

ਪੰਜਾਬ ਸਰਕਾਰ
ਵਣ ਅਤੇ ਜੰਗਲੀ ਜੀਵ ਸੁਰੱਖਿਆ ਵਿਭਾਗ
(ਵਣ ਸਾਖਾ)

ਸੇਵਾ ਵਿਖੇ

ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ,
ਪੰਜਾਬ ਰਾਜ ਵਣ ਵਿਕਾਸ ਕਾਰਪੋਰੇਸ਼ਨ,
ਵਣ ਭਵਨ, ਸੈਕਟਰ-68,
ਐਸ.ਏ.ਐਸ. ਨਗਰ, ਮੋਹਾਲੀ।

ਮੀਮੋ ਨੰ: 46/1/2017-ਵਣ-1/1052028/1

ਚੰਡੀਗੜ੍ਹ, ਮਿਤੀ 28/8/2017

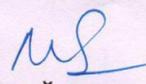
ਵਿਸਾ:-

ਬੋਰਡ ਆਫ ਡਾਇਰੈਕਟਰ ਦੁਆਰਾ ਅਪਰੂਵ ਕੀਤੇ ਪੰਜਾਬ ਰਾਜ ਵਣ ਵਿਕਾਸ ਨਿਗਮ ਦੇ ਸੇਧੇ ਹੋਏ ਬਾਈ-ਲਾਅਜ ਨੂੰ ਲਾਗੂ ਕਰਨ ਸਬੰਧੀ ਪ੍ਰਵਾਨਗੀ ਦੇਣ ਬਾਰੇ।

ਹਵਾਲਾ:

ਆਪ ਦਾ ਪੱਤਰ ਨੰ: PSFDC/6041, ਮਿਤੀ 2-1-2017 ਅਤੇ ਅਮਲਾ-1/2361, ਮਿਤੀ 17-7-2017 - P-89

ਬੋਰਡ ਆਫ ਡਾਇਰੈਕਟਰ ਦੁਆਰਾ ਮਿਤੀ 16-12-2016 ਨੂੰ ਮਤੇ ਰਾਹੀਂ ਅਪਰੂਵ ਕੀਤੇ ਗਏ ਪੰਜਾਬ ਰਾਜ ਵਣ ਵਿਕਾਸ ਨਿਗਮ ਦੇ ਸੇਧੇ ਹੋਏ ਬਾਈ-ਲਾਅਜ ਜੋ ਕਿ ਆਪ ਵਲੋਂ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰਾਂ ਰਾਹੀਂ ਸਰਕਾਰ ਨੂੰ ਭੇਜੇ ਗਏ ਸਨ, ਨੂੰ ਸਰਕਾਰ ਪੱਧਰ ਤੇ ਸਮਰੱਥ ਅਥਾਰਟੀ ਵਲੋਂ ਵਿਚਾਰਨ ਉਪਰੰਤ ਪ੍ਰਵਾਨਗੀ ਦਿੱਤੀ ਜਾਂਦੀ ਹੈ। ਇਸ ਸਬੰਧ ਵਿੱਚ ਅਗਲੇਰੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਆਪਣੇ ਪੱਧਰ ਤੇ ਕਰ ਲਈ ਜਾਵੇ।


ਵਧੀਕ ਸਕੱਤਰ, ਵਣ
20

ਸਮਝਾ
ਜਾਇ
28/8/2017

ਨੰ. 2246
28/8/17

ਵਣ ਨਿਗਮ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀਆਂ ਅਸਾਮੀਆਂ ਦਾ ਪੁਨਰ ਗਠਨ/ਰੀਸਟਰਕਚਰਿੰਗ ਕਰਨ ਹਿੱਤ ਮਿਤੀ 07-11-2016 ਨੂੰ ਸ਼੍ਰੀ ਸੁਨੀਲ ਕੁਮਾਰ, ਆਈ.ਐਫ.ਐਸ., ਮੁੱਖ ਜਨਰਲ ਮੈਨੇਜਰ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਹੋਈ ਮੀਟਿੰਗ ਕਾਰਵਾਈ।

ਮੀਟਿੰਗ ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਮੈਂਬਰ ਹਾਜ਼ਰ ਹੋਏ :-

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|--|-------|
| 1. ਸ਼੍ਰੀ ਅਸੀਮ ਕੁਮਾਰ, ਆਈ.ਐਫ.ਐਸ. ਜਨਰਲ ਮੈਨੇਜਰ (ਕੇ.ਸ) | ਮੈਂਬਰ |
| 2. ਸ਼੍ਰੀਮਤੀ ਦਲਜੀਤ ਕੌਰ, ਜਨਰਲ ਮੈਨੇਜਰ (ਵਿੱਤ) | ਮੈਂਬਰ |
| 3. ਸ਼੍ਰੀ ਨਰੇਸ ਮਹਾਜਨ, ਪੀ.ਐਫ.ਐਸ, ਮੰਡਲ ਮੈਨੇਜਰ, ਮੋਹਾਲੀ | ਮੈਂਬਰ |
| 4. ਸ਼੍ਰੀ ਜਸਬੀਰ ਸਿੰਘ, ਗ੍ਰੇਡ-2, ਮੁੱਖ ਦਫਤਰ | ਮੈਂਬਰ |

ਪੰਜਾਬ ਰਾਜ ਵਣ ਵਿਕਾਸ ਨਿਗਮ ਵਲੋਂ ਵੱਖ-2 ਕੈਟਾਗਰੀਆਂ ਦੀਆਂ ਅਸਾਮੀਆਂ ਦਾ ਪੁਨਰ ਗਠਨ ਅਤੇ ਰੀਸਟਰਕਚਰਿੰਗ ਕਰਨ ਸਬੰਧੀ ਗਠਿਤ ਕਮੇਟੀ ਵਲੋਂ ਮਿਤੀ 15-09-2014 ਨੂੰ ਸਬਮਿਟ ਕੀਤੀ ਰਿਪੋਰਟ ਨੂੰ ਰੀਵਿਯੂ ਕਰਨ ਲਈ ਇਸ ਦਫਤਰ ਦੇ ਦਫਤਰੀ ਹੁਕਮ ਨੰ: 57 ਮਿਤੀ 10-10-2016 ਅਤੇ ਸੋਧ ਪਿਠ ਅੰਕਣ ਨੰ: 4669-73 ਮਿਤੀ 04-11-2016 ਰਾਹੀਂ ਕਮੇਟੀ ਗਠਿਤ ਕੀਤੀ ਗਈ। ਕਮੇਟੀ ਵਲੋਂ ਮਿਤੀ 15-09-2014 ਦੀ ਰਿਪੋਰਟ ਨੂੰ ਨਿਗਮ ਦੀਆਂ ਵਰਤਮਾਨ ਗਤੀ ਵਿਧੀਆਂ ਅਤੇ Priorities ਨੂੰ ਮੁੱਖ ਰੱਖਦੇ ਹੋਏ ਰੀਵਿਯੂ ਕਰਨ ਲਈ ਹੁਕਮ ਹੋਏ ਹਨ।

ਕਮੇਟੀ ਵਲੋਂ ਵਣ ਨਿਗਮ ਦੇ ਕਰਮਚਾਰੀਆਂ ਦੀ ਪੁਨਰਗਠਨ ਅਤੇ ਰੀਸਟਰਕਚਰਿੰਗ ਰਿਪੋਰਟ ਨੂੰ ਵਿਸਥਾਰ ਪੂਰਵਕ ਡਿਸਕਸ ਕੀਤਾ ਗਿਆ, ਜਿਸ ਦਾ ਵੇਰਵਾ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਹੈ:-

- 1(i) ਕਮੇਟੀ ਦੀ ਮਿਤੀ 15-09-2014 ਦੀ ਰਿਪੋਰਟ ਦੇ ਲੜੀ ਨੰ: 3 ਤੇ ਕੰਪਨੀ ਸਕੱਤਰ ਦੇ ਆਹੁੱਦੇ ਤੇ ਨਿਯੁਕਤੀ ਅਤੇ ਤਰੱਕੀ ਸਬੰਧੀ ਨਿਰਧਾਰਤ ਕੀਤੀਆਂ ਗਈਆਂ ਵਿਦਿਅਕ ਯੋਗਤਾਵਾਂ ਨੂੰ ਮੁੜ ਵਿਚਾਰ ਕਰਦੇ ਹੋਏ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਪ੍ਰਚੱਲਿਤ ਵੱਖ-ਵੱਖ ਸੇਵਾਵਾਂ ਅਨੁਸਾਰ ਇਸ ਅਹੁੱਦੇ ਦੇ ਸਕੇਲ ਦੇਣ ਸੰਬੰਧੀ ਸੋਧ ਕਰਨੀ ਬਣਦੀ ਹੈ।
- (ii) ਕਮੇਟੀ ਦੀ ਰਿਪੋਰਟ ਦੇ ਲੜੀ ਨੰ: 4 ਤੇ 5 ਤੇ ਦਰਸਾਈਆਂ ਵਿੱਤ ਮੈਨੇਜਰ, ਮੰਡਲ ਮੈਨੇਜਰ (ਕੇ.ਸ) ਅਤੇ ਮੰਡਲ ਮੈਨੇਜਰ (ਉਪਰੇਸ਼ਨ) ਦੀਆਂ ਅਸਾਮੀਆਂ ਨੂੰ ਵਣ ਨਿਗਮ ਦੇ ਬੀ.ਓ.ਡੀ ਦੀ 124ਵੀਂ ਮੀਟਿੰਗ ਦੇ ਆਈਟਮ ਨੰਬਰ 124.14 ਦੇ ਫੈਸਲੇ ਅਤੇ ਸਰਕਾਰ ਦੇ ਪਿੱਠ ਅੰਕਣ ਨੰਬਰ 2/9/2014-ਵਣ-4/306331/2 ਮਿਤੀ 11-9-2014 ਅਨੁਸਾਰ ਵਿੱਚ ਕ੍ਰਮਵਾਰ ਜਨਰਲ ਮੈਨੇਜਰ (ਵਿੱਤ), ਜਨਰਲ ਮੈਨੇਜਰ (ਕੇ.ਸ) ਅਤੇ ਜਨਰਲ ਮੈਨੇਜਰ (ਉਪਰੇਸ਼ਨ) ਡੈਜੀਗਨੇਟ ਕੀਤਾ ਗਿਆ ਹੈ। ਜਿਸ ਅਨੁਸਾਰ ਅਨੁਲੱਗ-1 ਵਿੱਚ ਸੋਧ ਕੀਤੀ ਜਾਣੀ ਬਣਦੀ ਹੈ।

ਜਨਰਲ ਮੈਨੇਜਰ (ਵਿੱਤ) ਦੇ ਆਹੁੱਦੇ ਤੇ ਨਿਯੁਕਤੀ ਸਬੰਧੀ ਨਿਰਧਾਰਤ ਕੀਤੀਆਂ ਗਈਆਂ ਵਿਦਿਅਕ ਯੋਗਤਾਵਾਂ ਨੂੰ ਮੁੜ ਵਿਚਾਰ ਕਰਦੇ ਹੋਏ ਪੰਜਾਬ ਸਰਕਾਰ ਦੀਆਂ ਪ੍ਰਚੱਲਿਤ ਵੱਖ-ਵੱਖ ਸੇਵਾਵਾਂ ਅਨੁਸਾਰ ਇਸ ਅਹੁੱਦੇ ਦੇ ਸਕੇਲ ਦੇਣ ਸੰਬੰਧੀ ਸੋਧ ਕਰਨੀ ਬਣਦੀ ਹੈ।



ਲੜੀ ਨੰ: 5 ਤੇ ਜਨਰਲ ਮੈਨੇਜਰ (ਕੇ.ਸ.) ਅਤੇ ਜਨਰਲ ਮੈਨੇਜਰ (ਉਪਰੇਸਨ) ਦੀ ਆਸਾਮੀ ਤੇ ਡੀ.ਸੀ.ਐਫ./ ਸੀ.ਐਫ. ਰੈਂਕ ਦੇ ਆਈ.ਐਫ. ਐਸ. / ਪੀ.ਐਫ.ਐਸ. ਅਤੇ ਮੰਡਲ ਮੈਨੇਜਰ ਦੇ ਆਹੁੱਦੇ ਨੂੰ ਰੀਜਨਲ ਮੈਨੇਜਰ ਡੈਜੀਗਨੇਟ ਕਰਨਾ ਬਣਦਾ ਹੈ।

(iii) ਲੜੀ ਨੰ: 8 ਤੇ ਲੇਖਾ ਅਫਸਰ ਦੀ ਪ੍ਰਮੋਸ਼ਨ ਪਾਲਸੀ ਵਿੱਚ 14 ਸਾਲ ਦੀ ਰੈਗੂਲਰ ਸਰਵਿਸ ਤੋਂ ਬਾਅਦ ਜਨਰਲ ਮੈਨੇਜਰ ਫਾਇਨੈਂਸ ਦੇ ਆਹੁੱਦੇ ਤੇ ਤਰੱਕੀ ਸਬੰਧੀ ਸੋਧ ਕਰਨੀ ਬਣਦੀ ਹੈ।

2. ਕਮੇਟੀ ਦੀ ਰਿਪੋਰਟ ਦੇ ਚੈਪਟਰ-6 ਦੇ ਪੈਰਾ 6.2 ਵਿੱਚ ਸਿਰਫ Punishment & Appeals Rules, 1970 ਲਾਗੂ ਹੋਣ ਬਾਰੇ ਹੀ ਇੰਦਰਾਜ ਕੀਤਾ ਗਿਆ ਹੈ। ਇਸ ਵਿੱਚ Punjab Civil Services Conduct Rules ਬਾਰੇ ਵੀ ਇੰਦਰਾਜ ਕੀਤਾ ਜਾਣਾ ਬਣਦਾ ਹੈ।

3. ਕਮੇਟੀ ਵਲੋਂ ਵਣ ਨਿਗਮ ਦੀਆਂ ਮੌਜੂਦਾ ਗਤੀਵਿਧੀਆਂ ਨੂੰ ਵੇਖਦੇ ਹੋਏ ਇਹ ਮਹਿਸੂਸ ਕੀਤਾ ਗਿਆ ਕਿ ਵਣ ਨਿਗਮ ਵਿੱਚ ਇਕ ਲਾ-ਅਫਸਰ, ਇਕ ਆਈ.ਟੀ ਅਫਸਰ, ਇਕ ਕਲੋਨਲ ਪਲਾਟਸ ਕਾਦੀਆ ਪ੍ਰੋਜੈਕਟ ਦੇ ਕੰਮ ਲਈ ਮਾਰਕੀਟਿੰਗ ਅਫਸਰ ਦੀਆਂ ਸੇਵਾਵਾਂ ਦੀ ਜ਼ਰੂਰਤ ਹੈ। ਕਮੇਟੀ ਵਲੋਂ ਇਸ ਵਿਸ਼ੇ ਤੇ ਵਿਸਥਾਰ ਪੁਰਵਕ ਡਿਸਕਸ਼ਨ ਕੀਤੀ ਗਈ ਤੇ ਕਮੇਟੀ ਦਾ ਸੁਝਾਉ ਹੈ ਕਿ ਜੇਕਰ ਇਹ ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਰੈਗੂਲਰ ਤੌਰ ਤੇ ਨਿਯੁਕਤ ਕੀਤੇ ਜਾਂਦੇ ਹਨ ਤਾਂ ਨਿਗਮ ਤੇ ਵਾਧੂ ਵਿੱਤੀ ਬੋਝ ਪਵੇਗਾ, ਪਰੰਤੂ ਜੇਕਰ ਇਨ੍ਹਾਂ ਦੀਆਂ ਸੇਵਾਵਾਂ ਰੀਟੇਨਰਸ਼ਿਪ/ ਆਊਟ ਸੋਰਸਿੰਗ ਅਧਾਰ ਤੇ ਲੈ ਲਈਆ ਜਾਣ ਤਾਂ ਨਿਗਮ ਦੇ ਹਿੱਤ ਵਿਚ ਹੋਵੇਗਾ।

4. ਨਿਗਮ ਵਿੱਚ ਇਸ ਸਮੇਂ 21 ਵਿਅਕਤੀ ਪੈਸਕੋ ਤੋਂ ਆਉਣ ਸੋਰਸ ਤੇ ਕੰਮ ਕਰ ਰਹੇ ਹਨ। ਜਿਨ੍ਹਾਂ ਨੂੰ ਨਿਗਮ ਦੀ ਲੋੜ ਅਨੁਸਾਰ ਘਟਾਇਆ/ਵਧਾਇਆ ਜਾ ਸਕਦਾ ਹੈ। ਇਸ ਨਾਲ ਰੈਗੂਲਰ ਅਸਾਮੀਆ ਦੇ ਮੁਕਾਬਲੇ ਬਹੁਤ ਹੀ ਘੱਟ ਬੋਝ ਪੈਦਾ ਹੈ।

5. ਕਮੇਟੀ ਸਿਫਾਰਸ਼ ਕਰਦੀ ਹੈ ਕਿ ਜਿੱਥੇ ਕਿੱਥੇ ਇਹਨਾਂ ਬਾਈ ਲਾਅਜ ਵਿੱਚ ਸਪੱਸ਼ਟ ਨਹੀਂ ਹੈ ਉਹਨਾਂ ਕੇਸਾਂ ਵਿੱਚ ਪੰਜਾਬ ਸਰਕਾਰ ਦੇ ਰੂਲਜ਼ ਲਾਗੂ ਹੋਣ ਬਾਰੇ ਇੰਦਰਾਜ ਕਰਨਾ ਬਣਦਾ ਹੈ।

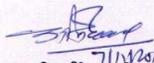
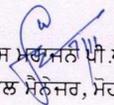
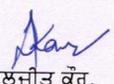
ਉਪਰੋਕਤ ਤੋਂ ਇਲਾਵਾ ਮਿਤੀ 15-09-2014 ਦੀ ਕਮੇਟੀ ਦੀ ਰਿਪੋਰਟ ਦੇ ਅਨੁਲਗ-1 ਵਿੱਚ ਦਰਸਾਈਆ ਗਈਆਂ ਆਸਾਮੀਆ, ਵਿੱਦਿਅਕ ਯੋਗਤਾ, ਸਕੇਲ ਆਦਿ ਵਿੱਚ ਸਰਕਾਰ ਦੇ ਰੂਲ ਅਨੁਸਾਰ ਅੰਸਿਕ ਸੋਧਾ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ, ਜੋ ਕਿ ਵਣ ਨਿਗਮ ਦੀਆਂ ਵਰਤਮਾਨ ਗਤੀ ਵਿਧੀਆਂ ਅਤੇ Priorities ਨੂੰ ਮੁੱਖ ਰੱਖਦੇ ਹੋਏ ਕੀਤੀਆ ਗਈਆਂ ਹਨ।

ਇਸ ਅਨੁਸਾਰ ਵਣ ਨਿਗਮ ਵਿੱਚ ਮੌਜੂਦਾ ਅਸਾਮੀਆਂ ਦੀ ਕੁੱਲ ਗਿਣਤੀ 405 ਹੈ, ਜਿਨ੍ਹਾਂ ਨੂੰ ਘਟਾ ਕੇ 285 ਕੀਤਾ ਗਿਆ ਹੈ, ਜਿਸ ਵਿੱਚ 150 ਕਰਮਚਾਰੀ ਡੈਪੂਟੇਸ਼ਨ ਹਨ ਅਤੇ 135 ਕਰਮਚਾਰੀ ਵਣ ਨਿਗਮ ਦੇ ਹੋਣਗੇ। ਇਸ ਤਰ੍ਹਾਂ ਵਣ ਨਿਗਮ ਦਾ ਵਿੱਤੀ ਬੋਝ ਘੱਟ ਹੋਵੇਗਾ। ਵਣ ਨਿਗਮ ਵਲੋਂ ਲੋੜ ਅਨੁਸਾਰ ਕਰਮਚਾਰੀ ਡੈਪੂਟੇਸ਼ਨ ਤੇ ਲਏ ਜਾਣਗੇ, ਵਰਨਾ ਵਣ ਨਿਗਮ ਦੇ ਕਰਮਚਾਰੀ ਹੀ ਕੰਮ ਕਰਨਗੇ। ਵਣ ਨਿਗਮ ਵਿੱਚ ਮੌਜੂਦਾ ਵੱਖ-ਵੱਖ ਅਸਾਮੀਆਂ ਤੇ 180 ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ ਕੰਮ ਕਰਦੇ ਹਨ ਜਿਨ੍ਹਾਂ ਵਿੱਚੋਂ ਫੀਡਰ ਕਾਡਰ ਦੀਆਂ ਅਸਾਮੀਆਂ ਦੇ ਕਰਮਚਾਰੀ ਸੇਵਾ ਨਿਵਰਿਤ ਹੋਣ



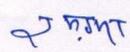
ਉਪਰੰਤ ਇਹ ਅਸਾਮੀਆਂ ਖਤਮ ਹੋਣ ਨਾਲ ਹੌਲੀ-ਹੌਲੀ ਇਨ੍ਹਾਂ ਦੀ ਗਿਣਤੀ ਘੱਟਦੀ-ਘੱਟਦੀ 135 ਰਹਿ ਜਾਵੇਗੀ।

ਉਪਰੋਕਤ ਨੂੰ ਮੁੱਖ ਰੱਖਦੇ ਹੋਏ ਕਮੇਟੀ ਉੱਪਰ ਦਰਸਾਈਆਂ ਸੋਧਾਂ ਕਰਨ ਦੀ ਸਿਫਾਰਸ਼ ਕਰਦੀ ਹੈ ਅਤੇ ਸੋਧਾਂ ਕਰਨ ਉਪਰੰਤ ਬਾਈਲਾਅਜ ਦੀ ਕਾਪੀ ਹੇਠ ਰੱਖੀ ਜਾਂਦੀ ਹੈ।

			
ਜਸਬੀਰ ਸਿੰਘ, ਗ੍ਰੈਡ-2 ਮੁੱਖ ਦਫਤਰ ਮੈਂਬਰ	ਨਰੇਸ਼ ਮੈਨੋਜਰ, ਆਈ.ਐਫ.ਐਸ. ਮੰਡਲ ਮੈਨੇਜਰ, ਮੋਹਾਲੀ ਮੈਂਬਰ	ਦਲਜੀਤ ਕੌਰ, ਜਨਰਲ ਮੈਨੇਜਰ (ਵਿੱਤ) ਮੈਂਬਰ	ਅਸੀਮ ਕੁਮਾਰ, ਆਈ.ਐਫ.ਐਸ. ਜਨਰਲ ਮੈਨੇਜਰ (ਕੇ.ਸ.) ਮੈਂਬਰ


ਸ਼੍ਰੀ ਸੁਨੀਲ ਕੁਮਾਰ, ਆਈ.ਐਫ.ਐਸ.,
ਮੁੱਖ ਜਨਰਲ ਮੈਨੇਜਰ ਅਤੇ ਚੇਅਰਮੈਨ

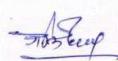
ਪ੍ਰਵਾਨ ਹੈ



ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ

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THE PUNJAB STAFF FOREST DEVELOPMENT CORPORATION LTD.
(A PUNJAB GOVT. UNDERTAKING)
REGISTERED OFFICE FOREST COMPLEX, SECTOR-68,
SAHIBZADA AJIT SINGH NAGAR.

In exercise of the general powers conferred by Article 85 (x v) of Association of the Punjab State Forest Development Corporation Ltd., the following bye-laws will be applicable to regulate the recruitment and conditions of service of persons appointed to various posts as officers and other employees under the corporation (as per Annexure-1 attached) namely.:

The Punjab State Forest Development Corporation Employees Service-Bye Laws.

CHAPTER -I

PRELIMINARY:

1.1 These Bye-Laws may be called the Punjab State Forest Development Corporation Limited Employees Service Bye-Laws.

1.2 These bye-laws shall take effect from the date of approval of the Board of Directors.

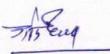
1.3 These bye-laws shall apply to all whole-time employees of the corporation except that:-

- (i) In the case of employees on deputation from the State Government or any other authority they shall apply subject to their terms of deputation and
- (ii) In case of employees engaged on contract basis, they shall apply subject to the terms of contract.

NOTE:- If any doubt arises as whether or not these bye-laws apply to any person, the final decision shall lie with the Board.

In these bye-laws, unless there is anything repugnant in the subject or context:-

- (a) "The Board" means the Board of Directors of the Punjab Forest State Development Corporation Ltd. Chandigarh
- (b) "Chairman" means the Chairman of the Board.
- (c) "Bye-Law" means the Punjab State Forest Development Corporation Limited Employees Service Bye-Law for the time being in force.







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- (d) "Corporation" means the Punjab State Forest Development Corporation Limited represented by the Board of Directors or duly authorised officers of the Corporation.
- (e) "Direct appointment" means an appointment made otherwise than by promotion or transfer of a person already in the service of the corporation or made by taking a person on deputation from the Government or any other Corporation.
- (f) 'Duty' means the period of service which counts for pay, leave and other emoluments, but does not include any period of suspension (except on revocation of suspension) or extra-ordinary leave without pay (except on medical ground).
- (g) "Employee" means a person (Whether an officer or any other employees) employed on any post under the corporation, but does not include a casual worker or daily-wages earner or contractual basis.
- (h) "The Government" means the Punjab Government in the Forest Department.
- (i) "Honorarium" means the recurring or non-recurring payment granted to any person from the funds of the Corporation.
- (j) "Managing Director" means the officer appointed by the Government to be the Managing Director of the Corporation.
- (k) "Probationer" means any employee provisionally employed to fill a permanent vacancy on probation for the period specified in bye-laws.
- (l) "Temporary employee" means an employee appointed for a limited period for work which is essentially of a temporary nature or appointed against a temporary post or vacancy for a specified or unspecified period.
- (m) "Posts" means the posts created by the Board from time to time.
- (n) "Appointing Authority" means the authority competent to make appointment.

1.4 The Board shall have powers to make, from time to time such additions, deletions, alternations or amendments in these Bye-Laws as it may deem fit.



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1.5 The power to interpret the Bye-Laws vests in the Managing Director, who is also hereby empowered to issue such administrative instructions, as may be necessary to give effect to, and carry out purpose of the provisions of these Bye-Laws or generally to secure effective control of the staff, provided that if, as a result of any decision of the Managing Director as regards the construction of any bye-law or bye-laws an employee feels aggrieved, he shall have a right to appeal against such decision of the Managing Director to the Board, whose decision shall be final and binding on all concerned.



CHAPTER-II**NUMBER AND CHARACTER OF POSTS UNDER THE CORPORATION**

2.1 There shall be various categories of posts under the corporation. Such posts as are in existence immediately before the enforcement of these bye-laws are specified in Annexure-1 appendix to these bye laws. Provided that the Board shall have the right to add to or reduce the number of such posts or create new posts with different designations and scales of pay whether on a permanent or temporary basis.

2.2 No candidate shall be appointed to the service unless he is :-

(a) a citizen of India: or

(b) a citizen of Nepal: or

(c) a citizen of Bhutan: or

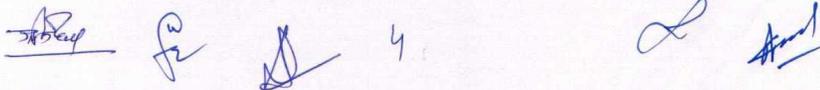
(d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India: or

(e) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United republic or Tanzania (formerly Tanganyika and Zanizibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

1. Provided that a candidate belonging to categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of India.

2. A candidate in whose case, a certificate of eligibility is necessary may be admitted to an examination or an interview conducted by the commission or other recruiting authority of the Government or PSFDC and he may be also provisionally be appointed subject to the necessary certificate being given to him by the Government of India.

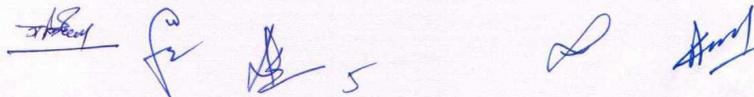
3. No person shall be recruited to any service by direct appointment, unless the character and antecedents are verified by the concerned District Magistrates.



CHAPTER-III**RECRUITMENT SENIORITY PROMOTION AND RETIREMENT****3.1 RECRUITMENT**

- a) Recruitment to the various posts under the corporation shall be made by the Board by any one or more of the following methods as per Annexure-1
- i) By direct appointment: or
- ii) By deputation from State or Central Govt. or from any other State or Central Govt. Undertaking.
- iii) By entering in to contract with specific terms & conditions as laid down by the appointing authority.
- (b) Appointment to all posts will be made as per the procedure adopted by Board.
- (c) The Board/Appointing Authority may prescribe for various posts under the Corporation the qualifications, whether academic technical or otherwise, or tests or physical standards or any experience that it may consider necessary and expedient for the efficient discharge of duties or conditions for confirmations, promotion or continuance in service.
- (d) No person shall be recruited to the service by direct appointment if he/she on the date of his appointment is less than 18 years of age or is more than the maximum, age limit prescribed by the Punjab Govt. from time to time for entry into the service or unless he/she is within such range of minimum and maximum age as may be specifically fixed by the Govt. from time to time.
- (e) No person shall be recruited to any post in the service by direct appointment unless he possess knowledge of Punjabi Language of Matriculation Standard to be held by such authority as may be specified by the Corporation / Government.

Provided that where the educational qualifications for any post to be filled in by the direct appointment are less than matriculation examination the standard of knowledge of Punjabi shall be lowered accordingly.



(f) The reservation in direct recruitment/promotion will be as per Punjab Govt policy.

(g) No person who has entered into or contracted a marriage with a person having a spouse already living: or 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 appointing authority, may if satisfied that such marriage is permissible under the personal law applicable to such person and the other grounds for so doing, exempt any person from the operation of the rule.

(h) The direct appointment of every person to any post under the Corporation shall subject to production by such person of a medical certificate of fitness from the civil Surgeon/Authorised officer of the concerned district.

(i) An affidavit whether or not he/she is related to any of the directors of this Corporation.

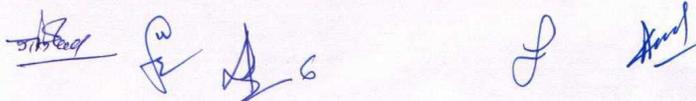
(j) Relieving certificate or order in case he/she is joining this Corporation after resigning his/her job from any Govt. Organization / public undertakings.

(k) An affidavit that he/she has never been dismissed or removed from Govt. service or the service of public undertakings/local bodies.

(l) Original certificate of age, Qualifications and experience along with attested copies thereof should be produced at the time of joining the Corporation. The original certificate/s will be returned after verification.

(m) In case any member of the service is not found fit to perform his duties, he/she shall be liable to retire from service and shall be entitled to the same benefits as are admissible to Punjab Govt. employees, holding corresponding posts, under the Punjab civil service rules, volume II are being retired on account of invalidity.

(n) Every member of service shall get himself vaccinated or retraccinated when the Board so directs by a general or special order.



- (o) Every member of the 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.

3.2 Saving Clause:

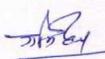
Notwithstanding anything contained in these rules, the appointment made to any post under the Corporation prior to the commencement of these rules shall be deemed to have validly been made under these rules and shall not be questioned on any ground, whatsoever.

3.3 PROBATION OF PERSONS APPOINTED TO SERVICE.

- i) Persons appointed to any post in the service shall remain on probation for a period of two years.

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 in equivalent or higher rank prior to appointment to the service may in the discretion of the appointing authority be allowed to count towards the period of probation and
- c) any period of officiating appointment to the service shall be reckoned as period spent on probation.
- d) Any period of leave not exceeding six months during or at the end period of probation shall be counted towards the period of probation.
- 2) He/she will be on probation for a period of two years. In the first instance, which can be further extended upto one year. In event of his/her work and conduct being found unsatisfactory by the Appointing authority during the period of probation, his/her services are liable to be terminated without any notice and without assigning any reason(s) at



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any time, if appointed through direct recruitment or he/she may be reverted to the post on which he/she held lien prior to his appointment to the services.

3) After successful completion of probation period, his/her service are liable to be regularized as per rules.

4) After successful completion of probation period, his/her service are liable to be terminated on one month notice or payment of pay for the period by which notice falls short of one month. Should he/she wish to resign, he/she will likewise have to give one month notice or deposit pay for the period for which the notice falls short one month.

3.4 SENIORITY AND PROMOTION:

1 Seniority

The inter-se seniority of members of the service shall be determined as per Govt. instructions issued from time to time.

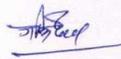
Provided that where there are different cadres in a service the seniority shall be determined separately for each cadre:

Provided further that in the case of members recruited by direct appointment, the order of merit determined by the Commission, the Board or other recruiting authority as the case may be, shall not be disturbed in fixing the seniority:-

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

a) a member recruited by direct appointment shall be senior to a member recruited otherwise:-

b) a member appointed by promotion shall be senior to the member appointed by transfer:





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c) in the case of members appointed by promotion or transfer, seniority shall be determined according to the seniority of such members in the appointment from which they were promoted or transferred; and

d) in the case of members appointed by transfer from different cadres, their seniority shall be determined according to pay, preference being given to a member 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 is also the same an older member shall be senior to a younger member.

e) Extension of time to join duty beyond four months if granted only saves theselection but not the seniority, meaning by that the incumbent is not entitled to retain original ranking in the select list after four months.

f) If two or more members are appointed on the same date, seniority should be determined on the basis of age.

Note:-Seniority of members appointed on purely adhoc basis shall be determined as and when they are regularly appointed as per Punjab Government policy.

2) PROMOTIONS

All promotions to posts under the Corporation shall be made on the basis of seniority cum fitness and no person shall have a right to be promoted to any posts on the basis of seniority alone.

3.5 TERMINATION OF SERVICE

The service of an employee of the Corporation may be terminated by the appointing authority:-

i) In the case of regular employee by giving notice on either side or, in lieu thereof pay for the period the notice falls as the terms and conditions laid down in the appointment letter.

ii) In the case of an employee on deputation from the Govt. on any other Corporation by reverting him to his parent service as per terms of deputation.



3.6 SUPERANNUATION AND RETIREMENT

a) Every officer or other employee of the Corporation other than a class IV employee shall retire on attaining the age of 58 years provided that the Board at its discretion may sanction from time to time the extension of his employment for a period not exceeding three months at a time, but in no case beyond the age of sixty.

Provided further that the appointing authority to retire an employee prematurely as per Punjab Govt. instructions.

b) An employee of the Corporation in class IV shall retire on attaining the age of sixty years.

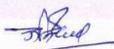
c) Notwithstanding anything contained in these Bye-laws, an employee of the Corporation, whose date of birth falls on any day other than 1st of that month shall, on attaining the age superannuation determined in accordance with provisions of Clauses (a) & (b) above, as the case may be, retire on the last day of that month, which shall be a working day. An employee whose date of birth is 1st of month, shall retire on the afternoon of the last day of the preceding month.

d) i) Every officer/official of the corporation shall be entitled to cash payment in lieu of unutilized earned leave on the date of retirement in accordance with the Govt. instructions issued from time to time.

ii) The employee retiring on invalidation on the advice of the medical authority shall be paid leave salary in lump-sum on the pattern applicable to Punjab Government employees from time to time.

3.7 COMPULSORY CONTRIBUTORY PROVIDENT FUND :

Every employee of the Corporation shall be entitled to membership of the Contributory Provident Fund Schemes under the Provident Funds and Family Pension Act, 1952 irrespective of the pay drawn by him with immediate effect and employer and employee's contribution as applicable under the law shall be made. However, an employee who is already member of the Contributory





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Provident Fund Scheme under the said act on the date of his joining the Corporation Body/Board of the State shall become a member of the said fund from the date of his joining the corporation Re-employed persons shall be governed by terms of their appointment.

3.8 EX GRATIA GRANTS

The exgratia grants to be given to the family of deceased employee shall be regulated in accordance with provisions of Punjab Civil Services Rules as applicable to the members of Forest Corporation and instructions issued thereunder from time to time.



CHAPTER -IV

4.1 PAY AND ALLOWANCES

For the purpose of this chapter the terms:

- (a) "Pay" means the monthly pay drawn in a time scale and included personal pay, special dearness pay or deputation pay, but does not include any allowances.
- (b) "Substantive pay" means the minimum or stage pay in the time scale substantively held:
- (c) "Personal Pay" means additional pay granted in consideration of:
- i) To save him from loss due to revision of pay or reduction therein otherwise than as a disciplinary measure: or
 - ii) In exceptional circumstance, on other personal considerations.
- (d) "Special Pay" means additional pay granted in consideration of:-
- i) the specially arduous nature of duties: or
 - ii) a specific addition to be work or responsibility.
- (e) "Award" means a fixed amount awarded in recognition of meritorious work performed by an officer or other employee of the Corporation.
- (f) "Allowances" includes Dearness Allowance, Travelling allowance, Deputation allowance, Conveyance allowance, Sumptuary allowance, Overtime allowance, City Compensatory allowance, House Rent allowance or any kind of allowance sanctioned by the Board from time to time.

4.2 The payment of various compensatory allowances including dearness allowance, deputation allowance, conveyance allowance, medical re-imbusement allowance and uniform maintenance allowance or any kind of other allowance, shall be governed under the Punjab Civil Service Rules.

4.3 An officer or other employee of the Corporation shall on appointment be eligible to the minimum of the scale of the post to which he is appointed :

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Provided that the Appointing authority may, in consideration of special knowledge training and experience, allow a higher initial start to any person.

4.4 The Managing Director may, in recognition of exceptionally good service of an officer or other employee of the Corporation grant to him an award not exceeding one month's pay of such officer or employee.

4.5 Employees on deputation with the Corporation may either:-

- i) accept the pay scale of the post under the Corporation subject to the fixation of their pay in such pay scale by the Appointing authority : or
- ii) continue to enjoy their pay scale in their parent service plus deputation pay and other allowances as admissible to them as per government rules.

4.6 The Corporation shall pay to the parent organization leave salary and pension contribution or any other liability in respect of all its officers or employee, taken on deputation from that Organization in accordance with the rules of that organization.

4.7 An increment in a time scale may be drawn as a matter of course by an officer or other employee of the Corporation unless it is with-held or deferred by the appointing authority.

4.8 Specific sanction of the appointment authority shall be required to grant proficiency step up in any time scale.

4.9 Service in a higher scale of pay shall count for increment both in the substantive scale of pay and in the higher scale of pay.

4.10 When a person in a lower scale of pay is appointed to officiate in higher scale of pay: he shall draw his minimum of the higher scale or his pay shall be fixed in the new scale a stage next above his basic pay in the lower scale if it is more than the minimum of the new scale.

4.11 The officers and other employees of the Corporation shall receive such allowance as may be sanctioned by the board from time to time.

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- 4.12 The Board may grant an honorarium or retaining fee to any person for any service rendered by him to, or work done by him for the Corporation.
- 4.13 Any sum of money or pay or allowance due to any officer or other employee of the Corporation that may have remained unclaimed may be transferred to and held in the suspense account for a period of three years from the date on which the payment is normally due and will thereafter be treated as lapsed to the Corporation.



CHAPTER -V

5.1 LEAVE AND JOINING TIME :

- i) The admissibility of leave of all kinds and joining time to any officer or other employee of the corporation shall be governed by the Punjab Civil Service rules as amended from time to time.
- ii) Managing Director can sanction all kinds of leave to the Officers and other employees of the Corporation to any extent admissible under the Pb. Civil Service Rules except the casual leave which shall be sanctioned by the controlling officers.
- iii) The Managing Director can allow joining time on transfer provided that it does not exceed six working days.

CHAPTER -VI

DISCIPLINE CONDUCT AND PENALTIES6.1 GENERAL

- (a) The Corporation shall, in respect of acts done in good faith and in the interest of the Corporation extend protection to an officer and other employee of the Corporation in a court of law or elsewhere.
- (b) Every officer or other employee shall be liable to be transferred by the appointing authority from one post to another or to any place which it may consider necessary in the interest of the Corporation.
- (c) Point for which there is no provision in the services Bye-laws of the Corporation, Instructions of the Board of Directors or the Managing Director where the powers stand delegated to him would be obtained.

6.2(a) The Punjab Civil Services (Punishment & Appeal Rules, 1970) will be applicable to Corporation employees.

- (b) the Government Employees Conduct Rules, 1966 will be applicable to Corporation employees.



CHAPTER -VII

RECORD OF SERVICE

7.1 The following record of service of every officer and other employee shall be maintained: -

- i) Personal File
- ii) Service Book and
- iii) Confidential Reports File

Note : File at Sr. No. i) and ii) shall be maintained by the office and the file at Sr. No. iii) shall remain in the personal custody of the Managing Director or an officer authorized by him.



CHAPTER-VIII**TRAVELLING ALLOWANCE AND LEAVE TRAVEL CONCESSION**

8.1 The Travelling Allowance Rules contained in Punjab Civil Service Rules, Vol.-III (as applicable to Punjab State Govt. employees) shall apply to the employees of the Corporation (including deputationists) subject to such modification as may be made by the Govt. from time to time.

The Managing Director may sanction actual travelling, boarding & lodging expenses on production of cash memo receipts where he deems fit, as per approval of the Board.

8.2 All employees of the Corporation on completion of one year's service in the Corporation shall be entitled to leave travel concession as applicable to Punjab Govt. Employees and the reimbursement of LTC claims will be made as per the rules issued by the Punjab Govt. from time to time.



CHAPTER – IX

ADVANCE FOR PURCHASE OF CONVEYANCE AND HOUSE BUILDING

- 9.1. All employees of the Corporation shall be entitled to grant of advance for the purchase of conveyance as per rules applicable to the State Government employees. The employees will be entitled of the advance after the completion of one year's service from the date of confirmation subject to budgetary provisions.
- 9.2. All employees of the Corporation shall be entitled to the grant of house building loan as per rules applicable to the State Government employees. The employees will be entitled to the advance after the completion of one year's service from the date of confirmation subject to budgetary provisions.



CHAPTER -X

- 10.1 The Board may by resolution confer upon the Managing Director all or any of its powers under these service Rules. The Managing Director may, with the approval of the Board, in writing confer on any officer of the Corporation all or any of his powers, including powers delegated subject to such restrictions, conditions, and limitations as may be imposed by the Board or the Managing Director, as the case may be.
- 10.2 The Corporation reserves the right to modify, cancel or amend all or any of these rules and issue supplementary rules or amendments thereto without previous notice and give effect to them from the date of issue or any other date. Matter not covered by these rules would be decided by the Managing Director, at his discretion, keeping in view the rules applicable to State Government employees.
- 10.3 Anything on which these service bye-laws are silent, would be governed by Punjab Govt. rules/policies/instructions as applicable and nothing in these bye-laws will be in contradiction with Punjab Govt. rules/policies/instructions.



Punjab Forest Dev. Corp. Ltd.									
Cadre Strength (Para 2.1 of Chapter II of Bye Laws)									
S.No.	Name of Post	Sanctioned No. of Post	Proposed No. of Post	Scale	Qualification	Method of recruitment			Promotion policy
1	2	3(a)	3(b)	4	5	By deputation 6(a)	By direct recruitment 6(b)	By promotion 6(c)	7
1	Managing Director	1	1	As per IFS pay rules	IFS Officer, of the rank of A.P.C.C.F or above	100%	-	-	
2	Chief General Manager	1	1	As per IFS pay rules	IFS Officer, of the rank of C.C.F	100%	-	-	
3a	General Manager (1 H.Q., 1 Operation)	7	6	As per IFS/PFS pay rules	IFS/PFS officers, of the rank of CF/DCF/DFO	100%			
3b	Regional Manager (4 Field)				IFS/PFS officers, of the rank of DCF/DFO				
4	General Manager (Finance)	1	1	15600-39100+7600 G.P	-	-	-	100%	<p>Accounts Officer will be eligible after 14 years of regular service for promotion as General Manager (Finance) in the pay scale 15600-39100+7600 Grade Pay, subject to vacancy.</p> <p>37400-67000+8700 Grade pay, after 20 years and 37400-67000+8900 Grade pay, after 28 years of cumulative regular service as Accounts Officer and General Manager (Finance).</p> <p>Promotion to next grade pay level will be as per Punjab Govt. guidelines subject to a minimum of four years of regular service at that grade pay level.</p> <p>On retirement or otherwise of the incumbent leaving office, the post shall automatically stand restored to pay scale of 15600-39100+7600 Grade Pay.</p>

(Refer Note 1 at the end of table below)

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5	Company Secretary	1	1	15600-39100+5400 G.P (Entry scale)	A member of the Institute of Company Secretaries of India, New Delhi. Experience: Minimum 3 years post-qualification experience in a reputed public/private sector Company.	-	100%	-	15600-39100+6600 Grade pay, after 8 years, 15600-39100+ 7600 Grade pay, after 14 years, 37400-67000+8700 Grade pay, after 20 years, and 37400-67000+8900 Grade pay, after 28 years of regular service. Promotion to next grade pay level will be as per Punjab Govt. guidelines subject to a minimum of four years of regular service at that grade pay level. The incumbent will be designated as General Manager (Legal) for grade pay levels of 8700 and above. On retirement or otherwise of the incumbent leaving office, the post shall automatically stand restored to that of Company Secretary at entry scale.
6	Deputy Divisional Manager	1	X	X	X	X	X	X	This post may be abolished.
7	Deputy Director (Administration)	-	1	As per Punjab Govt. pay rules.	-	X	X	100%	As per Punjab Govt. Guidelines.
8	Accounts Officer	1	1	15600-39100+5400 G.P. (Entry scale)	A member of the Institute of Chartered Accountants of India, New Delhi having proficiency in computerized accounting. Experience: Minimum 3 years post-qualification experience in a reputed public/ private sector Company.	-	100%	-	15600-39100+6600 Grade pay, after 8 years of regular service. Promotion to next grade pay level will be as per Punjab Govt. guidelines. On promotion to General Manager (Finance) or otherwise of the incumbent leaving office, the post shall automatically stand restored to that at entry scale.
9	Administrative Officer	1	2	As per Punjab Govt. pay rules.	-	-	-	100%	As per Punjab Govt. Guidelines.
10	Superintendent Grade-II	5	5	As per Punjab Govt. pay rules.	-	60%	-	40%	As per Punjab Govt. Guidelines.

11	Sectional Officer	1	X	X	X	X	X	X	This post may be abolished.
12	Senior Assistant	13	15	As per Punjab Govt. pay rules	-	60%	-	40%	As Per Punjab Govt. guidelines
13	Clerk	44	10	As per Punjab Govt. pay rules	As Per Punjab Govt. pay rules/ instructions	60%	40%		i) Common Seniority will be maintained for Clerks & Accounts Clerks. ii) Direct recruitment of Accounts Clerk/Clerk as per Punjab Govt. guidelines. iii) Accounts Clerk 20 + Clerk 10 =30 to be placed as Jr. Assistant as per Punjab Govt. Guidelines. iv) Group D to Group C (Only Clerks) promotion as per Punjab Govt. guidelines.
14	Accounts Clerks	7	20	Pay of Accounts Clerk as that of Clerk as per Punjab Govt. Pay rules	B.Com with rest of qualification as that of Clerk as per Punjab Govt. instructions.				
15	Private Secretary/ Personal Assistant	1	4	As per Punjab Govt. pay rules	-	60%	-	40%	50% Personal Assistant to be promoted as Private Secretary as per Punjab Govt. guidelines
16	Sr. Scale Stenographer/ Junior Scale Stenographer/ Steno Typist	9	8	As per Punjab Govt. pay rules	As Per Punjab Govt. pay rules/ Instructions	60%	40%	-	Steno Typist directly recruited to be promoted as Junior Scale Stenographer/Senior Scale Stenographer as per Punjab Govt. Guidelines.
17	Project Officer	22	19	As per Forest Ranger Pay scale of Forest Department of Punjab.	-	60%	40%		Promotion from Deputy Project Officer to Project Officer as per promotion policy of Deputy Ranger to Forest Ranger in Forest Department of Punjab. However, where the number of years of service put in as Dy. Project Officer is less than that required for promotion of Dy. Ranger to Forest Ranger, total number of years of service put in both as Dy. Project Officer and Field Supervisor would be reckoned. Incumbent Dy. Project Officer with combined number of years of service both as Dy. Project Officer

									and Field Supervisor would also qualify where such number is two years more than that required for promotion of Forester to Dy. Ranger and that of Dy. Ranger to Forest Ranger put together in the Forest Department of Punjab, provided he/she has served as Dy. Project Officer for a minimum period of one year.
18	Field Supervisor	26	23	Field Supervisor as per Forester Pay scale of Forest Department of Punjab.		60%		40%	i) Promotion from Field Assistant to Field Supervisor as per promotion policy of Forest Guard to Forester in Forest Department of Punjab. ii) 50% Field Supervisor will be placed as Deputy Project Officer in the pay scale of Deputy Forest Ranger of Forest Department of Punjab after putting in number of years of Service equal to that required for promotion of Forester to Dy. Forest Ranger in Forest Department of Punjab.
19	Field Assistant	75	57	As per Forest Guard pay scale of Forest Department of Punjab	Same as applicable to Forest Guard of Forest Department of Punjab, including training mandate for them	60%	40%	-	Group D to Group C promotion as per Punjab Govt. guidelines.
20	Foreman	1	X	X	X	X	X	X	This post may be abolished
21	Mechanic	3	1	As per minimum of Group C Pay Scale of Punjab Govt. pay rules.	i) Matric or its equivalent with Punjabi ii) ITI Diploma in relevant Trade.	-	100%	-	These posts may be merged in Multi-Tasking Staff (Technical). MTS (T) may be assigned any of the duties of a mechanic or saw setter or carpenter or foreman or polishman or of similar nature.
	Saw setter	19	5						
23	Carpenter	4	2						
24	Polishman	4	2						
25	Turner	3	X	X	X	X	X	X	This post may be abolished
26	Driver	34	15	As per Punjab Govt Pay Rules	As per Punjab Govt Pay Rules	-	100%	-	As per Punjab Govt. guidelines
27	Sales Supervisor	1	X	X	X	X	X	X	This post may be abolished
28	Sales Girl	X	X	X	X	X	X	X	This post may be abolished

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29	Timber Watcher	14	X	X	X	X	X	X	This Post may be abolished. Existing employees may be promoted to the post of Field Assistant or merged in Multi-Purpose Workers (General) as per their suitability.
30	Resin Watcher	3	1	As per Punjab Govt. Pay Rules of Group-D	As per Punjab Govt. Rules	60%	40%	-	These posts may be merged in Multi-Purpose Workers (General). M.P.W. (G) may be assigned any of the duties of a timber watcher or resin watcher or jamadar/peon or chowkidar or saw setter operator or sawmill helper or cleaner or of similar nature.
31	Jamadar/Peon	47	43						
32	Chowkidar	36	30						
33	Saw Setter Operator	3	X						
34	Sawmill helper	9	5						
35	Cleaner	6	6						
36	Technical Advisor, Katha Project	1	X	X	X	X	X	X	This Post may be abolished.
	GT	405	285						

Note 1: In respect of position at S. No 4 above, change in the method of recruitment to the post from direct recruitment to promotion will be applicable only after the retirement of present incumbent who was directly engaged by the PSFDC. Salary of the present incumbent would be as per her terms of recruitment though she would be eligible for higher grade pay levels as per revised promotion policy.

Note 2: Punjab Govt. Rules/Guidelines/instructions referred above would be same as that applicable to Forest Department of Punjab, if available

Note 3: Further distribution of the cadre within the Corporation would be done by the Managing Director

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