

GOVERNMENT OF PUNJAB

(DEFENCE SERVICE WELFARE DEPARTMENT)

**The Punjab Ex- Servicemen Corporation (General)  
Rules, 1982**

(As amended upto April, 1987)

Framed under

**The Punjab Ex-Servicemen Corporation Act, 1978**

Punjab Act 33 of 1978



**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF DEFENCE SERVICES WELFARE**  
**The Punjab Ex-Servicemen Corporation (General) Rules, 1982**  
(As amended up to April, 1987)

No G.S.R. 146 /PA.33/78/S.32/82 - The exercise of the powers conferred by sub-section (1) of section 32 of the Punjab Ex-servicemen Corporation Act, 1978 (Punjab Act No. 33 of 1978), the Government of Punjab is pleased to make the following rules, namely:-

1. Short title and commencement –
  - (1) these rules may be called the Punjab ex-servicemen Corporation (General) Rules, 1982.
  - (2) They shall come into force at once.
2. Definitions - In these rules, unless there is anything repugnant in the subject or context -
  - (a) 'Act' means the Punjab Ex-servicemen Corporation Act, 1978 (Punjab Act No. 33 of 1978); and
  - (b) 'Defaulter' means a person, who fails to fulfill his financial obligation in repayment either in terms of money or in terms of the time schedule of repayment of the amount due to the Corporation and includes surety for the payment of such amount who fails to honour his obligation as a surety.
3. Salary and Allowance of Chairman, Managing Director and nominated Directors.
  - (1) Chairman shall be entitled to draw as salary the pay last 7(2)(3) and drawn by him while in service minus pension and pension equivalent of other 32(2)(a)(b)] retirement benefits taken together plus one hundred and twenty five rupees. In addition he shall be entitled to draw such other allowance as are admissible to other employees of the Corporation.
  - (2) The Managing Director -
    - i) if he is a retired Officer of the State Government or of the Central Government, shall be entitled to draw as a salary the pay last drawn by him while in service minus pension and

pension equivalent of other retirement benefits taken together plus two hundred and fifty rupees. In addition he shall be entitled to draw such other allowances as are admissible to other employees of the Corporation.

ii) If he is a Class I Officer of the State Government or of the Central Government, shall be entitled to draw such salary and allowances as are settled between the lending Government and the Corporation.

(3) The Director referred to in clause (e) of sub-section(1) of section 7 of the Act shall be paid a fixed fee of one hundred rupees for attending each meeting of the Board or of any committee appointed by the Board under section 11 of the Act.

4. House-Rent Allowance –

(1) The Chairman shall be entitled to a fixed House Rent Allowance of three thousand rupees per month.

(2) The Managing Director shall be entitled to House Rent Allowance on such rate as may be admissible to the employees of the Government of his status.

5. Telephone facilities - Telephone facilities shall be provided in office as well as at the residence of the Chairman and that of the Managing Director in accordance with the guidelines / instructions issued by the Government from time to time. The total number of local calls from the residential telephones shall not exceed 3,000 per quarter of the year. The cost of private trunk calls shall, however, be recovered from them.

6. Conveyance - The Chairman and the Managing Director shall each be provided with a Staff car along with a driver for journey on official tours and for official local use and the use of such a staff car shall be regulated in accordance with the guidelines and instructions issued by the Government from time to time.

7. Medical Facilities - The Chairman and the Managing Director shall be entitled to such medical facilities for themselves and for the members of their families as are, from time to time, admissible to the employees of the Government of their status.

8. Travelling Allowance and Daily Allowance - For Journeys undertaken by the Chairman and the Managing Director in connection with the

affairs of the Corporation within or outside the State of Punjab, they shall be paid Traveling Allowance and Daily Allowance in accordance with such rules as are applicable to the employees of the Government of their status.

9. Leave and Leave Salary –
  - (a) The Chairman and the Managing Director shall be entitled to such leave including casual leave as is admissible to the employees of the Government of their status under the Punjab Civil Services Rules, Volume I, Part I.
  - (b) The power to sanction leave including casual leave to the Chairman and the Managing Director shall vest in the Government.
  - (c) The Chairman may grant leave of absence from any meeting of the Board or any committee appointed under section 11 of the Act to the Directors referred to in clause (e) of sub-section (1) of section 7 of the Act".
10. Circumstances under which Chairman, Managing Director and nominated Directors may be removed - The Government may at any time remove the Chairman, Managing Director and a Director referred to in clause (e) of sub-section (1) of section 7 of the Act, as the case may be, from office, if -
  - (i) the Chairman or the Managing Director is absent without permission of the Government or a Director referred to in clause (e) of sub-section (1) of section 7 of the Act is absent without permission of the Chairman for more than three consecutive meetings of the Board or of a Committee without a cause sufficient in the opinion of the Government to exonerate his absence; or
  - (ii) he has acted in contravention of the provisions of section 25 of the Act; or
  - (iii) he has been guilty of misconduct in the discharge of his duties :

Provided that no order of removal shall be passed without giving the person concerned a reasonable opportunity of showing cause.

11. Procedure for recovery of amount due to the Corporation - The Managing Director shall make an application to the Sub-Divisional

Officer (Civil) in whose jurisdiction the defaulter resides or carries on business or owns any property stating that a particular amount has fallen due to the Corporation from the defaulter named in the application and that the said amount has not been paid to the Corporation as per terms and conditions of the agreement entered between the defaulter and the Corporation. The sub-Divisional Officer (Civil) shall after giving the defaulter an opportunity of being heard determine, by an order, the amount due to the Corporation.

12. Recovery Certificate - On receipt of the order made under rule 11, the Managing Director shall grant a certificate in Form 'A' appended to these rules and the Collector of the district in which the defaulter resides or carries on his business or owns any property shall proceed to recover the amount from the defaulter as arrears of land revenue.
13. Financial Institutions - The financial institutions for the purposes of priority of charge under section 21 of the Act shall be as follows, namely :-
  - (i) A banking company as defined in the Banking Regulation Act, 1949 (Central Act No. 10 of 1949);
  - (ii) The State Bank of India constituted under the State Bank of India Act, 1955 (Central Act No. 23 of 1955);
  - (iii) A Subsidiary Bank as defined in the State Bank of India (Subsidiary Banks) Act, 1959 (Central Act No. 38 of 1959);
  - (iv) A corresponding new bank constituted under the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (Central Act No. 5 of 1970, and the Banking Companies (Acquisition and Transfer of Undertakings) Acts, 1980 (Central Act No. 40 of 1980);
  - (v) A Regional Rural Bank as established under section 3 of the Regional rules Banks Act, 1970 (Central act No. 21 of 1970);
  - (vi) Any Banking institutions notified by the Central Government under section 51 of the Banking Regulation Act, 1949 (Central Act 10 of 1949); and
  - (vii) The Agricultural Refinance and Development Corporation constituted under the Agricultural Refinance and Development Corporation Act, 1963 (Central Act No. 10 of 1963).

14. Maintenance of Accounts - The accounts of the Corporation and its balance sheet and profit and loss account shall be prepared and maintained in forms 'B', 'C', 'D' and 'E' as appended to the rules.

**FORM 'A'**  
(See Rule 12)

**Recovery Certificate**

From

The Managing Director,  
Punjab Ex-servicemen Corporation,  
Chandigarh.

To

The Collector,

\_\_\_\_\_

Dated,            Chandigarh, the

A sum of Rs. .... is payable, on account of  
..... by ..... son of .....  
resident of ....., presently believed to be at  
....., and to have property comprising of  
..... at ....., tehsil  
..... in your district.

2. Under the Punjab Ex-servicemen Corporation Act, 1978, the  
said sum is recoverable by you as if it were an arrear of land revenue, which  
had accrued in your own district. You are hereby requested to recover it, and  
remit it to my office at.....

Managing Director

**Form 'B'**  
(Rule 14)  
**THE PUNJAB EX-SERVICEMEN CORPORATION, CHANDIGARH**  
Balance Sheet as on the 31<sup>st</sup> March \_\_\_\_\_

Previous Year	Liabilities		Previous Year		Assets
Rs.		Rs.	Rs.		Rs.      Rs.
	1. Capital				1. Fixed Assets
	Authorized Paid by Punjab Government				(At Cost less Depreciation as per Schedule 'A' annexed
	2. Reserves and Funds				(a) _____
	(i) Reserves				(b) _____
	(ii) Bad Debts Funds -				2. Investments
	(iii) Balance as per last year				Explaining nature and mode of valuation
	(iv) Profits as per last balance sheet				3. Current Assets, Loans and Advances
	3. Secured Loans				a. Current Assets
	(Giving nature and valuation of security)				(1) Sundry Debtors
	4. Unsecured Loans				a. Due from Loanees
	5. Current Liabilities and provisions				I. Secured against hypothecation of goods
	(f) Current liabilities				II. Secured against mortgage of land and property
	Sundry payable				III. Unsecured loans, if any
	Expenses payable				b. Interest secured thereon
	Security deposits				a. Dead stock
	Deductions from staff				

Previous Year	Liabilities		Previous Year	Assets	
Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
	(b) Provisions - Provisions for taxation			b. Loose Tools c. Stock in Trade etc	
	Other provisions			Cash and Bank balance Cash in hand Balances with banks, postal orders etc Stamps in hand Stationary and store in hand	
				Loans and Advances	
				Advances recoverable, in cash or kind as per value to be received, say staff, advances, rates taxes, etc.	
				Security Deposits Prepaid expenses	
				4. Miscellaneous expenditure and losses –	
				Expenses pending for capitalization Any other item Net losses, if any	
	Total				

Note :-

1. The balance sheet be signed by the Financial Controller, Managing Director and the chairman
2. The Corporation shall make additions, or remove any head given above, according to the conveniences and need from time to time, as may be required

**Form 'C'**  
(Rule 14)

**THE PUNJAB EX-SERVICEMEN CORPORATION, CHANDIGARH**  
Profits and Loss Account for the year ending as on the 31<sup>st</sup> March, \_\_\_\_\_

Previous Year		Rs.	Rs.	Previous Year		Rs.	Rs.
	To Salaries and allowances				By Interest received		
	To Staff				By interest accrued on loans and deposits		
	To Directors				By hire charges of Agricultural and Industrial Machinery and equipment		
	To Contribution to				By Gifts and Grants and Donations		
	To leave salary				By Gain on sale of Assets		
	To Pension				By Miscellaneous income		
	To House rent				By net loss carried over to balance sheet.		
	To Rent, rates and taxes						
	To Water and Electricity Charges						
	To Traveling and conveyance						
	To Staff						
	To Directors						
	To interest paid						
	To bank charges						
	To running and maintenance of vehicles						
	To Miscellaneous store consumed						
	To Printing and Stationary						





**Form 'E'**

(Rule 14)

**THE PUNJAB EX-SERVICEMEN CORPORATION, CHANDIGARH**

**Statement of loans outstanding as on 31<sup>st</sup> March, \_\_\_\_\_**

Sr. No	Category of Loan	Balance as per previous year	Loans Advanced during the year	Total	Amount of Loan	Net Amount of loan outstanding at the close of the year
		No. Amount	No. Amount	No. Amount	No. Amount	No. Amount
		Rs.	Rs.	Rs.	Rs.	Rs.
1	Agriculture Development	:				
2	Marketing and Processing	:				
3	Small Scale Industries	:				
4	Supply and Storage	:				
5	Building Construction	:				
6	Transport	:				
7	Miscellaneous	:				
	<b>Total</b>	:				

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF DEFENCE SERVICES WELFARE**  
**(DEFENCE WELFARE BRANCH).**

**ORDER OF THE GOVERNMENT OF PUNJAB**

In accordance with the provisions made under rule 3 of the Punjab Ex-servicemen Corporation (General) Rules, 1982, as amended vide Notification No. 14/12/94-3DW/1687 dated: the 16<sup>th</sup> August, 1999, sanction is hereby accorded to grant with effect from 06.03.1998 the following service of pay to the Chairman and the Managing Director of the Punjab Ex-servicemen Corporation :-

	<b><u>Name of Post</u></b>	<b><u>Scale of Pay</u></b>
i)	Chairman	Rs. 16,350 - 20,100
ii)	Managing Director	Rs. 14,300 - 18,600

2. This issues with the concurrence of the Department of Finance conveyed vide Id No. 17/75/98-3FE-6/12, dated 14.06.1999.

Dated: Chandigarh  
Sept. 13,1999

GURBINDER CHAHAL  
Principal Secretary to Govt. of  
Punjab, Department of Defence  
Services, Welfare.

Endorsement No. 14/12/94-3DW/

Dated, Chandigarh, Sept. 1999

A copy alongwith a copy of the Notification No. 14/12/94-3DW/1681 dated 16.08.1999 is forwarded to the following for information and necessary action;

1. Accountant General (A&E) Punjab, Chandigarh
2. Accountant General (Audit), Punjab, Chandigarh.

Principal Secretary

A copy alongwith a copy of the Notification No. 14/12/94-3DW/1681 dated 16.08.1999 is forwarded to the Department of Finance for information with reference to their Id No. 17/75/98-3FE-6/12, dated: 4.6.1999.

To  
The Department of Finance,  
Finance Expenditure-6, Branch.

Superintendent

ID No. 14/12/94-3DW/

Dated, Chd, the Sept. 1999

**GOVERNMENT OF PUNJAB**  
**DEPARTMENT OF DEFENCE SERVICES WELFARE**  
**(DEFENCE WELFARE BRANCH)**

**Notification**

The 27<sup>th</sup> September, 1993

No. G.S.R. 77/P.A. 33/78/S. 32/Amd. (5)/93 - In exercise of the powers conferred by section 32 of the Punjab Ex-servicemen Corporation Act, 1978 (Punjab Act No. 33 of 1978) and all other powers enabling him in this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Ex-servicemen Corporation (General) Rules, 1982, namely :-

**RULES**

1. These rules may be called the Punjab Ex-servicemen Corporation (General) (First Amendment) Rules, 1993.
2. In the Punjab Ex-Servicemen Corporation (General) Rules, 1982 (hereinafter referred to as the said rules), in rule 3 in sub-rule (3) for the words "one hundred and fifty rupees" shall be substituted.
3. In the said rules, in rule 6, in sub-rule (1) for the words "in accordance with the Traveling Allowance Rules applicable to Class-I Officers of the Government of Punjab", the words "in accordance with the Traveling Allowance Rules applicable to Directors as specified in sub-rules (2) of rule 8" shall be substituted.
4. In the said rules, rule 8 shall be renumbered as sub-rule(1), and after sub-rule
  - (1) as so renumbered, the following sub-rule shall be inserted namely :-
    - (2) The Directors referred to in clause (e) of sub-section (1) of Section 7 of the Act shall be entitled to mileage allowance at the rate of two rupees and fifty paise per kilometer from their place of residences to Chandigarh and back for attending meetings of the Board or of any committee appointed by the Board under section 11 of the Act.

5. In the said rules, for rule 14, the following shall be substituted namely :-

Books of account to be kept by the Corporation –

(1) The books of account of the Corporation with respect to the following matters shall be kept at its head office, namely :-

(a) all sum of money received and expended, and the matters in respect of which the receipt and expenditure takes place ;

(b) all sales and purchases made by the Corporation;

(c) the assets and liabilities of the Corporation; and

(d) such particulars relating to utilization of material or labour or to other items of expenditure as may be specified by the Board, if the Corporation is engaged in the production, processing and manufacturing of goods.

(2) If the Corporation has a branch officer, whether in the State or outside,

it shall be deemed to have complied with the provisions contained in sub-rule (1), if proper books of account relating to the transactions effected at the branch office are kept to the transactions effected at the branch office are kept at that office at that office and proper summarized returns, made upto date at intervals of not more than three months, are sent by the branch office to the Corporation head office.

(3) For the purposes of sub-rules (1) and (2), proper books of account shall not be deemed to have been kept if these do not reflect a true and fair view of the state of affairs of the Corporation or its branch offices and do not explain its transaction and are not kept in accrual basis according to double entry system of accounting.

(4) The books of account and other books and documents of the Corporation shall be open to inspection by any one or more Directors during working hours or by such officer of the Government as may be authorized by it in this behalf. Such an inspection may be made without giving any previous notice to the Corporation or any officer thereof.

Provided that a Director may be assisted by any person of this choice, in such inspection

(5) The books of account of Corporation and its branch offices relating to a period of not less than eight years immediately preceding the current year (together with the Vouchers relevant to any entry in such books of account) shall be preserved in good order.

15. Inspection of books of account, etc.

(1) It shall be the duty of the Managing Director and every officer or employee of the Corporation to:-

(a) produce to the person making the inspection in terms of sub-rule (4) of rule 14 all such books of account and other books and documents of the Corporation in his custody or control and to furnish him with any statement, information or explanation relating to the affairs of the Corporation as the said person may require of him within such time and at such place as he may specify;

(b) render all assistance in connection with the inspection which the Corporation may be expected to give; and

(c) ensure personal attendance if required at the time of inspection.

(2) The person making inspection sub-rule (1) may, during the course of inspections :-

(a) make or cause to be made copies of books of account and other books and documents; or

(b) place or cause to be placed any mark of identification thereon in token of the inspection having been made.

(3) Where an inspection of the books of accounts and other books and documents of the Corporation has been made, the person making the inspection shall make a report to the State Government within a period of one month.

16. Annual accounts and balance sheet- (1) The Managing Director shall, not later than three months after the close of the financial year, before the Board of Director:-
- (a) a balance sheet as at the end of the financial year; and
  - (b) profit and loss account for the financial year authenticated by the Financial Controller.

Explanation:- For the purpose of sub-rule (1) of rule 16 the expression, "Financial Controller" means the person authorized by the Board to exercise the powers of Financial Controller; and the expression "Financial year" means the period of twelve calendar months beginning with the first day of April of the preceding year.

17. Form and contents of the balance sheet and profit and loss account-
- (1) Every balance sheet and profit and loss account of the Corporation shall give a true and fair view of the state of affairs of the Corporation as at the end of the financial year and shall be in the form set out in parts I and II of Schedule VI of the Companies Act, 1956 or as near thereto as may be possible.
  - (2) For the purpose of this rule, except where the context otherwise requires, any reference to a balance sheet or profit and loss account shall include any note thereon or document giving information required by or allowed by the Companies Act, 1956 also information specified in Forms 'B', 'C' 'D'.
18. Authentication of balance sheet and profit and loss account. – Every balance sheet, and every profit and loss account of the Corporation shall be signed on behalf of the Board of Directors by the Financial Controller and by not less than two Directors of the Corporation, one of whom shall be the Managing Director, before these are submitted to the auditors for their report thereon.
19. Profit and loss account to be and auditors report to be attached to balance sheet-The profit and loss account shall be annexed to the balance-sheet and auditors report (including the auditors separate, special or supplementary report, if any) shall be attached thereto.

20. Board's Report-

(1) The report on the working of the Corporation during the financial year, required to be furnished to the Government, under sub-section (4) of section 23 of the Act shall be with respect to:-

(a) the state of the Corporation's affairs

(b) The amount, if any, which it proposes to carry to any reserves in such balance sheet.

(c) Material charge and commitments, if any affecting the financial position of the Corporation which have occurred between the end of the financial year of the Corporation to which the balance sheet relates and the date of the report.

(2) (a) The report of the Board of Director shall also include a statement showing the name of every employee of the Corporation who-

(i) If employed throughout the financial year, was in receipt of remuneration for that year, which in the aggregate was not less than rupees one lac; or

(ii) If employed for a part of the financial year, was in receipt of remuneration for any part of that year, at a rate which, in the aggregate, was not less than rupees six thousand; or

(iii) if employed throughout the financial year or part thereof, was in receipt of remuneration in that year which, in the aggregate, or, as the case may be, at a rate which, in the aggregate, is in excess of that drawn by the Managing Director.

(b) The statement referred to in clause (a) shall also indicate-

(i) whether any such employee is a relative of any Director of the Corporation and if so, the name of such Director; and

(ii) any former names or name and surname in full, nationality usual residential address, date of birth, educational qualifications, record of employment during the preceding ten years and terms of remuneration therefore date of appointment and date of cassation (if any); *Explanation-*

For the purpose of sub-rule (2) (a), "remuneration" shall include any expenditure incurred by the Corporation:-

- (a) in respect of any rent-free accommodation, or any other benefit or amenity, free of charge, in respect of the accommodation to the employee.
- (b) In respect of any other benefit or amenity free of charge or at a concessional rate, to the employee;
- (c) In respect of any obligation or service, which but for such expenditure by the Corporation, would have been incurred by the employee; and
- (d) to effect any insurance on the life of, or to provide any pension provident Fund, annuity or gratuity for, the employee or his spouse or child.

(3) The Board shall also be bound to give the complete information and explanation in its report as aforesaid, in an addendum to that report, on every remark contained in the auditors report.

(4) The Board's report and any addendum thereto shall be signed by its Chairman if he is authorized in that behalf by the Board; and where he is not so authorized shall be signed by two Directors authorized by the Board".

6. In the said rules, for Forms 'B', 'C', 'D' and 'E" the following Forms shall be substituted, namely.





**Form 'D'**  
[Rule 17(2)]

**THE PUNJAB EX-SERVICEMEN CORPORATION, CHANDIGARH**

**Financial year**

**Statement of loans in excess of Rs. 50,000/- advanced, outstanding, in default as on 31<sup>st</sup> March, \_\_\_\_\_**

Sr. No.	Name and Address of loanee	Purpose of loan	Amount advanced	Amount recovered	Amount recoverable during the year	Amount recovered during the year	Case which fell in to default		Remarks
							Whether application filed before the Sub-Division officer (Civil)	Whether recovery Certificate granted by collector	
1	2	3	4	5	6	7	8	9	10

**DALJIT JAIJEE**

Secretary to Government of Punjab  
Department of Defence Service Welfare

(To be substitute by the same no. and date)

DEPARTMENT OF DEFENCE SERVICES WELFARE  
(DEFENCE WELFARE BRANCH)

The 9<sup>th</sup> June, 2006

No. 14/13/2004-3DW 1721 – In exercise of powers conferred by section 31 (i) of the Punjab Ex-Servicemen Corporation Act, 1978 (Punjab Act No. 33 of 1978) and with the previous sanction of the State Government the Punjab Ex-Servicemen Corporation hereby makes the following regulation to further amend the Punjab Ex-Servicemen Corporation (General ) Rules, 1982, namely :-

- (a) These regulations may be called Punjab Ex-Servicemen Corporation (General) (First Amendment Regulation, 2006.
  - (b) They shall come into force with effect from 1<sup>st</sup> April, 2004.
2. In the Punjab Ex-Servicemen Corporation (General) Rules, 1982 the existing Regulation 3 shall be substituted with the following :-

House Rent Allowance (1) “Chairman Shall be entitled to House Rent Allowance on such rate as admissible to the Employee of Government.

**GEETIKA KALHA, I.A.S.**  
**Principal Secretary to Government of Punjab**

DEPARTMENT OF DEFENCE SERVICE WELFARE

(Defence Welfare Branch)

The 16<sup>th</sup> August, 1999

No. 14/12/94-3DW/1681 – In exercise of the powers conferred by section 32 of the Punjab Ex-servicemen Corporation Act 1978, (Punjab Act 33 of 1978) , and all other powers enabling him. In this behalf, the Governor of Punjab is pleased to make the following rules further to amend the Punjab Ex-servicemen Corporation (General) Rules, 1982, namely :-

**RULES**

1. (i) These rules may be called the Punjab Ex-servicemen Corporation (General) (First Amendment Rules, 1999)
- (ii) They Shall be deemed to have come into force on and with effect from the 6<sup>th</sup> day of March, 1998.
2. In the Punjab Ex-servicemen Corporation (General) Rules, 1982, in rule 3 –
  - (i) For sub rule (1) , the following sub-rule shall be substituted, namely :-

“(1) The Chairman shall be entitled to such scale of pay, as may be authorized by the Government from time to time. In addition to the scale of pay, he shall also be entitled to draw such other allowances, as are admissible to the other employee to the corporation”, and
  - (ii) in sub-rule (2), for item (i), the following item shall be substituted, namely :-

“(1) If he is a retired officer of State Government, or of the Central Government, he shall be entitled to such scale of pay, as may be authorised by the Government from time to time. In additional to the scale of pay, he shall also be entitled to draw such other allowances, as are admissible to the other employees of the Corporation.”

**GURBINDER CHAHAL**

**Principal Secretary to Government of Punjab  
Department of Defence Service Welfare**