

Director General School Education, Punjab-cum-Member

Secretary, Punjab ICT Education Society (PICTES)

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CIRCULAR

All the officials/employees of Punjab ICT Education Society (PICTES) are hereby informed that the Punjab ICT Education Society in its 26th meeting of Board of Governors (BoG) held on 19.11.2024 has approved the Service Rules called "The Punjab ICT Education Society Service Rules, 2024" to govern the service conditions of the officials/employees of the Society and the matters incidental thereto, copy of the same (Page 1 to 11) is enclosed herewith. These rules come into force with effect from 19.11.2024.

These rules have been issued with the approval of competent authority.

-Sd/-

Member Secretary, PICTES

Dated: 02-12-2024

End. No: As Above

Copy forwarded to:

- 1 PS to Secretary School Education, Punjab.
- 2 PA to DGSE, Punjab.
- 3 Director School Education (S) Punjab.
- 4 Director School Education (E) Punjab.
- 5 Director, SCERT Punjab.
- 6 All District Education Officers (SE).
- 7 All School Heads (through website)
- 8 Supdt. Edu-7 Branch.
- 9 All Project Coordinators (ICT).
- 10 Finance Wing, PICTES.
- 11 Legal cell(O/o DGSE)


Deputy State Project Director
PICTES

Punjab ICT Education Society (PICTES)

THE PUNJAB ICT EDUCATION SOCIETY SERVICE RULES, 2024

1 INTRODUCTION

- 1.0 These Service Rules shall govern the service conditions of the officials/ employees recruited by PICTES which is a society registered under The Societies Registration Act, 1860.

2 Short title and application.

- 2.0 These Rules may be called "The Punjab ICT Education Society Services Rules, 2024.
- 2.1 These Rules shall apply to all employees appointed and working in the Society except the employees who are on deputation as per clause (i) of Sub Rule 5.0 of Rule -5.
- 2.2 These Rules come into force w.e.f. 19.11.2024.

3 Definitions

- 3.0 "Appointing Authority" means the authority competent to make the concerned appointment as per the instant Service Rules i.e. Member Secretary (PICTES).
- 3.1 "Chairman" means the Chairman of the Board of Governors (BOG) of the Society.
- 3.2 "Direct Appointment" means an appointment made otherwise than by promotion of a person already in the regular service of the PICTES Society.
- 3.3 "Duty" means the period of service which counts for pay, and other emoluments but does not include extra-ordinary leave without pay.
- 3.4 "Contractual person" means any person appointed to any service or post in connection with the affairs of the PICTES Society on yearly contractual basis for specific period on some terms and conditions.
- 3.5 "Regular Employee"; means any person appointed to any service or post in connection with the affairs of the PICTES Society and his /her

services have been regularized under the Society on fulfillment of terms and conditions issued by the Society.

- 3.6 "Member Secretary (PICTES)" means any person appointed by the State Government from time to time as Director General School Education in the Department of School Education, Punjab or any person authorized by the State Government.
- 3.7 "State Government" means the Government of Punjab.
- 3.8 "Society" means Punjab Information and Communication Technology Education Society.
- 3.9 "Vice Chairman" means the Vice Chairman of the Board of Governors (BOG) of the Society.

4 Posts under the Society

Number and Characters of the Posts shall be as mentioned in Appendix-A.

5 Mode of Recruitment/appointment

- 5.0 Recruitment/appointment against the sanctioned posts under the Society shall be made: -
- i. By Deputation from Department of School Education, Punjab;
 - ii. By Direct Recruitment on yearly contract basis.
 - iii. By Outsourcing.
- 5.1 The direct appointment shall be done after inviting the applications by issuing the advertisement.
- 5.2 No person shall be appointed to the service if:
- i. He/ She is not a citizen of India.
 - ii. He/ She is less than 18 years or more than 37 years of age or as may be prescribed by the Society time to time.

- iii. He/ She has be dismissed or terminated from service of the Government Corporation, Board, Cooperative Society, Society, institute or any other body corporate.
- iv. He/ She has been convicted by any Court.
- v. Unless he/she has passed Matriculation Examination with Punjabi as one of the compulsory or elective subjects or any other equivalent examination in Punjabi language.
- vi. He/ She has more than one living spouse, except, where, there is provision under customary law;
- vii. He/ She is medical unfit for employment.

6 Qualification, number of posts, creation of posts and retirement.

- 6.0 Recruitment to the various posts under the Society shall be made by any one or more of the methods mentioned against each post under Para 4.0 /Appendix-A & B.
- 6.1 The powers of creation of posts, selection and appointment of contractual employees of the PICTES Society shall be exercised by the Board of the Society.
- 6.2 Member Secretary of PICTES Society shall be the “Appointing Authority” and shall exercise the power of selection.
- 6.3 The Board of Governors (BOG) of PICTES shall prescribe the remuneration, qualification & experience and other requirements for the various posts under the Society.
- 6.4 Direct appointment of every person to any post under the Society shall be subject to production by such person a medical certificate of fitness from a competent Medical Officer of the Government Hospital and Police Verification from the competent authority.
- 6.5 Retirement - on reaching the age of 58 years or as per instructions issued by Authority from time to time.

7 Pay and Allowances

- 7.1 "Pay" means the basic pay of a regular employee of the PICTES.
- 7.2 A direct recruit of the Society shall on appointment, be eligible to the minimum of the pay in the band as mentioned in Appendix 'A'. The existing regular employees shall continue to draw the existing pay.
- 7.3 The employee shall be entitled to receive the minimum of the pay in the pay band or DC rates applicable at that point of time, whichever is higher.

8. Annual Increase

Annual increment for existing regular employee under PICTES shall be 3% of the basic pay.

9. Leaves

- 9.1 For employees of the Society, except those on deputation/outsourced basis will be entitled to the following kinds of leaves as amended from time to time:

Sr. No.	Kind of Leave	Days
1.	Casual Leave	Female employees: 20 days per year Male employees: (a) 10 days per year upto service of 10 yrs (b) 15 days per year upto service of 10-20 yrs (c) 20 days per year after completion of service of 20 yrs
2.	Maternity Leave	180 days with pay. 90 days with pay for third child (As per Section 5 of the Maternity Benefit (Amendment) Act 2017).
3.	Earned Leave	For Teaching Staff 8 Days per Year, the leave will accumulate and not entitled for encashment.

		For Non-Teaching Staff Leave is earned at the rate of 1/24th of the period spent on duty, during the first 10 years of his service, 1/18th of the period spent on duty during the next 10 years of his service; and 1/12th of the period spent on duty, thereafter. The leave will accumulate maximum upto 300 days and not entitled for encashment.
4.	Half Pay Leave	20 Days per Year. The leave may be commuted on medical ground maximum 240 days during entire service and in such cases double the number of HPL will be debited to the HPL accounts. The leave will accumulate.

9.2 Sanctioning Authority

Leave of all kinds will be sanctioned either by the Member Secretary, PICTES or by any competent authority so authorized by him to the extent of delegation so made to such authority.

10. Discipline, Punishment and appeal:-

10.1 Member Secretary shall be the competent authority to initiate and decide punishment of the employees of the society based on the inquiry.

10.2 In the matters of discipline and punishment the Member-Secretary shall constitute a committee who will inquire into the matter and submit its report to Member Secretary. Member Secretary being the competent authority may impose penalties such as suspension, termination/dismissal, compulsory retirement or any other punishment/penalty he considers appropriate.

10.3 An appeal shall lie with the Vice-Chairman of the Board of Governors of the Society. Appeal shall be filed within thirty days from the date of punishment order.

10.4 Any employee not satisfied with the decision of appeal shall make application of revision with chairman of BOG. The revision shall be filed within thirty days from the decision of the appeal. The decision of chairman on revision of appeal shall be final.

11. Resignation / Termination

The services of an employee appointed may be terminated by the appointing Authority by giving one month notice or one-month salary in lieu thereof. Employee shall resign from his/her post by giving one-month advance notice or one-month salary in lieu thereof. An employee can put in his/her application for withdrawal of resignation within one month from submission of resignation before acceptance of the same.

12 Power to relax:

The Board of Governors (BOG) reserves the right to relax, modify, cancel or amend all or any of these rules and issue supplementary rules or amendments thereto without previous notice and give effect to them from the date of issue or any other prospective date.

13 Interpretation

If any question arises as to the interpretation of these Rules, Board of Governors (BOG) shall decide the same.

14 Repeal and saving

All previous instructions/Notifications/ policies, in so far as they are applicable to the employees of the PICTES Society, are hereby repealed;

Provided that any order issued or any action taken under the previous instructions/Notifications/ policies so repealed, shall be deemed to have been issued or taken under the corresponding provisions of these rules.

APPENDIX 'A'
[See Rules 1(3), 3 and 5]

Status of Posts and Pay/remuneration Structure under PICTES

Sr. No.	Name of Post	Status of Posts under PICTES society		Remuneration for contractual manpower	Pay scales for regular employees
		Contractual	Regular		
1	Deputy State Project Director (ICT)		1	On Deputation from Education Department	
2	Computer Faculty	667	6505	23000	10300-34800+3800
3	Chief Accounts Officer (CAO)	1		35000/-	
4	Assistant Manager (Admin)	1	1	20000/-	5910-20200+2800
	(Hardware)		1		5910-20200+2800
	(Software)	1		20000/-	
	(Finance)	2	3		5910-20200+2800
5	Project Coordinators		5		5910-20200+2800
6	Studio Engineer	1		20000/-	
7	Accountant	14	11	20000/-	5910-20200+1900
8	Junior Engineer	4		20000/-	
9	Cashier	1		20000/-	
10	Stenographer	1		20000/-	
11	Office Assistant-cum-Data Entry Operator	16	12	20000/-	5910-20200+1900

12	Electrician	1		At DC rate	
13	Driver	1		At DC rate	
14	Peon /Class IV	5		At DC rate	
15	Security Guard	2		At DC rate	
	Total	718	6539		

Note :

- 1 - The employees working in PICTES shall continue to draw the existing salary/remuneration in their existing pay scales. The above pay scales / remuneration shall be applicable for future recruitments as well.
2. The DC rate shall be paid if the remuneration drawn by any employee is less than DC rate applicable at that point of time.
3. All the employees shall be entitled to annual increase as enshrined in rules.

APPENDIX 'B'

[See Rules 6]

Sr. No	Name of Post	Percentage of appointment by Direct Appointment	Qualification and experience for Direct Appointment
1	Deputy State Project Director (ICT)	On Deputation from Education Department	On Deputation from Education Department
2	Computer Faculty	Hundred Percent	3-years Diploma (Computer Science & Engineering/Information Technology) or BCA or B.Sc. (IT/CS/Internet Science) or BIT or B-Level of DOEACC or B.E. / B.Tech. (IT/Computer Science) or BCAM or B.Sc. (Information system/ Science) or BMIT or AMIE examination of IETE in Computer Science & Engg. or MCA or M.Sc. (IT/Computer Science /Software /Software System) or MIS or MIT or M. Tech. (Computer Science) or M.Sc. (Networking and Protocol Designing) or M.Sc. (IT) (LE), with at least 50% marks. (Educational qualification must be from a recognized University/ Board.)
3	Chief Accounts Officer (CAO)	Hundred Percent	Retired ACFA/DCFA or above from Finance and Accounts Wing, Finance Department, Govt. of Punjab.
4	Assistant	Hundred Percent	Graduation with One-year

	Manager (Admin)		Diploma in Office Management and One year Diploma in Computer.
5	Assistant Manager (Hardware)	Hundred Percent	B.E/B.Tech (Computer Science/IT)
6	Assistant Manager (Software)	Hundred Percent	B.E/B.Tech (Computer Science/IT) / MCA 1st Division
7	Assistant Manager (Finance)	Hundred Percent	C.A Inter or MBA (Finance) 1st Division
8	Studio Engineer	Hundred Percent	B.Tech (1 st Division) in Electronic & Communication Engineering with experience of VSAT / Mobile. Or from existing JEs having experience of 3 years of operation of Edusat Studio.
9	Junior Engineer	Hundred Percent	Diploma in Electronics & Communication / MCA (1 st Division).
10	Project Coordinators	Hundred Percent	MBA 1st Division
11	Accountant	Hundred Percent	B. Com 1st Division
12	Cashier	Hundred Percent	B. Com 1st Division
13	Stenographer	Hundred Percent	Graduation with authorized One-year Stenography course and computer knowledge (English/Punjabi)
14	Office Assistant-cum-Data-Entry Operator	Hundred Percent	Graduation with One-year Diploma in Computer Application
15	Electrician		Certificate in ITI (1 st Division) in electrical trade with 3 years experience.

16	Driver	Through Out Sourced (Hundred Percent)	10 th and Valid Driving License
17	Peon/ Class IV		Ability to read and write (Filled through Outsource)/ Matric
18	Security Guard		