

PARTICULARS OF STAFF POSTED UNDER TECHNICAL DIRECTORATE AS ON 1.1.2010								ANNEXURE-III
Sr no.	Code	Name	Father's name	GPF no.	DOB	Date of joining	Designation	Location
1	102647	Er Gurinderjit Singh	S.Harbhajan Singh	G-2844	5.1.54	28.7.78	Dy.CE	DIRECTOR/TECHNICAL
2	104351	Er Inder Prakash Singh	Harbhajan Singh	I-415	3.12.56	3.3.79	Sr.Xen	DIRECTOR/TECHNICAL
3	106399	Er Rajesh Kumar Gupta	Sukhdev Raj Gupta	R-7130	17.9.62	29.4.88	AEE	DIRECTOR/TECHNICAL
4	216234	Surinder Singh	Mohinder Singh	S-7558	1.4.60	17.8.81	PA	DIRECTOR/TECHNICAL
5	107538	Er Jagbir Singh	S.Labh Singh	Q-00124 (CPF)	1.12.77.	3.9.07	AE	DIRECTOR/TECHNICAL
6	215688	Rajesh Kumar	Balbir Singh	R-10023	11.9.74	28.10.97	Jr Scale Stenographer	DIRECTOR/TECHNICAL
7	214860	Suman Bala	Baldev Singh Lakhanpal	S-14839	15.9.70	6.6.97	LDC Typist	DIRECTOR/TECHNICAL
8	214857	Jaswinder Bedi	Bachhitar Singh Bedi	J-5982	26.1.61	4.5.88	LDC	DIRECTOR/TECHNICAL
9	230667	Amritpal Kaur	Dalip Singh	A-6684	1.3.66	10.5.02	Peon	DIRECTOR/TECHNICAL
10	214867	Paramjit Singh	Didar Singh	P-3893	4.2.54	16.1.87	Havildar	DIRECTOR/TECHNICAL
11	202865	Karamjit Kumar	Jarnail Chand	K-7995	4.10.68	31.10.2000	Peon	DIRECTOR/TECHNICAL
12	201994	Kuldeep Kaur	Surjit Singh	K-08199	5.3.62	21.3.2000	Peon	DIRECTOR/TECHNICAL
13	105644	Er. Jaswinder Singh	Jarnail Singh	J-08002	1.3.72	19.11.97	Sr.Xen	DIRECTOR/TECHNICAL
14	242598	Ramesh Kumar	Bhagwan Dass	R-6712	15.8.61	5.2.87	Sr.Sc.Stenographer	DIRECTOR/TECHNICAL
15	107854	Balwinder Singh Bhatti	Gurdial Singh	B-05350	30.6.58	10.8.84	Supdt Gr-I	DIRECTOR/TECHNICAL
16	215000	Roop Singh	Sarvan Singh	R-04315	4.2.54	10.2.78	Supdt Gr-II	DIRECTOR/TECHNICAL
17	216306	Darshan Singh	Ujjagar Singh	D-03361	8.7.63	15.12.84	Sr.Asstt	DIRECTOR/TECHNICAL
18	214194	Sunita Rani	Om Parkash	S-13826	5.7.73	14.9.95	Steno typist	DIRECTOR/TECHNICAL
19	223359	Ajit Kaur	Narinder Singh Sethi	A-02632	16.10.60	10.4.80	LDC	DIRECTOR/TECHNICAL
20	219742	Rajinder pal Singh	Dev Raj Singh	R- 07291	8.11.55	14.12.88	LDC	DIRECTOR/TECHNICAL
21	224418	Balwinder Singh	Naranjan Singh	B-10548	23.4.80	12.6.01	Peon	DIRECTOR/TECHNICAL
22	214193	Gurmit Kaur	Karnail Singh	G-07962	4.3.75	8.3.02	Peon	DIRECTOR/TECHNICAL
23	104327	Er Yadvinder Singh	Jit Singh	Y-00173	7.10.59	6.3.79	Sr.Xen	DIRECTOR/TECHNICAL
24	224450	Subhash Kumar	Rawel Chand	S-10395	10.10.64	19.12.86	Sr Scale Stenographer	DIRECTOR/TECHNICAL
25	108040	Balwant Singh	Hari Singh	B-04328	1.10.52	22.12.77	Supdt Gr-I	DIRECTOR/TECHNICAL
26	108062	Lal Singh Tiwana	Jagir Singh	L-00547	2.1.53	9.11.77	Supdt Gr-I	DIRECTOR/TECHNICAL
27	209783	Maan Singh	Jang Singh	M-03521	1.4.55	15.3.80	Sr Asstt	DIRECTOR/TECHNICAL
28		Jugal Kishore Malhotra	Kamal Kishore	J-2130	29.4.55	16.10.75	Typist	DIRECTOR/TECHNICAL
29	215396	Smt Babita Sharma	Kewal Krishan Sharma	B-10191	14.12.65	27.8.99	LDC Typist	DIRECTOR/TECHNICAL

30	225775	Smt Santosh Kaur	Chuhar Ram	S-08329	31.8.50	17.3.83	Peon	DIRECTOR/TECHNICAL
31	225780	Smt Balbir Kaur	Fauja Singh	B-10568	1.2.57	20.3.98	Peon	DIRECTOR/TECHNICAL
32	104112	Er Jay Inder Singh Grewal	C S Grewal	J-05472	28.10.63	20.8.87	Joint Secretary	DIRECTOR/TECHNICAL
33	108090	Ram Lal Chawla	B R Chawla	R-03467	12.12.53	28.11.77	Supdt Gr-I	DIRECTOR/TECHNICAL
34	275013	Satpal Setia	Jagan Nath Setia	S-05863	9.9.52	17.11.77	Supdt Gr-II	DIRECTOR/TECHNICAL
35	220536	Parvinder Singh	Onkar Singh	P-03585	06.10.62	08.11.85	Sr.Asstt	DIRECTOR/TECHNICAL
36	215582	Jagmohan Singh	Harbans Singh	J-05788	19.3.67	23.12.87	Sr Sc Stenographer	DIRECTOR/TECHNICAL
37	214141	Lakhwinder Singh	Pritam Singh	L-01459	10.7.70	19.9.97	Jr Sc Stenographer	DIRECTOR/TECHNICAL
38	214421	Neelam Rani	Ram Raksh Pal	N-01900	9.5.63	5.11.82	LDC Typist	DIRECTOR/TECHNICAL
39	214145	Reeta	Ram Saran	R-09123	30.10.69	24.11.95	LDC Typist	DIRECTOR/TECHNICAL
40	215540	Neelam	Joginder Nath	N-03508	10.10.61	30.6.98	Peon	DIRECTOR/TECHNICAL
41	224424	Jasvir Singh	Charan Singh	PN 12718	25.7.82	27.8.04	Chowkidar	DIRECTOR/TECHNICAL
42	106891	Paramjit Singh Bedi	Balbir Singh	P-01278	12.3.53	22.3.73	Dy Secy General Cadre	DIRECTOR/TECHNICAL
43	107335	Jasbir Singh	Jai Ram	J-02161	5.4.55	6.10.75	Under Secy General Cadre	DIRECTOR/TECHNICAL
44	215004	Nardev Kumar Sharma	Daya Ram	N-01268	8.8.52	14.11.77	Supdt Gr-2	DIRECTOR/TECHNICAL
45	220856	Harjit Singh	Jaswant Singh	H-02524	08.12.54	22.9.78	Supdt Gr-2	DIRECTOR/TECHNICAL
46	214717	Urmila Rani	Shubh Karan Dass	U-00225	2.4.54	17.11.77	Supdt Gr-2	DIRECTOR/TECHNICAL
47	230823	Balwant Singh	Diwan Singh	B-02021	10.04.53	05.01.74	Sr Asstt	DIRECTOR/TECHNICAL
48	215522	Kiran Gupta	Hans Raj	K-04189	20.10.63	31.01.84	Sr.Sc.Stenographer	DIRECTOR/TECHNICAL
49	218782	Rajinder Singh	Sarup Singh	R-06956	05.05.67	16.12.87	Sr.Sc.Stenographer	DIRECTOR/TECHNICAL
50	219817	Naib Singh	Guljar Singh	N-03418	30.6.68	23.9.97	Jr.Sc.Stenographer	DIRECTOR/TECHNICAL
51	203449	Sarjiwan Kumar	Hem Raj	-	05.02.82	13.02.04	LDC/ TYPIST	DIRECTOR/TECHNICAL
52	214862	Ram Singh	Raghu	R-10752	05.05.57	24.09.87	RTM	DIRECTOR/TECHNICAL
53	219809	Dhan Kaur	Arjun Singh	D-04798	30.05.56	30.11.94	Peon	DIRECTOR/TECHNICAL

Director/Technical

The office of Director/Technical is dealing with disciplinary cases of Engineering Officers and concerned Officials who are being dealt under common proceeding. He is supervising the work being dealt with by DS/T-I (relating to disciplinary cases of all Sr.Xens), DS/T-II (relating to disciplinary cases of AEEs except those officers whose name begin with alphabet A & B), DS/T-III (relating to disciplinary cases of all AEs and AEEs where names of officers begins with alphabet A & B) and DS/S-III (relating to disciplinary cases of all SEs and CE).

List of Manuals as per Section 4(i)b of RTI Act-2005 o/o Director/Technical

Sr No	Description of Material	
i)	The particular of its organisation function and duties.	As per Annexure -I & II attached
ii)	The power and duties of its officers and employees	As per Annexure -I & II attached
iii)	The procedure followed in the decision making process including channels of supervision and accountability	As per Annexure -I & II attached
iv)	The norms set by it for the discharge of its functions	There are no norms as such fixed by the Board. Disciplinary cases are processed, as & when these are received in this Dte.
v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	Disciplinary case are processed/ got decided mainly under PSEB Employees (P&A) Regulations-1971 and various other instructions issued by the Board from time to time
vi)	A statement of the categories of documents that are held by it or under its control	Case wise files are opened in this Dte. All the record viz. chargesheet / SCNs issued to the officers (in case of cases under common proceedings SCNs / Charge sheets to the officials also) comments of higher officers thereon and decisions are available in concerned files, which are under control of this Dte.

vii)	The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof	No such arrangement as enshrined in this para exists as there is no need to involve the members of general public because only disciplinary cases of the officers / officials are dealt with by this directorate. However, position of charge-sheets SCNs are intimated to the officers/officials concerned as and when demanded.									
viii)	A statement of the boards councils committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	There is no need to constitute such Committees for this directorate as the decision of the SCNs / Charge-sheets are taken strictly as per punishment and appeal regulation and other rules and regulations issued in this regard by the Board.									
ix)	A directory of its officers and employees	A detail of officers/officials presently posted in this Dte is enclosed herewith.(Annexure-III)									
x)	The monthly remuneration received by its officers and employees including the system of compensation as provided in its regulations	Officers / officials of this Dte. are paid monthly salary as per their pay fixed according to pay scales issued by Board from time to time. No compensation is being paid to the officers/officials for the work done by them during discharge of their duties									
xi)	The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditure and reports on disbursements made.	<p>Budget for establishment expenditure of this Dte. is sanctioned at Secretariat level. However, special allocation is made for the PSEB library which is attached with this Dte., for purchase of books, journals, magazines , newspapers etc. Detail of budget allocated for the Library and the expenditure incurred for purchase of books etc. is as under:-</p> <table border="1" data-bbox="878 1516 1507 1795"> <thead> <tr> <th data-bbox="878 1516 1040 1618"><u>Year</u></th> <th data-bbox="1040 1516 1268 1618"><u>Budget allocated</u></th> <th data-bbox="1268 1516 1507 1618"><u>Section</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="878 1618 1040 1720">2009-10</td> <td data-bbox="1040 1618 1268 1720">Rs. 50,000/-</td> <td data-bbox="1268 1618 1507 1720">Library</td> </tr> <tr> <td data-bbox="878 1720 1040 1795"></td> <td data-bbox="1040 1720 1268 1795">Rs. 10,000/-</td> <td data-bbox="1268 1720 1507 1795">Language officer</td> </tr> </tbody> </table>	<u>Year</u>	<u>Budget allocated</u>	<u>Section</u>	2009-10	Rs. 50,000/-	Library		Rs. 10,000/-	Language officer
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2009-10	Rs. 50,000/-	Library									
	Rs. 10,000/-	Language officer									
xii)	The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes	As this Dte .deals with only disciplinary cases of officers/officials, therefore no amount is allocated to this Dte. for subsidy purpose									
xiii)	Particulars of recipients of concession permits or authorization granted by it	No concession / permits or authorization are granted by this Dte. to its employees or the public at large.									
xiv)	Details in respect of the information available to or held by it reduced in an electronic form	Details of all the decided, pending and under process disciplinary cases of all the gazetted officers (Technical/non technical) are fed in the computer maintained in this Dte									
xv)	The particulars of facilities available to citizens for obtaining information including the working hours of a library of reading room if maintained for public use.	<p>a) There is a special RTI cell at the Secretariat Level controlled by an officer of the rank of Dy. Secy, where public/ officers / officials can apply for any information under RTI Act on all working days, during office hours including information pertaining to this Dte or directly to this office.</p> <p>b) Reading brook / library attached with</p>									

		this Dt. is open to all the officers / officials of the PSEB where they can read /consult books magazines journals etc. during office hours .
xvi)	The names designations and other particulars of the public information officer.	<p>a) Er G S Ghumman Director/ Tech'I-cum-PIO b) Er Jaswinder S, Dy.Secy/Tech'I-I-cum-APIO c) Er Yadwinder S, Jt.Secy/Tech'I-II-cum-APIO d) Er J I S Grewal, Jt.Secy/Tech'I-III-cum-APIO e)Sh Paramjit S Bedi, Dy.Secy/Services-III-cum-APIO</p> <p>The above officers have been designated as PIO/APIO for providing information in respect of Technical Directorate only.</p>
xvii)	Such other information as may be prescribed and thereafter updated these publication every year.	Day to day progress of disciplinary case, being dealt by this Dte. is updated / fed to the computer maintained in this Dte.

***WORKS/DUTIES ASSIGNED TO THE DIRECTOR TECHNICAL OF
PSEB***

This office is looking after the disciplinary cases relating to all the Technical Officers and common proceedings cases in which officials are also involved

Various duties connected with the above work are as under:-

- A) To issue SCNs/Charge Sheets/Explanations relating to all Technical Officers of PSEB, after scrutiny of drafts received from the field offices and after obtaining approval of the competent authority. In cases where officers and officials are involved, the disciplinary action against them is initiated/ processed under common proceedings.
- B) To ensure that acknowledgements of above SCNs/CSs and Explanations etc. are received in time.
- C) The follow up action is taken for obtaining reply of officers/officials within a fixed time frame and the same are sent to the field offices for their comments.
- D) On receipt of replies and comments, the case relating to SCNs are examined and put up to the competent authority for minor punishment.
- E) In case the charges are of serious nature where charge sheets are issued to the officers/officials, the case is entrusted to various inquiry authorities for further probing the charges against them.
- F) Follow up action is taken with various inquiry officers for early completion of inquiries and submission of their reports.
- G) On receipt of inquiry report, the same is sent to the concerned officers/officials for their rebuttal if any.
- H) After receipt of rebuttal of officers/officials the case is again processed and put up to the competent authority for decision.
- I) After that, final punishment order/speaking order is issued and conveyed to the concerned officers/officials.
- J) Follow up action is taken to ensure that the punishment order issued by this office are implemented in letter and spirit, meticulously.
- K) If an officer/official is not satisfied with the punishment, he can go in for appeal against the inflicted punishment. The appeal is again sent to the concerned administrative authority who initiated the case, for his comments and the case is again processed and put up in shape of memorandum for consideration of the WTMs/Full Board as the case may be.
- L) In case appeals of officers/ officials are rejected, they file court cases and this office has to defend court cases in lower court/ sessions court/High Court and Supreme Court.
- M) Complaints against officers are processed for getting them enquired from Enforcement, Technical Audit & V&S Wing of PSEB after getting approval of the competent authority.
- N) On receipt of inquiry reports of Punjab Vigilance, V&S, Enforcement, Technical Audit, Chief Auditor and other wings of PSEB against

irregularities committed by officers/officials, the report is processed for initiating disciplinary action against officers/officials.

- O) If any officer is caught red handed in corruption case and FIR is registered against him and he remains in custody for more than 48 hours, his case for suspension/reinstatement, granting/ refusing of prosecution sanction is processed by this Directorate.
- P) With the introduction of RTI Act in 2005, aggrieved officers/officials have started demanding documents pertaining to their disciplinary cases under RTI Act. The documents under this act are supplied to the concerned officers/officials by this office
- Q) At the time of issuing of passports, granting of time bound promotions to the officers, for processing the cases to retain the officers in service after the age of 50/55 years, prior to retirement, for promotions and for meetings of DPC and HEIC, consolidated detail of decided/pending disciplinary cases against the officers is supplied to the concerned offices by this Directorate as a whole after collecting information from all the Dy. Secretaries/Technical which is a continuous job.
- R) The implementation of the decision of the High Court & State Consumer Redressal Forum are also monitored by this office.

Beside the above duties, office of Language Officer and PSEB Library are also attached with this Dte. for administrative purposes.

Annexure-II

Description of posts under Director/Technical

Sr no	Name of post	Pay Band and Grade Pay	No. of posts
1	Director/ Superintending Engineer	41300- 67000+ 9600	1
2	Sr.Xen	16650-39100+ 8500	1
3	AEE	16650-39100+ 5800	1
4	PA	10900- 34800 + 4650	1
5	JE/ Elec	10900- 34800+ 4350	1
6	Dy Secretary	16650- 39100+ 8500	4
7	Under Secretary	16650-39100+ 6850	1
8	Supdt Gr-I	10900-34800+5500	4
9	Supdt Gr-II	10900-34800+4650	5
10	Sr Scale Stenographer	10900-34800+4350	5
11	Sr.Assistant	10900-34800+4350	4
12	Steno typist	6400-20200+ 2300	8
13	Jr Scale Stenographer	6400-20200+ 3050	2
14	LDC/ Typist	6400-20200+2300	7
15	Peon	5100-10680+ 1550	11
16	Havildar	5100-10680-1700	1
		TOTAL	57

