

PUNJAB STATE ELECTRICITY BOARD

OFFICE OF THE SECRETARY

(FINANCE SECTION)

Finance Circular  
No. 63/1991.

To

1. All Engineer-in-Chiefs/General Manager,
2. All C.Es (including Hydel)
3. Chief Controller Finance, PSEB, Patiala.
4. All S.E.s/Directors (including Hydel)
5. All Executive Engineer/Dy. Director (including Hydel)
6. Chief Accounts Officer, P.S.E.B., Patiala.
7. Chief Auditor, P.S.E.B., Patiala.
8. Accounts & Finance Manager, GNDTP, Bathinda.
9. Senior I.R.O., PSEB, Patiala.
10. Director/Public Relation, PSEB, Patiala.
11. Director/Training, TTI, Patiala.
12. Asstt. Director/Language, PSEB, Patiala.
13. I.G. (V&S), PSEB, Patiala.
14. Dy. Financial Advisor, PSEB, Patiala.
15. All Dy. CAOs, (including RTP)
16. Deputy C.A.O., Anandpur Sahib.
17. Deputy C.A.C, Mukerian Hydel Project, Talwara.
18. Senior Accounts Officer, Ropar Thermal Project, PTA.
19. All Accounts Officers/Field, Pre-audit; Thermal and  
SBMB.
20. Accounts Officer/Pension/EAD, PSEB, Patiala.
21. O.S.D./Security, P.S.E.B., Patiala.
22. Cost Controller, P.S.E.B., Patiala.

Memo No. 186235/186930/Fin/PRC-1988/L-V

Dated 25.9.91/1991.

Subject:- Guidelines for placement in the Higher scale in  
three grade or two grade structure.

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Sir,

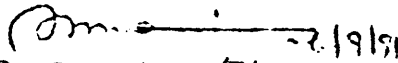
I am directed to address you on the subject cited above and to say that on the implementation of the recommendations of the PSEB Pay Revision Committee, the Board have given three grade/two grade structure of pay scales to various categories of Board employees. After careful consideration of the matter and on the pattern of the Punjab Government, it has been decided that for placement in senior scale/selection scale in a cadre, the following guidelines/principles should be followed:-

- 1) In three grade/two grade structures of pay scales, the placement in senior scale/selection scale would not involve any promotion in conventional sense, from the post of lower responsibility to the post of distinctly higher responsibility or from one cadre to another

service. Therefore, such aspects as reservation for various categories or framing of separate service rules are not involved. The objective will be achieved by placement in senior scale/selection scale on the basis of seniority. However, the Department concerned can assign duties to junior/senior and selection scale incumbents keeping in view the administrative requirements of the Department concerned.

- i) The employee concerned would have to pass the required departmental tests and have the requisite qualifications, if any, prescribed in the Service Rules.
- iii) The procedure for assessing the work and conduct to be satisfactory, will be the same as is applicable to a case of promotion and the senior/selection scale shall be given only if the employee is found suitable for the same.
- iv) In case an employee is found unsuitable for the grant of senior/selection scale on a particular date, his case will be reviewed thereafter for the placement in senior/selection scale on year to year basis and he will be placed in the senior/selection scale from the date he is found suitable. The suitability for this purpose shall be determined after taking into consideration the ACRs of the employee upto 31st March of the preceding year;
- v) Non-placement in senior/selection scale on account of being not suitable shall not be considered as a punishment under the Punjab State Elec. Board (Punishment and Appeal) Rules, 1970.
- vi) The case for the placement of senior/selection scale shall be taken at least three months before the due date. For a case becoming eligible before 30th June of a financial year, the annual confidential reports upto 31st March of the preceding year only should be considered.
- vii) The competent authority for granting senior/selection scale shall be the appointing authority in respect of the officers/official. In a case where senior scale/selection scale is not to be allowed, such a case shall be referred alongwith recommendations of the authority competent to pass orders of promotion under the relevant rules for passing an appropriate order. Representation or appeal as the case may be, against the order of non-placement in the senior/selection scale may be processed in the same manner as in the case of denial of promotion.

Yours faithfully,

  
Dy. Secretary/Finance.

Endst.No. 136901/13725 /Fin/RC-1988/L-V Dated: 25.9.91

Copy of the above is forwarded to the following for information and further necessary action:-

1.

Head of the Department, Chandigarh.

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