

9. ਸੀ.ਏ. (ਟੀ) ਟ ਡਕਟਰੀ ਐਬਰਜ਼, ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ, ਪਟਿਆਲਾ।
10. ਨਿੱਜੀ ਸਕੱਤਰ/ਰਿਅਲਮੈਨ/ਸੰਬੰਧਤ/ਸਕੱਤਰ - ਉਹੀ-

ਨੰਬੀ/ਉਪਰੋਕਤ ਅਨੁਸਾਰ

26.4.88

ਅਧੀਨ ਸਕੱਤਰ/ਪੀ ਡੇ ਆਰ, "1/3/88"
ਵਾ: ਸਕੱਤਰ, ਪੀ: ਰਾ: ਬਿ: ਬੋਰਡ,
ਪਟਿਆਲਾ।

ਪਿੱਠ ਬੰਨ੍ਹ ਨੰ: 156415/16 /ਆਰ. ਟੀ. ਜੀ-289 ਮਿਤੀ: 11-8-88

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਤੇ ਲੈਕੀਦੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਉਪ ਸਕੱਤਰ/ਵਿੱਤ, ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ, ਪਟਿਆਲਾ ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ ਆਈ. ਡੀ. ਨੰ: 894/ਰਿਨ-79 ਮਿਤੀ 29-6-88 ਦੇ ਹਵਾਲੇ ਵਿੱਚ।
2. ਅਧੀਨ ਸਕੱਤਰ/ਮੀਟਿੰਗ, ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ, ਪਟਿਆਲਾ, ਨੂੰ ਉਹਨਾਂ ਦੇ ਡੈਰ ਸਕਾਰੀ ਪੱਤਰ ਨੰ: 3339/ਡੈਮ-10/88/6 ਮਿਤੀ 29-7-88 ਦੇ ਹਵਾਲੇ ਵਿੱਚ।

ਨੰਬੀ/ਉਪਰੋਕਤ ਅਨੁਸਾਰ।

26.4.88

ਅਧੀਨ ਸਕੱਤਰ/ਪੀ ਡੇ ਆਰ "1/3/88"
ਵਾ: ਸਕੱਤਰ, ਪੀ: ਰਾ: ਬਿ: ਬੋਰਡ,
ਪਟਿਆਲਾ।

(1)

PUNJAB STATE ELECTRICITY BOARD
(SECRETARY /REGULATION SECTION)

OFFICE ORDER NO. 639 /Reg-709 DATED 2-8-88

In exercise of the powers conferred by Section-79(c) of the Electricity (Supply) Act, 1948, the Punjab State Electricity Board is pleased to make the PSEB Ministerial Establishment Departmental Accounts Examination Regulations, 1988, namely:-

1) SHORT TITLE, COMMENCEMENT AND APPLICATION:

- (1) These regulations may be called the "Punjab State Electricity Board Ministerial Establishment Departmental Accounts Examination Regulations, 1988.
- (2) They shall come into force at once.
- (3) They shall apply to every member of the Ministerial Establishment.

2. DEFINITIONS:-

For the purpose of these Regulations unless the context otherwise requires:-

- a) 'Act' means the Electricity (Supply) Act, 1948.
- b) 'Board' means the Punjab State Electricity Board constituted under Section -5 of the Electricity (Supply) Act, 1948.
- c) 'BOARD EMPLOYEE' (hereafter called the employee) means a person who is a member of any of the services under the control of the Board or who holds a post under the Board and includes any such person on 'Foreign Service' or whose services are temporarily placed at the disposal of the Central Govt. or a State Govt. or a Local or other authority (and also any person in the service of the Central Govt. or a State Govt. or a Local or other authority, whose services are temporarily placed at the disposal of the Board) notwithstanding that his salary is drawn from sources other than the Board's funds.
- d) 'EXAMINATION' means Punjab State Electricity Board Ministerial Establishment Departmental Accounts Examination.
- e) 'MINISTERIAL ESTABLISHMENT' "For the purpose of these regulations" means such Board employees who hold appointment on regular basis viz. whose appointment is not on adhoc basis, and whose duties are entirely clerical. It shall include all Lower Division Clerks, Upper Division Clerks, Telephonists, Cashiers, Steno-typists, Store-keepers & Assist. Store-keepers irrespective of the nature of duties they are performing viz. diarying, despatching, typing, record keeping, cash handling and Store Keeping.
- f) 'SECRETARY' means the Secretary of the Board appointed under Section 15 of the Act and includes any other officer so authorised by the Chairman to perform the duties of the Secretary in the absence of the Secretary for a short period.

- g) 'SUPERVISING OFFICER' means a person who is deputed to Conduct the Examination and is made over all incharge of a particular centre of the Examination.

3. SUBJECTS OF THE EXAMINATION:

The syllabus for the examination shall be as specified in Appendix 'A'. All the members of the Ministerial Establishment, excepting Assistant Store-Keepers and Store Keepers, if otherwise eligible to appear in the examination, shall be required to pass papers I to IV. The Assistant Store Keepers and Store Keepers, if otherwise eligible to appear in the examination, shall be required to pass only Paper V.

NOTE: The examination shall be without the aid of books, notes and other such material.

4. CONDUCT OF THE EXAMINATION.

The examination shall be conducted at such times and places as the Secretary may direct provided that the examination shall be held at least once a year.

Provided further that this schedule may be modified if the circumstances so warrant,

5. APPLICATION FOR APPEARING IN THE EXAMINATION:

(1) Members of the Ministerial Establishment, desirous of appearing in the examination, shall submit their applications on the prescribed form as specified in Appendix-'B' of these Regulations through their Heads of offices by the date notified by the Secretary inviting such applications. The Roll Numbers shall be issued to the eligible candidates at least 15 days before the commencement of the examination direct or through their respective Heads of offices.

(2) Applications, received after the last date fixed for the receipt of applications, shall not be entertained. However, in deserving cases, applications may be accepted even after the due date, if it is established that the delay was due to the circumstances beyond the control of the candidates.

6. TRAVELLING ALLOWANCE:

Travelling Allowance shall be admissible to the candidates appearing in the examination according to the provisions of Regulation 36 of PSEB Main Services Regulations Vol.III (Travelling Allowance Regulations).

7. (a) SETTING OF PAPERS AND EVALUATION OF ANSWER BOOKS:

The question papers on all the subjects shall be set and answer books of candidates evaluated by the officers nominated by the Secretary, with the approval of Member/Finance & Accounts

(b) Question Papers:

The sealed envelope containing question papers of each subject shall be kept under lock and key with the officer in charge of the Examination Branch and the sealed envelope of the papers concerned handed over to the Supervising Officer before the commencement of the examination. The sealed envelope shall be opened by the Supervising Officer in the presence of another officer duly authorized and the candidates and the number of question papers specified on the envelope checked and then distributed to the candidates. The Supervising Officer and other staff deputed to assist him shall be present in the Examination Hall all the time, the candidates are handling the papers and no outsider shall be permitted to enter the Examination Hall.

8. INSTRUCTIONS FOR THE EXAMINEES:

The candidates appearing in the examination shall strictly observe the instructions printed on the blank answer books as contained in Appendix-'C'. Any violation thereof shall be viewed seriously. While leaving the Examination Hall, the candidate shall hand over his answer book to the Supervising Officer even if it be blank. In no case any paper or the answer book shall be turn-out/removed or taken out of the Examination Hall.

9.- USE OF UNFAIR MEANS IN THE EXAMINATION.

(1) If an answer book shows that the candidate has received help from or given help to another candidate or if he is found copying or to have copied from any paper, book or notes, or to have allowed any other candidate to copy from his answer book or to have taken the examination with notes/data written on any part of his clothing or body or table or desk or instruments or is guilty of swallowing or destroying any note or paper found on him or talking to a person outside the Examination Hall while going to Toilet or Consulting another books while outside the Examination Hall, or is found using,

any other kind of unfair means in the Examination Hall, the candidate/s shall be expelled from the Examination Hall, and-

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- (a) will not be allowed to attempt the remaining paper, besides his/their answer books being impounded by the Supervising Officer/s;
- (b) shall not be allowed to sit in the examination on the next day of examination, besides debarring him/then from appearing in the examination for the next one session and also issuing of letters of warning, copies whereof shall be placed in his/their AOM files, after affording adequate opportunity.

(2) Candidate/s found guilty of smuggling in Examination Hall an answer book or a continuation sheet, taking out or arranging to send out an answer book or a continuation sheet, shall render themselves liable for stoppage of their one annual increment with future effect. They will also be debarred from appearing in the examination for at least two sessions. The penalty of stoppage of one increment with future effect, as laid down above shall be inflicted after observing the procedure enjoined by the PSEB P&A Regulations, 1971.

(3) IMPERSONATION:

All cases of impersonation shall be reported by the Supervising Officer to the Secretary (Examination Branch) besides lodging F.I.R. with the police and simultaneously handing over the accused to them. The candidate, who is impersonated shall also render himself liable for disciplinary action under the Punjab State Electricity Board Employees Punishment & Appeal Regulations, 1971.

(4) Staging of walkout from the Examination Hall will be treated as an act of indiscipline on the part of candidates for which they shall render themselves liable for stoppage of increments with future effect. Besides, they will be debarred from appearing in the examination for at least two years. The penalty of stoppage of increments shall be inflicted after observing the procedure enjoined by the PSEB, P&A Regulations, 1971.

10. PASS PERCENTAGE :

- (1) A candidate who obtains 40% marks in any paper in any attempt shall be declared pass in that paper.
- (2) Candidates who pass one or more papers in any attempt will not be required to appear again in the paper(s)

so passed and shall appear in the remaining papers only in subsequent attempts.

(3) A candidate shall be declared to have passed the examination only when he clears the paper or papers he is required to pass, as specified in Regulation 3, in one or more attempts.

11. GRACE MARKS :

(1) Grace marks upto five shall be allowed to a candidate who appears in one attempt in all the four papers, but clears the three papers and is short of marks upto that extent in one paper. No grace marks shall be allowed in other cases.

(2) In the case of Members of the Ministerial Establishment, who are required to appear only in paper-V, no grace marks shall be allowed.

12. RECHECKING OF PAPERS:

The failed candidates shall be allowed an opportunity to get their Answer Books rechecked. For this purpose, the following procedure shall be followed:-

- (a) The failed candidate, seeking re-checking of paper/s shall be required to deposit a sum of Rs.50/- per paper, which he intends to get re-checked in any of the Sub-Divisional/Divisional Offices of the Board.
- (b) Such candidates shall submit an application to the Secretary, indicating the following particulars, alongwith the original receipt referred to in (a) above:-
 1. Name of the Examination.
 2. Session.
 3. Particular of paper/s which is to be rechecked.
 4. Roll No. under which appeared.
- (c) On receipt of application, complete in all respects re-checking of the particular papers shall be made in the Examination Section. This re-checking shall be restricted only to ensure whether totalling of the answer books has been correctly made and no question or part thereof has been left over by the Examiner unmarked. The rechecking shall not be intended for re-evaluating the answer books of the failed candidates.
- (d) No application shall be entertained if it is submitted after 30 days of the declaration of the result of a particular examination. The result of re-checking shall be communicated to the candidate within 15 days of the receipt of his application.

- (e) While re-checking the answer books of any failed candidate, the answer books shall, in no case, be shown to the candidates concerned or his representative. However, to ensure that the answer book/s actually pertain/s to a particular candidate, he shall send his specimen handwriting running into 15/20 lines, alongwith his application seeking re-checking in the papers, which shall invariably be compared with all the answer books of the failed candidate concerned.
- (f) The fee of Rs.50/- per paper deposited by the candidate shall be refundable, in case any discrepancy is noticed in the result already tendered. If there is no change in the result already declared, the fees so deposited shall be forfeited.

(g) In case of any identification mark in the answer sheet, the following procedure shall be followed:-

- (i) In case any identification mark is found in the answer sheet or having any doubt in this respect, the same shall be got revaluated before declaring the result of the candidate.
- (ii) After revaluation of the answer sheet, if the difference in marks is found to be 10.5% or more, the examiner shall be issued a letter of warning, besides debaring him from handling the examination work for three years.
- (iii) After revaluation of the answer sheet, if the difference in marks is found to be 10.5% or more, the candidate shall be declared fail, besides debaring him from appearing in the examination for the next one session.

13. MEDIUM OF EXAMINATION

The medium of examination shall be English or Punjabi. The candidate shall, however, indicate his choice in the application form.

14. RESULT:

The result of the examination shall be communicate to each candidate for his information. Result-cum-detailed marks sheet/card to failed candidates shall also invariably be sent. No appeal shall lie against the result once declared.

15. REDECLARATION OF RESULT:

The Secretary shall have the power to quash the result of a candidate after it has been established that:-

- 1) he has been disqualified for using unfair means in the Examination, or

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 1/2 mark
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- ii) a mistake is discovered in the result, or
- iii) he is found ineligible to appear in the Examination.

16. INTERPRETATION

If any question arises relating to the interpretation of these Regulations, it shall be referred to Secretary/Minister Section, whose decision thereon shall be final.

GENERAL

The Board reserves the right to amend, cancel or add to any of these Regulations and Appendices thereof.

18. EXEMPTION:

The grant of exemption from passing the examination shall be considered by the Secretary in extremely hard cases on the following considerations:-


- a) The member of the ministerial Establishment, making the request has attained the age of 50 years;
- b) This record is consistently good and without blemish;
- c) he has at least made four attempts to clear the examination.

Once exemption has been granted to a member of the ministerial Establishment, by the Secretary, no disability, whatsoever, shall attach to him in order to consider him for further promotion.

19. REPEAL

The Regulations/Rules corresponding to these Regulations in force immediately before the commencement of these Regulations and applicable to the members of the Ministerial Establishment to whom these Regulations apply, are hereby repealed.

Provided that any order made or action taken under the Regulations/Rules so repealed shall be deemed to have been made or taken under the corresponding provisions of these Regulations.


SECRETARY,
PUNJAB STATE ELEC. BOARD,
PATIALA.

11/11/54

