

PUNJAB URBAN PLANNING & DEVELOPMENT AUTHORITY

PUDA BHAWAN, SECTOR 62, S.A.S NAGAR
(ADMINISTRATION BRANCH)

OFFICE ORDER

In pursuance of the decision of the Authority taken in its 57th meeting held on 05-03-2019 vide item No. 57.10 and 59th meeting held on 23-10-2020 vide item No. 59.13, the following three posts have been revived by surrendering one post of Joint Director (PR) already sanctioned under the Punjab Urban Planning and Development Authority (Employees Service) Regulations, 1999:-

- 1) One post of Deputy General Manager (DGM) in the pay band of Rs. 15600-39100, Grade Pay 7600.
- 2) One post of Public Relation Officer (PRO) in the pay band of Rs. 10300-34800, Grade Pay 5400.
- 3) One post of Clerk in its existing pay band.

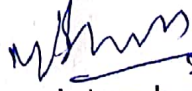
Accordingly Schedule-I, II and III for the above posts are hereby incorporated in the Punjab Urban Planning and Development Authority (Employees Service) Regulations, 1999 as per annexure enclosed.

Dated, SAS Nagar
24-12-2020

Malwinder Singh Jaggi, IAS
Chief Administrator.

Endst No: PUDA-Admn-EA-1/2020/**23988-24032** Dated: **28-12-2020**

A copy of the above is forwarded to Chief Administrators of all Development Authorities and Heads of Branches, PUDA/GMADA for information and necessary action.


28/12/20
Superintendent (Admin),
For Chief Administrator.

SCHEDULE - I**CLASSIFICATION OF SERVICE GROUP-A (General)**

Sr. No.	Name of Post
1	Deputy General Manager
2	Public Relation Officer

SCHEDULE - II**CLASSIFICATION OF POSTS GROUP-A (General)**

Sr. No.	Name of Post	No. of Posts	Scale of Posts (in Rupees)
1	Deputy General Manager	01	Pay band 15600-39100, Grade Pay 7600
2	Public Relation Officer	01	Pay band 10300-34800, Grade Pay 5400

CLASSIFICATION OF POSTS GROUP-C (General)

Sr. No.	Name of Post	No. of Posts	Scale of Posts (in Rupees)
1	Clerk	288	Pay band 10300-34800; Grade Pay 3200.

SCHEDULE-III
GROUP - A (GENERAL)

Sr. No	Designation of Post	Source of Appointment			Qualification and Experience		
		Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.	2.	3.	4.	5.	6.	7.	8.
1	Deputy General Manager	100%	-	-	From amongst the Assistant General Managers of the Authority having experience of working as such for a minimum period of Five years .	--	Should be holding an identical or similar post in Government Department / Organization and possess qualification and experience prescribed for appointment by promotion.
2	Public Relation Officer	100%	-	-	From amongst the Assistant Public Relations Officers (APRO) of the Authority, who have an experience of working as such for a minimum period of Ten years .	--	Should be holding an identical or similar post in Government Department / Organization and possess qualification and experience prescribed for appointment by promotion.

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PUDA BHAWAN, SECTOR 62, S.A.S NAGAR
(ADMINISTRATION BRANCH)

OFFICE ORDER

In pursuance of the decision of the Authority taken in its 59th meeting held on 23-10-2020 vide item No. 59.13, the source of appointment for the post of Assistant Public Relation Officer (APRO) is amended.

Accordingly, the amended Schedule-III for the post of APRO is hereby incorporated in the Punjab Urban Planning and Development Authority (Employees Service) Regulations, 1999 as per annexure enclosed.

Dated, SAS Nagar
24-12-2020

Malwinder Singh Jaggi, IAS
Chief Administrator.

Endst No: PUDA-Admn-EA-1/2020/**24033-77** Dated: **28-12-2020**

A copy of the above is forwarded to Chief Administrators of all Development Authorities and Heads of Branches, PUDA/GMADA for information and necessary action.


28/12/20
Superintendent (Admin),
For Chief Administrator.

SCHEDULE-III
GROUP - B (GENERAL)

Sr. No		Designation of Post			Source of Appointment			Qualification and Experience		
					Promotion	Direct Recruitment	Deputation	Promotion	Direct Recruitment	Deputation
1.		2.			3.	4.	5.	6.	7.	8.
1		Assistant Public Relation Officer (APRO)			-	100 %	-	--	i) Should be a Graduate in any discipline from a recognized University. ii) Should possess a degree or Diploma in Journalism or in Mass Communication or in Public Relations and Advertising from a recognized University. iii) Should have an experience of working for a minimum period of 2 years in a newspaper having circulation of at least 25000 copies daily, duly certified by Audit Bureau of Circulation or in a National Television Channel or in a Publicity Organization of a State Government, Government of India or a Public Sector Undertaking; AND possess (a) At least one hundred and twenty hours Course with hands on experience in the use of Personal Computer or Information Technology Office Productivity Applications or Desktop Publishing Applications from a Govt. recognized institution or a reputed institution, which is ISO 9001 certified OR (b) Certification in usage of Computers equivalent to "O" Level Certificate of Department of Electronics Accreditation of Computer Courses (DOEACC) of Govt. of India.	From amongst the official holding equivalent or similar post in any other organization having qualifications and experience as prescribed for direct recruitment.