under such means as may be specified in the notification.
- (2) The Board shall be a body corporate with perpetual succession and a common seal and shall have power to acquire, hold and dispose of property and to enter into contracts and may, by the said name sue or be sued.
4. On the establishment of the Board under section 3, the Punjab State Board of Technical Education (hereinafter referred to as the Dissolved Board) as existing on or before the commencement of this Act, shall stand dissolved.
- (a) any property whether movable or immovable, belonging to the Dissolved Board, shall vest in the Board;
- (b) all the rights and liabilities of the Dissolved Board shall be deemed to be the rights and liabilities of the Board;
- (c) all persons employed in the Dissolved Board immediately before the date of establishment of the Board, shall be deemed to be employed by the Board and shall hold office under the Board on the same terms and conditions as were applicable to them under the Dissolved Board; and
- (d) every institution affiliated to the Dissolved Board immediately before the date of establishment of the Board, shall be deemed to be affiliated to the Board, subject to the provisions of this Act.
5. (1) The Board shall consist of the Chairman and following Constitution of members, namely :-

#### I. EX-OFFICIO MEMBERS :

- (i) Secretary to Government, Punjab, Department of Technical Education and Industrial Training;
- (ii) Secretary to Government, Punjab, Department of Finance;
- (iii) Secretary to Government, Punjab, Department of Planning;
- (iv) One representative of All India Council for Technical Education
- (v) One representative of Government of India in the Ministry of Human Resource Development, dealing with subject of technical education;
- (vi) One representative of Government of India in the Ministry of Labour, dealing with the subject of craftsmen training;
- (vii) Director of Industries, Punjab;
- (viii) Principal, Technical Teachers Training Institute, Chandigarh; and
- (ix) Director, Technical Education and Industrial Training, Punjab

#### II. NOMINATED MEMBERS

- (A) Two members of the Punjab Legislative Assembly to be nominated by the Speaker, Punjab Legislative Assembly.
- (B) The Government shall nominate the following members, namely :-
  - (i) One Chief Engineer of the Department of Public Works, Punjab.
  - (ii) two industrialists of repute ;
  - (iii) one Principal from amongst the Principals of the Engineering Colleges in the State;
  - (iv) one Principal from amongst the Principals of the Government Polytechnics in the State;
  - (v) one Principal from amongst the Principals of private polytechnics in the State ;

-4-

- (vi) one Principal from amongst the Principals (Class I) of Industrial Training Institutes in the State ;
- (vii) one Vice-Chancellor, or his representative not below the rank of a Professor, of a university in the state, and
- (viii) one eminent educationist or technologist or scientist.

#### III. CO-OPTED MEMBER

The Board shall co-opt a person as its member having sufficient and adequate knowledge of technical education and industrial training.

#### IV. MEMBER-SECRETARY

- (1) The Secretary to the Board shall be its Member-Secretary.
- (2) The Ex-officio members specified in items (i), (ii) and (iii) of category I of sub-section (1), instead of attending meeting of the Board by themselves, may depute an officer subordinate to them, not below the rank of a Deputy Secretary and the officer so deputed shall be entitled to take part in the proceedings of a particular meeting for which they are deputed and shall also be entitled to vote at such meeting.

6. The Board shall have its headquarters at such place as may be notified by the Government in the Official Gazette.

Headquarters of the Board

7. (1) The term of office of members other than the Ex-officio members, shall be three years.

Term of office of the members

(2) If a member of the State Legislative Assembly nominated to the Board by the Speaker ceases for any reason whatsoever, to be a member of the Legislative Assembly, he shall also cease to be a member of the Board.

(3) Notwithstanding anything contained in this section, a member whose term of three years has expired, shall, unless Government otherwise directs, continue to hold office till his successor is nominated.

-5-



Resignation by B. a member

- (1) Any member, other than the co-opted and the Ex-officio members, may, resign his office at any time by tendering his resignation in writing to the Government, and such member shall be deemed to have vacated his office on the acceptance of resignation by the Government.
- (2) The co-opted member may resign his office at any time by tendering his resignation in writing to the Board and such member shall be deemed to have vacated his office on the acceptance of the resignation by the Board.

Removal of a member

The Government in the case of a member other than the Chairman and the Ex-officio member, and the Board in the case of a co-opted member may, by an order, in writing, by recording reasons therefore remove any member from office on the grounds that he,

- (i) has abused his position ; or
  - (ii) has been convicted by a court of law for an offence involving moral turpitude or has otherwise become insane or of unsound mind; or
  - (iii) is guilty of misconduct which in the opinion of the Government or the Board, as the case may be, renders him unfit to continue as member ; or
  - (iv) has continuously absented himself from three consecutive meetings of the Board without the permission of the Board;
- Provided that before issuing an order the Government or the Board, as the case may be, shall give such member a reasonable opportunity of being heard.

Casual vacancy

- 10 A casual vacancy occurring due to death, resignation or removal of a member, shall be filled by nomination or co-option, as the case may be, and the person so nominated or co-opted to fill such vacancy, shall hold office for the remaining term.

Re-nomination or re-co-option of a member

11. Subject to the provisions of this Act, every member except the one, who is removed under section 9, shall be eligible

for re-nomination or re-co-option, as the case maybe,

12. No business shall be transacted at a meeting of the Board unless at least one-third of the total members are present,

Quorum

13. No member shall take part in the discussion of, or exercise his vote on, any matter in which he has any personal or pecuniary interest

Member debarred from taking part in discussion.

14. (1) The Board shall meet at such time and place and shall observe such procedure in transacting the business at its meeting, as may be prescribed.

Meeting of the Board

- (2) The Chairman, and in his absence, the Secretary to Government, Punjab, Department of Technical Education and Industrial Training, shall preside over the meeting of the Board. In the case of absence of both, any member chosen by the members, present in the meeting, shall preside over the meeting.

- (3) All the matters in a meeting shall be decided by majority; of votes of the members present and in the case of equality of votes, the person presiding over such meeting, shall have a casting vote.

- (4) The Board will ordinarily meet once in a quarter, but shall hold at least two meetings in a year.

- (5) The Board shall, in addition to the meetings referred to in sub-section (4), hold a meeting to be known as annual meeting to consider its annual report audited annual accounts and balance sheet on or before the 30th of September of the following year.

15. (1) Every decision of the Board shall be taken by passing a resolution and shall be authenticated by the signatures of the Chairman or in his absence by such other member as may be authorized by the Board in this behalf.

Authentication of decisions and other instruments.

- (2) Every instrument on behalf of the Board shall be authenticated by the signature of the Secretary. Provided that in the absence of Secretary, or when it is considered necessary under the circumstances of a

case, the Board may by an order in writing and by recording reasons therefor, authorise any member or officer of the Board to authenticate any instrument.

Acts and pro-  
ceedings of the  
Board not to be  
invalidated by  
vacancy.

16. No act or proceeding of the Board shall be invalid merely by reason of,

- (a) any vacancy or defect in the constitution thereof, or
- (b) any defect in the nomination or co-optation of a member, or
- (c) any procedural irregularity not affecting the merits of a case.

Functions and  
duties of the  
Board.

17. Subject to the provisions of this Act, the functions and duties of the Board shall be to,

- (i) affiliate an institution whether situated within or outside the State;
- (ii) inspect or cause to be inspected any institution seeking affiliation;
- (iii) specify course of study and instruction leading to the examination conducted by it;
- (iv) fix standards for buildings and equipment for affiliated institutions;
- (v) specify conditions including educational qualifications for admission of students to affiliated institutions;
- (vi) specify conditions, including examination fees for admission to examination conducted by it;
- (vii) conduct Annual and Semester examinations for assessing the performance of students belonging to the affiliated institutions and for awarding of diplomas and certificates;
- (viii) publish results of examinations conducted by it;
- (ix) grant certificates or diplomas, as the case may be, to students who have satisfactorily completed courses of study in any affiliated institution and have passed the examination conducted for the purpose;
- (x) authorise any affiliated institution or other authority to conduct examinations in respect of any specified

course and to specify the manner for holding such examination and standard to be maintained by such institution,

- (xi) specify educational qualifications and other standards for the members of staff of the affiliated institutions;
- (xii) coordinate and maintain standards of technical education and to effect re-orientation of such education on the specified lines so as to serve the needs of commerce and industry and promote co-operation amongst the institutions and industrial and commercial establishment;
- (xiii) co-operate with the All India Council for Technical Education and its Regional Committees and other bodies in such manner and for such purposes, as may be necessary to carry out the purposes of this Act;
- (xiv) advise the Government on all matters relating to Technical education and Industrial Training;
- (xv) do all other such acts and deeds as may be necessary for proper discharge of functions under this Act or the rules or the regulations made thereunder; and
- (xvi) carry out such duties as may be imposed on it under this Act or the rules or the regulations made thereunder.

18. (1) The Board shall subject to the provisions of this Act and the rules made thereunder, have all such powers as may be necessary for the discharge of its functions and the performance of its duties under this Act or the rules or the regulations made thereunder.

(2) Subject to the provisions of sub-section (1), the Board shall have the power to,

- (i) cancel an examination or withhold result of an examination of a candidate or disallow him from appearing in any examination who is found to be guilty of,
  - a) Using unfair means in the examination; or
  - b) making any incorrect statement or suppressing material information or fact in the application form for admission to the

(vi) withdraw affiliation of an institution which is unable to adhere to or make a provision for standards of staff, instructions, equipment or buildings as laid down by the Board or on its failure to observe the conditions of affiliation to the satisfaction of the Board.

Provided that affiliation of an institution shall not be withdrawn without giving it a reasonable opportunity of being heard and without passing an order in writing by recording reasons therefor;

(vii) lay down norms and standards for course, curricula, physical and instructional facilities, staff, equipment, admissions, assessment and examinations;

(viii) call reports from Heads of the affiliated institutions in respect of any act done in contravention of the rules, regulations, decisions, instructions or directions of the Board in such manner, as may be specified;

(ix) inspect or cause to be inspected an affiliated institution for the purpose of ensuring due observance of the specified courses of study and to ensure that the facilities for instructions are duly provided and availed of;

(x) institute and grant fellowships and scholarships and award, prizes and certificates of distinction;

(xi) create technical, professional, administrative, ministerial and other posts required for the performance of its duties and responsibilities and to appoint persons to such posts;

(xii) borrow money for carrying out the purposes of this Act with the prior approval of the Government;

(xiii) recommend to the Government introduction of new courses and development of appropriate curricula in connection therewith;

(xiv) provide guidelines for granting academic

-II-

institution or to the examination; or fraud or impersonation at the examination;

or

d) securing admission to the examination in contravention of the rules or regulations governing admissions to such examination;

or

e) any act of gross indiscipline in the examination;

Provided that the candidate against whom an action under this section is proposed to be taken shall be given a reasonable opportunity of being heard before passing final order in this behalf.

(ii) deduct marks of any candidate found by it to be guilty of an act of indiscipline during the examination.

(iii) cancel the result of an examination for any bona fide error of the Board in the declaration of the result of the examination.

Provided that the result of an examination shall not be cancelled on the ground of a bona fide error of the Board, after the expiry of a period of ninety days from the date of declaration of the result of the examination;

(iv) specify fees for the examination conducted by it and provide for the manner of their realization;

(v) refuse to affiliate an institution which,

(a) does not fulfil or is unable to fulfil the standards laid down by the Board for staff, instructions, equipment and buildings; or

(b) does not abide by the conditions for affiliation laid down by the Board

Provided that the affiliation to an institution shall not be refused without giving it a reasonable opportunity of being heard and without passing an order in writing and after recording reasons therefor.

-10-

autonomy to institutions of Technical Education and grant academic autonomy to such institutions, as it may consider necessary ;

(xv) specify norms and guidelines for charging tuition and other fees, in order to prevent commercialisation of technical education and industrial training,

(xvi) refer any question arising in the courses of exercise of its powers or in the discharge of its duties and functions under this Act, to any appropriate Committee constituted under section 19 and consider the committee's recommendations or suggestions thereon.

(xvii) delegate by notification such of its powers subject to such conditions, as it may consider necessary to any affiliated institution or other authority constituted under the Act or the rules or the regulations made thereunder.

**Constitution of Committees of the Board**

(1) The Board may for the purpose of carrying out the provisions of this Act and the rules and regulations made thereunder, set up such Committees, as may be prescribed:

Provided that the Board shall set up the following Committees, namely :

- (i) Academic Committee;
- (ii) Affiliation and Accreditation Committee;
- (iii) Examination Committee; and
- (iv) Finance Committee.

(2) The Committees shall consist of such members and of such other persons, as the Board may consider necessary or as may be prescribed.

(3) The term of the Committees and its members shall be such as may be prescribed.

(4) Every Committee shall submit its report to the Board for such decisions thereon, as it may consider necessary.

20. Subject to the other provisions of this Act, there shall be the following officers of the Board, namely:

- (1) the Chairman;
- (2) the Secretary to the Board; and
- (3) any other officer or officers, as may be notified by the Government to be the officer or officers of the Board from time to time.

21. (1) The Government shall by notification in the Official Gazette appoint a person to be the Chairman from amongst the following, namely :

- (i) a serving or retired Vice-Chancellor of a university; or
- (ii) a serving or retired member of the Indian Administrative Service who is or has been a Financial Commissioner; or
- (iii) an eminent educationalist having an experience as Professor or its equivalent post in a recognised university or Degree College for a minimum period of ten years; or
- (iv) an eminent scientist or technologist having an experience of teaching in the rank of a professor or its equivalent post in an Institution of Technical Education and Training for a minimum period of ten years; or
- (v) a person, who is or has been a Cabinet Minister or a Minister of State in the Punjab Government for a minimum period of two years inserted by Amendment Act, 2003 (Punjab Act No. 23 of 2003).

(2) No person shall be appointed as Chairman if he has attained the age of sixty-two years.

(3) Subject to the provisions of sub-section (2), the term of the office of the Chairman shall be three years and he shall be eligible for re-appointment.

(4) The Chairman shall be entitled to such salaries and allowances and shall be governed by such conditions as may be prescribed.

- (5) The Chairman may be removed from the office by the Government, if he
  - (a) wilfully refuses to carry out the provisions of this Act; or
  - (b) abuses the powers vested in him; or
  - (c) is adjudged an insolvent; or
  - (d) is convicted by a court of law for an offence involving moral turpitude; or
  - (e) if it appears to the Government that his continuation in office is detrimental to public interest.

Provided that no order under this sub-section shall be passed without giving him a reasonable opportunity of being heard and after recording reasons therefor.

- Powers and duties of Chairman**
- (1) Subject to the superintendence, control and direction of the Board, the Chairman shall have powers to,
    - (i) do all acts required for implementing the decisions of the Board and shall exercise such powers and perform such other duties, in relation thereto, as may be prescribed;
    - (ii) make such orders, as he may consider necessary on the recommendation of the Committees constituted under section 19 on any matter falling within the jurisdiction of the Board;

Provided that where such orders are inconsistent with the recommendations of the Committee or Committees, as the case may be, the same shall be placed before the Board within a period of thirty days from the date such orders are passed for its ratification.

- (2) If the Chairman is satisfied that action is required to be taken on any matter which is within the jurisdiction of the Board, then he may, by an order in writing, take such action, as he may consider necessary keeping in view the facts and circumstances of each case.

Provided that such order shall be placed before the Board for ratification in its next meeting.

- (3) The Chairman shall convene and preside over the meeting of the Board at which he is present.
23. The Government shall appoint a person to be the Secretary to assist the Board in carrying out the purposes of this Act.
24. (1) The Secretary shall, subject to the superintendence, control and direction of the Chairman, be the Chief Executive Officer of the Board.  
 (2) The Secretary shall be responsible for preparation of the estimate of accounts and annual statement of Receipt and Expenditure and balance sheet of the Board.  
 (3) The Secretary shall be responsible for ensuring that all moneys of the Board are spent for the purposes for which these are meant.  
 (4) The Secretary shall be responsible for maintaining the record of the Board including the proceedings of its meetings.  
 (5) The Secretary shall be entitled to be present and to speak at the meeting of the Board, but he shall not have the right to vote.  
 (6) The Secretary shall exercise all such other powers, as may either be conferred on him under the rules or the regulations made under this Act or delegated to him by the Board.
25. The Board may appoint such employees, as it may consider necessary for carrying out the provisions of this Act, on such terms and conditions of services, as may be prescribed.
26. (1) There shall be a fund of the Board to be known as the Technical Education Development Fund (hereinafter referred to as the Fund).  
 (2) all receipts of the Board shall be credited into the fund.

(3) All expenditure incurred by the Board shall be defrayed out of this Fund, which shall be operated in such manner as may be prescribed.

(4) All moneys lying in the credit of the Fund, shall be kept in any Scheduled Bank as defined in the Reserved Bank of India Act, 1934 (Act 2 of 1934) or the same may also be invested in securities of Central Government, State Government or a Public Sector Undertaking.

(5) The Fund shall be utilized for payment of charges and expenses authorised by or under this Act or for carrying out the purposes of this Act.

**Preparation 27.** The accounts of the Board shall be got prepared by the Secretary and audited annually by such an agency on payment of such amount, as may be specified by the Government.

**Preparation and submission of annual report.** (1) The annual report of the Board shall be prepared by the Secretary and shall be submitted for the Board within such time, as may be prescribed.

(2) The Board shall consider the annual report in its annual meeting for approval thereof.

(3) The Board shall submit its approved annual report along with audited annual accounts and balance sheet to the Government within a period of thirty days of the meeting.

(4) The Government shall, soon after the submission of the annual report along with audited annual accounts and balance sheet of the Board under sub-section (3) cause the same to be laid before the State Legislative Assembly.

Provided that when the report and accounts are to be laid in the Budget Session, these shall be laid before the House or the first sitting of the Session.

Provided further that the said report shall be laid before the State Legislative Assembly before the close of the

financial year following the year to which the report relates.

25. (1) The Government shall have the power to make a reference to the Board with regard to any matter of policy or in respect of any act done by the Board in contravention of the provisions of this Act or the rules or the regulations made thereunder.

(2) The Board shall report to the Government about the action, if any, as it proposes to take or has taken upon the reference made under sub-section (1) and shall furnish an explanation, if it fails to take action.

(3) If the Board fails within a reasonable time to take action on such reference to the satisfaction of the Government, it may after considering explanation submitted by the Board, issue such directions consistent with this Act, as the Government may consider necessary and the Board shall comply with such directions.

(4) The Government may at any time, arrange for an inspection or inquiry into the affairs of the Board by such authority or person, as it may specify, to satisfy about the proper and effective functioning of the Board and also upon any matter connected with the administration and finances of the Board.

(5) The Board may authorise any person to represent it at the inspection or inquiry referred to in sub-section (4).

(6) On receipt of the report of inspection or inquiry referred in sub-section (4), the Government may examine the same and give such directions, as it may consider necessary to the Board.

(7) The Chairman shall within a period of thirty days from the date of the receipt of the directions given under sub-section (6), send an intimation to the Government about the action taken by the Board in pursuance of the said directions.

(8) On the expiry of the period specified in sub-section (7) the Government may after considering the

intimation, if any, received from the Chairman, issue such directions to the Board, as it may consider necessary and the Board shall comply with such directions.

30. Communication of resolution to the Government.

Every resolution of the Board shall be communicated to the Government within a period of thirty days from the date of passing such resolution.

31. Powers of the Government to suspend or cancel resolution of the Board.

If in the opinion of the Government a resolution of the Board is not in public interest or is not in conformity with the provisions of this Act or the rules or the regulations made thereunder, it may by an order in writing, suspend the execution of such resolution.

Provided that the resolution, the execution of which is suspended by the Government, shall not be cancelled without giving a reasonable opportunity to the Board to explain its position.

Power of the Government to give directions.

32. The Government may issue to the Board such directions as in its opinion are necessary or expedient for carrying out the purposes of this Act or rules or regulations made thereunder and the Board shall comply with all such directions.

Appeal.

33.

An institution aggrieved by an order of the Board to refuse or withdraw affiliation, may prefer an appeal within a period of thirty days from the date of communication of such order to such authority, as may be specified by the Government in this behalf.

34. Certain persons to be public servants.

(1) Every member, officer and employee of the Board shall be deemed to be a public servant within the meaning of section 21 of servants within the meaning of section 21 of the Indian Penal Code, 1860.

(2) Every person entrusted with the duties of supervision or doing invigilation work at any centre where examination is conducted by the Board, shall during the period of such examination as well as for a period

of one month prior to the date of commencement of and two months after the closing of such examination, be deemed to be a public servant within the meaning of section 21 of the Indian Penal Code 1860 (Act 45 of 1860)

35. No suit or other legal proceedings shall lie against the Board or its authorities, or any employee or officer of the Board for anything which is done or intended to be done in good faith, in pursuance of the provisions of this Act or the regulations made thereunder.

(1) No suit shall be instituted in a court of law against the Board or authority or any member or an officer or an employee hereof for anything done or purported to be done under this Act until a prior notice of two months in writing has been given to the Board, authority, member, officer or employee, as the case may be.

(2) No such suit shall be instituted in a court unless it is instituted within six months from the date of accrual of cause of action.

37. Notwithstanding anything contained in this Act, with a view to remove any difficulty in giving effect to the provisions of this Act, the Government may, at any time, after the commencement of this Act, regulate by an order in writing, any matter which is to be prescribed or specified by a regulation under this Act, as the case may be.

38. (1) The Government may, by notification in the Official Gazette, make rules to carry out the purposes of this Act.

(2) Without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:-

- (a) the salary and allowances payable to the Chairman and other members;
- (b) the term, composition and number of members of the Committees referred to in section 19 and

the manner of their selection; and

- (c) any other matter in relation to which a rule is required to be or may be made.

(3) Every rule made under this section shall be laid as soon as may be, after it is made, before the House of the State Legislature, while it is in session for a total period of ten days, which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session in which it is so laid or the successive sessions aforesaid, the House agrees in making any modification in the rule or the House agrees, that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done or omitted to be done under that rule.

power to make 39. (1) The Board may, with the prior approval of the Government, make regulations consistent with this Act and the rules framed thereunder.

(2) Without prejudice to the generality of the foregoing power, such regulations may provide for:

- (a) the admission of students to affiliated institutions;
- (b) the courses of study and training to be provided by the affiliated institutions;
- (c) the award of diplomas, certificates and other academic distinctions and the requirements which students should fulfil for obtaining the same;
- (d) the fees to be charged for admission to the examination;
- (e) the conditions for the award of fellowships, scholarships, student-ships and academic distinctions;
- (f) the conduct of examination including the terms of office, manner of appointment and duties of examining bodies, examiners and moderators;
- (g) the remuneration to be paid to the paper setters.

examiners, moderators, supervisors, invigilators and tabulators, who assist in the conduct of the examination;

- (h) the manner of affiliation of an institution;
- (i) the manner of recognition of the courses of study, the type of training and examinations to be conducted by an institution for the purposes of eligibility for the diplomas, certificates and other academic distinctions;
- (j) the collaboration with a recognised university with a view to effecting co-ordination and avoiding conflict;
- (k) the procedure to be followed at the meetings of the committees;
- (l) the number of members required to constitute a quorum at the meetings of the committees;
- (m) the manner in which decision shall be taken at any of the meetings of the committees;
- (n) the period of notice to be given to the members of a committee regarding the dates fixed for meetings and the agenda for the same;
- (o) the means of keeping records of the proceedings of the meetings of the committees;
- (p) any other matter concerning the conduct of proceedings of the meetings of the committees and matters connected therewith;
- (q) any other matter which may be connected with or incidental to any of the matters as aforesaid; and
- (r) any matter which is required to be laid down in the regulations in accordance with the provisions of this Act.

40. Save as otherwise provided in this Act, any rule or regulation with regard to affiliation, admission, migration, curricula, staff, examination or any other matter, as applicable before the commencement of this Act, shall remain applicable as such, till rules or regulations are framed under this Act.



PART I

DEPARTMENT OF LEGAL AND LEGISLATIVE AFFAIRS, PUNJAB

Notification

The 2nd December, 2011

No. 47-1, 2011.—The following Act of the Legislature of the State of Punjab received the assent of the Governor of Punjab on the 2nd November, 2011, is hereby published for general information:

THE PUNJAB STATE BOARD OF TECHNICAL EDUCATION AND INDUSTRIAL TRAINING (AMENDMENT) BILL, 2011

(Punjab Act No. 34 of 2011)

AS

ACT

*Enacted by the Punjab State Council of Technical Education and Industrial Training Act, 1992.*

It is enacted by the Legislature of the State of Punjab in the Sixty-second Year of the Republic of India as follows:

1. (1) This Act may be called the Punjab State Board of Technical Education and Industrial Training (Amendment) Act, 2011.

(2) It shall come into force on and with effect from the date of publication in the Official Gazette.

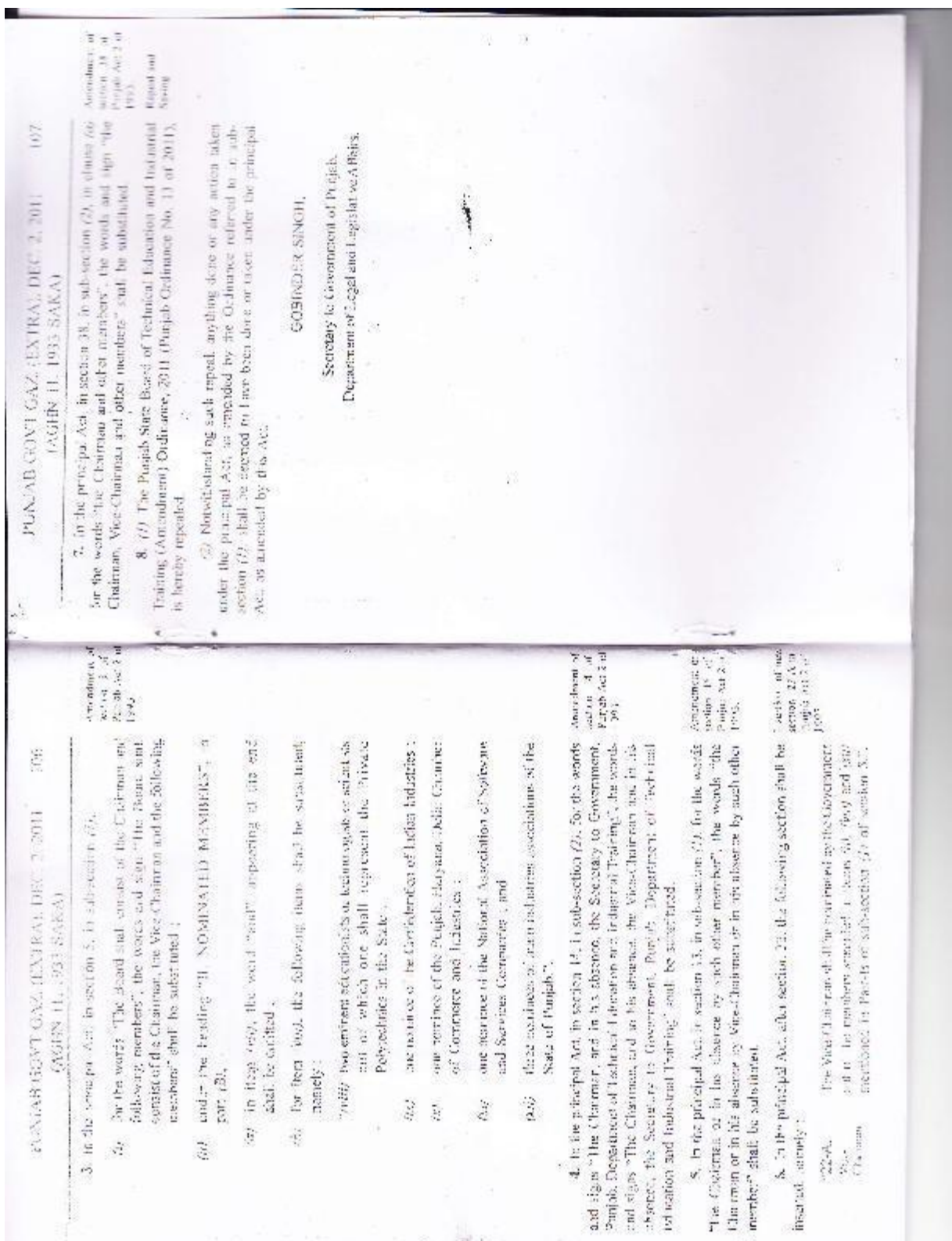
2. In the Punjab State Board of Technical Education and Industrial Training Act, 1992 (hereinafter referred to as the principal Act), in section 5, section 6, section 7, section 8, section 9, section 10, section 11, section 12, section 13, section 14, section 15, section 16, section 17, section 18, section 19, section 20, section 21, section 22, section 23, section 24, section 25, section 26, section 27, section 28, section 29, section 30, section 31, section 32, section 33, section 34, section 35, section 36, section 37, section 38, section 39, section 40, section 41, section 42, section 43, section 44, section 45, section 46, section 47, section 48, section 49, section 50, section 51, section 52, section 53, section 54, section 55, section 56, section 57, section 58, section 59, section 60, section 61, section 62, section 63, section 64, section 65, section 66, section 67, section 68, section 69, section 70, section 71, section 72, section 73, section 74, section 75, section 76, section 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section 156, section 157, section 158, section 159, section 160, section 161, section 162, section 163, section 164, section 165, section 166, section 167, section 168, section 169, section 170, section 171, section 172, section 173, section 174, section 175, section 176, section 177, section 178, section 179, section 180, section 181, section 182, section 183, section 184, section 185, section 186, section 187, section 188, section 189, section 190, section 191, section 192, section 193, section 194, section 195, section 196, section 197, section 198, section 199, section 200, section 201, section 202, section 203, section 204, section 205, section 206, section 207, section 208, section 209, section 210, section 211, section 212, section 213, section 214, section 215, section 216, section 217, section 218, section 219, section 220, section 221, section 222, section 223, section 224, section 225, section 226, section 227, section 228, section 229, section 230, section 231, section 232, 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section 310, section 311, section 312, section 313, section 314, section 315, section 316, section 317, section 318, section 319, section 320, section 321, section 322, section 323, section 324, section 325, section 326, section 327, section 328, section 329, section 330, section 331, section 332, section 333, section 334, section 335, section 336, section 337, section 338, section 339, section 340, section 341, section 342, section 343, section 344, section 345, section 346, section 347, section 348, section 349, section 350, section 351, section 352, section 353, section 354, section 355, section 356, section 357, section 358, section 359, section 360, section 361, section 362, section 363, section 364, section 365, section 366, section 367, section 368, section 369, section 370, section 371, section 372, section 373, section 374, section 375, section 376, section 377, section 378, section 379, section 380, section 381, section 382, section 383, section 384, section 385, section 386, section 387, section 388, section 389, section 390, section 391, section 392, section 393, section 394, section 395, section 396, section 397, section 398, section 399, section 400, section 401, section 402, section 403, section 404, section 405, section 406, section 407, section 408, section 409, section 410, section 411, section 412, section 413, section 414, section 415, section 416, section 417, section 418, section 419, section 420, section 421, section 422, section 423, section 424, section 425, section 426, section 427, section 428, section 429, section 430, section 431, section 432, section 433, section 434, section 435, section 436, section 437, section 438, section 439, section 440, section 441, section 442, section 443, section 444, section 445, section 446, section 447, section 448, section 449, section 450, section 451, section 452, section 453, section 454, section 455, section 456, section 457, section 458, section 459, section 460, section 461, section 462, section 463, section 464, section 465, section 466, section 467, section 468, section 469, section 470, section 471, section 472, section 473, section 474, section 475, section 476, section 477, section 478, section 479, section 480, section 481, section 482, section 483, section 484, section 485, section 486, section 487, section 488, section 489, section 490, section 491, section 492, section 493, section 494, section 495, section 496, section 497, section 498, section 499, section 500, section 501, section 502, section 503, section 504, section 505, section 506, section 507, section 508, section 509, section 510, section 511, section 512, section 513, section 514, section 515, section 516, section 517, section 518, section 519, section 520, section 521, section 522, section 523, section 524, section 525, section 526, section 527, section 528, section 529, section 530, section 531, section 532, section 533, section 534, section 535, section 536, section 537, section 538, section 539, section 540, 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section 618, section 619, section 620, section 621, section 622, section 623, section 624, section 625, section 626, section 627, section 628, section 629, section 630, section 631, section 632, section 633, section 634, section 635, section 636, section 637, section 638, section 639, section 640, section 641, section 642, section 643, section 644, section 645, section 646, section 647, section 648, section 649, section 650, section 651, section 652, section 653, section 654, section 655, section 656, section 657, section 658, section 659, section 660, section 661, section 662, section 663, section 664, section 665, section 666, section 667, section 668, section 669, section 670, section 671, section 672, section 673, section 674, section 675, section 676, section 677, section 678, section 679, section 680, section 681, section 682, section 683, section 684, section 685, section 686, section 687, section 688, section 689, section 690, section 691, section 692, section 693, section 694, section 695, section 696, section 697, section 698, section 699, section 700, section 701, section 702, section 703, section 704, section 705, section 706, section 707, section 708, section 709, section 710, section 711, section 712, section 713, section 714, section 715, section 716, section 717, section 718, section 719, section 720, section 721, section 722, section 723, section 724, section 725, section 726, section 727, section 728, section 729, section 730, section 731, section 732, section 733, section 734, section 735, section 736, section 737, section 738, section 739, section 740, section 741, section 742, section 743, section 744, section 745, section 746, section 747, section 748, section 749, section 750, section 751, section 752, section 753, section 754, section 755, section 756, section 757, section 758, section 759, section 760, section 761, section 762, section 763, section 764, section 765, section 766, section 767, section 768, section 769, section 770, section 771, section 772, section 773, section 774, section 775, section 776, section 777, section 778, section 779, section 780, section 781, section 782, section 783, section 784, section 785, section 786, section 787, section 788, section 789, section 790, section 791, section 792, section 793, section 794, section 795, section 796, section 797, section 798, section 799, section 800, section 801, section 802, section 803, section 804, section 805, section 806, section 807, section 808, section 809, section 810, section 811, section 812, section 813, section 814, section 815, section 816, section 817, section 818, section 819, section 820, section 821, section 822, section 823, section 824, section 825, section 826, section 827, section 828, section 829, section 830, section 831, section 832, section 833, section 834, section 835, section 836, section 837, section 838, section 839, section 840, section 841, section 842, section 843, section 844, section 845, section 846, section 847, section 848, section 849, section 850, section 851, section 852, section 853, section 854, section 855, section 856, section 857, section 858, section 859, section 860, section 861, section 862, section 863, section 864, section 865, section 866, section 867, section 868, section 869, section 870, section 871, section 872, section 873, section 874, section 875, section 876, section 877, section 878, section 879, section 880, section 881, section 882, section 883, section 884, section 885, section 886, section 887, section 888, section 889, section 890, section 891, section 892, section 893, section 894, section 895, section 896, section 897, section 898, section 899, section 900, section 901, section 902, section 903, section 904, section 905, section 906, section 907, section 908, section 909, section 910, section 911, section 912, section 913, section 914, section 915, section 916, section 917, section 918, section 919, section 920, section 921, section 922, section 923, section 924, section 925, section 926, section 927, section 928, section 929, section 930, section 931, section 932, section 933, section 934, section 935, section 936, section 937, section 938, section 939, section 940, section 941, section 942, section 943, section 944, section 945, section 946, section 947, section 948, section 949, section 950, section 951, section 952, section 953, section 954, section 955, section 956, section 957, section 958, section 959, section 960, section 961, section 962, section 963, section 964, section 965, section 966, section 967, section 968, section 969, section 970, section 971, section 972, section 973, section 974, section 975, section 976, section 977, section 978, section 979, section 980, section 981, section 982, section 983, section 984, section 985, section 986, section 987, section 988, section 989, section 990, section 991, section 992, section 993, section 994, section 995, section 996, section 997, section 998, section 999, section 1000.

(a) in clause (vi), for the words "the Chairman and Secretary" the words and sign "the Chairman, Vice-Chairman and Secretary" shall be substituted;

(b) in clause (vi), for the sign ":", appearing at the end, the sign and word ":", and "shall be substituted";

(c) after clause (vi), the following clause shall be added, namely:

"(v) 'Vice-Chairman' means the Vice-Chairman of the Board."



### Chapter-7 (Manual-6)

#### A statement of the categories of documents that are held by it or under its control

6.1 Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others.

Sr. No.	Category of the document	Name of the document and its introduction in one line	Procedure to obtain the document	Held by/ under control of
1	Personal file	The personal file contains noting and correspondence in respect of the official/officer	No provision to give the document.	Head of Office
2	Service Book	The service book contains posting records in respect of the official/officer	Duplicate copy of the service book can be given on request.	D.D.O.
3	Annual Confidential Reports	Annual Confidential Reports contain performance of the official/officer	Annual Confidential Report of concerned can be given on request	Head of the department

4	Ledgers containing GPF accounts of every officer/official.	These documents contain monthly subscription account of every official/officer towards provident fund	Annual Statement containing balance at the end of financial year is given to every officer/official	D.D.O.
5	Cash book	Cash book contains receipts/ disbursement of the office	No provision to give the document.	D.D.O.
6	Stock register	Stock register contains inventory of articles	No provision to give the document.	D.D.O.
7	Policy files	Policy files contain important letters and circulars issued by different authorities.	Policy instructions are circulated for the information of all.	Head of Office
8	Roster registers	Roster registers contain information regarding reservation made on the basis of policies instruction of the Govt.	No provision to give the document.	Appointing authority

## Chapter-8

### (Manual-7)

**Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof**

**5.1 Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, details of such policy in following format.**

Sr. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
1	<b>Community Polytechnics scheme (Direct Central Assistance Scheme)</b>	Yes	Ministry of Human Resources and Development, New Delhi.

**5.2 Whether there is any provision to seek consultation / participation of public or its representatives for implementation of policies? If there is, details of provisions in following format.**

Sr. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation
	<b>Community Polytechnics scheme (Direct Central Assistance Scheme)</b> Monitoring of progress of this scheme will ensure that the objectives are being realised constantly and no deviation is taking place. To ensure its proper implementation of the Scheme of Community Polytechnics it shall be monitored at four different levels i.e. (i) Polytechnic Level ( Executive Committee) (ii) State Level( Review Committee) (iii) Regional Level (Advisory Committee) (iv) Central Government Level (Ministry of Human Resource Development, Govt. of India).	Yes	As per guidelines specified by Ministry of Human Resources and Development, Govt. of India, New Delhi

## Chapter-9 (Manual-8)

**A Statement of boards, councils, committees and others bodies constituted as its part  
7.1 Information on Boards, Councils, Committees and Other Bodies related to the public  
authority in the following format.**

**Type of affiliated body**

- I) All India Council for Technical Education.
- II) Punjab State Board of Technical Education.

**Name and address of affiliated body.**

**I) All India Council for Technical Education**

I.G. Sports complex, I.P. Estate, New Delhi-110002.

**Brief Introduction.**

It was established in 1987 with a view to the proper planning and coordinated development of the Technical Education System through out the Country, the promotion of qualitative improvement of such education in relation to planned quantitative growth and the regulation and proper maintenance of norms and standards in the Technical Education System and for matters connected there with.

**Objective/main activities.**

To improve upon the present technical education system and incorporate the aforesaid observations one major step would be to modify the engineering curriculum with the following main objectives:

- 1) Greater emphasis on design oriented teaching, teaching of design methodologies, problem solving approach.
- 2) Greater exposure to industrial and manufacturing processes.
- 3) Exclusion of outdated technologies and inclusion of the new appropriate and emerging technologies.
- 4) Greater input of management education and professional communication skills.

Role of affiliated body - Advisory.

**Structure and member composition**

<b>ALL INDIA COUNCIL FOR TECHNICAL EDUCATION NEW DELHI EPABX : 23724151-57 OFFICE AT JANPATH</b>				
<b>Chairman</b>				
<b>Secretariat</b>				
Prof. S. S. Mantha	Chairman	23724188	23724189	-
Sh. M. P. Chopra	PS to CM	-	-	105
MS SECRETARIAT				
Dr. K.P. Isaac	Member Secretary	23724191	23724193	177
Sh. Laxmi Narayana Addanki	Private Secretary to MS	-	-	109
Ms. Deepti Khanna	Personal Assistant	-	-	109
<b>Department of Approvals</b>				
Dr. M. K. Hada	Advisor-I	23724160	23724162	144
Dr. P.B. Ullagaddi	Adviser-II	-	-	-
Sh. Ravi Kumar	Personal Assistant	-	-	156
Sh. Manoj Kumar	Deputy Director	23724170		139

Srivastava				
Smt. Gujju Manusree	Asst. Director	-	-	142
Sh. I.D. Gonjari	Asst. Director	-	-	140
Ms. Sumita Rangi	Asst. Director	-	-	174
Sh. Rajive Gulati	Asst. Director	-	-	143
Sh. Sanjay Kumar Saini	Asst. Director	23724174	-	-
Ms. Chranjeet Rakhra	DEO Gr. I	-	-	167
Sh. Shailender Satsangi	DEO Gr. I	-	-	167
Smt. Simmi Mahajan	DEO Gr. I	-	-	158
Ms. Sangeeta Chainani	DEO Gr. I	-	-	167
<b>e-Governance Cell</b>				
Dr. S. G. Bhirud	Adviser-I	23724166	23724168	111
Sh. Abdul Rahiman M	Director	23724172	-	114
Sh. K.N. Pradhan	System Analyst/Programmer	-	-	129
Smt. Vatsala Bajaj	Personal Assistant	23724168	-	117
<b>Department for Universities</b>				
Dr. Renu Bapna	Adviser-I	23724179	23724192	110
Sh. Narender Singh	Deputy Director	-	-	136
Sh. Harinder Singh	DEO Gr. I	-	-	248
Mrs. Sunita Aggarwal	DEO Gr. I	-	-	118
<b>CMAT Cell</b>				
Dr. Renu Bapna	Adviser-I	23724179	23724192	110
<b>Department for PC</b>				
Prof A. Rajasekaran	Adviser-II	-	-	207
Dr. Yash Pal	Director	23724176	23724176	206

Singh Berwal				
Ms. Neena Bhandari	UDC to Director			216
Sh. M.S. Ghuge	Assistant Director			201
Sh. D.R. Bhagat	UDC			216
<b>RTI Cell</b>				
Dr. Yash Pal Singh Berwal	Director and CPIO	23724176	23724176	206
<b>Department of Administration</b>				
Sh. Rajinder Kumar	Director	23724150	23724186	122
Dr. R.S. Rathore	Deputy Director	23724158	23724158	208
<b>Establishment Section</b>				
Ms. Rita Arora	Admn. Officer (Addl. charge)			210
Smt. Anju Kohli	Assistant			231
Mrs. Neera Kakkar	DEO Gr. I			232
Ms. Savitri Pokhriyal	UDC			231
Sh. R. P. Diwakar	UDC			229
Sh. Ajit Singh	LDC (Est. & GA)			229
<b>Personal Section</b>				
Mrs. Rita Arora	Admn. Officer			210
Sh. P.K. Mishra	Asst.			230
Sh. Budhan Mehto	LDC			230
<b>General Administration</b>				
Sh. Dal Chand	Admn. Officer	23724182	23724182	212
Sh. D.K. Sharma	Accountant			232
Sh. Sarju Manda	Photo Copy Op.,			220
Sh. Gopal	LDC (stores)			148
Sh. Ajit	LDC (Est. & GA)			229
<b>Hindi Section</b>				

Sh. Satish Kumar	Council Engineer			213
Sh. Mahavir Prasad	Hindi Officer (Hindi)			213
Sh. Avdesh Kumar	JHT and Addl (office maintenance)			233
Smt. Reena Sharma	JHT (Hindi)			233
<b>R &amp; I Section</b>				
Sh. D.K. Sharma	Accountant			232
Sh. Dalbir	Peon			189
<b>NVEQF Cell</b>				
Sh. Rajinder Kumar	Director (Addl. Charge)	23724150	23724186	122
Dr. R.S. Rathore	Deputy Director (Addl.charge)	23724158	23724158	208
<b>Department of Finance</b>				
Sh. S.M. Suresh	Director	23724199	23724199	205
Sh. Mohan Singh Negi	Asst. Director		23724180	203
Sh. Kamal Singh	Accountant			217
Sh. K. S. Rao	Accountant			218
Sh. Manoj Pande	Accountant			219
Sh. Vinay Kumar	DEO GR. I			-
Sh. D. K. Dwivedi	UDC			217
<b>Internal Audit Cell</b>				
Dr. Yashpaul Singh Berwal	Director (Addl.charge)	23724176	23724176	206
<b>Greivance Cell</b>				
Dr. S. K. Goel	Deputy Director (Addl.charge)	23724177	23724177	112
Sh. C.S. Verma	Assistant Director			
Ms. Anju	DEO Gr. I			
<b>Anti Ragging Cell</b>				
Dr. S.K. Goel	Deputy Director (Addl.charge)	23724177	23724177	113

Ms. Anju	DEO Gr. I			153
<b>Complaint Cell</b>				
Dr. S.K. Goel	Deputy Director (Addl.charge)	23724151		221
<b>Vigilance Cell</b>				
Dr. S. G. Bhirud	Adviser-I & CVO	23724166	23724168	111
Dr. S. K. Goel	Deputy Director	23724177	23724177	112
Smt. Vatsala Bajaj	Personal Assistant	23724166		117
Mrs. Nandita Bakhsi	DEO Gr. I			116
<b>Legal Cell</b>				
Dr. S.G. Bhirud	Adviser-I	23724166	23724168	111
Sh. Rajinder Kumar	Director (Addl.charge)	23724150	23724186	122
Smt. Vatsala Bajaj	Personal Assistant	23724166		117
Mrs. Suman	Assistant			
Sh. K.C. Roy	DEO Gr. I			151
<b>Department for Academics</b>				
Sh. Rajinder Kumar	Director (Addl.charge)	23724150	23724186	122
Sh. Anand Kumar	Assistant Director	23724196		204
Sh. Manoj Kumar Srivastava	UDC			219

**OFFICE AT NBCC PLACE: (EPABX : 24369619-23)**

**Department for AQIS**

Dr. Renu Bapna	Adviser-I	-	-	-
Dr. Shashikant Borkar	Adviser-II	2436962 7	2436962 7	-
Sh. Narender Singh	Deputy Director (Addl. Charge)	-	-	217
Sh. R. N. Mathur	Senior Accounts Officer	-	-	223
Sh. R.P. Singh	Admn. Officer			210
Sh. Hemant Kumar	Accountant	-	-	219
Sh. Vinod Kumar	DEO Gr. I and	-	-	231



	Caretaker (NBCC)			
Sh. Karambir	LDC	-	-	231

Regional Offices, AICTE		
Region	Tele. Nos./Mobile Nos.	Fax No.
<b>Sh. Sandeep Salodkar, RO &amp; Assistant Director</b> AICTE,- Central Regional Office Tagore Hostel 2, Shamla Hills, Bhopal -462002	0755-2660061, 2660065 Mob. No. 08966000330 E-mail:ro.bhopal@aicte-india.org, Email : sndpchd@yahoo.co.in	2660062
<b>Shri B.L. Rama, RO &amp; Director</b> AICTE – Eastern Regional Office L B Block, Sector III, College of Leather Technology Campus, Salt Lake City, Kolkata – 700091 <b>Dr. Patel Ashok Ratilal, Director</b> Eastern Region Camp Office- Guwahati, Assam Engg. College Campus, Jalukbari, Guwahati-13	033-23357459, 23352445, 23353089, 23357312 Mob. No. 9432673767 E-mail:ero_aicte@hotmail.com Mob. No. 09954022331; Tele. Fax No. 0361-2570104 eroguwahati_aicte@hotmail.com	23359546
<b>Dr. P.K. Sahoo, RO &amp; Director</b> AICTE - Northern Regional Office Govt. Polytechnic Campus, Adjoining Directorate of Tech. Edu. Office, Vikas Nagar, Zoo Road, Kanpur -208024	0512-2585012, 2585014, 2585018 Mob. No. 09721555513, 9968263375 E-mail : nro.aicte@gmail.com	2582180
<b>Shri S.K. Jena, RO &amp; Assistant Director</b> AICTE- North Western Regional Office Plot No.1, 5th Floor, DTE Punjab Bldg., Sector 36A, Chandigarh-160036	0172-2613326, 2661201 Mob. No. 08427235968 E-mail: nwroaicte@gmail.com	2660179
<b>Shri M. Sundaresan, RO &amp; Assistant Director</b> AICTE – Southern Regional Office, Shastri Bhawan, 26, Haddows Road, Chennai-600006	044-28279998, 28275650 Mob. No.09543024213 E-mail: aictechennai@gmail.com	28255863
<b>Shri K. Sree Krishna Kumar, RO &amp; Director</b> AICTE – South Western Regional Office Health Centre Bldg., Bangalore University Campus, Bangalore-560009	080-22205979, 22205919, 22208407 Mob. No. 09480972447 Ms. Pavitra : 09591368114 E-mail: kshreekk@gmail.com aicteswro@hotmail.com (blocked) aict bangalore@hotmail.com	22253232
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<b>Shri A.K. Shukla, RO &amp; Assistant Director</b> AICTE - Western Regional Office	022-22855412, 22821093 Mob. Nos. 9450333770, 9820904043	22851551

2nd Floor, Industrial Assurance Bldg., V.N. Road, Opp. Churchgate Rly. Stn., Churchgate, Mumbai-400020	E-mail: wro_aicte@yahoo.com	
<b>Shri R.K. Gangal, RO &amp; Director</b> AICTE – South Central Regional Office 1st Floor, Old Bicard Bldg., Jawaharlal Nehru Technological University, Masab Tank, Hyderabad – 500076	040-23341036, 23345071 Mob. No.09490383149 E-mail:gangal_rkg@yahoo.co.in	23340113

## II) Punjab State Board of Technical Education. Plot No.1, Sector -36 A, Chandigarh. Brief Introduction

The Punjab State Board of Technical Education & Industrial Training is an autonomous statutory authority created under “The Punjab State Board of Technical Education & Industrial Training 1992 Act” for regulating and controlling academic standards in Institutes of Technical Education and for making admissions & conducting examinations in Polytechnics and Industrial Training Institutes.

### Activities of the Board

The Board is carrying out the following major activities:-

1. Admission.

1. Registration of Students

3. Conduct of Examination.

4. Certification of Pass out Students.

5. Revision of Curricula.

1. Examination Committee: This committee assists in framing the policies regarding the conduct of examination.

2. Affiliation and Accreditation Committee: This Committee deals with the affiliation of the new institutes and approval of new courses in the existing institutes.

3. Finance Committee: The activities of this committee relates to allocation of budget and other financial policies of the Board.

4. Academic Committee: This committee deals with the framing of curricula for the new courses, revision of curricula of the existing courses and monitoring the implementation of curricula in the institutions.

**Chapter-10**  
**(Manual-9)**  
**Directory of Officers and Employee**

**10.1 Govt Polytechnic College, Ferozpur**

Sr. No.	Name	Designation	S.T.D. Code	Ph.No.		Fax	E-mail	Address
				Office	Home			
1	Sh. H.P Singh	Principal	0 1632	222037	9815140108	225414	harinderpal_s@yahoo.com	Q.N. B-9, Staff Colony, Govt Polytechnic College, Dulchi Ke Road, Ferozpur City.
2	Sh. Balkar Singh	Head of Department	0 1632	222037	9779720337	225414	balkarsinghzira@gmail.com	Q.N. B-12, Staff Colony, Govt Polytechnic College, Dulchi Ke Road, Ferozpur City.
3	Sh. Jatinderpal	Head of Department	0 1632	222037	8146564622	225414	Jatinderpal.kamboj@gmail.com	Q.N. B-13, Staff Colony, Govt Polytechnic College, Dulchi Ke Road, Ferozpur City.
4	Sh. Manjit Singh	Senior Lecturer	0 1632	222037	9417253848	225414	manjitsinghbhatti@gmail.com	Q.N. C-1, Staff Colony, Govt Polytechnic College, Dulchi Ke Road, Ferozpur City.
5	Sh. Sudhir Kumar	Senior Lecturer	0 1632	222037	9872641465	225414	sudhirdhuria@rediffmail.com	Q.N. B-14, Staff Colony, Govt Polytechnic College, Dulchi Ke Road, Ferozpur City.

6	Sh. Balwinder Kumar	Senior Lecturer	0 1632	222037	9501044882	225414	balvindervasudeva@yahoo.com	Q.N. C-2,Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozpur City.
7	Sh.Lovkesh Kumar	Senior Lecturer	0 1632	222037	9914428300	225414	lovkesh_maini@yahoo.com	Q.N. B-11,Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozpur City.
8	Sh. Raman Monga	Senior Lecturer	0 1632	222037	9653148403	225414	ramankumar@yahoo.co.in	Q.N. B-1, Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozpur City.
9	Sh. Amarseer Singh	Lecturer	0 1632	222037	9463978057	225414	amarseer73@rediffmail.com	Q.N. B-10,Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozpur City.
10	Sh. Rajesh Bahri	Lecturer	0 1632	222037	8427446786	225414	rajeshbairi@yahoo.com	Q.N.B-5,Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozpur City.
11	Sh. Harjinder Singh	Lecturer	0 1632	222037	9417125079	225414	harjinder72fzr@yahoo.com	H.N. C-1/4,Staff Colony,Shaheed Bhagat Singh State Technical Campus,Moga Road,Ferozpur.
12	Sh. Jashanpreet Singh	Lecturer	0 1632	222037	9780208020	225414	8283806120 jashanpreetkingra86@gmail.com	Q.N C-7,Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozpur City.

13	Sh. Vikas Monga	Lecturer	0 1632	222037	9501012766	225414	monga.vikas@rediffmail.com	Vikas Monga c/o Rajesh Dhingra, Sunder Nagar o/s Zira Gate, Ferozpur City.
14	Miss. Sakshi Chopra	Librarian	0 1632	222037	9501514800	225414	sakshi.chopra_84@yahoo.com	Outside Amritsari Gate, Backside Tubewell No.5 Ferozpur City.
15	Smt. Manjit Kaur	Assistant Librarian	0 1632	222037	9417672727	225414	-	Q.N. C-5, Staff Colony, Govt Polytechnic College, Dulh i Ke Road, Ferozpur City.
16	Sh. Jaswinder Singh	Workshop Foreman Instructor	0 1632	222037	9915203062	225414	-	Q.N. C-4, Staff Colony, Govt Polytechnic College, Dulh i Ke Road, Ferozpur City.
17	Sh. Piara Singh	Workshop Foreman Instructor	0 1632	222037	9914032560	225414	-	Q.N.C-8, Staff Colony, Govt Polytechnic College, Dulh i Ke Road, Ferozpur City.
18	Sh. Gurcharan Singh	Workshop Instructor	0 1632	222037	9814011246	225414	fatehfzr@rediffmail.com	Kamboj Nagar, Mohalla Nanakpura, Ferozpur City.
19	Sh. Surjit Singh	Workshop Instructor	0 1632	222037	9855505260	225414	-	Q.N. C-3, Staff Colony, Govt Polytechnic College, Dulh i Ke Road, Ferozpur City.
20	Sh. Sukhpal Singh	Workshop Instructor	0 1632	222037	9914644858	-	-	Q.N. C-6 Staff Colony, Govt Polytechnic College, Dulh

						225414		i Ke Road,Ferozepur City.
21	Sh. Arun Kumar	Workshop Instructor	0 1632	222037	9855514286	225414	-	Q.N. D-8,Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozepur City.
22	Sh. Pratap Singh	Workshop Instructor	0 1632	222037	9780024473	225414	-	Kamboj Nagar,Gali Rulia Wala,Ferozepur City.
23	Smt. Shubh Lata	Senior assistant	0 1632	222037	9463041375	225414	-	Q.N. B-8,Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozepur City.
24	Sh. Raj Singh	Senior assistant	0 1632	222037	9501005703	225414	-	Kamboj Nagar,Dulchi Ke Road,Ferozepur City.
25	Smt. Ravinder Lamba	Junior Assistant	0 1632	222037	9465806990	225414	-	Q.N. D-10,Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozepur City.
26	Sh. Jaswinder Singh	Clerk	0 1632	222037	8146500475	225414	jaswinder mrrar@gmail.com	Q.N. D-5,Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozepur City.
27	Sh. Harjit Singh	Clerk	0 1632	222037	9463384689	225414	-	Q.N. D-11,Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozepur City.

28	Sh. Balwinder Singh	Clerk	0 1632	222037	8146115234	225414	-	H.NO. 10,Bedi Colony Phase 2,Ferozpur City.
29	Sh. Krishna Kant Pandey	Lab Assistant	0 1632	222037	9463429170	225414	-	Q.N. E-20,Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozpur City.
30	Sh. Dildar Singh	Lab Assistant	0 1632	222037	9653193213	225414	-	Q.N. E-17,Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozpur City.
31	Sh. Brijesh Kumar	Lab Assistant	0 1632	222037	9316871373	225414	-	Q.N. E-19,Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozpur City.
32	Sh. Gurmeet Singh	Lab Assistant	0 1632	222037	9463043353	225414	-	Q.N. D-10,Staff Colony,Govt Polytechnic College,Dulchi Ke Road,Ferozpur City.
33	Sh. Gurpratap Singh	Gestatnor Operator	0 1632	222037	9780024473	225414	-	H.N. 120,Azad Nagar,Near New Bus Stand,Ferozpur City.
34	Sh. Darshan Lal	Daftari	0 1632	222037	9814071864	225414	-	Kamboj Nagar,Gali Rulia Wala,Ferozpur City.

35	Sh. Pargat Singh	Hamerman	0 1632	222037	9463083067	225414	-	Village-Golewala, District-Faridkot.
36	Sh. Rajinder Kumar	Sweeper	0 1632	222037	9914449787	225414	-	Q.N. F-16, Staff Colony, Govt Polytechnic College, Dulchi Ke Road, Ferozpur City.
37	Smt. Nirmala Rani	Sweeper	0 1632	222037	9569339566	225414	-	Q.N. 20, Green Shop, Mission Hospital, Near PUL, Ferozpur City.
38	Sh. Ram Jas	Mali	0 1632	222037	8872330479	225414	-	Q.N.E-21, Staff Colony, Govt Polytechnic College, Dulchi Ke Road, Ferozpur City.
39	Smt. Ravinder Kaur	Jr. Scale Steno	0 1632	222037	9463173511	225414	-	Q.N.D-2, Staff Colony, Govt Polytechnic College, Dulchi Ke Road, Ferozpur City.
40	Sh. Hukam Singh	Clerk	0 1632	222037	9465309346	225414	-	Q.N.D-11, Staff Colony, Govt Polytechnic College, Dulchi Ke Road, Ferozpur City.
41	Sh. Sukhwinder Singh	Workshop Supdt.	0 1632	222037	9463467431	225414	-	Recently Joined
42	Sh. Vijay Kumar	Senior Lecturer	0 1632	222037	9501021625	225414	-	Headquarter Shifted



**Chapter-11**  
**(Manual-10)**

**The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations**

**Pay Scales of Officer/employees.**

Sr. No.	Designation	Pay Scales	Compensation/ Compensatory allowance	The procedure to deter mine the remuneration as given in the regulation
1.	Principal	Rs. 37,400- 67,000 + Rs. 8700 GP	As per rate fixed by the Government	As per Finance Department Rules.
2.	Head of Department	Rs. 15,600- 39,100 + Rs. 7800 GP	-do-	-do-
3.	Senior Lecturer	Rs. 15,600- 39,100 + Rs. 6600 GP	-do-	-do-
4.	System Manager	Rs. 15,600- 39,100 + Rs. 6600 GP	-do-	-do-
5.	Lecturer	Rs. 15,600- 39,100 + Rs. 5400 GP	-do-	-do-
6.	Workshop Supdt	Rs. 15,600- 39,100 + Rs. 5400 GP	-do-	-do-
7.	Workshop Foreman Instructor	Rs. 15,600- 39,100 + Rs. 5400 GP	-do-	-do-
8.	Programmer	Rs. 10,300- 34,800 + Rs. 5000 GP	-do-	-do-
9.	Heat treatment Instructor	Rs. 5910-20,200 + Rs. 2800 GP	-do-	-do-
10.	Instrument Repair	Rs. 5910-20,200 + Rs. 2800 GP	-do-	-do-
11.	Draftsman	Rs. 10,300- 34,800 + Rs. 3800 GP	-do-	-do-
12.	P.T.I./D.P.I.	Rs. 10,300- 34,800 + Rs. 3200 GP	-do-	-do-
13.	Librarian	Rs. 5910-20,200 + Rs. 2800 GP	-do-	-do-
14.	Assistant Librarian	Rs. 5910-20,200 + Rs. 2400 GP	-do-	-do-
15.	Office Supdt.	Rs. 10,300- 34,800 + Rs. 4200 GP	-do-	-do-
16.	Senior assistant	Rs. 10,300- 34,800 + Rs. 3800 GP	-do-	-do-
17.	Clerk	Rs. 5910-20,200 + Rs. 1900 GP	-do-	-do-
18.	Junior Scale Stenographer	Rs. 5910-20,200 + Rs. 2400 GP	-do-	-do-
19.	Steno typist	Rs. 5910-20,200 + Rs. 2000 GP	-do-	-do-

20.	Boiler Incharge	Rs. 5910-20,200 + Rs. 2800 GP	-do-	-do-
21.	Junior Lab Technician	Rs. 5910-20,200 + Rs. 2800 GP	-do-	-do-
22.	Gestatnor Operator	Rs. 4900-10,680 + Rs. 1650 GP	-do-	-do-
23.	Electrician	Rs. 5910-20,200 + Rs. 1900 GP	-do-	-do-
24.	Fitter	Rs. 5910-20,200 + Rs. 1900 GP	-do-	-do-
25.	General Mechanic	Rs. 5910-20,200 + Rs. 1900 GP	-do-	-do-
26.	Driver	Rs. 5910-20,200 + Rs. 2000 GP	-do-	-do-
27.	Senior Lab Assistant	Rs. 5910-20,200 + Rs. 1900 GP	-do-	-do-
28.	Lab Attendant	Rs. 5910-20,200 + Rs. 1900 GP	-do-	-do-
29.	Studio Assistant	Rs. 10,300- 34,800 + Rs. 3200 GP	-do-	-do-
30.	Restorer	Rs. 5910-20,200 + Rs. 1900 GP	-do-	-do-
31.	Mason-cum-Carpenter	Rs. 5910-20,200 + Rs. 1900 GP	-do-	-do-
32.	Library Attendant	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-
33.	Plumber	Rs. 5910-20,200 + Rs. 1900 GP	-do-	-do-
34.	Typewriter Mechanic	Rs. 5910-20,200 + Rs. 1900 GP	-do-	-do-
35.	Record Restorer	Rs. 5910-20,200 + Rs. 1900 GP	-do-	-do-
36.	Cwokidar	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-
37.	Hammerman	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-
38.	Class Room Cleaner	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-
39.	Baidar	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-
40.	Mali	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-
41.	Cammon-Room-Attendant	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-
42.	Store Cooli	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-
43.	Typewriter Attendant	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-
44.	Workshop Cleaner	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-
45.	Sweeper	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-
46.	Peon-cum-Chowkidar	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-
47.	Peon	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-

48.	Mali-cum-Chowkidar	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-
49.	Daftri	Rs. 4900-10,680 + Rs. 1650 GP	-do-	-do-
50.	Machine Shop Attendant	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-
51.	Animal House Attendant	Rs. 4900-10,680 + Rs. 1300 GP	-do-	-do-

## Chapter-12

### (Manual-11)

#### The Budget Allocated for Financial Year 2012-13

Name of the Scheme Head	Amount Sanctioned (figure in Lac)
Travelling Allowance	0.14
Medical	1.00
Telephone	0.04
Electricity	2.88
Water	1.12
Office	0.02
Professional	5.88
Salary	247.55 (figure in crore)

## **Chapter-13 (Manual- 12)**

### **The Manner of Execution of Subsidy Programmes**

**13.1 Information as per the following format:**

**1. Name of Programme/scheme**

- Scholarship-1) centrally sponsored Post Matric Scholarship Scheme.  
2) Special Grant Scheme sponsored by Government of Punjab.

**2. Duration of the programme/scheme**

- i) The award once made will be tenable from the stage at which it is given to the completion of course subject to good conduct and regularity in attendance. It will be renewed from year to year provided that within a course which is continuous for a number of years, the scholar secures promotion to the next higher class irrespective of the fact whether such examinations are conducted by a University or the Institution.
- ii) If a Scheduled Caste/Scheduled Tribe scholar pursuing Group A courses fails in the examination for the first time, the award may be renewed. For second and subsequent failure in any class, the student shall bear his/her own expenses until he/she secures promotion to the next higher class.
- i) If a scholar is unable to appear in the annual examination owing to illness and or on account of any other unforeseeable event, the award may be renewed for the next academic year on submission of medical certificate and/or other required sufficient proof to the satisfaction of the Head of the Institution and his/her certifying that the scholar would have passed had he appeared in the examination.
- v) If according to the Regulations of a University/Institution, a student is promoted to the next higher class even though he/she may not have actually passed in lower class and is required to take examination of a the junior class again after sometime, he/she will be entitled to scholarship for the class to which he/she is promoted if the student is otherwise eligible for scholarship.

**3. Objective of the programme.**

The object of the scheme is to provide financial assistance to the SC / ST students, who are permanent resident of Punjab State studying at post matriculation or post secondary stage to enable them to complete their Education.

4. Physical and financial targets of the programme (for the last year-2006-07) Rs. 195.30 lacs was distributed to the 750 Students studying in various Engineering and Polytechnic Colleges under Centrally sponsored Post Matric Scholarship Scheme and 33 Applications of Students studying in various Engineering and Polytechnic Colleges were received under Special Grant Scheme but no Bill has been passed whereas total grant available was 6.00 lacs.
5. **Eligibility of Beneficiary.**  
Merit-cum-mean basis and SC/ST students who are permanent resident of Punjab State and the income of their parents/guardian is less than 1.00 lac P.A. for the benefit under Centrally sponsored Post Matric Scholarship Scheme and scholarship is awarded to SC/ST student of Punjab State @ 125 Rs. per month for day scholar and @ Rs. 250 per month for hostler and ceiling of income of parents of guardians is Rs. 60,965 P.A..
6. **Pre-requisites for the benefit**
- i) The scholarships are open to national of India.
  - ii) These scholarships will be given for the study of all recognized post matriculation for post-secondary courses pursued in recognized institutions.
  - iii) Only those candidates who belong to Scheduled Castes and Scheduled Tribes who have passed Matriculation or Higher Secondary or any higher examination of a recognized University or Board of Secondary Education, will be eligible.
  - iv) Students pursuing Post graduate courses in medicine will be eligible if they are not allowed to practice during the period of their course.
  - v) No subsequent failure will be condoned except courses in Group „A“ and no further change in the course will be allowed.
  - vi) Students who pursue their studies through correspondence courses are also eligible. The term correspondence includes distant and continuing education.
  - vii) Employed students who take leave without pay for the entire duration of the course and study as full time students will be eligible for scholarships.
  - viii) All children of the same parents/guardians will be entitled to receive benefits of the scheme.

**7. Procedure to avail the benefits of the programme**

Application complete in all respects shall be submitted to the Head of the Institution, being attended or last attended by the candidates and shall be addressed to an officer specified for this purpose by the Government of State/Union Territory to which the student belongs, in accordance with the instructions issued by them from time to time.

**8 Criteria for deciding eligibility.**

- i) All the eligible Scheduled Castes and Scheduled Tribes candidates will be given scholarships subject to the application of Means Test prescribed in these Regulations.
- ii) Candidates belonging to one State but studying in other State will be awarded scholarships by the State to which they belong and will submit their applications to the competent authorities in that State. In the matter of exemption from fees or other concessions also they will be treated as if they were studying in their own State.

**9 Detail of the benefits given in the programme (also mention the amount of subsidy or other help given)**

Scholarships are paid according to the „means test“  
Full maintenance allowance and full fee. Full fees is reimburse under the centrally sponsored Post Matric Scholarship Scheme.

**10. Procedure for the distribution of the subsidy.**

**10 Where to apply or whom to contact in the office for applying.**

Principal / Head of the Institute.

**11 Applicant fee (where applicable)**

Not applicable.

**12 Other Fees (where applicable)**

Not applicable.

**13 Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)**

**SCHOLARSHIP FORM NO.1****HISTORY SHEET OF THE APPLICANT FOR POST-MATRIC/SCHOLARSHIP TO:-**

- Portion not applicable should be crossed out by the applicant
- |                     |
|---------------------|
| SCHEDULED CASTES    |
| SCHEDULED TRIBES    |
| DENOTIFIED TRIBES   |
| NOMADIC TRIBES      |
| SEMI-NOMADIC TRIBES |

Note:- The applicant should fill in correctly the entries from 1 to 5 only. The remaining entries will be filled in by the authority which awarded scholarship.

1. Full name of the applicant (IN BLOCK LETTERS) Shri/Shrimati/Kumari-----
2. Applicant belongs to--- State\_\_\_\_\_ District\_\_\_\_\_ Permanent\_\_\_\_\_ Address\_\_\_\_\_
3. (a)(i) Whether Scheduled Castes, Scheduled Tribes, Denotified, Nomadic and Semi Nomadic Tribes  
(c) Whether employed or not
4. (a) Course of Study for which scholarship desired  
(b) Class and course studying
5. Name of the institution where studying and its complete Complete postal address

(To be filled in by the Awarding Authority)

6. Year of applying
7. Application/Folder File Number
8. Whether awarded scholarship
9. Monthly rate of maintenance charges fixed at the rate of\_\_\_\_\_

Hosteller rate Rs.

\_\_\_\_\_

Day Scholar rate Rs.



10. Total period for which the scholarship will be required for the completion of the course From                      To
11. Date from which scholarship payable
12. Progress Chart-(This may be filled up from the year of selection onwards making thereof the renewals made till the applicant completes the course).

### **FRESH**

#### **APPLICATION FOR GOVERNMENT OF INDIA SCHEME OF POST-MATRIC SCHOLARSHIP TO SCHEDULED CASTES, SCHEDULED TRIBES, DENOTIFIED, NOMADIC AND SEMI-NOMADIC TRIBES STUDENTS FOR STUDIES IN INDIA**

**2000 to 2001**

#### **(Instructions for the Applications)**

1. Before filling in the application form the applicant must carefully read the regulation of the scheme. These scholarships are for Post-Matriculation/Post-Secondary studies only.
2. This form is intended for FRESH applicants and for those who were in receipt of scholarship in the previous year but have completed a stage of education (e. g. Intermediate / Pre-Professional / Pre- Medical/ Pre-Engineering etc.) and desire to apply for scholarship during the current year for studying a higher course of study (like Pre-University/Intermediate or M.A. after passing B.A. or M.B.B.S. after passing Pre-Medical Intermediate).
3. The applicant must submit this application duly completed to the authority prescribed for this purpose by the Government of the State/Union Territory to which he/she actually belongs/permanently settled, before the last date of receipt of applications is over are over are liable to be rejected. The applications should NOT be sent to the Government of India.
4. APPLICANT IS WARNED THAT IF HE/SHE SUBMITS THE APPLICATION BY GIVING FALSE STATEMENT, WRONG DECLARATION OF CASTES, INCOME ETC. OR OTHERWISE OBTAINS SCHOLARSHIP, THROUGH FRADULENT MEANS HE/SHE WILL BE BALCK LISTED AND DEBARRED FOR SCHOLARSHIP FOR EVER UNDER THIS OR ANY OTHER SCHOLARSHIP SCHEME. THE SCHOLARSHIP PAID WILL ALSO BE RECOVERED.

**PART (A)**

(Entries to be filled in by the applicant in neat and clean handwriting)

To

The Director of Public Instruction,  
Punjab, Chandigarh.

Sir,

Applicant must affix his/her passport size photograph with his/her Signature thereon
--

I wish to other myself as a candidate for the award of a scholarship for the year  
19\_\_\_\_\_19\_\_\_\_\_under the above-noted scheme.

I belong to\_\_\_\_\_and the other particulars given below:-

( „““ The applicant should state whether he/she belongs to Scheduled Castes,  
Scheduled Tribes, Denotified Nomadic, Semi-Nomadic Tribe or  
Scheduled Castes, Scheduled Tribes, Denotified Nomadic and Semi-Nomadic Tribes  
candidates should also indicate sub-caste);

1. Name of the applicant in full\_\_\_\_\_
- BLOCK LETTERS (Women  
Candidate should also indicate  
Whether Miss/Mrs.)
2. Date of Birth \_\_\_\_\_
3. (i) Nationality \_\_\_\_\_
- (ii) State to which the applicant  
Actually belongs permanently  
settled\_\_\_\_\_
- State \_\_\_\_\_
- District \_\_\_\_\_
- Full permanent address \_\_\_\_\_
- \_\_\_\_\_
4. Present address \_\_\_\_\_
5. Whether married or single \_\_\_\_\_
6. State whether your father \_\_\_\_\_
- Husband is alive \_\_\_\_\_
7. Give full name, occupation and complete postal Name \_\_\_\_\_

Address of your father/mother/husband/guardian

Occupation\_\_\_\_\_

Present address\_\_\_\_\_

Permanent address\_\_\_\_\_

8. Who supports you in your studies, i.e.  
Father/mother/guardian/husband or are  
You supporting yourself.

9. If your father/mother guardian/husband/  
Supports you, please state:-

The total annual income of your parents  
(Father and mother/guardian/husband)  
from all sources in the preceding year  
ending 31<sup>st</sup> March, 19\_\_\_\_\_

10. Number of children receiving post-matric  
Education in the current year including in  
the applicant

Give their full particulars:

Name	Age	Class and course in which studying	Full address of the institution where studying	Whether applied for a Scholarship under this scheme is already in receipt of a Scholarship

11. If you are supporting yourself please indicate:-

- Your present occupation
- Name and address of your employer
- Total monthly income
- Whether the applicant has to support a family or not
- The total annual income from all sources of the family, including your own in the Proceeding year ending on 31<sup>st</sup> March

12. (i) Were you in receipt of scholarship under this scheme in the previous academic year

(ii) If yes, indicate the course of study\_\_\_\_\_

The Class

The Institution

13. Give particulars of all examinations taken and Colleges/Universities attended commencing with the Matriculation or equivalent examination, attested copies of the certificates, diplomas, and degree should be attached. Any break in the educational carrier and how that was spent should be indicated in the remarks column. Where it is not possible to attach copy of the certificate, one attested copy of the Marks-Sheet be sent.

Sr.No.	Name of High School/ College/ University/Board, etc., from which examination was taken	Date of entering and leaving	Name of examination taken	Roll No. and year	Whether passed or not, if passed, State division	Subjects taken	Remarks

14. (i) Course of study for which scholarship is now desired by the applicant
- (ii) Name and full address of the educational Institution where the applicant is studying the above course
- (iii) Class to which admitted
- (iv) Exact date of joining that class
- (v) Subject taken From                      To
- (vi) Total number of cars required for the completion of the entire course referred to at (i)
- (vii) Likely date, month and year in which the final examination will be held and the Name of the University/Board which will award the final degree/diploma/certificate
- (viii) Whether the course of study is a regular day time/evening time course?
- (ix) In case you are studying a regular evening time course indicate how your day time is utilised.

15. Are you residing in the hostel of the institution on an approved hostel?

(If yes, full particulars of the hostel and the hostel dues)

16. (i) If you belong to Scheduled Tribe, have you attached Caste and Citizenship Certificate along with this application
- (ii) If you belong to Scheduled Caste, Denotified, Nomadic and Semi-Nomadic Tribes, have you attached along with this application the Caste and Citizenship Certificate and income declaration
- (iii) If you belong to Lower Income Group, have you attached Citizenship and Income Certificate along with this application
- (iv) Have you attached (a) receipt in acknowledgment of the Scholarship amount for the previous academic year, (b) Parent"s/ Guardian"s Declaration and (c) Part „V“ this application

I hereby declare that I have read the regulations of the Scheme and the Statement made by me on this application form is correct. I further agree to abide by the terms and conditions of the award, if I am selected for the scholarship applied for.

I undertake that if any statement made by me is found incorrect by the Government whose decision refunded by me and failing which the authority awarding the scholarship will recover the amount through whatever means it deems proper.

I fully understand the declaration of false statements will debar me for scholarship for ever under the or any other scholarship scheme.

Place:  
Date:

Signature of the  
Applicant\_\_\_\_\_

#### PARENTS/GUARDIANS DECLARATION

(This declaration has to be given by father/mother/husband/guardian as the case may be of the applicant)

I certify that particulars given in the application and correct and if any of them is found to be incorrect the Government"s decision on whether the declaration of particulars is false shall be final and binding on me. I undertake to refund to the Government on

demand the entire amount of Scholarship, etc. that may be paid to my son/daughter/wife/ward failing which the Government may recover the amount from me through whichever means it deems proper.

Place:

Signature\_\_\_\_\_

Date:

Left/Right hand thumb impression in case he/she is illiterate

### PART (B)

(To be filled in by Head of the institution where the applicant is studying)

- (i) The statement made by the applicant in part (A) are correct to the best of my knowledge
- (ii) Character, conduct and attendance of the applicant (general review)
- (iii) Whether you recommend the applicant for the award of a scholarship
- (iv) Date of commencement of the current academic session of the course the applicant is studying in your Institution.
  - 1. Date\_\_\_\_\_
  - 2. Course\_\_\_\_\_
- (v) Exact date on which the applicant joined the class
- vi) Likely date, month and year on which the annual examination in the current session will be over
- (vii) (a) Is the applicant exempt from payment of tuition fees
  - (b) If yes, please indicate whether exemption is for full or half tuition fee
- (viii) Details of the non-refundable compulsory fees (Excluding hostel rent and other incidental charges payable by the applicant during the Current year to the institution

The applicant is required to pay compulsory fees (excluding hostel rent and other incidental charges) amounting to Rs.\_\_\_\_\_to this institution for the current year from \_\_\_\_\_to \_\_\_\_\_as per details given below:-

Particulars of all non-refundable compulsory fees payable by the applicant to the institution and University	Amount paid				Amount paid	
	Rs.	P.	Rs.	P.	Rs.	P.
1. Tution			6. _____			
2. University Examination			7. _____			
3. Admission			8. _____			
4. _____			9. _____			
5. _____			10. _____			
			11. _____			
<b>Total</b>	_____		<b>Grand Total Rs.</b>		_____	

„ Any other compulsory non-refundable fee payable by the applicant to the institution be indicated here.

- (x) Whether the applicant is residing in the hostel or not  
IF yes, please indicate\_\_\_\_
- (a) the date on which the applicant joined the hostel
- (b) Whether the applicant is entitled to free board and Lodging /free board/free lodging
- (c) Average monthly charges payable by the applicant
- (i) Boarding i.e., mess charges
- (ii) Lodging, i.e., hostel rent etc.
- (xi) Designation and full postal address of the authority/ Head of the institution to which the scholarship amount, etc, will be sent for disbursement to the Applicant.
- (xii) Name of the nearest branch of the State Bank of India of the Government Treasury through which the payment of scholarship is desired

Certified that\_\_\_\_

- (1) The fees charged from the applicant are compulsory payable by all the students studying in the class and there is no exemption possible. No fees shown herein are reimbursed by the Government or from any other source.

- (2) This institution is affiliated to \_\_\_\_\_ University / Board and is recognized by the Government of India/State Government of \_\_\_\_\_  
\_\_\_\_\_. The applicant is staying \_\_\_\_\_ course in this institution and the minimum qualification required for admission to that course is a pass in the \_\_\_\_\_ examination.
- (3) The applicant is receiving monthly payment at the rate of Rs. \_\_\_\_\_ per month from the month of \_\_\_\_\_ our of the adhoc amount placed at my disposal by the Government.  
No adhoc grant-scholarship has been paid/is being paid to the students as he has failed or been detained in the class and his case has been referred to the awarding authority for decision to avoid wrong payment
- (4) The accounts in respect of the application will be regularly rendered to the Government and in case the applicant leaves the institution or otherwise discontinues studies or accepts any other scholarship/stipend, the fact will immediately be reported to the authority awarding the scholarship and the payment of scholarship to the applicant will also be discontinued. The undisbursed amount/lying with the institution on account of scholarship, fees, etc. will also be refunded into the Government account.

No.:	“Signature of the Head of the
Place:	Institution _____
Date:	Name in block letter _____
“STAMPED SIGNAUTRES	Designation _____
WILL NOT BE ACCEPTED	Address _____
	Seal of Institution _____

#### CASTE, CITIZENSHIP AND INCOME CERTIFICATE

- Notes:-(i) This certificate is to be submitted along with the applicant by only those applicants who belong to the Scheduled Tribes or the scheduled Castes or the Denotified Tribes or the Nomadic Tribes or the Semi-Nomadic Tribes.
- (ii) This certificate should be signed either by a Sarpanch or Numberdar or Patwari or Member of Parilament or a Member of State Union Territory Legislature or a Municipal Commissioner or a Member of the District Board or a Gazetted Officer or an officer specially authorized by the Government of the State/Union Territory to which the applicant actually belongs.



- (iii) THIS CERTIFICATE IS A VERY IMPORTANT DOCUMENT AND THE SCHOLARSHIP IS AWARDED MAINLY ON THE BASIS OF THE CERTIFICATE ISSUING AUTHORITY. IT IS, THEREFORE, ADVISED TO ISSUE THIS CERTIFICATE WITH DUE CAUTION SO THAT SCHOLARSHIP REALLY GOES TO THE STUDENT WHO ACTUALLY BELONGS TO EITHER OF CLASSES SPECIFIED ABOVE.

I certified to the best of knowledge that:-

1. Shri/Kumari/Shrimati \_\_\_\_\_  
 son / daughter / wife of Shri \_\_\_\_\_ resident of \_\_\_\_\_  
 \_\_\_\_\_ is a citizen of India and belong to  
 the \_\_\_\_\_.

2. His/Her sub-caste is \_\_\_\_\_ and religion  
 is \_\_\_\_\_.

3. His/Her father/guardian/husband is a permanent resident of village \_\_\_\_\_  
 \_\_\_\_\_ tehsil \_\_\_\_\_ district \_\_\_\_\_, State \_\_\_\_\_

4. The total monthly income from all sources of both the  
 parents/guardian/husband/himself is Rs. \_\_\_\_\_ (P.M.)

Signature \_\_\_\_\_

Name in Block LETTERS \_\_\_\_\_

Designation \_\_\_\_\_

Full address \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Place:

Date:

„“ A certificate bearing the seal of the issuing authority, if that be Gazetted or any specially authorised officer, will not be accepted. Other may also affix their seals if available.

„““ Please write whether the applicant belongs to Scheduled Castes/Scheduled Tribes/Denotified Tribes/Nomadic Tribes/Semi-Nomadic Tribes.

**(SCHOLARSHIP FROM NO.2)**

**Renewal**

APPLICATIONS FOR GOVERNMENT OF INDIA SCHEME OF POST MATRIC SCHOLARSHIPS TO SCHEDULED CASTES, SCHEDULED TRIBES, DENOTIFIED NOMADIC AND SEMI-NOMADIC TRIBES STUDENTS FOR STUDIES IN INDIA

2000 TO 2001

**Instructions** 1. This form is meant for those scholars who were in receipt of scholarships under the above noted scheme in the previous year and who desire to apply for the “Renewal” of their scholarships during the current year for the completion of a continuous course of study at a same stage of education ( e.g. B.A.II year on passing the B.A. I year B.A. III year on passing the B.A. II year, internship / Houseman ship on passing the M.B.B.B.S. etc.)

Those who have completed a stage education ( e.g. Pre-University/Pre-Engineering, Pre-Medical, intermediate Degree Diploma course) and who desire to apply for higher course of study(e.g. after passing Pre-University, M.B.B.S. after passing inter Science Pre-Medical, B.A. after passing Inter Pre. eng. etc.) should send their application on the prescribed form meant for B.A. So. Candidates. Such candidates should not use this form.

2. This application duly completed must be sent before the last date of receipt of application is over to the authority who awarded scholarships in the previous year immediately after the annual examination result is known. The application should not be sent to the Government of India. Incomplete application will also be rejected.

APPLICANT IS WARNED THAT IF HE/SHE SUBMITS THE APPLICATION BY GIVING FALSE STATEMENT, WRONG INFORMATION OR OTHERWISE OBTAINS SCHOLARSHIP THROUGH FRAUDULLNI MEANS HE/SHE WILL BE BLACKLISTED AND DEBARRED FOR SCHOLARSHIP EVEN UNDER THIS OR ANY OTHER SCHOLARSHIP SCHEME THE SCHOLARSHIP AMOUNT PAID WILL ALSO BE RECOVERED

**PART-(A)**

(To be filled by the applicant in neat and clear handwriting)

Sir,

I was in receipt of a scholarships under the above noted scholarship scheme last year for the study on \_\_\_\_\_

(Name of course of study and class)

\_\_\_\_\_ at \_\_\_\_\_ and

(Name of Institution)

I am studying the year in the \_\_\_\_\_ class of that continuous course in that institution.

I request that my scholarship may be renewed for the current year  
19\_\_\_\_ 19\_\_\_\_\_

Yours faithfully

(Signature of the applicant)

Full Name in Capital letters: SH.KUMARI/SMT. \_\_\_\_\_

Father,,s/Husband"s Name : \_\_\_\_\_

Caste/Tribe and sub-Caste/ : \_\_\_\_\_

Sub-tribe

State where permanently settled: State \_\_\_\_\_

District \_\_\_\_\_

Full permanent address : \_\_\_\_\_

**PART-B**

( To be filled in by Head of Institution where the applicant in studying)

(i) (a) The statement made by the applicant in Part(A) correct \_\_\_\_\_

(b) Reference of the sanction letter which awarded scholarship No \_\_\_\_\_

Date \_\_\_\_\_

(ii) Character conduct and attendance of the applicant (General review) \_\_\_\_\_

(iii) (a) Result of the annual examination of class attendant in the

previous year, i.e. whether he/she has been promoted

to the next class or failed/detained \_\_\_\_\_

(b) If the applicant has been promoted to the next

- higher class, please indicate \_\_\_\_\_
- (1) Class to which promoted \_\_\_\_\_
- (2) Date of promotion \_\_\_\_\_
- (3) Date of joining \_\_\_\_\_
- (c) In case the applicant failed or was otherwise detained please indicate-- \_\_\_\_\_
- (1) Reason of failure/detention \_\_\_\_\_
- (2) Whether this is his/her first failure or more than one failure in the entire course? \_\_\_\_\_
- (d) Likely date, month and year in which the annual Examination in the current session will be over (Including practical) \_\_\_\_\_
- (iv) (a) Is the applicant exempt from payment of tuition fee? \_\_\_\_\_
- (b) If yes, please indicate whether exemption is for full or half tuition fee? \_\_\_\_\_
- (v) Name of the dearest branch of the State Bank of India of the Government Treasury through which the payment of Scholarship is desired? \_\_\_\_\_
- (vi) The designation and full address of Head of the Institution to whom the Scholarship amount in respect of this student may be sent \_\_\_\_\_
- (vii) The applicant is required to pay compulsory fees ( including hostel rent) and other incidental Charges to this institution for the current year from \_\_\_\_\_ to \_\_\_\_\_ as per details given below:-
- (viii) (a) Was the applicant residing in the hostel in the preceding year?
- (b) Whether the applicant is residing in the hostel of the \_\_\_\_\_ Institution or an approved hostel this year?
- (c) If yes, please furnish-
- (1) Name of the Hostel \_\_\_\_\_
- (2) Date of admission in the Hostel \_\_\_\_\_
- (d) Whether the applicant is entitled to free board and Lodging of free board or free lodging? \_\_\_\_\_

Particulars of all non-refundable compulsory fees Payable by the applicant to the Institution and University during current academic year	Rate		Amount payable by the applicant to the institution		Remarks
	Rs.	P.	Rs.	P.	

Particulars of all non-refundable compulsory fees Payable by the applicant to the Institution and University during current academic year	Rate		Amount payable by the applicant to the institution		Remarks
	Rs.	P.	Rs.	P.	
1. Tuition					
2. Uni-Examination					
3. Amiss.					
4. Other Charges					
5. with detail					
Total	_____				

Certified that this institution is affiliated to \_\_\_\_\_ University/Board and is recognised by the Government of India, State Government of \_\_\_\_\_ the applicant was awarded scholarship for studying \_\_\_\_\_ course in this institution and receipt in the prescribed form him/her to effect that he/she was paid scholarship in the preceding year is annexed.

I undertake that the Scholarship amount in respect of the applicant if and when placed at my disposal will be disbursed by me for the specific purposes for which it is given and the account will be regularly rendered to the authority which awarded the Scholarship. In case the applicant leaves the Institution or otherwise discontinues the study or accept any other regularly scholarship/stipend the fact will be immediately reported to paid authority and the payment of scholarship to the applicant will also be discontinued. The undisbursed amount lying with the institution on account of maintenance charge fee etc. will also be refunded of the Government amount.

No.	Signature of the Head of the Institution _____
Place:	Name _____
Date:	Designation _____
	Address _____

(Seal of Institution)

Any other compulsory non-refundable the applicant the institution be indicated here

**ANNEXURE-1**

Receipt in acknowledgement of the scholarship amount for 19\_\_\_\_19\_\_\_\_\_

Reference of sanction letter No. and date by which awarded No.\_\_\_\_\_

a scholarship in the previous year

Date\_\_\_\_\_

Period up to which maintenance charges paid

\_\_\_\_\_

Received from\_\_\_\_\_

(Indicate the authority who awarded the scholarship)

a sum of Rs.\_\_\_\_\_(Rupees\_\_\_\_\_only) in full/part payment of the

Government of India Scholarship sanctioned to me for the year 19\_\_\_\_19\_\_\_\_(for study

in\_\_\_\_\_Class or\_\_\_\_\_under the Scheme of Post Matric Scholarship to

Scheduled Castes Scheduled Tribes Students through the

Principal/Dean/Registrar\_\_\_\_\_College University.

Signature of the student\_\_\_\_\_

Full name in Block Letters\_\_\_\_\_

Class\_\_\_\_\_

Date\_\_\_\_\_

## ANNEXURE-b

Particulars of last University/Final/Examination in respect of Shri/Smt./Kumari\_\_\_\_\_

Name of Examination	Institution/ Board	University	Year in which taken	Marks	
				Aggregated % of Marks obtained to aggregate	Total obtained

## COUNTERSIGNED

\_\_\_\_\_ Signature of the Head  
of the institution  
\_\_\_\_\_ Designation  
\_\_\_\_\_ Institution

## APPLICATION FORM FOR SPECIAL GRANT TO STUDENTS BELONGING TO SCHEDULED CASTES/TRIBES FOR THE YEAR 200\_\_\_\_ TO 200\_\_\_\_\_

1. Name of the students ( IN CAPITAL LETTERS): \_\_\_\_\_
2. Father's Name ( IN CAPITAL LETTERS) : \_\_\_\_\_
3. Date of joining the college : \_\_\_\_\_
4. Name of course : \_\_\_\_\_
5. Class Roll No. : \_\_\_\_\_
6. Class to which joined/promoted : \_\_\_\_\_
7. Period for which special grant sought for : From\_\_\_\_\_ To\_\_\_\_\_
8. Residence/Home address : \_\_\_\_\_  
(Domicile Certificate be attached) : \_\_\_\_\_
9. Whether SC/ST and sub caste is : \_\_\_\_\_  
(Attested copy of SC/ST Certificate to be attached: \_\_\_\_\_
10. Total annual income from all sources of both : \_\_\_\_\_  
The Parents/Guardian/Husband himself is : \_\_\_\_\_  
(Certificate be attached) : \_\_\_\_\_

11. Day Scholar/Hostler : \_\_\_\_\_

Date:

Signature of Student

Signature of the Hostel caretaker

Recommended by the Head of Deptt.

Recommended

Signature of Principal  
(With seal)

TO BE FILLED BY THE INSTITUTE

Name of the college: \_\_\_\_\_

Summary statement of the forms/applications for the award of special grant to the students belonging to schedule castes/tribes for the year 200\_\_\_\_200\_\_\_\_\_

S. No.	Name of the Student was college Roll No.	Father's Name	Year of joining the college	Whether joining the college	Rate of special grant to be sanctioned	Date of joining the present class	Period for which special grant to be sanctioned	Total amount of special grant	Whether any special grant has been released if yes. No. and date of sanction by which awarded	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

Signature of Principal  
(With Seal)



**15 List of attachments (certificates/documents)**

- a) One copy of the application for scholarship in the prescribed form ( separate application forms as have been prescribed form „fresh“ and renewal scholarship by concerned States/UTs).
- b) One copy of the passport size photograph with signatures of the student thereon (for fresh scholarship)
- c) One attested copy of certificates, diploma, degree etc. in respect of all examinations passed.
- d) A certificate (in original) of Caste duly signed by an authorized Revenue Officer not below the rank of Tehsildar.
- e) An income declaration by the self-employed parents/ guardians, stating definite income from all sources by way of an affidavit on non-judicial stamp paper. Employed parents/guardians are required to obtain income certificate from their employer and for any additional income from other sources, they would furnish declaration by way of an affidavit on non-judicial stamp paper.
- f) A receipt in acknowledgement of the scholarship in the previous year on the form attached to the application only duly counter-signed by the Head of the institution concerned, if the application was in receipt of a scholarship under this scheme in the proceeding year.

**16 Format of Attachments**

- a) One copy of the application for scholarship in the prescribed form (separate application forms as have been prescribed for 'fresh' and renewal scholarship by concerned State/UTs).
- b) One copy of the passport size photograph with signatures of the student thereon (for fresh scholarship)
- c) One attested copy of certificates, diploma, degree etc. in respect of all examinations passed.
- d) A certificate (in original) of Caste duly signed by an authorized Revenue Officer not below the rank of Tehsildar.
- e) An income declaration by the self-employed parents-guardians, stating definite income from all sources by way of an affidavit on non-judicial stamp paper. Employed parents/guardians are required to obtain income certificate from their employer and for any additional income from other sources, they would furnish declaration by way of an affidavit on non-judicial stamp paper.

- f) A receipt in acknowledgement of the scholarship in the previous year on the form attached to the application duly counter-signed by the Head of the institution concerned, if the application was in receipt of a scholarship under this scheme in the preceding year.

**17 Where to contact in case of process related complaints.**

Principal or Head of the concerned institute.

**18 Details of the available fund (At various levels like District Level, Block Level etc)**

At State level (Directorate of Social Welfare of Scheduled Casts, Scheduled Tribes and other Backward Classes, S.C.O. No.128-29, Secor-34, Chandigarh).

- i) 195.30 lacs are available for the year 2006-07 under Post Matric Scholarship Scheme under the head "2225- Welfare of Scheduled Castes, Scheduled Tribes and other Backward Classes"
- ii) 6.00 lacs are available for the year 2006-07 under Special Grant Scheme under the Head "33-Subsidies.

**19. Number of beneficiaries given below (2006-07)**

Number of beneficiaries under post metric scholarship scheme = 750

Number of beneficiaries under special grant scheme = NIL

## Chapter 14

### (Manual-13)

#### Particulars of Recipients of Concessions, permits or authorization granted by it

1.	Name of Programme	Bus Pass facility
2.	Type (Concession/Permits/Authorization	Concession
3.	Objective	To provide financial help to the Students
4.	Targets set (For the last year)	
5.	Eligibility	Students of educational institutes/schools/colleges
6.	Criteria for the eligibility	All the Student are eligible
7.	Pre-requisites	Bonafide Students of Educational Institutes /schools/colleges
8.	Procedure to avail the benefits	Application duly attested by Principal/ Head of the Institutes.
9.	Time limit for the concession/Permits/Authorizations-	Monthly/ Quarterly
10.	Application Fee (where applicable)	Nil
11.	Application Format (where applicable)	Not applicable
12.	List of attachments (certificates/documents)	Identity card photograph, residence proof.
13.	Format of Attachments	
14.	List of beneficiaries in the format given below	

## **Chapter -15**

### **(Manual-14)**

#### **Information available in an electronic form**

**16.1 The details of the information related to the various schemes which are available in the electronic format.**  
The following information is available with the Institute in electronic form.

- 1) Technical Education policy.
- 2) Brief information of institute under the control of Department of Technical Education.
- 3) World Bank Projects.
- 4) Curriculum and fees structure of various disciplines.
- 5) Information about Training and Placement.
- 6) Public notices.

## Chapter-16

### (Manual-15)

#### Particulars of the facilities available to citizens for obtaining information

**17.1 Means, methods or facilitation available to the public which are adopted by the Institute for dissemination of information.**

**Like The following methods of facilitation are available to the Public which are adopted by the Institute:-**

1	Library	Available
2	Through News paper	Available
3	Notice Board	Available
4	Inspection of Records in the Office	Available
5	System of issuing of copies of documents	Available
6	Web site of the Public Authority	Available( <a href="http://www.gpcfzr.in">www.gpcfzr.in</a> )
7	Others means of advertising. T.V. etc.	Available

**Chater-17  
(Manual-16)**

**The names, designations and other particulars of the Public Information Officers**

**8.1 Contact information about the Public Information Officers, Assistant Public Information Officers and Institute Appellate Authority of the Public authority in the following format.**

**Name of the Public Authority:**

**Assistant Public Information Officers:**

Sr. No.	Name	Designation	S.T.D. Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Smt. Shubh Lata	Assistant Public Information Officer	01632	222037	9463041375	225414	-	Q.N. B- 8,Staff Colony, Govt Polytechnic College,Dulchi Ke Road, Ferozpur City.

**Public Information Officers:**

Sr. No.	Name	Designation	S.T.D. Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Sh. Jashanpreet Singh	Public Information Officers	01632	222037	8283806 120,9780 208020	225414	Jashanpreetkingra86@gmail.com	Q.N. C-7 Staff Colony, Govt Polytechnic College,Dulchi Ke Road, Ferozpur City.

**Institute Appellate Authority:**

Sr. No.	Name	Designation	S.T.D. Code	Ph. No.		Fax	Email	Address
				Office	Home			
1	Sh. H.P Singh	Appellate Authority	01632	222037	9815140 108	225414	harinderpal_s@yahoo.com	Q.N. B-9, Staff Colony, Govt Polytechnic College,Dulchi Ke Road, Ferozpur City.

## **Chapter-18 (Manual-17)**

### **Other Useful Information**

**18.1 Frequently Asked Questions and their Answers by Public.**

Generally question regarding trainees and trades and seating asked by general public. It is also asked by the public regarding concessions and other facilities which are given to the students. It is submitted that the answers of these question are given to the public by office of DTE and also these answers are published in the prospects.

**18.2 Related to seeking information****1) Application Form****FORM 'A'  
Rule 3(1)**

To

The Public Information Officer/  
Assistant Public Information Officer  
(Name of the Office with address)

- (1) Full Name of the applicant
- (2) Address
- (3) Particulars of information required
  - (i) Subject matter of information\*
  - (ii) The period to which the information relates\*\*
  - (i) Description of the information required\*\*\*
  - (ii) Whether information is required by post  
Or in person ( " the actual postal charges shall be included in additional fees)
  - (iii) In case by post( Ordinary, Registered or Speed Post)

Place  
Date

Signature of the applicant

- 
- Broad category of the subject to the indicated (such as grant/ Government land/Service matters/Licenses etc.)
  - Relevant period for which information is required to be indicated.
  - Specific details of the information are required to be indicated.
-



Acknowledgement

Received your application date \_\_\_\_\_  
vide Diary No. \_\_\_\_\_ dated \_\_\_\_\_.

Signatures of Public Information Officer/  
Assistant Public Information Officer

Name of the Department/Office \_\_\_\_\_

## 2. Fee

- (1) An application for obtaining any information under sub section (1) of section 6 shall be accompanied with a fee of Rupees ten.
- (2) For providing information under sub-section (1) of section 7, the fee shall be charged from the applicant at the following rates, namely:-
  - (a) Rs. 2/- for each page in A-4 or A-3 size paper, created or copied; and
  - (b) If information is to be provided on a large size of paper than that of specified in clause (a) the actual cost price of such a paper shall be charged.
- (3) For providing information under sub-section (5) of section 7, the fee shall be charged from the applicant at the following rates, namely:-
  - (a) Rs. 50/- for providing information in floppy;
  - (b) Rs. 50/- for providing information in diskettes and
  - (c) If information sought is of such a nature, which is contained in a printed document of which a price has been fixed, then that information will be provided after charging the price, fixed for that printed document. However, if only an extract or page of such a printed document is asked for, then a fee of Rs. 10/- per page shall be charged from the applicant.
- (4) No fee for inspection of record shall be charged, if such an inspection is made for one hour only. However, if inspection is made for a period of more than one hour, then a fee of rupees ten shall be charged for every fifteen minutes in excess of first hour. Every fraction of the period above fifteen minutes shall be construed as a complete period of fifteen minutes and it shall be charged as full period of fifteen minutes.