Punjab Land Records Authority,
Board of Revenue.
GOVERNMENT OF THE PUNJAB
Dated: April 29 , 2022

NOTIFICATION

No. PLRA/BN/0007:- In exercise of the powers conferred under Section 30 of Punjab Land Records Authority Act 2017 (Act VI of 2017), the Authority is pleased to make the following amendments in the **Punjab Land Records Authority (Appointment and Conditions of Service) Regulations, 2020.** These amendments shall come into force from 1st May 2022:

(1) In Regulation no. 2, following new definitions shall be inserted:

(gg) "Elevation" means appointment of an existing employee of Authority to next higher post subject to fulfillment of eligibility criteria of that particular post through process provided in these Regulations;

(kk) "Progression" means upward mobility of level within same pay grade entitling additional service benefits as provided in these Regulations;

(jj) "Pay Grade" means a pay scale of a specific post as prescribed in the "Schedule-VI" of these Regulations;

(2) In Regulation no.2 (j), after the word "transfer" the word "or" shall be substituted with "," and after the word "deputation" the word "or elevation" shall be inserted.

(3) In Regulation no.2 (l), the word "Schedule-VI" shall be substituted with "Schedule-I".

(4) In Regulation no. 5(1) following new mode of appointment shall be inserted:

e). Elevation

(5) In Regulation no. 5(2), the word "appointment" shall be substituted with "recruitment"

(6) In Regulation no. 5(3), after the word "commission" the "/" shall be substituted with "or" and after the word "committee" following shall be inserted ", as the case may be,"

(7) In Regulation no. 5(4), following shall be inserted after the word "Schedule -I", "in case of initial recruitment through recruitment committee"

(8) In Regulation no. 5(6), after the word "commission" the "/" shall be substituted with "or" and after the word "committee" following shall be inserted ", as the case may be,"

(9) In Regulation no. 5(7), after the word "commission" the "/" shall be substituted with "or".

(10) Regulation no. 11(1), 11(2) & 11(3) shall be substituted with following:

11(1) The initial recruitment shall be made on contract basis, to a post by the Appointing Authority on the recommendations of the Commission or relevant Recruitment Committee, as the case may be, from amongst the shortlisted candidates for the vacancy;

provided that Contract of all existing employees who had joined PLRA before 1st Jan 2019 shall stand extended for the repeated periods of further three years up to the age of sixty years of particular employee unless specifically terminated earlier by the competent / appointing authority.

11(2) The initial appointment on contract may be made for a period up to three years and after completion of initial contract agreement, contract of employee shall stand extended for successive periods of three years up to the age of sixty years of particular employee unless specifically terminated earlier by the competent / appointing authority.

11(3) Initial recruitment shall only be made on level-1 of a particular post.

(11) Regulation no. 12(4) shall be omitted.

(12) Regulation no. 12(5) after the words "Selection/recruitment" the word "/elevation" shall be inserted.

(13) Regulation no. 12(6) after the words "Selection/recruitment" the word "/elevation" shall be inserted.

(14) Regulation no. 12(7) after the words "Selection/recruitment" the word "/elevation" shall be inserted.

(15) Following new part, "Part-III-A" under the Chapter-II shall be inserted:

Part-III-A

PROGRESSION & ELEVATION

14 A. Progression - (1) All existing pay grades shall be divided into three levels.

Level 1 = Junior Level

Level 2 = Intermediate Level

Level 3 = Senior Level

(2) After completion of three-year service at level 1 and two-year service at level 2 subject to satisfactory performance rating at each level, employee will become eligible for progression on next level within his own pay grade.

(3) Every year in July, Director HR after approval of Director General, will notify the list of employees who are upgraded to the next level in same pay grade.

(4) On progression to next level, perks & privileges of employees will be revised as per schedule-VI.

(5) All existing employees who were adjusted/transferred in the Authority from PMU-LRMIS will be adjusted in 3rd level of their existing grade.

(6) All existing employees who were recruited by the Authority and completed three years' service on 30th June 2022, will be adjusted in 2nd level of their existing grade.

(7) All existing employees not covered in sub-section (5) & (6) will be adjusted in 1st level of their existing grade.

14 B. Appointment by elevation. - (1) The Authority may appoint its existing employees through elevation as per elevation quota of a particular vacant post as per Regulation 14 C (8) and in accordance with criteria provided in Schedule- XII.

(2) The employee shall not be entitled to claim elevation as a matter of right.

14 C. Procedure for elevation. - (1) The appointment of an employee by elevation to next higher post shall be made, by the respective Appointing Authority, on the recommendations of the concerned Recruitment Committee on the basis of:

(a) Prescribed qualification;

(b) Experience;

(c) Satisfactory Annual Assessment Reports (AARs); and

(d) Training (If mandatory as per Schedule-XII)

(e) Departmental Examination (If mandatory as per Schedule-XII)

(2) On acceptance of elevation to next Pay Grade, previous contract of the employee shall be automatically considered as concluded and all benefits pertaining to that previous post shall be paid off.

(3) For elevation in next pay grade; satisfactory performance in the last pay grade and passing of Departmental Exam, if mandatory, shall be necessary.

(4) If employee was getting greater salary in previous pay grade as compared to initial salary of next pay grade, his previous salary will be treated as initial salary of next grade with one premature increment.

(5) The Director General may get the Departmental exam as required in Schedule-XII conducted through concerned Recruitment committee or he may hire the services of an independent third party for this purpose.

(6) Recruitment committee of concerned pay grade will submit its recommendations to the appointing authority of the post on which the employee is being proposed for elevation.

(7) If an employee reaches at maximum range of his Pay grade before reaching sixty years of age, he shall be entitled for annual increments till conclusion of his service.

(8) Following quota for elevation shall be followed:

Sr. No	Criteria	Elevation Quota	Initial Recruitment
1	Where total sanctioned positions for any particular post under specific functional wing are equal to or greater than 10	70%	30%
2	Where total sanctioned positions for any particular post under specific functional wing is less than 10	100%	0%

Provided that initial recruitment will also be allowed against elevation quota if no suitable employee is available for elevation.

(16) Regulation no. 21(2) shall be substituted with following:

21(2) "The Authority may, at any time, after giving one month's notice, or on payment of one month's salary in lieu of that notice, terminate the contract of an employee before completion of the period of contract, in case the Authority deems it appropriate in the public interest as per term & conditions of the contract."

(17) Regulation no. 22(1) shall be substituted with following:

22(1) "The employee may resign from his/her post by giving two months notice or deposit of two months' salary in lieu of notice period.

(18) In Regulation no. 29, Following new Sub Regulation (7) shall be inserted:

29(7) "On Resignation or elevation to next pay grade, employee will be paid gratuity equal to last drawn one month's gross salary multiplied by number of years served in that pay grade"

(19) Regulation no. 31(2) shall be substituted with following:

31(2) "Minimum period for entitlement of additional charge allowance will be 15 days"

(20) Following two new Regulations 33A & 33B shall be inserted:

33A. Utility Allowance: - (1) The employees of the Authority shall be entitled to Utility allowance as per entitlement given in Schedule-VI.

(2) All employees posted by S&GAD working in Authority on Deputation or through transfer shall be entitled to Utility allowance equivalent to utility allowance of his basic pay scale notified by Govt. for Secretariat employees.

33B. Cost of living Allowance: - The employees of the Authority shall be entitled to cost of living allowance as per entitlement given in Schedule-VI.

(21) Regulation no. 37(4) shall be substituted with following:

37(4) "All the tour programs shall be approved by the Director of concerned wing"

(22) Following new Regulation 40A shall be inserted:

40A. Mandatory Training for elevation: - Authority may arrange trainings for those candidates who are eligible for elevation as per required experience and performance as per Schedule-XII.

(23) Regulation no. 50(2) shall be omitted.

(24) **Schedule-IV:** Existing "Term & Condition" number 3 shall be substituted with following:

"The contract of your appointment shall be up to ----------. After completion of initial contract agreement, your contract shall stand extended for successive periods of three years up to ---------- unless specifically terminated earlier by the competent / appointing authority."

(25) **Schedule-VI:** Existing Schedule-VI shall be replaced with new Schedule-VI (attached at Annexure-A).

(26) New Schedule-XII (attached at Annexure-B) shall be inserted.

S.D

Director General /

Secretary to the Board of PLRA

No. & date even

A copy is forwarded for information to:

1. The Chairman PLRA Board.
2. The Senior Member, Board of Revenue, Punjab.
3. All Additional Director Generals, PLRA
4. All Directors, PLRA
5. The Superintendent, Government Printing Press, Punjab, for publication in the official gazette.

Director (Admin & HR)

Punjab Land Records Authority

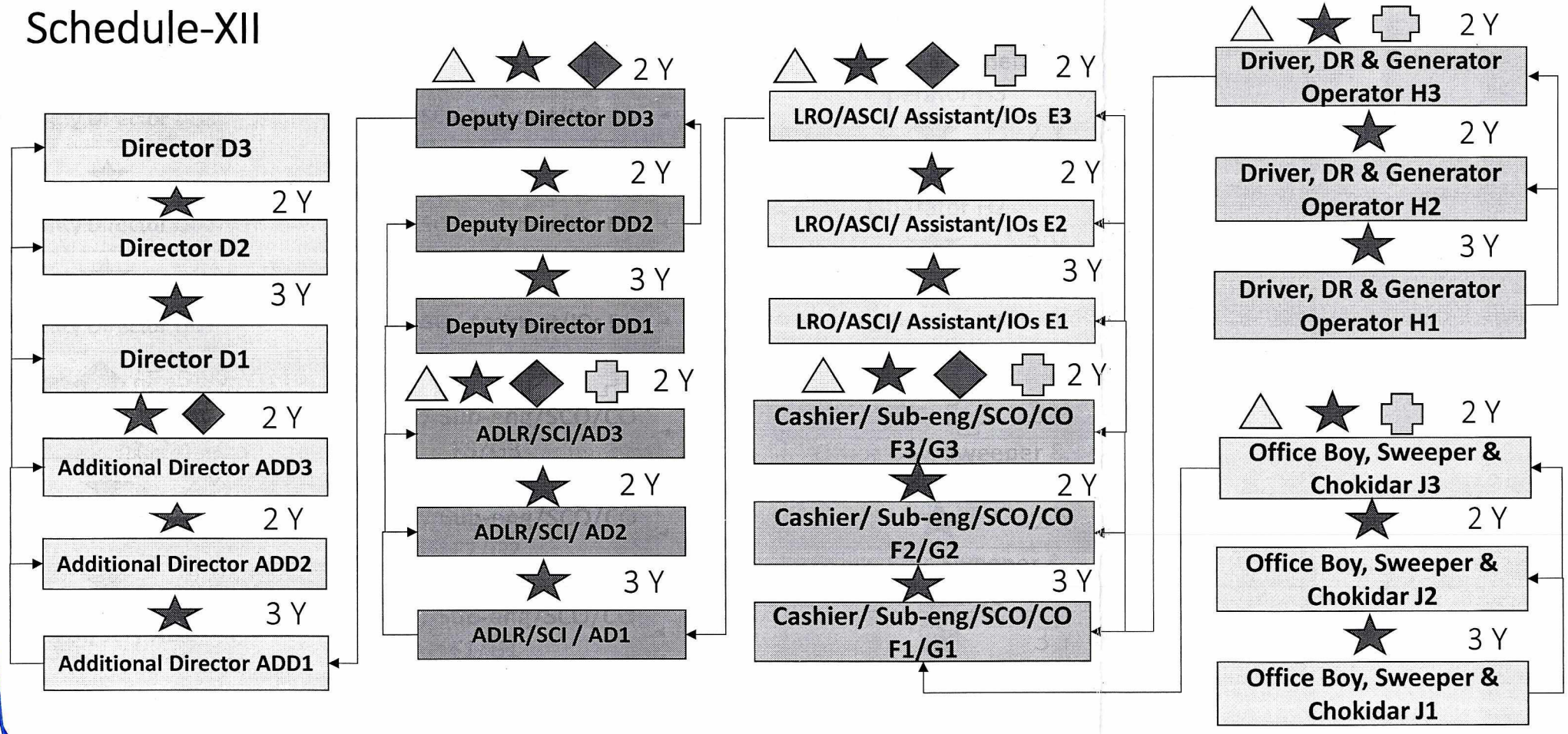
Schedule -VI

SALARY AND PERQUISTES

PLRA Pay Grade	Level	Designation	Salary Range (Rs. Lump Sum)			Utility Allowance per month	Cost of Living Allowance per month	Mobile Allowance per month	Conveyance for official & personal Use
As Per Govt. Pay Scale	DG	DG	As Per Govt. Policy					10,000	One SUV & One 1300 CC Car, with unlimited fuel & with driver
	ADG	ADG Admin						7,000	One 4*4 vehicle, with 400 Ltr. Fuel & with driver
	ADG	ADG Technical						7,000	One 4*4 vehicle, with 400 Ltr. Fuel & with driver
PPG-9	D3	CFO/ Directors	300,000	Maximum 5 % Annual Increment	500,000	30,000	Not Applicable	6,000	1300 CC Car, with 350 Ltr. Fuel with driver OR Monetization of Rs. 55,000 per month.
	D2					25,000	Not Applicable	5,500	1300 CC Car, with 325 Ltr. Fuel with driver OR Monetization of Rs. 50,000 per month.
	D1					20,000	Not Applicable	5,000	1300 CC Car, with 300 Ltr. Fuel with driver OR Monetization of Rs. 45,000 per month.
PPG-8	ADD3	Additional Directors	175,000	Maximum 10 % Annual Increment	300,000	18,000	Not Applicable	4,500	1000 CC Car, with 250 Ltr. Fuel with driver OR Monetization of Rs. 40,000 per month.
	ADD2					16,000	Not Applicable	4,000	1000 CC Car, with 225 Ltr. Fuel with driver OR Monetization of Rs. 35,000 per month.
	ADD1					14,000	Not Applicable	3,500	1000 CC Car, with 200 Ltr. fuel. OR Monetization of Rs. 30,000 per month.
PPG-7	DD3	Deputy Directors	120,000	Maximum 10 % Annual Increment	215,000	12,000	Not Applicable	3,000	Monetization of Rs. 25,000 per month.
	DD2					11,000	Not Applicable	2,500	Monetization of Rs. 21,000 per month.
	DD1					10,000	Not Applicable	2,000	Monetization of Rs. 18,000 per month.
PPG-6	AD3	Assistant Directors	75,000	Maximum 10 % Annual Increment	195,000	9,000	Not Applicable	1,500	Monetization of Rs. 15,000 per month.
	AD2					8,500	Not Applicable	1,000	Monetization of Rs. 12,000 per month.
	AD1					8,000	Not Applicable	500	Monetization of Rs. 10,000 per month.
PPG-5	E3	ASCI, LRO, Assistant and IO's	55,000	Maximum 10 % Annual Increment	140,000	7,500	8,000	Not Applicable	Not Applicable
	E2					7,000	7,500	Not Applicable	Not Applicable
	E1					6,500	7,000	Not Applicable	Not Applicable
PPG-4	F3	Cashier and Sub-engineers	40,000	Maximum 10 % Annual Increment	95,000	6,000	6,500	Not Applicable	Not Applicable
	F2					5,500	6,000	Not Applicable	Not Applicable
	F1					5,000	5,500	Not Applicable	Not Applicable
PPG-3	G3	SCOs, Computer Operators and Receptionist	30,000	Maximum 10 % Annual Increment	75,000	4,500	5,000	Not Applicable	Not Applicable
	G2					4,000	4,500	Not Applicable	Not Applicable
	G1					3,500	4,000	Not Applicable	Not Applicable
PPG-2	H3	Driver, Dispatch Rider, Generator Operator, Electrician	20,000	Maximum 10 % Annual Increment	50,000	3,000	3,500	Not Applicable	Not Applicable
	H2					2,500	3,000	Not Applicable	Not Applicable
	H1					2,000	2,500	Not Applicable	Not Applicable
PPG-1	J3	Office Boy, Sweeper, Chokidar	18,000	Maximum 10 % Annual Increment	45,000	1,500	2,000	Not Applicable	Not Applicable
	J2					1,200	1,500	Not Applicable	Not Applicable
	J1					800	1,000	Not Applicable	Not Applicable

Note 1: Annual increments only be permissible subject to approval of Board and availability of adequate funds under the relevant head.

Schedule-XII



△ = Qualification, ★ = Annual Performance, ◆ = Training

✚ = Promotion Exam