

# **Punjab Biotechnology Incubator**

(A State Govt. Undertaking)



## **SERVICE RULES**

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# **SERVICE RULES**

## PREAMBLE

The Governing Council of PBTI in its 10<sup>th</sup> meeting held on 03.03.2009 under the Chairmanship of Chief Secretary to Govt. of Punjab constituted the following committee to formulate the PBTI's Service Rules for smooth functioning of PBTI :

1. Chief Executive Officer, PBTI
2. **Sh. H.S. Kandhola**, Additional Secretary, Science Technology & Environment, Punjab
3. **Sh. S.K. Sadana**, Controller of Administration, Institute of Microbial Technology, Chandigarh representative of Director, IMTECH
4. **Mr. Uma Kant Mehta**, Chartered Accountant
5. **Sh. A.K. Kakaria**, Chief Administrative Cum Finance Officer, C-DAC
6. Administrative-cum-Finance & Accounts Officer, PBTI

The above committee met on **09.06.2009, 20.06.2009, 16.07.2009** and **19.09.2009**. After detailed discussion and deliberations formulated Service Rules for the staff of Punjab Biotechnology Incubator which are placed hereinafter.

Chief Executive Officer  
Member Secretary,  
Governing Council of PBTI

## AMENDMENT RECORD

Revision Details		Details of Amendment	Approved by Governing Council  (Meeting & Date)	Signature	
Revision No.	Revision Date			AF&AO	CEO
1	12.07.2011	Clause 3.7.2 of the Service Rules regarding the tenure of Contractual appointments has been amended	15 <sup>th</sup> meeting held on 12.07.2011		
2	12.07.2011	Punjab Biotechnology Incubator - A Joint Venture of DBT, GOI & GOP amended to "A State Govt. Undertaking".	15 <sup>th</sup> meeting held on 12.07.2011		
3	11.09.2012	i. "Leave to contractual employees on fixed remuneration" Amended – Casual Leave, Privilege Leave and Maternity Leave ii. Amendments in the Appendix – A of the Service Rules w.r.t. the age for the posts of AF&AO, SPO & Maintenance Engineer has been made iii. Qualification and Experience for the post of AF&AO as per Appendix-A has been amended	18 <sup>th</sup> meeting held on 11.09.2012		
4	08.05.2013	The note in Clause-10.5.1 i.e. "Casual leave to the female employees of the PBTI, irrespective of their length of service will be of 20 days" has been deleted	7 <sup>th</sup> meeting of Society held on 08.05.2013		

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# CHAPTER – 1

## PBTI STAFF SERVICE RULES – 2009

### 1.1 Short title - commencement and application

These rules may be called **PBTI Staff Service Rules – 2009** and they shall come into force from the date of approval by the Governing Council

### 1.2 Definitions:

In these rules, unless there is anything repugnant to the subject or context.

- i. **“PBTI”** means the Punjab Biotechnology Incubator.
- ii. **“Society”** means Punjab Biotechnology Incubator.
- iii. **“Governing Council”** means Governing Council of Punjab Biotechnology Incubator
- iv. **“President”** means President of Punjab Biotechnology Incubator Society
- v. **“Chairman”** means the Chairman of the Governing Council of PBTI.
- vi. **“CEO”** means Chief Executive Officer of PBTI
- vii. **‘Appointing Authority’** means the authority competent to make appointments as per the Delegation of Powers.
- viii. **“Competent Authority”** means the authority indicated for various purposes in these Rules or any other Rules applicable or in force in PBTI or any such orders of the Govt. issued from time to time.
- ix. **“Direct Appointment”** means appointment made otherwise than by promotion or transfer of a person already in the service of PBTI or made by taking a person on deputation from State/Central Govt., or any other Public Sector Undertaking or Autonomous Body.
- x. **“Duty”** means the period of service, which counts for pay, leave and other emoluments but does not include any period of suspension or extraordinary leave without pay.
- xi. **‘Employee’** means a person employed on any post of PBTI, but does not include a casual worker or a daily wage-worker.
- xii. **‘Government’** means the Government of Punjab.
- xiii. **‘Member Secretary’** means the Member Secretary of Society & Governing Council of PBTI.
- xiv. **‘Posts’** means the posts created/sanctioned/ approved by the Competent Authority from time to time.
- xv. **‘Tenure Post’** means a post, which an individual employee may not hold for more than a specified period.

- xvi. **'Temporary Post'** means a post carrying a definite rate of pay sanctioned for a limited time. Such a post can be held in an officiating capacity

**NOTE:** An extension of a temporary post necessary to cover the period of leave granted to its holder is expedient only when the grant of leave involves no expenses to PBTI.

- xvii. **'Regular Post'** means a post carrying a definite rate of pay and sanctioned without limit of time.
- xviii. **Disciplinary Authority** : Means appointing authority or any other authority not lower than the rank of Appointing Authority
- xix. **'Cadre'** means the strength of a service or a part of a service sanctioned as a separate unit.
- xx. **'Family'** : Means  
"A Husband or wife as the case may be, legitimate children, step children and wholly dependent parents, step mother, un-married brother & sister residing with and wholly dependent upon the employee"

**Note :** This definition is for the purpose of availing LTC & Medical Facilities, only.

### 1.3 Interpretation

In the matter of interpretation of these rules, the decision of the Chief Executive Officer, PBTI shall be final.

# CHAPTER – 2

## POSTS

- 2.1 For the purpose of these service rules, the posts under PBTI shall be classified under the following cadres, namely
  - 2.1.1 Scientist
  - 2.1.2 Technical / Engineering Staff
  - 2.1.3 Administration & Accounts and supporting staff
  - 2.1.4 Purchase & Store
- 2.2 There shall be regular and temporary posts under PBTI
- 2.3 The Governing Council of PBTI shall have the power to declare a temporary/regular post as permanent.
- 2.4 No person shall be appointed on any post in PBTI unless he/she is a citizen of India or a person of Indian origin.



# CHAPTER-3

## ELIGIBILITY, RECRUITMENT AND PROMOTION

- 3.1 Recruitment to the various posts under PBTI shall be made by any one or more of the following methods:
- 3.1.1 Direct recruitment through open advertisement.
  - 3.1.2 Deputation from the Central/ State Govt./ PSU/ Semi Govt. Organizations or Autonomous bodies working under the control of Govt.
  - 3.1.3 By transfer from Central/ State Govt./ PSU/ Semi Govt. Organizations or Autonomous bodies working under the control of Govt.
  - 3.1.4 By Promotion
  - 3.1.5 Direct recruitment of specialists on a tenure or short-term contract basis.
  - 3.1.6 Out sourcing of services through contracting agencies.
  - 3.1.7 Appointment by Search Committee.
  - 3.1.8 By Absorption – Fulfilling prescribed qualification.
  - 3.1.9 Any other method of recruitment with the approval of Governing Council

### 3.2. Classification of posts

Posts in PBTI shall be classified as under :

Sr. No.	Description of posts	Classification of Posts
1.	Post carrying the grade pays Rs. 12000/-, Rs. 10000/- and Rs. 8700/- at a basic salary of Rs. 37400/- and above	Group-A
2.	Post carrying the grade pays Rs. 6600/-, Rs. 7400/-, Rs. 7600/- and Rs. 7800/- at a basic salary of Rs. 15600/- and above, but, less than Rs. 37400/-	Group-B
3.	Post carrying the grade pays Rs. 5000/-, Rs. 4200/-, Rs. 3800/- and Rs. 3200/- at a basic salary of Rs. 10300/- and above, but, less than Rs.15600/-	Group-C
4.	Posts carrying the grade pays from Rs. 1300/-, upto Rs. 3000/- at a basic salary of Rs. 4910/-, less than Rs. 10300/-	Group-D

- 3.3 Eligibility Criteria : Qualification, Scale of pay attached to each post shall be as given in **Appendix-A** to these rules.

### 3.4 Reservation In Recruitment

Govt. orders on reservation issued from time to time shall be followed.

### 3.5 Recruitment Procedure

#### 3.5.1 Direct Recruitment

Under direct recruitment following procedure shall be followed for filling up vacancies : -

**3.5.1.1 Screening Committee:** Applications received for various posts shall be screened by a Screening Committee consisting of 3 members constituted by the CEO, PBTI. The Screening Committee will recommend candidates to be called for interview based on bench marking guidelines to be decided by the Screening Committee. The proceeding of the Screening Committee shall be approved by CEO, PBTI

**3.5.1.2 Selection Committee:** The Selection Committee shall be constituted with the approval of Appointing Authority. The selection shall be made on the basis of qualification, experience, personal interview and suitability of the person for the post and any other parameter the Selection Committee may like to include.

Constitution of the Selection Committees for various categories of posts shall be as follows:

##### 3.5.1.2.1 Group-A & B Posts

Chairman	An Eminent Expert approved by the appointing authority in the area of the specialization for which the post is being filled
Members	i. Minimum 3 outside experts approved by the appointing authority ii. CEO, PBTI

##### 3.5.1.2.2 Group - C Posts

Chairman	CEO, PBTI or his nominee
Members	3 experts, including one outside expert and one expert from Administration

### 3.5.1.2.3 Group - D

Chairman	CEO, PBTI or his nominee
Members	2 members nominated by CEO, PBTI

The composition of the Selection Committee for promotions of PBTI's Scientific, Technical, Administrative and Service Staff (A, B, C & D groups) under the Flexible Complimenting Scheme (FCS) and Person Oriented Promotion Policy (POPP) shall be the same as for the direct recruitment.

### 3.6 Appointment on Deputation

An officer, who is appointed on deputation, will be governed by the terms & conditions of deputation and on mutually agreed terms of deputation.

### 3.7 Contract Appointments

**3.7.1** In case of appointment in Regular Scale the period of contract appointment shall be five years extendable as per the requirements of PBTI and further depending upon the performance of the employee.

**3.7.2** "In case of appointment on consolidated emoluments, the contractual appointment shall be upto three (03) years extendable as per requirements and further subject to the performance of the employee"

**3.8** Appointment to all posts under the PBTI carrying a basic pay of Rs. 15600/- shall be made with the approval of the Governing Council and the appointment for the posts carrying basic pay upto Rs.15,600/- by the CEO, PBTI, on the recommendations of Selection Committee.

The limit of basic pay for appointment by different appointing authorities will be revised according to the revision of the pay scales from time to time.

**3.9** Minimum / Maximum age of a person at the time of direct recruitment to a post under PBTI shall be as prescribed by Govt. from time to time. Relaxation of age to SC/ST/OBCs and EX-DEFENSE PERSONNELS shall be as per the instructions issued by the State Govt. from time to time. There shall be no age limit for internal candidates.

**3.10** Direct appointment of every person to any post under the PBTI shall be subject to production of medical fitness certificate issued by Chief Medical Officer/Civil Surgeon / Medical Board as the case may be.

**3.11** All appointments shall be subject to the verification of character and antecedents of the employee by the Competent Authority.

**3.12 Application Fee**

Application fee for the various posts of PBTI will be determined by CEO as per the requirement from time to time

**3.13 Joining Time on First Appointment**

Normally one month, which can be extended to two months and in exceptional cases upto four months by the appointing authority depending upon the requirement of the post.

**3.14 Re-Imbursement of Fees etc.**

Fees paid by the candidate for initial Medical examination will not be reimbursed. No Travelling Allowance will be admissible for a journey undertaken to obtain a health certificate on first appointment.

**3.15 Appointing Authority** for Various categories of posts in PBTI would be as follows :

S.No.	Category of the Post	Appointing Authority
1.	Chief Executive Officer	Govt. of Punjab
2.	All posts of Group 'A' & 'B'	Governing Council
3.	All posts of Group 'C' & 'D'	Chief Executive Officer as per the delegation of the powers approved in the 1st Meeting of the Governing Council.

**3.16 Probation**

**3.16.1** All direct appointees shall be on probation for a period of one year subject to extension as may be deemed necessary. The total period of probation shall not exceed two years in any case.

**3.16.2** Any period after such appointment spent on deputation on a corresponding or a higher post shall count towards the period of probation ;

**3.16.3** In the case of an appointment by transfer, any period of work in equivalent or higher rank prior to appointment to the service may, at the discretion of the appointing authority, be allowed to count towards the period of probation; and

**3.16.4** Any period of officiating appointment to the service shall be reckoned as period spent on probation, but, no person who has so officiated shall, on the completion of the prescribed period of

probation, be entitled to be confirmed on regular basis for a period for which the appointing authority considers suitable.

**3.16.5** On the completion of the period of probation of a person, the appointing authority shall declare that he/she has completed his/her probation satisfactorily.

However, if in the opinion of the appointing authority the work and conduct of a person during the period of probation is not satisfactory, PBTI may terminate the services of the employee.

### **3.17 Termination of Service:**

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

**3.17.1** In case of employees appointed against a regular/temporary post, by giving him/her notice as per terms & conditions of his/her appointment or payment of salary for the notice period by which for the notice falls short.

### **3.18 Curtailment of Service of Deputationist :**

**3.18.1** In case of an employee on deputation from State Government or Central Government or any other Board by reverting him/her to his/her parent department by giving him/her due notice as per terms and conditions of his/her deputation.

### **3.19 Record of Service:**

Following records of service of every employee shall be maintained by Administrative Branch of PBTI :-

- i. Personal File;
- ii. Service Book;
- iii. A.C.R. Dossier

### **3.20 Promotions**

PBTI is a small organization and have a limited number of posts for Scientific, Technical, Administrative and Non Scientific / Non - Technical Supporting Staff. Therefore, in order to keep the morale of the staff high and their zeal to work hard and efficiently to give results, following promotion schemes for Scientific & Technical Staff and Administrative and Non-Technical Supporting Staff are framed :

### 3.20.1 Promotions for Scientific & Technical Staff

The promotion of Scientific & Technical Staff shall be based on Govt. of India's policy i.e. Flexible Complimenting Scheme (FCS). Under this scheme all the Scientists / Technical officers working in PBTI in the pay grade as mentioned against respective cadres shall get their in-situ promotion to the next higher grade after the recommendation of the concerned selection committee and approved by the concerned appointing authority. Under this policy the promotion shall be personal to the employee concerned and once the post is vacated by him / her due to resignation, retirement etc., the sanctioned post will be reverted to original grade. The promotions shall be linked with minimum residency period and also the performance of the employee required to compete on that post as outlined below :

#### A. Scientific Staff

**Table for Residency Period**

<b>Sr. No.</b>	<b>Designation</b>	<b>Scale of Pay + GP</b>	<b>Minimum Residency period linked to performance</b>
1	Scientist	15600-39100 + 6600 GP	3 years
		15600-39100 + 7400 GP	3 years
		15600-39100 + 8400 GP	4 years
2	Senior Scientist	37400-67000+ 8700 GP	4 years
		37400-67000+ 10000 GP	4 years
		37400-67000 + 12000 GP	-

No person other than a person possessing the essential educational qualifications and experience required for the post and also satisfy the residency period linked to their performance as indicated in the table below shall be "screened in" :

<b>Number of years in the grade</b>						
	3	4	5	6	7	8
<b>Minimum percentage for eligibility</b>						
Scientist (GP - Rs. 6600/-)	85%	80%	70%	65%	60%	-
Scientist (GP - Rs. 7400/-)	85%	80%	70%	65%	60%	-
Scientist (GP - Rs. 8400/-)		85%	80%	75%	70%	60%
Senior Scientist (GP - Rs. 8700/-)		85%	80%	75%	70%	60%
Senior Scientist (GP - Rs. 10000/-)		85%	80%	75%	70%	60%

## B. Technical staff

**Table for Residency Period**

<b>Sr. No.</b>	<b>Designation</b>	<b>Scale of Pay + GP</b>	<b>Minimum Residency period linked to performance</b>
<b>1</b>	Maintenance Engineer	15600-39100+6600 (GP)	<b>4</b>
		15600-39100+7400 (GP)	<b>4</b>
		15600-39100+7600 (GP)	<b>5</b>
		15600-39100+7800 (GP)	<b>-</b>

No person other than a person possessing the essential educational qualifications & experience required for the post and also satisfy the residency period linked to their performance as indicated in the table below shall be screened in :

<b>Number of years in the grade</b>						
	4	5	6	7	8	
<b>Minimum percentage for eligibility</b>						
Maintenance Engineer (GP - Rs. 6600/-)	85%	80%	70%	65%	60%	-
Maintenance Engineer (GP - Rs. 7400/-)	85%	80%	70%	65%	60%	-
Maintenance Engineer (GP - Rs. 7600/-)		85%	80%	75%	70%	60%

### 3.20.1.1 Eligibility Criteria for Promotion

- a. Exceptionally meritorious candidates with all outstanding grading in all the years under consideration may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such relaxation will be limited to a maximum of two relaxations in their entire career.
- b. All the Scientific / Technical official who are “screened in” will be called for an interview. The performance in the interview will also be graded similarly on a 100 point scale and the eligibility for promotion will be based on the same norms as in the above table.
- c. The period spent for training / improving technical skills and improving the educational qualification with the permission of the competent authority shall count towards the minimum residency period.
- d. The screening and selection committee will be the same as the case of direct recruitment.

### 3.20.2 Promotion for Categories other than Scientific and Technical

Person Oriented Promotion Policy (POPP) on the pattern of Flexible Complementing Scheme (FCS) for the Administrative and Non Technical Supporting Staff. Under this scheme the Administrative and non scientific / non technical staff in their pay grade shall get in-situ promotion to the next higher grade. These promotions shall be linked with the minimum residency period required for the post which is required to complete in that post. Under this policy the promotion shall be personal to the employee concerned and once the post is vacated by him / her due to resignation, retirement etc., the sanctioned post will be reverted to original grade. The table for this is given below :

#### Grade B Cadre

Table for Residency Period

Sr. No.	Designation	Scale of Pay + GP	Minimum Residency period linked to performance
1	Administrative-cum-Finance & Accounts Officer	15600-39100+6600 (GP)	4
		15600-39100+7400 (GP)	4
		15600-39100+7600 (GP)	5



		15600-39100+7800 (GP)	-
<b>2</b>	Store & Purchase Officer	15600-39100+6600 (GP)	<b>4</b>
		15600-39100+7400 (GP)	<b>4</b>
		15600-39100+7600 (GP)	<b>5</b>
		15600-39100+7800 (GP)	-

No person other than a person possessing the essential educational qualifications & experience and also satisfy the residency period linked to their performance as indicated in the table below shall be “screened in” :

<b>Number of years in the grade</b>					
	4	5	6	7	8
<b>Minimum percentage for eligibility</b>					
Administrative-cum-Finance & Accounts Officer (GP - Rs. 6600/-)	80%	75%	70%	65%	-
Administrative-cum-Finance & Accounts Officer (GP - Rs. 7400/-)	80%	70%	65%	60%	-
Administrative-cum-Finance & Accounts Officer (GP - Rs. 7600/-)		80%	70%	70%	60%
Store Purchase Officer (GP - Rs. 6600/-)	80%	75%	70%	65%	-
Store Purchase Officer (GP - Rs. 7400/-)	80%	70%	65%	60%	-
Store Purchase Officer (GP - Rs. 7600/-)		80%	70%	70%	60%

### Grade C Cadre

**Table for Residency Period**

<b>Sr. No.</b>	<b>Designation</b>	<b>Scale of Pay + GP</b>	<b>Minimum Residency period linked to performance</b>
<b>1</b>	Assistant (Store & Purchase)	10300-34800+3200 (GP)	<b>5</b>
		10300-34800+3600 (GP)	<b>5</b>
		10300-34800+3800 (GP)	<b>4</b>
		10300-34800+4200 (GP)	-

<b>2</b>	Security Officer	10300-34800+3200 (GP)	<b>5</b>
		10300-34800+3600 (GP)	<b>5</b>
		10300-34800+3800 (GP)	<b>4</b>
		10300-34800+4200 (GP)	<b>-</b>
<b>3</b>	Personal Assistant	10300-34800+4200 (GP)	<b>5</b>
		10300-34800+4400 (GP)	<b>5</b>
		10300-34800+4600 (GP)	<b>4</b>
		10300-34800+4800 (GP)	<b>-</b>
<b>4</b>	Private Secretary	15600-39100+5400 (GP)	<b>5</b>
		15600-39100+5700 (GP)	<b>-</b>

No person other than a person possessing the essential educational qualifications & experience and also satisfy the residency period linked to their performance as indicated in the table shall be “screened in” :

<b>Number of years in the grade</b>					
	4	5	6	7	8
<b>Minimum percentage for eligibility</b>					
Assistant (Store & Purchase) (GP - Rs. 3200/-)		80%	75%	70%	65%
Assistant (Store & Purchase) (GP - Rs. 3600/-)		80%	70%	65%	60%
Assistant (Store & Purchase) (GP - Rs. 3800/-)	80%	70%	70%	60%	
Security Officer (GP - Rs. 3200/-)		80%	75%	70%	65%
Security Officer (GP - Rs. 3600/-)		80%	70%	65%	60%
Security Officer (GP - Rs. 3800/-)	80%	70%	70%	60%	-
Personal Assistant (GP - Rs. 4200/-)		80%	75%	70%	65%
Personal Assistant (GP - Rs. 4400/-)		80%	70%	65%	60%
Personal Assistant (GP - Rs. 4600/-)	80%	70%	70%	60%	-
Private Secretary (GP - Rs. 5400/-)		80%	75%	70%	65%

## Grade D Cadre

**Table for Residency Period**

<b>Sr. No.</b>	<b>Designation</b>	<b>Scale of Pay + GP</b>	<b>Minimum Residency period linked to performance</b>
<b>1</b>	Driver	5910-20200+2000 (GP)	<b>5</b>
		5910-20200+2400 (GP)	<b>5</b>
		5910-20200+2800 (GP)	<b>4</b>
		5910-20200+3000 (GP)	<b>-</b>

No person other than a person possessing the essential educational qualifications & experience and also satisfy the residency period linked to their performance as indicated in the table below shall be “screened in” :

<b>Number of years in the grade</b>					
	4	5	6	7	8
<b>Minimum percentage for eligibility</b>					
Driver (GP - Rs. 2000/-)		75%	70%	65%	60%
Driver (GP - Rs. 2400/-)		75%	70%	65%	60%
Driver (GP - Rs. 2800/-)	75%	70%	65%	60%	

### **3.20.2.1 Eligibility Criteria for Promotion**

- a. Exceptionally meritorious candidates with all outstanding grading in all the years under consideration may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such relaxation will be limited to a maximum of two relaxations in their entire career.
- b. All the Scientific / Technical official who are “screened in” will be called for an interview. The performance in the interview will also be graded similarly on a 100 point scale and the eligibility for promotion will be based on the same norms as in the above table.
- c. The period spent for training / improving technical skills and improving the educational qualification with the permission of the competent authority shall count towards the minimum residency period.
- d. The screening and selection committee will be the same as the case of direct recruitment.

### **3.21 Seniority**

The seniority inter-se of members of the service shall be determined by the length of continuous service on the post in respective cadres.

Provided that in the case of persons appointed by direct recruitment, the seniority shall be on the basis of the merit determined by the Selection Committee at the time of selection. If a candidate fails to join within the extended period of appointment, his/her seniority shall be determined from the date of joining.

Provided further that if two or more appointees join on the same date, their seniority shall be determined as follows:-

3.21.1 An appointee recruited by direct appointment shall be senior to a member recruited otherwise;

3.21.2 An appointee appointed by promotion shall be senior to a member appointed by transfer.

3.21.3 In case of appointment by transfer from other organization, seniority shall be determined according to the date of joining in PBTI.

3.21.4 In case of appointments by transfer from different cadres, the seniority shall be determined according to pay preference being given to a appointee who was drawing higher rate of pay in his/her previous appointment; and if the rates of pay drawn are also the same, then by their length of service in previous appointments; and if the length of such service is also the same, an older appointee shall be senior to a younger one.

# CHAPTER - 4

## CONDUCT, DISCIPLINE AND PENALTIES

### 4.1 Conduct Rules

4.1.1 Govt. Conduct Rules shall be applicable to the employees of PBTI.

4.1.2 The prescribed authority in the various provisions of conduct rules is as follows:

A	For employees appointed on the post carrying basic pay not less than Rs. 15600/-.	Chairman, Governing Council
B	For employees appointed on the post carrying basic pay less than Rs. 15600/-.	CEO
C	For employees appointed on a consolidated salary upto Rs. 16000/- per month	CEO
D	For employees appointed on contract basis	CEO / Senior Scientist (QM) / any other officer authorized by CEO

### 4.2 Suspension

4.2.1 An employee against whom serious charges are under investigation can be placed under suspension by order in writing by the Disciplinary Authority.

4.2.2 During the period of suspension, employee shall be entitled to receive minimum subsistence allowance equal to one half of his/her basic pay plus allowances thereon upto a period of three months, which may be reviewed, thereafter an enhancement upto 75%.

4.2.3 Difference of pay and subsistence allowance be given to such employee on reinstatement as per the orders of the Disciplinary Authority.

4.2.4 Subsistence allowance already paid to the employee shall not be refundable to PBTI in case employee is ultimately removed from the service.

### 4.3 Penalties

An officer or employee of PBTI may be awarded any of the following penalties :

#### **4.3.1 Minor Penalties**

- i. Censure ;
- ii. With holding of promotions ;
- iii. Reduction to a lower stage in the time scale of pay by one stage for a period not exceeding three years ;
- iv. Withholding of future increment of pay for a period not exceeding 3 years and without cumulative effect.

#### **Major Penalties**

- v. Reduction to a lower stage in the time scale of pay other than the clause (iv) ;
- vi. Reduction to a lower time scale of pay, grade, post or service ;
- vii. Compulsory retirement;
- viii. Removal from service and
- ix. Dismissal from service;

#### **4.4. Penalties enumerated in 4.2 above may be imposed on any one or more of the following grounds :**

- i. Unsatisfactory work and conduct;
- ii. Take part in an illegal strike or inducing others to strike;
- iii. Negligence, inefficiency or indolence;
- iv. Irregular attendance;
- v. Unauthorized divulgence of any information or document detrimental to the interests or reputation of PBTI.
- vi. Theft, pilferage, fraud, dishonesty, misappropriation, defalcation or embezzlement;
- vii. Absence from duty without leave or over-staying leave, except under circumstances beyond control, provided that the appointing authority may order such period to be treated as spent on leave of any kind admissible to the employee;
- viii. Conviction on a criminal charge or for an offence involving moral turpitude or depravity or degradation of character;
- ix. Insanity;
- x. Anti-national activities; or
- xi. Any other sufficient ground.

#### **4.5. The penalties referred to above may be imposed by order, in writing of the Disciplinary Authority.**

#### 4.6 **Appeal**

An appeal against an order of the disciplinary authority imposing penalty or suspension shall lie with the Chairman Governing Council of PBTI or any such authority nominated by the Chairman.

#### 4.7 **Appellate Authority**

Chairman of the Governing Council or any other authority nominated by the Chairman

#### 4.7 **CONFIDENTIAL REPORTS :**

Annual Confidential Reports (ACRs) of employees will be written on Financial Year Basis by designated Reporting Officer and Reviewed by designated Reviewing Authority in the prescribed proforma (as per **Appendix – B for Scientific / Technical and Appendix – C for Administrative & Supporting Staff**) and accepted by the Accepting Authority. Next Superior Officer to the Reviewing Authority will be Accepting Authority. In case there is no reviewing authority then the Reviewing Authority shall also be the Accepting Authority. The reporting/reviewing/accepting authority shall be determined by CEO.

Grading of ACR shall be as under :

<b>Grade</b>	<b>Points / Marks</b>
Outstanding	90 and above
Excellent	80 but less than 90
Good	60 but less than 80
Average	40 but less than 60
Below average	Less than 40

# **CHAPTER-5**

## **SUPERANNUATION AND RETIREMENT**

Every employee of PBTI shall retire on attaining the age of 60 years. However, extension beyond 60 years may be given by the Governing Council depending upon the suitability of the employee and requirement of the job.

Provided further that on grounds of inefficiency, incapacity, invalidation on medical grounds etc., the appointing authority may retire an employee prematurely on completion of either 20 years of service or 50 years of age whichever is earlier.

Further, provided that an employee can also seek the Voluntarily Retirement on the completion of 20 years of qualifying services.



# CHAPTER-6

## PAY AND ALLOWANCES

- 6.1 Pay and allowances of the employees of PBTI shall be as given in **Appendix-D**
- 6.2 **'PAY'** means the monthly pay drawn as fixed pay or in time scale.
- 6.3 **'PERSONAL PAY'** means an addition which may be granted in to any employee by the appointing authority, in exceptional circumstances or other special considerations.
- 6.4 **'SPECIAL PAY / SECRETARIAT ALLOWANCE'** means additional pay granted in consideration of performance of arduous nature of duties or a specific additional work or responsibility.
- 6.5 **'ALLOWANCES'** includes dearness allowance, house rent allowance, medical allowance, children education allowance, leave travelling allowance, conveyance allowance, sumptuary and overtime allowances or any other allowance sanctioned by PBTI from time to time.
- 6.6 An employee of PBTI on appointment shall be eligible to the minimum of the scale of the post to which he/she is appointed; provided that the appointing authority may, in consideration of the experience, special knowledge, training or expertise, allow a higher initial start to any person on recommendation of Selection Committee.
- 6.7 In recognition of exceptionally good service of an employee continuously for three years, Governing Council of PBTI on the recommendations of CEO may grant upto two increments in the time scale of the employee.
- 6.8 Employees on deputation from other Govt. Departments or Institutions may either :-
  - 6.8.1 Accept the pay scale of the post under PBTI subject to the fixation of their pay in such pay scale by the appointing authority; or
  - 6.8.2 Continue to draw pay as per their pay scale in their parent service plus deputation pay as approved by PBTI and other allowances as admissible to him/her in his/her parent department. The employee on deputation to PBTI will be entitled to claim benefits of higher pay scales or of fixation of pay at a higher level with or without retrospective effect in PBTI if such benefits have accrued to him/her in his/her parent service, consequent upon decision in his/her favour on his/her appeal or representation or otherwise as a matter of course.
- 6.9. PBTI shall pay leave salary and pension contributions or any other liability in respect of officers or other employees of the State / Central Government Departments / Institutions taken on deputation, at the rates in force, from time to time in this behalf.

- 6.10 An increment in a time scale may be drawn as a matter of course by employee of PBTI unless it is with-held or deferred by the Appointing Authority on the ground of disciplinary action, suspension, grant of extraordinary leave without pay or punishment.
- 6.11 Special pay at a rate not exceeding 10% of the existing basic pay, to be determined by the appointing authority, may be allowed to a person holding charge of another independent post in addition to his/her own duties, for a period exceeding one month.

## **6.12 Pay Fixation**

This will be as per Govt. Rules and as amended from time to time

## **6.13 Medical Facilities**

All the employees of PBTI working in regular pay scales and members of their family, including dependants shall be entitled to reimbursement of the medical expenses as applicable to Punjab Govt. employees.

6.14.1 CEO, PBTI may appoint Private Registered Medical Practitioner as Authorized Medical Attendant (AMA). The fees of AMA will be reimbursed by PBTI.

6.14.2 In case the condition of the patient so requires the AMA can :

- 6.14.2.1 Send the patient to the nearest specialist or other Medical Officer/Hospital
- 6.14.2.2 Summon the Specialist/Medical Officer to attend his patient who is too ill to travel

# **CHAPTER-7**

## **DELEGATIONS**

Governing Council may confer upon the CEO or any other officer of PBTI all or any of its powers under these service rules. The powers so delegated shall be exercised subject to such restrictions, conditions and limitations as may be prescribed by the Governing Council.

# CHAPTER-8

## AMENDMENT

### 8.1 Part-I

- 8.1.1 Governing Council reserves all rights to modify or amend or delete any or all the provisions prescribed in rules.
- 8.1.2 Any matter which is not covered by these rules or the rules framed by the Governing Council from time to time shall be decided in accordance with existing relevant rules of the Government.

### 8.2 Part-II - Saving Clause

- 8.2.1 In case any clause of the Service Saving Clause contravenes any law, the provisions of the law shall prevail.

# CHAPTER - 9

## PBTI's TRAVELLING ALLOWANCE RULES

- These rules shall be called the "PBTI's Travelling Allowance Rules" and shall come into force with effect from the date these are approved by the Governing Council of PBTI and shall regulate all journeys on tour performed on or after that date.
- These rules shall apply to all the employees of the PBTI including those who are on deputation.
- The PBTI 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 provided they shall not be detrimental to the employees already in service.
- The PBTI reserves the right to interpret these rules and/or the supplementary rules and its decision in regard thereto shall be final.

### 9.1 DEFINITIONS

Unless there is anything repugnant in the subject, the following terms shall have the meaning assigned to them as noted against each: -

**9.1.1 TRAVELLING ALLOWANCE** means allowance to cover the expenses incurred by an employee on travelling in connection with the affairs of the PBTI. Travelling Allowance is not intended to be a source of profit.

**9.1.2 DAILY ALLOWANCE** is a uniform allowance for each day of absence from Headquarter or part thereof and is intended to cover an employee boarding and lodging and other such expenses while on tour.

**9.1.3 HEADQUARTER** means the normal place of duty of an employee as may be fixed by the PBTI from time to time and shall cover an area within a radius of 25 kms from the normal place of duty.

**9.1.4 TOUR** means the absence of an employee from his/her headquarters on PBTI's duty with proper sanction.

**9.1.5 DAY** will be reckoned as a period of 24 hours.

For the purposes of T.A./D.A., grading of the employees in various pay ranges shall be as under :

<b>Grade</b>	<b>Pay Bands for Employees in regular scales</b>	<b>Pay Bands for Employees on fixed remuneration</b>
A	Rs. 37400/- and above	
B	Rs. 15600/- but less than Rs. 37400/-	Rs. 15600/- and above
C	Rs. 10300/- but less than Rs. 15600/-	Rs. 8000/- and above but less than Rs. 15600/-
D	Rs. 4910/- and above but less than Rs. 10300/-	Rs. 3500/- and above but less than Rs. 8000/-

The classification of cities in or outside the state, for the purpose of grant of TA/DA to PBTI employees, shall be as Punjab Govt. Rules

## **9.2 Journey on Tour**

9.2.1 The journey on tour shall be deemed to commence from and end at the headquarters of an employee.

9.2.2 Travelling Allowance is admissible for journey on tour by road, rail, sea and air to the extent indicated below:

### **9.2.3 Journey by Air :**

9.2.3.1 Employees drawing pay Rs.37400/- and above – at discretion.

9.2.3.2 Employees drawing pay Rs. 15600/- to Rs.37400/- with prior permission of Chief Executive Officer in special cases provided the journey exceeds 500 kms.

## **9.3. Relaxation :**

CEO may permit any employee of PBTI to travel in higher class due to exigencies of work and in public interest.

### 9.3.1 Journey by Rail:

Pay Bands	Employees on consolidated remuneration	Shatabdi Express	Rajdhani Express	Other Trains
Rs. 37400/- and above		Executive Class	AC First Class	AC First Class
Rs. 15600/- but less than Rs. 37400/-	Rs. 15000/- and above	AC Chair Car	AC 2-tier	AC 2-tier
Rs. 10300/- but less than Rs. 15600/-	Rs. 8000/- and above but less than Rs. 15000/-	AC Chair Car	AC 3-tier	First Class/AC 3-tier/AC Chair Car
Rs. 4910/- but less than Rs. 10300/-	Rs. 3000/- and above but less than Rs. 8000/-	Ordinary Class	-	Sleeper Class

Those entitled to travel by First Class/AC 3-tier/AC Chair Car may travel on tour/transfer by AC 2-tier, if any of the trains connecting the originating and destination stations by the direct shortest route do not provide for any of the three classes.

### 9.3.2 Entitlement for travel by Road :

Category of Employee	Entitlement
Chief Executive Officer	Staff Car / AC Taxi / AC Bus
Employees drawing Rs. 37400/- and above with the permission of competent authority and availability of transport.	Staff Car / AC Taxi/ AC Bus
Employees drawing Rs. 15600/- and not more than Rs. 37400/-	Taxi / AC Bus
Rs. 10300/- and not more than Rs. 15600/-	Taxi / AC Bus
Less than Rs. 10300/-	Auto-rickshaw/Scooter/ Bus

- a. An employee shall be entitled to a single fare by the class to which he/she is entitled.

**NOTE:** Employee travelling by night trains shall also be entitled to have sleeper berth reserved by the class to which he/she is entitled.

- b. An employee travelling by a class lower than to which he/she is entitled shall charge the fare of the class actually travelled.
- c. If an employee travels by a train which does not provide class of accommodation he/she is entitled, he /she may travel in the next higher class provided the employee furnishes a certificate and satisfies the PBTI that it was essential for him/her to travel by that train in the interest of the PBTI's work.
- d. For journeys between stations not connected by rail, employees shall charge actual expenses incurred by them in travelling by taking a single seat in a Bus or another mode as per their entitlement.
- e. The rates of road mileage per km. for the use of personal vehicles for official purpose will be as under: -

For journeys performed in own car Rs.6.0 / km

For journeys performed by Autorikshaw / scooter Rs.2.40/ km\*

\* or as per actual on the production of the receipt.

**Note :** These rates are as per the prevalent rates approved by the State Govt. The same shall be followed in future as per the revision from time to time by the State Govt.

### 9.3.3. Rates of Daily Allowance

The Daily allowance for non Hotel/Hotel (excluding lodging) would be as under :

(1)	(2)		(3)		(4)		(5)	
Pay range	A-1 Class cities Hotel/ Non Hotel rates		A-Class cities Hotel/ Non Hotel rates		B-1 Class cities Hotel/ Non Hotel rates		B-2 Class Cities & other places Hotel/ Non Hotel rates	
	Hotel	Non hotel	Hotel	Non hotel	Hotel	Non hotel	Hotel	Non hotel
Rs. 37400/- and above	400	260	320	210	240	170	160	135
Rs. 15600/- but less than Rs. 37400/-	350	230	280	185	210	150	140	120
Rs. 10300/- but less than Rs. 15600/-	225	200	180	160	150	130	120	105
Rs. 4910/- and above but less than Rs. 10300/-	190	170	150	135	125	110	100	90

**Note :** The rates mentioned above are the existing rates and are subject to change as per the State Govt. from time to time.



### **9.3.4. HOTEL ACCOMMODATION**

The maximum rates of Hotel Accommodation/Tourist Bungalows for tour outside Punjab and Chandigarh on the production of receipt shall be as under:

- 9.3.4.1 Members of the PBTI Society, Governing Body and Chief Executive Officer (Member Secretary) will be paid actual expenses for stay in 5 Star Hotels. Director(s), Advisor(s) / Consultant(s) will be paid actual expenses for stay in 3 Star Hotels.
- 9.3.4.2 All Staff Members drawing basic pay of Rs.15000/- (revised) and above will be paid actual lodging expenses for stay in 3 Star Hotels.
- 9.3.4.3 Staff drawing fixed remuneration of Rs. 15000/- and above will be paid actual lodging expenses for stay upto Rs.1000/- in A Class cities and upto Rs.750/-in other places.
- 9.3.4.4 Staff drawing fixed remuneration of Rs. 8000/- but less than Rs. 15000/- will be paid actual lodging expenses for stay upto Rs. 750/- in A class cities and upto Rs. 500/- in other places.

These entitlements are maximum permissible limits. Payments would be made on production of actual bills. However, the Chief Executive Officer, in exceptional cases, may sanction actual total charges exceeding these limits on production of hotel receipts.

### **9.3.5 OUTSTATION TOURS**

- 9.3.5.1 When an employee spends one part of a day in one locality and another part in another place for which different rate of daily allowance is admissible, he/she will be entitled to the payment of daily allowance at the rate applicable to the place where he/she spends the night succeeding such day.
- 9.3.5.2 Chief Executive Officer of PBTI under urgent and exceptional circumstances may allow to undertake the journey by a taxi/by own transport and they will be entitled to reimbursement at the rates approved by PBTI.
- 9.3.5.3 No Daily Allowance shall be permissible within a radius of 25 kms from the place of duty.
- 9.3.5.4 Daily allowance for journeys beyond 25 kms. for the entire absence from headquarters, i.e. starting with departure from headquarters and ending with arrival at headquarters, will be regulated as follows:
  - 9.3.5.4.1 For absence less than six hours – Half DA will be paid
  - 9.3.5.4.2 For absence of six hours & more – Full DA will be paid

(Absence from Headquarters on calendar day basis, i.e. from mid night to mid night)

No incidental charges shall be payable in addition to the Daily Allowance / Half Daily Allowance.

- 9.3.5.5 When an employee is on tour to attend a training programme and / or seminar and the fees for such training programme / seminar is paid by the PBTI, including boarding and lodging charges, the employees shall be entitled only to  $\frac{1}{4}$ <sup>th</sup> of the Daily Allowance admissible to him/her for the place of visit.
- 9.3.5.6 Employees performing journeys on tour in PBTIs vehicles shall claim only :
- 9.3.5.6.1 Daily Allowance as admissible to them, provided the journeys performed is exceeding 6 hours.
- 9.3.5.6.2 Ordinarily, PBTIs transport will be provided to an officer/employee for official work. In case of non-availability of PBTIs transport, officers/employees using their own transport will be reimbursed at the rates mentioned at Clause No. 9.3.2 (e).

### 9.3.6 MODES OF CONVEYANCE FOR LOCAL TRAVEL ON TOUR

While on tour, employees may use the following modes of conveyance for local journeys for PBTIs work and for journeys from Bus Stand/Railway Station/ Airport to fixed point both ways and will be allowed the actual expenses incurred on submission of receipts of the journeys performed.

Permissible modes of conveyance to different categories of employees are :

Category of Employees	Permissible mode of conveyance
Rs. 37400/- and above	AC Taxi
Rs. 15600/- but less than Rs. 37400/-	Non AC Taxi
Rs. 10300/- but less than Rs. 15600/-	* Taxi / Three wheeler
Rs. 4910/- and above but less than Rs. 10300/-	Three wheeler

\* In metropolitan cities, employees are entitled to travel by taxi.

### **9.3.7 Foreign Travel in connection with the affairs of PBTI.**

- 9.3.7.1 Cases of foreign tours / visits in respect of CEO and other officers of PBTI will require the prior approval of Chairman of Governing Council of PBTI.
- 9.3.7.2 TA / DA on foreign visit shall be payable as per State Government norms.

However, Hotel charges will be paid on actual basis or as per the entitlement (as per the norms) fixed by the Govt. from time to time for different countries.

### **9.3.8 SUBMISSION OF TA BILLS**

- 9.3.8.1 All TA bills shall be submitted on the PBTIs prescribed performa for tours during the calendar month by 15<sup>th</sup> of the following month.
- 9.3.8.2 For calculating actual time of travelling for claiming daily allowance, the scheduled time of departure and arrival of the aircraft/train/bus shall be taken into account.
- 9.3.8.3 For journey not covered by these rules, TA may be allowed at such rates and to such extent as may be decided by CEO, PBTI.
- 9.3.8.4 For journey outside India, TA/DA will be allowed at the rates as admissible to the State Govt. Employees

### **9.3.9 Leave Travel Concession (LTC)**

All the employees of PBTI working in regular pay scales will be entitled to avail the facility of LTC for "Home Town" and "Anywhere in India" as per Government Rules as amended from time to time.

# CHAPTER - 10

## LEAVE RULES

### 10.1 Title

These rules may be called Punjab Biotechnology Incubator (PBTI) Leave Rules.

### 10.2 Date of Applicability

These rules shall come into force with effect from the date of their approval by the Governing Council.

### 10.3 Scope of Application

These rules shall be applicable to all employees of PBTI including those on deputation.

### 10.4 General Principles

10.4.1 Leave cannot be claimed as a matter of right.

10.4.2 The leave sanctioning authority may refuse or revoke leave of any kind in public interest, but, the nature of leave applied for cannot be altered

10.4.3 An official during leave cannot take up any service or employment elsewhere.

10.4.4 An employee who is on leave on medical grounds will be permitted to return on duty only on production of medical fitness certificate from AMA / Government Dispensary or Hospitals / Approved Hospitals.

10.4.5 After the expiry of sanctioned leave, the absence of an employee from duty will be treated as willful absence from duty and render an employee liable to disciplinary action.

10.4.6 Absence without leave in continuation of any authorized leave will constitute an interruption of service unless it is regularized.

### 10.5 Type of Leave

All employee of the PBTI; including those on deputation, will be entitled to the following kinds of leave:

### 10.5.1 Casual Leave

Length of Service	Casual Leave	Restricted Holidays
Less than 10 years	10 days	2 days
Exceeding 10 years to 20 years	15 days	2 days
More than 20 years	20 days	2 days

- NOTE -**
- i. Casual leave will be non-cumulative and no other leave of any kind can be combined with it.
  - ii. Holidays occurring during or at the beginning or at the end of the period of casual leave shall be excluded. Casual leave shall not be asked or allowed for more than 8 days at a time except under special circumstances with the approval of Chief Executive Officer.

### 10.5.2 Special Casual Leave for family Planning

#### 10.5.2.1 Male Employees

**10.5.2.1.1** Maximum of 6 working days admissible for vasectomy operation. If he undergoes the said operation for a second time due to failure of the first, another six days will be admissible on the production of medical certificate.

**10.5.2.1.2** Maximum of 7 days if his wife undergoes tubectomy, / laparoscopy or salpingectomy operation. The leave should follow from the date of operation.

#### 10.5.2.2 Female Employees

**10.5.2.2.1** Maximum of 7 days, if she undergoes tubectomy, / laparoscopy. If she undergoes the operation for a second time due to failure of the first, maximum of 14 days will be admissible for the second time.

**10.5.2.2.2** Admissible for one day on the day of IUCD/IUD insertion/re-insertion.

**10.5.2.2.3** Admissible for one day on the day of operation when her husband undergoes vasectomy operation.

### 10.5.3 Earned Leave

Length of Service	Earned Leave
Upto 10 years	1/24 of duty period
Exceeding 10 years but less than 20 years	1/18 of duty period
More than 20 years	1/12 of duty period

**(Subject to maximum accumulation of 300 days)**

### 10.5.4 Maternity Leave

The Chief Executive Officer may grant to a female employee who has put in atleast two years of continuous service, maternity leave for a period of 135 days. Extension beyond 135 days shall, however, be permissible by grant of leave of the kind due. Maternity leave shall not be debited to the leave account of the employee and shall be granted to Female Employees with less than two surviving children. Normally, leave applied for, if due, will be granted. However, the same can be refused in the interest of the work of the PBTI.

Married female employees are also eligible for a total of 15 days leave in the entire service on miscarriage / abortion (induced or otherwise). Application should be supported by medical certificate.

### 10.5.5 Leave to contractual employees on fixed remuneration

#### 10.5.5.1 Casual Leave :

Length of Service	Casual Leave	Restricted Holidays
Less than 10 years	10 days	2 days
Exceeding 10 years to 20 years	15 days	2 days
More than 20 years	20 days	2 days

#### NOTE -

- i. Casual leave will be non-cumulative and no other leave of any kind can be combined with it.
- ii. Holidays occurring during or at the beginning or at the end of the period of casual leave shall be excluded. Casual leave shall not be

asked or allowed for more than 8 days at a time except under special circumstances with the approval of Chief Executive Officer.

**10.5.5.2 Privileged Leave:**

<b>Length of the services</b>	<b>Privileged Leave</b>
Upto 10 years	1/24 of the duty period
Exceeding 10 years but less than 20 years	1/18 of duty period
More than 20 years	1/12 of duty period

**NOTE -**

- i. Privileged Leave will not be encashed.
- ii. Privileged Leave shall not be carried forward in case of less than two (02) years of continuous service.
- iii. After completion of continuous two years of service with PBTI the privileged leave accrued and un-availed in the previous year shall be carried forward to the next successive year. The same if remains un-availed in the successive year shall stand lapsed.

**10.5.5.3 Maternity Leave :**

Maternity Leave of 90 days with pay for female staff working on consolidated salary, who has put continuous service for more than two (02) years. Female employees with less than two surviving children will be eligible for maternity leave.

**10.5.6 Paternity Leave**

PBTI's Male employees with less than 2 surviving children are eligible for 10 working days as paternity leave during wife's confinement.

**10.5.7 Leave Encashment**

All employees of PBTI working in regular pay scale shall be entitled to Leave encashment of Earned Leave on resignation or superannuation as per the following entitlement :

<b>Period of Contract appointment</b>	<b>Maximum Earned Leave for which encashment will be allowed.</b>
Upto 5 years	No encashment
More than 5 years upto 7 years	50 days

More than 7 years upto 10 years	100 days
More than 10 years upto 15 years	150 days
More than 15 years upto 20 years	200 days
More than 20 years upto 25 years	250 days
More than 25 years	300 days

### **10.5.8 Authority for Encashment of Earned Leave**

The competent authority to sanction earned leave encashment will be the Chief Executive Officer

### **10.5.9 Authority to sanction leave**

Leave of all kinds will be sanctioned either by CEO or by any officer of PBTI as authorized by Chief Executive Officer, to the extent of such authority.

Note :

- i. Normally, leave applied for, if due, will be granted. However, the same can be refused in the interest of the work of PBTI
- ii. When an employee retires, resigns or his services are terminated, except dismissal of service for misconduct, the employee shall be paid for the leave due to his/her credit as per limit prescribed by PBTI from time to time.
- iii. Extraordinary leave may be granted to any PBTI's employee in special circumstances :-
  - When no other leave is admissible, or the employees specifically ask for it.  
The authority empowered to grant leave may commute retrospectively: -
  - Period of absence without leave into extraordinary leave in exceptional cases.
- iv. Employees on deputation shall be governed by the rules of their parent department.



# CHAPTER - 11

## TERMINAL BENEFITS

### 11.1 Provident Fund Rules

Every employee of the PBTI shall be covered under the Employees Provident Fund and Family Pension Act, 1952, irrespective of the pay drawn by him/her. However, an employee who is already a member of the Contributory Employees Provident Fund Scheme under the said Act on the date of his/her joining the PBTI, shall become a member of the said fund from the date of his/her joining the PBTI.

### 11.2 Gratuity Rules

Gratuity shall be payable to the employees of the PBTI as per Gratuity Act amended from time to time.

### 11.3 Ex-Gratia Grants

The families of the employees of the PBTI shall be entitled to Ex-gratia Grants as per Rules applicable to the Punjab Government employees.

### 11.4 Bonus Productivity Linked Incentives/ Honorarium

CEO, PBTI may sanction Bonus / Productivity Linked Incentives/ Honorarium to the employees of PBTI as approved by the Governing Council.

# **CHAPTER – 12**

## **GENERAL RULES**

- 12.1 The employee shall be at the disposal of PBTI for 24 hrs. The working hours shall normally be the same as observed by the Punjab Government offices from time to time, but, eight hours duty can be staggered in two parts by the CEO / Senior Scientist (Quality Manager) keeping in view the requirement of the Laboratory.
- 12.2 No employee shall directly or indirectly be engaged in any other business, occupation or employment, nor shall enter into any partnership or other business/relationship, accept any fees, endowment or commission, whatsoever, from any party other than the PBTI, except with the prior permission of the CEO, PBTI provided that the work and smooth functioning of PBTI is not affected in any way.
- 12.3 Every employee shall be liable to be transferred by the CEO from one post to another post within the cadre or to any other place in the interest of PBTI.
- 12.4 No employee of PBTI shall take part in politics or in any political activities or contest for election of any House of the State Legislature or Parliament or of any local/authority or indulge in activities against the interest of the PBTI/Govt.
- 12.5 PBTI shall extend protection to its employees in Courts of Law or elsewhere in respect of all acts done in good faith while performing its official duties connected with the affairs of PBTI.
- 12.6 PBTI may grant permission to any employee for improving the academic & professional qualification against the leave of kind due to the employee, provided the work of PBTI will not suffer and employee must have rendered minimum service of two years with PBTI.
- 12.7 All employees of PBTI have to file an annual return regarding the immovable property for the year preceding the financial year by 30<sup>th</sup> April of the year.

## **12.8 Telephone Facility**

12.8.1 CEO shall be provided with cellular & landline phone facility with ISD, STD, both at office and residence.

12.8.2 CEO PBTI may allow Mobile / cellular facility to any employee on need and functional basis. Instrument/Mobile phone will be purchased by the beneficiary at its own cost.

## **12.9 Canteen Facilities**

12.9.1 The employees of the PBTI will be served free tea twice a day.

## **12.10 Holidays**

PBTI shall remain closed on three national holidays :

- i. Republic Day
- ii. Independent Day
- iii. Gandhi Jayanti

Besides these national holidays, employees will be entitled to seven holidays out of the list of holidays declared by the Govt. These seven holidays will be decided / declared by CEO, PBTI after consultation with Senior Scientist & AF&AO, keeping in view that the work of PBTI is not affected.

## **12.11 Working Days**

PBTI will observe six days working week. Alternative Saturdays will be observed as off day in addition to Sunday on rotation basis, as approved by Chief Executive Officer”.

## **12.12 Amendment of Rules**

The PBTI reserves the right to modify/cancel or amend all or any of these rules and issue supplementary rules or amendment thereto without previous notice. The PBTI also reserves the right to give effect to the modifications/cancellations or amendments of the rules and/or supplementary rules from the date these are approved by the Governing Council.

## **12.13 Interpretation of Rules**

The Governing Council of the PBTI reserves the right to interpret these rules. The decision of the Governing Council shall be final.

## Appendix-A

### NORMS, QUALIFICATIONS & EXPERIENCE FOR FILLING UP VARIOUS POSTS IN PBTI

S.N.	Designation	Number of posts	Pay scale	Grade Pay	Qualifications & Relevant Experience
<b>A. Administrative, Secretarial &amp; Supporting Staff</b>					
1.	Chief Executive Officer	1	37400-67000	10000	<p><b>Essential:</b> Ph.D. in Microbiology / Biotechnology / other allied Sciences (Bio-Engineering/Chemical Engineering) with minimum of 20 years experience in project development &amp; implementation, business development and administrative affairs.</p> <p><b>Desirable:</b> 5 years experience in development of policy framework, linkages with national / international institutions / organizations, technical consultancy in biotechnology sector.</p> <p><b>Job Requirement:</b> The incumbent would be responsible for day-to-day running of the Biotechnology Incubator including its marketing and self-sustainability.</p> <p><b>Age:</b> Below 55 years.</p>
2.	Administrative cum Finance & Accounts Officer	1	15600-39100	6600	<p><b>Essential:</b> M.Com with minimum 10 years of experience in Accounts, Finance &amp; Administration OR MBA (Finance)/C.A. (inter) with minimum 7 years experience in Public Sector Undertaking / Industry etc.</p> <p><b>Desirable :</b> Preference will be given to persons who are well versed in Computerized Accounting &amp; Computer Applications in Administration.</p> <p><b>Job Requirements:</b> The incumbent will execute and monitor the Finance, Accounts &amp; Administration of the Biotechnology Incubator. Will be responsible for formulation of Plans, Budgets and Personnel Policies and liaise with Banks, Govt. Departments, Personnel at all levels. Execute the financial and personnel policies in a dynamic and growth-oriented manner. Develop high degree of motivation and commitment in the organization. Monitor project fund/sponsored by the State / Central Govt.</p> <p><b>Age :</b> 50 years or below. The Appointing Authority may relax the age in case of deserving person with relevant &amp; higher experience.</p>

S.N.	Designation	Number of posts	Pay scale	Grade Pay	Qualifications & Relevant Experience
3.	Maintenance Engineer	1	15600-39100	6600	<p><b>Essential:</b> M.E. (Electronics) with 55% marks having four years experience / B.E. (Electronics) with 55% marks and seven years experience / Diploma (Electronics) with 55% and 10 years experience in the maintenance of hi-end &amp; sophisticated analytical, spectroscopy and chromatography instruments.</p> <p><b>Desirable :</b> The candidate with relevant experience of managing the electronic &amp; allied engineering services will be preferred.</p> <p><b>Age :</b> 50 years or below. The Appointing Authority may relax the age in case of deserving person with relevant &amp; higher experience.</p>
4.	Store and Purchase Officer	1	15600-39100	6600	<p><b>Essential:</b> Graduate with at least 55% marks having 10 years experience or Postgraduate with at least 55% marks having 07 years experience in handling store and purchase of scientific equipment and plant &amp; machinery.</p> <p><b>Desirable:</b> Degree/Diploma in Material Management and conversant with import procedures, inventory control and experience in computer and data entry operation.</p> <p><b>Job Requirements:</b> The incumbent will be responsible for purchase of equipment and plant &amp; machinery and maintenance of store records of all assets of the Biotechnology Incubator. Maintain record and inventory of the assets of the Biotechnology Incubator.</p> <p><b>Age :</b> 50 years or below. The Appointing Authority may relax the age in case of deserving person with relevant &amp; higher experience.</p>
5.	Security Officer	1	10300-34800	3200	<p><b>Essential :</b> Ex-Army Officer of Captain Rank</p> <p><b>Job Requirements:</b> The incumbent will be responsible for the Security of all installations &amp; equipments in the PBTI's Laboratory.</p>
6.	Private Secretary	1	15600-39100	5400	<p><b>Essential :</b> Graduate having 5 years experience as Personal Assistant or 10 years as Senior Scale Stenographer in Govt. Departments/Undertakings. Persons working in equivalent or higher posts in Public/Private Sector are also eligible. Should have a minimum speed of 120/45 w.p.m. in Shorthand &amp; Typing both in English and Punjabi. Must be fluent in English and Punjabi. Knowledge of MS Office software and other computer peripherals is pre-requisite.</p> <p><b>Job Requirement:</b> The incumbent should be mature, dynamic, result-oriented with an extremely cooperative, non-bureaucratic attitude. To handle all correspondence, maintain engagement diary and the record &amp; responsible for all secretarial functions.</p> <p><b>Age:</b> Below 40 years.</p>

S.N.	Designation	Number of posts	Pay scale	Grade Pay	Qualifications & Relevant Experience
7.	Personal Assistant	2	10300-34800	4800	<p><b>Essential :</b> A graduate with 3 years experience as Junior Scale Stenographer or 7 years experience as Steno-typist with a speed of 100/35 w.p.m. in English shorthand &amp; Typing and 80/25 w.p.m. in Punjabi Shorthand &amp; Typing. Knowledge of MS Office software and other computer peripherals is pre-requisite. Fluency in English is essential.</p> <p><b>Job Requirement:</b> The incumbent should have knowledge of all secretarial functions, office routine, capable of independently handling administrative matters including correspondence, personnel matters, public relations and coordination apart from maintaining office files of the concerned officer.</p> <p><b>Age:</b> Below 35 years.</p>
8.	Assistant (Store & Purchase)	1	10300-34800	3200	<p><b>Qualification :</b> Should be minimum Graduate. The applicant should be well versed in the computer operation and handling of EPABX. The applicants with pleasing personality, excellent manners and etiquettes need to apply. Proficiency in written and spoken English is a must.</p> <p><b>Experience :</b> Candidate should have more than 2 years experience of computer operation and handling of telephone operations in reputed organization. Preference will be given to female candidates with pleasing personality, excellent manners and etiquettes.</p> <p><b>Age :</b> Below 35 years.</p>
9.	Driver	2	5910-20200	2400	<p><b>Essential :</b> Must possess a driving license for motor vehicle with minimum 5 years experience with a reputed organization as a Motor Car/Jeep Driver.</p> <p><b>Age:</b> Below 35</p>

S.N.	Designation	Number of posts	Pay scale	Grade Pay	Qualifications & Relevant Experience
<b>B. Scientific Staff in regular pay scale</b>					
1.	Senior Scientist	1	37400-67000	8700	<p><b>Essential Qualifications:</b> Master Degree in Life Science / Agriculture Science /Chemical Science/Pharmaceutical Science. The candidates with Doctorate Degree in the relevant subject will be preferred.</p> <p><b>Experience :</b> Ph.D. with seven years experience or M.Tech first class with eight years experience or M.Sc. first class with ten years experience in R&amp;D / industry in the field of Biotechnology/ Food Science &amp; Technology/ and Analytical Chemistry. The candidate with experience of working with national/international food testing laboratories and having knowledge of Laboratory Quality Management System (ISO/IEC 17025 : 2005) and NABL accreditation will be preferable.</p> <p><b>Desirable :</b> Knowledge of testing protocols and national/international standards for quality testing of food. Experience of coordinating, monitoring the functions of technical team, administrative work and knowledge of GLP practices.</p> <p><b>Job Description :</b> The incumbent would be responsible for coordinating &amp; monitoring the functions of chemical and biological laboratories, implementation of Laboratory Quality Management System. The incumbent would also be responsible for developing linkages with user industry / organization/groups.</p> <p><b>Age :</b> Not exceeding 45 years</p>

S.N.	Designation	Number of posts	Pay scale	Grade Pay	Qualifications & Relevant Experience
2.	Scientist (Biology)	1	15600-39100	6600	<p><b>Essential Qualifications:</b> Master Degree in Life Science / Agriculture Science / Pharmaceutical Science. The candidates with Doctorate Degree in the relevant subject would be preferred.</p> <p><b>Experience :</b> Four year experience after M.Sc. in R&amp;D / industry in the field of microbiology / molecular biology techniques (testing for food pathogens, Genetically Modified products, purity of germ plasm etc.). The candidate with experience of working with national/international testing laboratories and having knowledge of Laboratory Quality Management System (ISO/IEC 17025 : 2005) and lab accreditation, shall be preferred.</p> <p><b>Desirable :</b> Hand on experience of equipment like PCR, ELISA, Gel Electrophoresis &amp; Documentation System, DNA Finger Printing etc. Knowledge of testing protocols and national/international standards for quality testing of food and GLP practices.</p> <p><b>Job Description :</b> The incumbent would be responsible for microbiological / molecular biological testing (microbial pathogens, toxins, Genetically Modified products, purity of germ plasm etc.) of samples as per national/international standards and responsible for maintaining Technical Management System of the laboratories under Biological section as per the requirement of accreditation agency.</p> <p><b>Age :</b> Not exceeding 40 years</p>
3.	Scientist (Chemical)	1	15600-39100	6600	<p><b>Essential Qualifications :</b> Master Degree in Life Science / Agriculture Science/Chemical Science/Pharmaceutical Science. The candidates with Doctorate Degree in the relevant subject would be preferred.</p> <p><b>Experience :</b> Four year experience after M.Sc. in R&amp;D / industry in the field of chemical / analytical testing (pesticide / drug residue / toxin etc.). The candidate with experience of working with national/international food testing laboratories and having knowledge of Laboratory Quality Management System (ISO/IEC 17025 : 2005) and lab accreditation, shall be preferred.</p> <p><b>Desirable :</b> Hand on experience of equipment like HPLC, GC, GC-MS, AAS etc. Knowledge of testing protocols, national/international standards for quality testing of food and GLP practices.</p> <p><b>Job Description :</b> The incumbent would be responsible for chemical / analytical testing (pesticide/ drug residues / toxin / elemental analysis / chemical / biochemical analysis etc.) of samples as per national/international standards and responsible for maintaining Technical Management System of the laboratories under Chemical section as per requirements of accreditation body.</p> <p><b>Age :</b> Not exceeding 40 years</p>



S.N.	Designation	Number of posts	Pay scale	Grade Pay	Qualifications & Relevant Experience
<b>B. Technical staff on consolidated salary</b>					
1.	Project Associate	3	16000 + 15% HRA + EPF		<p><b>Essential:</b> M.Sc. / M.Tech. / M.Pharma in Basic Sciences / Agricultural &amp; Allied Sciences / Pharmaceutical Sciences with 3 years analytical experience in the relevant fields.</p> <p><b>Desirable:</b> Experience of more than 1 year of working with national / international testing &amp; certification laboratories /organizations. Knowledge of protocols &amp; national/international standards for quality testing.</p> <p><b>Job Requirement:</b> The incumbent would be responsible for carrying out quality testing for chemical, bio-chemical, microbiological, molecular and genetic parameters of agri-produce / agro-products.</p> <p><b>Age:</b> Below 35 years.</p>
2.	Project Fellow	3	12000 + 15% HRA + EPF		<p><b>Essential:</b> M.Sc. / M.Tech. / M.Pharma in Basic Sciences / Agricultural &amp; Allied Sciences / Pharmaceutical Sciences with 1 year analytical experience in the relevant fields.</p> <p><b>Desirable:</b> Experience of working with national / international testing &amp; certification laboratories /organizations. Knowledge of protocols &amp; national/international standards for quality testing.</p> <p><b>Job Requirement:</b> The incumbent would be responsible for qualitative &amp; quantitative analysis of agri-produce / agro-products and food products for chemical / pesticides / drug residues.</p> <p><b>Age:</b> Below 35 years.</p>
3.	Project Assistant	4	8000 + 15% HRA + EPF		<p><b>Essential:</b> M.Sc. in Basic Sciences / Agricultural &amp; Allied Sciences or B.Sc./ B.Tech. / B.Pharma with Chemistry, Biochemistry, Biotechnology, Microbiology, Food Science, Environmental Science or Pharmaceutical Science with 1 year analytical experience in the relevant fields.</p> <p><b>Desirable:</b> Experience of working with national / international testing &amp; certification laboratories /organizations. Knowledge of protocols &amp; national/international standards for quality testing.</p> <p><b>Job Requirement:</b> The incumbent would be responsible for qualitative &amp; quantitative analysis of agri-produce / agro-products and food products for chemical / pesticides / drug residues.</p> <p><b>Age :</b> Below 35 years.</p>

**Note :** Any post of the above cadres can be filled with modified qualification as recommendations by Chief Executive Officer as per the job requirement and approved by the Governing Council of PBTI.

**Punjab Biotechnology Incubator**

(A State Govt. Undertaking)

**ANNUAL CONFIDENTIAL REPORT FOR THE YEAR \_\_\_\_\_  
Scientific & Technical Staff**

**Part I  
PARTICULARS**

1. Name (in Block Letters) : \_\_\_\_\_
2. Employee's Code : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Date of joining PBTI : \_\_\_\_\_
5. (a) Programmes/Activity(ies) : \_\_\_\_\_  
(b) Project/Section/Laboratory : \_\_\_\_\_
6. Present status
  - a. Designation : \_\_\_\_\_
  - b. Group & Grade : \_\_\_\_\_
  - c. Date of joining to the present post : \_\_\_\_\_
7. Reporting Officer : \_\_\_\_\_
8. Reviewing Officer : \_\_\_\_\_
9. Accepting Officer : \_\_\_\_\_

**Administrative-cum-Finance  
& Accounts Officer**

## INSTRUCTIONS

1. Overall gradation is to be given as per the scheme given below. First by totaling the marks in every column and then taking the grade total :-

<b>Grade</b>	<b>Points / Marks</b>
Outstanding	90 and above
Excellent	80 but less than 90
Good	60 but less than 80
Average	40 but less than 60
Below average	Less than 40

2. Reviewing Officer can change the rating of Reporting Officer and Accepting Officer can change the rating of Reviewing Officer and/or Reporting Officer in any column at his discretion by putting his initials.
3. The assessing officer should be only those under whom the employees have worked for at least three months.
4. Judgment should be based on performance during the entire period and not only on isolated incidents.
5. Each factor has to be assessed independently without influence of any other factor.

## PART II

### PERFORMANCE APPRAISAL

#### SELF ASSESSMENT REPORT BY THE EMPLOYEE

(From ..... to.....)

**1. Any improvement in qualification during the period under report**

Degree /Diploma / Certificate	Year	University/ Institute	Subject / Specialization

**2. Membership of Professional Bodies / Institute / Associations during the period under report.**

Sr. No.	Name of the Professional Body / Institute / Association	Date of taking the membership	Class of Membership (Ordinary / Life / any other)

**3. Programme(s) Activity(ies)/ Project(s) (Give titles)**

- a.
- b.
- c.

**4. Status in the Programme(s)/Activity(ies) Project(s)**

**5. Type of work engaged in :**

- a. Testing
- b. Research and development
- c. Engineering services
- d. Any other (please specify)

**6. Task assigned and work done for the period under report (Give information in the format enclosed at Annexure-I)**

**7. Contribution(s) in documentation – prepared / reviewed**

- a. Quality Procedure
- b. Standard operating procedure
- c. Any other

**8. S&T Out put**

**9. Research publications, technical reports, conference papers, invited lectures etc. (give details)**

**10. Patents filed and sealed, if any.**

Item(s)	Team Leader / Member
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**11. Consultancy assignment undertaken**

Item(s)	Team Leader / Member
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**12. Training / workshops / seminar / symposia etc. organized, if any, (give detail)**

- 13. Workshops / seminar / symposia attended, if any, (give detail)**
  
- 14. Membership of Technical committees / Administrative Committees / Boards etc. (give detail)**
  
- 15. Output relating to Technical Support Services (for Engineering Section)**
  - a. Workshop and other technical support services (give details)
  - b. Operation and Maintenance of sophisticated equipment / facilities.
  - c. Other Technical Support Services (give details)
  
- 16. Honours/awards distinctions/citations received during the period (give details)**
  
- 17. Any other (give detail)**

Signature of the employee with date

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

**Part-III**

**(To be filled by the Reporting Officer)**

(Place a tick mark (✓) with initial in the box against the most appropriate rating in each box)

<b>Factor : Rating</b>	<b>Outstanding</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Below Average</b>
1. Knowledge of work	Remarkable knowledge of all phases of his own and related work.  <input type="checkbox"/> 10	Thorough knowledge of all phases of work  <input type="checkbox"/> 8	Knowledge satisfies ordinary requirements of job.  <input type="checkbox"/> 6	Slightly deficient in the required knowledge of work.  <input type="checkbox"/> 4	Inadequate knowledge  <input type="checkbox"/> 2
2. Sense of responsibility	Possesses a high sense of responsibility  <input type="checkbox"/> 10	Quite keen to undertake responsibilities  <input type="checkbox"/> 8	Prefers to do assigned works  <input type="checkbox"/> 6	Tends to be responsible some times  <input type="checkbox"/> 4	Has no sense of responsibility  <input type="checkbox"/> 0
3. Ability to organize work and achieve results	An efficiency organizer  <input type="checkbox"/> 8	Quite capable of organizing work  <input type="checkbox"/> 6	Can generally organize work  <input type="checkbox"/> 5	Inadequate ability to organize work  <input type="checkbox"/> 3	Incapable of organizing work  <input type="checkbox"/> 0

Factor : Rating	Outstanding	Excellent	Good	Average	Below Average
4. Initiatives	Always initiates actions on his own  <input type="checkbox"/> 8	Initiates actions on his own  <input type="checkbox"/> 6	Sometimes initiates actions on the advice of seniors  <input type="checkbox"/> 5	Initiates actions only on the advice of seniors  <input type="checkbox"/> 3	No initiatives, no interest of work, needs close supervision.  <input type="checkbox"/> 0
5. Efficiency & Accuracy	Always maintains a high standard of efficiency & accuracy  <input type="checkbox"/> 8	Maintains a very good standard of efficiency and accuracy : at times high standard  <input type="checkbox"/> 6	Efficiency and accuracy quite satisfactory  <input type="checkbox"/> 5	Efficiency & generally sensibility satisfactory  <input type="checkbox"/> 3	Very poor, needs improvements.  <input type="checkbox"/> 0
6. Innovativeness	Superior ability to think clearly, creative and arrives at sound suggestions/decisions  <input type="checkbox"/> 8	Worthwhile ideas of his own and ability to make useful suggestions/decisions.  <input type="checkbox"/> 6	Comes forward with ideas, but they need modifications  <input type="checkbox"/> 5	Some ability to comprehend, interpret or grasp new ideas  <input type="checkbox"/> 3	Unable to reason logically.  <input type="checkbox"/> 0
7. Attitude & Sociability	Takes genuine interest in people and extremely well liked by others  <input type="checkbox"/> 6	A friendly person happy in a group develops good contacts.  <input type="checkbox"/> 5	Fond of mixing up with others  <input type="checkbox"/> 4	Generally mixes up with others  <input type="checkbox"/> 3	Has negative attitude towards sociability  <input type="checkbox"/> 0
8. Communication	Excelent expression puts forth his ideas convicingly & effectively  <input type="checkbox"/> 6	Very good expression, easily understands other  <input type="checkbox"/> 5	Good, can make others understand what he wants to convey  <input type="checkbox"/> 4	Somehow manages to convey  <input type="checkbox"/> 3	Very poor to convey  <input type="checkbox"/> 2



Factor : Rating	Outstanding	Excellent	Good	Average	Below Average
9. Development of Junior colleague	Highly enthusiastic in training and developing subordinates <input type="checkbox"/> 6	Guides his subordinates and shares their problems <input type="checkbox"/> 5	Has average interest in developing and training his juniors <input type="checkbox"/> 4	Enthusiasm in developing his subordinates <input type="checkbox"/> 3	Takes no interest <input type="checkbox"/> 0
10. Compliance of Audit observations & office instructions	Always responds to audit observations and head office instructions on his own <input type="checkbox"/> 6	Responds to audit observations/head office instructions most of time on his own <input type="checkbox"/> 5	Responds to audit observations/Head office instructions most of the time but after follow up <input type="checkbox"/> 4	Occasionally responds in audit observations/Head office instructions after follow up <input type="checkbox"/> 3	Does not bother audit observations/Head office instructions <input type="checkbox"/> 0
11. Leadership	Respected, inspiring, leader, generates high degree of cooperations and results <input type="checkbox"/> 6	Generally motivates employees to perform effectively, capable and consistent leader <input type="checkbox"/> 5	An indifferent leader, cannot enforce his views <input type="checkbox"/> 4	Unable to effectively direct work or command respect of subordinates. Has difficulty in communicating objectives. Relationship with staff could be better. <input type="checkbox"/> 3	Tends to be incompetent in instruction. Has difficulty in exercising controlling authority over subordinates. <input type="checkbox"/> 0
12. Industriousness	Exceptionally keen and energetic <input type="checkbox"/> 8	A good and industrious executive <input type="checkbox"/> 6	An executive with fair industriousness <input type="checkbox"/> 5	Occasionally industrious <input type="checkbox"/> 4	Frequently dis-industriousness Not enough attention paid to the job <input type="checkbox"/> 2

Factor : Rating	Outstanding	Excellent	Good	Average	Below Average
<p>13. Punctuality and good house keeping</p> <p>Total points</p> <p>Grand points</p> <p>Overall Grading</p>	<p>Very orderly, systematic, keeps his work place clean consistently punctual, always on jobs in time.</p> <p><input type="checkbox"/> 8</p>	<p>Knows and demonstrates the value orderliness and systematic working. Attends work mostly in time</p> <p><input type="checkbox"/> 6</p>	<p>Knows the value of orderliness &amp; systematic working but unable to achieve seldom late</p> <p><input type="checkbox"/> 4</p>	<p>Gives little or superficial care to cleanliness and orderliness. Occasionally late, not very conscious about punctuality</p> <p><input type="checkbox"/> 3</p>	<p>Has no regard for orderliness, completely lacks sense of cleanliness. Often late, very unpunctual</p> <p><input type="checkbox"/> 2</p>

**Dated Signature of  
Reporting Officer with Stamp**

**Part –III**  
**Report on integrity**

Integrity beyond doubt	Integrity doubted	Dishonest is not depend able	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dated signature of reporting Officer and stamp_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dated signature of reviewing officer and stamp_____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dated signature of accepting officer and Stamp_____

**(Tick mark the applicable rating)**

**PART-IV**

**(To be filled in by the reviewing officer, if any)**

**Comments**

**Reviewed Rating**

**Outstanding**

**Excellent**

**Good**

**Average**

**Below average**

**(tick mark the applicable rating)**

**Signature .....**

**(To be filled in by the Accepting Officer)**

**Remarks**

**Overall Rating**

**Outstanding**

**Excellent**

**Good**

**Average**

**Below average**

**(Tick mark the applicable rating)**

**Signature .....**

**Dated.....**

**Stamp.....**

Strictly confidential

**PUNJAB BIOTECHNOLOGY INCUBATOR**  
(A State Govt. Undertaking)

**ANNUAL CONFIDENTIAL REPORT**  
General & Non Scientific Staff.

**Part-I**

(to be filled by Personnel Department)

1. Name of the Employee : \_\_\_\_\_  
(in block letters)
2. Employee's Code : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
3. Designation and grade : \_\_\_\_\_
4. Department/ Section : \_\_\_\_\_
5. Date of Appointment : \_\_\_\_\_
6. Date of Joining PBTI : \_\_\_\_\_
7. Present status
  - a. Designation : \_\_\_\_\_
  - b. Group & Grade : \_\_\_\_\_
  - c. Date of joining to the present post : \_\_\_\_\_
8. Reporting Officer : \_\_\_\_\_
9. Reviewing Officer : \_\_\_\_\_
10. Accepting Officer : \_\_\_\_\_

**Administrative-cum-Finance  
& Accounts Officer**

## INSTRUCTIONS

1. Overall gradation is to be given as per the scheme given below. First by totaling the marks in every column and then taking the grade total :-

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Good	60 but less than 80
Average	40 but less than 60
Below average	Less than 40

2. Reviewing Officer can change the rating of Reporting Officer and Accepting Officer can change the rating of Reviewing Officer and/or Reporting Officer in any column at his discretion by putting his initials.
3. The assessing officer should be only those under whom the employees have worked for at least three months.
4. Judgment should be based on performance during the entire period and not only on isolated incidents.
5. Each factor has to be assessed independently without influence of any other factor.

# PART II

## PERFORMANCE APPRAISAL

### SELF ASSESSMENT REPORT BY THE EMPLOYEE

(From ..... to.....)

**1. Any improvement in qualification during the period under report**

Degree /Diploma / Certificate	Year	University/ Institute	Subject / Specialization

**2. Course(s)/Seminar(s)/Training(s) attended, if any during the period under report (give detail)**

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**3. Brief description of duties / jobs performed during the period under report (give detail on separate sheet).**

**4. Honours/awards / distinctions received during the period (give details)**

**5. Any other (give detail)**

**Signature of the employee with date**

**PART-III**

**(to be filled by the Reporting Officer)**

**I. Personnel Assessment**

	<b>Outstanding</b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Below Average</b>
1. How effectively the employee is performing the assigned work ?	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 6	<input type="checkbox"/> 2
2. Is he/she resourceful to get the Job done	<input type="checkbox"/> 8	<input type="checkbox"/> 6	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3
3. Is he/she industrious and having good conduct	<input type="checkbox"/> 6	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2
4. Competence	<input type="checkbox"/> 10	<input type="checkbox"/> 9	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 3
5. Commercial and service aptitude	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 1
6. Is he/she obedient	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1
7. Compliance to Audit observation & office instructions	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 0
8. Cooperation from others / social attitude	<input type="checkbox"/> 6	<input type="checkbox"/> 5	<input type="checkbox"/> 4	<input type="checkbox"/> 3	<input type="checkbox"/> 2
9. Honesty	<input type="checkbox"/> 8	<input type="checkbox"/> 7	<input type="checkbox"/> 6	<input type="checkbox"/> 4	<input type="checkbox"/> 0



10.	Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	4	3	2	1
11.	Quality, promptness, disposal of work and sense of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		8	6	5	3	1
12.	Neatness of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
13.	Fitness and shouldering higher responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0

**POINTS FOR SPECIFIC CATEGORIES OF STAF ONLY**

a. Accounts

i.	Is he/she upto date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0
ii.	Preparation of Statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iii.	Figure work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iv.	Compliance to the Different statutory requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0

b. Assistants

i.	Competency in noting and drafting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0
ii.	Clarity in presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iii.	Brevity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iv.	Follow up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0

c. Private Secretary / Personal Assistants / Stenographers / Typists / Data Entry Operator

i.	Speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
ii.	Filing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0
iii.	Follow up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iv.	Secrecy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0

d. Telephone Operators/ Receptionist

i.	Courtesy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0
ii.	Promptness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0
iii.	Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iv.	Sense of responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0

e. Purchase / Store Officials

i.	Is the vender cards / Stock ledger upto date ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0
ii.	Promptness in arranging / issuing of material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iii.	Knowledge of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		4	3	2	1	0
iv.	Compliance to the concerned guidelines for storage of materials and general maintenance of store	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		5	3	2	1	0

f. Other General / Non Technical Staff

Assessment would be carried out based on their job performance during the period under report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	18	12	8	4	0

Total Points

Grand Points

Overall grading

**II. Training Needs**

(Mention the areas in which employee needs further training for career developments/better performance of existing duties)

**III. Job Rotation**

(Mention the areas where official can give better performance by providing alternative job)

IV. Was any punishment inflicted or disciplinary action initiated or was any Audit/Vigilance enquiry proceeding against the employee during the year under report ? If so, give details, (If any disciplinary action has been initiated or if any Audit/Vigilance case is proceeding against the employee, the final order when passed in the case should be stated here.)

Name..... Signature.....

Designation of Reporting Officer..... Date.....

**PART III**  
**(To be filled in by Reviewing Officer)**

Assessment

Name..... Signature.....

Designation of Reviewing Officer..... Date.....

**PART IV**

**(To be filled in by Accepting Officer)**

Remarks

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Gradation

	Outstanding	Excellent	Good	Average	Below average
Points / Marks required	90 and above	80 but less than 90	60 but less than 80	40 but less than 60	Less than 40
Points / Marks achieved					

- (a) Have adverse comments, if any, been communicated to the officer ?
- (b) If answer to 'a' is yes, when ?
- (c) Representation, if any and decision thereon?
- (d) Any other remarks on ACR?

Signature.....Designation.....

Name.....Date.....

Note:- 1. To be checked and signed by the officer authorized in this behalf.

## Appendix-D

### PAY & ALLOWANCES AND OTHER FACILITIES

#### 1 PAY SCALES

Designation/Title	Pay-scales (in Rs.)
	Revised
Driver	5910-20200+2000 (GP)
Assistant (Store & Purchase)	10300-34800+3200 (GP)
Security Officer	10300-34800+3200 (GP)
Personal Assistant	10300-34800+4200 (GP)
Private Secretary	15600-39100+5400 (GP)
Store & Purchase Officer	15600-39100+6600 (GP)
Maintenance Engineer	15600-39100+6600 (GP)
Administrative-cum-Finance & Accounts Officer	15600-39100+6600 (GP)
Project Assistant	8000/- + HRA + EPF (Consolidated)
Project Fellow	12000/-+ HRA + EPF (Consolidated)
Project Associate	16000/- HRA + EPF (Consolidated)
Scientist (Chemical), Analytical Lab	15600-39100+6600 (GP)
Scientist (Biological), Mol Biology Lab	15600-39100+6600 (GP)
Senior Scientist (Quality Manager)	37400-67000+8700 (GP)
Chief Executive Officer	37400-67000+10000 (GP)

**Punjab Biotechnology Incubator**  
(A State Govt. Undertaking)

**Annual Confidential Report – Self Assessment to be filled by Individual**

Name \_\_\_\_\_ Designation \_\_\_\_\_ Department /  
Section \_\_\_\_\_ Personal File No.  
\_\_\_\_\_ (to be filled by office)

Description of Duties

Self Assessment (Please attached extra page if required)

Dated : \_\_\_\_\_

Signature