

Government of Punjab
Department of Investment Promotion (Punjab
Bureau of Investment Promotion)
Notification

Dated: 7.05.2015

No. 17/3/2015-ASI479680/1

In exercise of the powers conferred by clause 3.0 of Government of Punjab, Department of Investment Promotion Notification No.7/17/13 ASI/1998, dated the 5th December, 2013 and all other powers enabling it in this behalf, the Board of Governors of the Punjab Bureau of Investment Promotion hereby makes the following regulations regulating the recruitment of persons and the conditions of service of persons appointed in the Punjab Bureau of Investment Promotion, namely:-

REGULATIONS

1. Short title, commencement and application:-

- (a) These regulations may be called the Punjab Bureau of Investment Promotion Service Regulations, 2014.
- (b) They shall come into force on and with effect from the date of their approval i.e. 21st March, 2014.
- (c) (i) These Regulations shall be applicable to all employees of the Punjab Bureau of Investment Promotion.
- (ii) Staff appointed on deputation from Government or other Government organizations shall be governed by the service rules as applicable to them in their parent department/organization.

2. Definitions:

In these Regulations, unless the context otherwise requires,-

- a) **“Appointing Authority”**, except in the case of deputationists, means the Chief Executive Officer of the Punjab Bureau of Investment Promotion;
- b) **‘Appendix’** means the appendices, appended to these regulations; c) **‘Bureau’** means Punjab Bureau of Investment Promotion.
- d) **“Chief Executive Officer”** means the Chief Executive Officer of the Bureau;
- e) **“Disciplinary Authority”** means the authority competent to impose punishment on an employee of the Bureau;
- f) **“Employee(s)”** means all persons appointed as officers or staff including those on deputation who are in the service of the Bureau;
- g) **‘Government’** means the Government of the State of Punjab in the Department of Investment Promotion
- h) Words and expressions occurring in these Regulations and not defined herein above, shall bear the same meanings as in the Notification of the Department of Investment Promotion No.7/17/13 ASI/1998, dated the 5th December, 2013;

3. Sanctioned strength of employees:

- (a) The sanctioned staff strength of the Bureau will comprise of the posts as specified in **Appendix-“A”** to these Regulations.

- (b) The Bureau may modify, increase, decrease or change the nomenclature of any post depending upon the requirement of human resources with the prior approval of the Board of Governors of the Bureau.
- (c) The Bureau, at its discretion, may leave any post unfilled or keep in abeyance for any period of time.

4. Mode of appointment for to the post as notified in the Notification: Appointment to the post (s) in the Bureau shall be made by any one of the following methods:-

- (a) Direct appointment which may include appointments on contracts for a limited period; or
- (b) Deputation

5. Qualifications and experience for appointment for contractual post:

- (a) The minimum educational qualifications and experience for appointment to various contractual posts in the Bureau shall be as specified in **Appendix-“B”**. No relaxation shall be made, in any case, in educational qualification and experience for appointment to any post in the Bureau.
- (b) In case a necessity arises requiring specialized or expert knowledge for dealing with specialized job(s), the Bureau may engage consultants for short duration having requisite qualification and experience in the relevant field on such terms as it may decide.

6. Terms & conditions for deputationists.

The appointment on deputation basis to any post shall initially be for one year which may extend for a maximum period of five years. The Bureau may, however, in rare cases, consider extension beyond this period having regard to his performance and requirement in the organization. The employee taken on deputation will be governed by such terms and conditions of deputation as are prescribed by his/her respective parent department and are agreed to by the Bureau. However, during the period of deputation they shall be under the administration, superintendence and control of the Bureau.

7. Terms & Conditions of appointment for contractual employees:

- a) The Bureau may at its discretion consider suitable persons having requisite qualifications and experience for appointment on contract basis. Applications will be invited through advertisement in the press and through Bureau's website. Such appointment shall be made initially for one year which can be extended from time to time by the appointing authority having regard to his performance and requirement in the organization.
- b) The employees appointed on contract basis for a fixed tenure shall be governed by the terms and conditions of contract which are given in the Agreement enclosed as Appendix-“C” and this Agreement shall be executed before he joins service in the Bureau.
- (c) The Services of employee appointed on Contract basis shall be terminable with a notice of one month or salary in lieu thereof on either side. In exceptional cases, Bureau may waive off the condition of notice to be given by an employee.
- (d) The maximum age limit will be 65 years for the employee taken on contract basis.

8. Procedure for appointment.**(a) Appointing authority:**

All appointments of employees shall be made by the appointing authority as specified in clause 2(a) of these Regulations.

(b) Filling up of vacancies:

For filling up of vacancies, the posts shall be advertised in Press and Bureau's website. Reservation Policy of the Punjab Government will be followed.

(c) Processing of application:

The applications received in the Bureau shall be processed and the list of eligible candidates put up with the curriculum vitae of the candidates to the appointing authority for decision. The selection of candidates can be either on the basis of an interview or a written test or both.

9. Pay and Allowances for contractual employees:

(a) Those appointed on contract basis shall be entitled to draw fixed remuneration as decided by the Bureau from time to time.

The emoluments, as fixed at present, shall be as given in Appendix "A". In the case of renewal of contract, they shall be entitled for annual increase @ 10% of their fixed emoluments which shall be rounded off to the next multiple of 10.

(b) The personal mobile and internet expenses used for official purposes shall be reimbursable to the contractual employees upto the maximum limit given hereunder:

Name of the Post	Reimbursement per month
Dy. General Manager, Investor Facilitation Officer	Rs.1500
Manager	Rs.1000
Executive, IT Assistant, Technical Assistant	Rs 750
Driver	Rs.500

(c) The employees shall also be reimbursed the conveyance expenses at the following rates:

Name of the Post	Reimbursement per month
Dy. General Manager, Investor Facilitation Officer, Manager	Cost of 50 litres of petrol/ diesel
Executive, IT Technical Assistant, Driver	Cost of 19 litres of petrol/ diesel

10. Pay and Allowances for deputationists.

(a) In the case of deputationists, they shall continue to draw the pay band and Grade Pay of their parent department. The employees on deputation will be entitled to draw all admissible allowances at such rates and subject to such conditions as may be applicable to the

employees of the parent department or as mutually agreed between the Bureau and the parent department.

11. TA & DA for Contractual Employees:

Contractual employees will be allowed TA and DA as permissible against the relevant scale as per Appendix- "D".

12. TA & DA for deputationists:

The employees on deputation to the Bureau will be allowed TA and DA, as per the entitlement, as notified by Government of Punjab.

13. Gratuity for Contractual Employees:

Employees who have more than 5 years of continuous service in the Bureau will be entitled for gratuity as per the Payment of Gratuity Act.

14. Discipline, punishment and appeals.

(a) In the matter of conduct, discipline, imposition of punishment and appeals, the employees, except those on deputation, shall be liable for punishment which shall be 'warning' or 'censure' or 'stoppage/reduction of/in the annual increase' and in the case of serious charges, his services may be terminated forthwith by giving a notice of one month or payment of a sum equivalent to the amount of his remuneration of one month. However, before awarding any punishment he shall be issued a charge sheet/show cause notice giving him an opportunity to defend himself. If considered necessary, an inquiry officer can also be appointed to inquire into the matter in detail. If the punishing authority considers it appropriate he/she may also be given an opportunity of being heard in person.

(b) The disciplinary authority for the employees having fixed emoluments less than Rs.20,000/- per month shall be the General Manager (HR) while the Chief Executive Officer shall be the disciplinary authority for the employees having fixed emolument of Rs.20,000/- or more per month. In the cases where General Manager (HR) is the disciplinary authority, the Chief Executive Officer shall be the Appellate Authority and where the Chief Executive Officer is the disciplinary authority, the Chairman of the Executive Committee of the Bureau shall be the Appellate Authority.

(c) The employees shall be governed by the Punjab Government Employees (Conduct) Rules 1966 as amended from time to time.

15. Terms & Conditions of appointment on deputation:

(a) The appointment on deputation basis to any post shall initially be for one year which may extend for a maximum period of five years.

The Bureau may, however, in rare cases, consider extension beyond this period having regard to his performance and requirement in the organization. The employee taken on deputation will be governed by such terms and conditions of deputation as are prescribed by his/her respective parent department and are agreed to by the Bureau. However, during the period of deputation they shall be under the administration, superintendence and control of the Bureau.

16. Annual assessments of staff for both Contractual/deputationists:

In the case of employees on deputation with the Bureau, their Annual Confidential Reports (ACRs)/ Annual Performance Reports (APRs) will be recorded in the formats prescribed by their respective parent departments. For others, ACRs/APRs shall be recorded on the format prescribed by the Bureau.

17. Leave and other service matters for both Contractual/deputationists:

In the matter of leave and other service conditions of service, the employees recruited on contract basis shall be governed by the terms and conditions of their contract as enumerated in Appendix 'C'.

In the case of deputationists, they shall be governed by the rules & regulations of their parent department.

18. Delegation of Powers:

The Board may by resolution confer upon the CEO or any other officer of the Bureau all or any of its powers under these Service Regulations. The CEO may, with the approval of the Board, in writing confer on any officer of the bureau all or any of his powers, including power delegated to him by the Board. Delegated powers shall be exercised subject to such restrictions, conditions and limitations as may be prescribed in the resolution or authorization by the Board, or the CEO as the case may be.

19. Powers of relaxation:

Where the Bureau is of the opinion that it is necessary or expedient to do so, it may, by an order, for reasons to be recorded in writing, relax any of the provisions of these Regulations with respect to any class or category of persons with the prior approval of the State Government in the Department of Investment Promotion.

20. Powers to amend:

The Bureau may, at any time, add, vary, alter, modify or amend any provision of these Regulations, with the prior approval of the Board of Governors of the Bureau.

21. Interpretation

If any question arises relating to the interpretation of these Regulations, the Bureau in consultation with the Department of Investment Promotion shall decide the same.

(Karan A. Singh)
Principal Secretary
Deptt. of Investment Promotion
Appendix 'A'

(See Regulations 3 and 8(a))

On deputation

Sr. No.	Name of the Post	Number of Posts	Scales of pay
1.	Chief Executive Officer	1	In own pay scale, grade pay and basic

2.	Additional/ Deputy Chief Executive Officer	2	In own pay scale, grade pay and basic
3.	Executive Director/ General Manager	2	In own pay scale, grade pay and basic
4.	DCFA/ACFA	1	In own pay scale, grade pay and basic
5.	Senior Officers from regulatory Departments- An officer not below the rank of: a) Chief Engineer in the Punjab Pollution Control Board; b) Chief Town Planner in the Department of Town and Country Planning; c) Additional Labour Commissioner in the Department of Labour; d) Additional Director in the Department of Local Government; e) Joint Commissioner Excise & Taxation in the Department of Excise and Taxation; f) Additional Director, Factors in the Department of Factories; g) Chief Conservator of Forests in the Department of Forests; h) Chief Engineer in Punjab State Power Corporation Ltd; i) Joint Controller, Finance & Accounts in the Department of Finance. j) Senior Officer/Manager in the Department of Agriculture. PAIC k)	12	In own pay scale, grade pay <u>and</u> basic pay
6.	Junior Officers from regulatory Departments Pollution Control Board, Town & country Planning, Labour, Local Government, Excise and Taxation, Factories, Forests, Punjab State Power Corporation Ltd., Finance, agriculture, Industries & Commerce and any other	14	In own pay scale, grade pay and basic.

7.	Officer for Incentive Cell not below the rank of : a. DETC from Excise & Taxation Department b. Dy. Director from Local Government Department : Officer c. X.E.N from Department of Power d. D.R.O from Department of Revenue e. D.M.O. from Department of Agriculture (Mandi Board)	6	In own pay scale, grade pay and basic.
8.	Private Secretary to Chief Executive Officer Additional CEO	1	In own pay scale, grade pay and basic
9.	Personal Assistant to a. Chief Executive Officer b. Additional CEO c. Dy. CEO d. General Manager (Admn &HR) e. General Manager(Knowledge Cell) f. Sr. Officers from other departments	14	In own pay scale, grade pay and basic
Total		53	

On Contract

Sr. No.	Name of the Post	Number of Posts	Fixed Emoluments (in Rupees)
1.	Deputy General Manager	5	Rs 75,000 + Allowances
2.	Investment Facilitation Officer	5	Rs 50,000 + Allowances
3.	Manager	10	Rs 40,000 + Allowances
4.	Executive	25	Rs 20,000 + Allowances
5.	Front Office Executives	3	Rs 20,000 + Allowances
6.	Technical Assistant	2	Rs 20,000 + Allowances
7.	Steno	3	Rs 20,000 + Allowances
8.	Drivers	5	Rs 12,500 + Allowances
Total		58	

Appendix 'B'
(See Regulation 5(a))

I. Criteria for Posts on Deputation

Sl.No		
1.	Chief Executive Officer	An IAS officer in Super-Time Scale, to be appointed by State Government
2.	Additional/ Jt CEO	An IAS officer to be appointed by State Government
3.	Jt/ Deputy CEO	A PCS officer to be appointed by State Government
4.	Executive Director/ General Manager	An officer in pay scale of Rs 37400-67000 with grade pay Rs 8700 or higher with at least 18 years experience in Govt./Semi-Govt./Autonomous organizations
5.	Controller/Jt /Dy. Controller F&A	An officer in pay scale of Rs 15600-39100 with grade pay Rs 6600 or higher with at least 12 years experience in Govt./Semi-Govt./Autonomous organizations
6.	Senior Officer from: Senior Officers from regulatory Departments- a. Punjab Pollution Control Board b) Department of Town and Country Planning; c) Department of Labour; d) Local Government; e) Department of Excise and Taxation; f) Department of Factories; g) Department of Forests; h) Punjab State Power Corporation Ltd; i) Department of Finance. j) Department of Agriculture k) Public Works Department l) Dept. of Industries	An officer not below the rank of: a) Chief Engineer b) Chief Town Planner c) Additional Labour Commissioner d) Additional Director in the Department e) Joint Commissioner Excise & Taxation f) Additional Director, Factories g) Chief Conservator of Forests h) Chief Engineer i) Joint Controller, Finance & Accounts j) Senior Officer k) Superintendent Engineer l) Jt. Director

II. Minimum Qualifications & Experience for contractual posts

	Post	Qualification	Experience & Skills
1.	Deputy General Manager		

1.1	1.1 Legal & Secretarial	LLB with first division and CS	Minimum 10 years experience in handling Legal & company matters and secretarial functions Should have experience in handling court matters and litigation, Legislative matters and should be well versed in Legal obligations relating to contractual matters and arbitrations / claims. The candidate should be conversant in handling and vetting tenders, legal documents, agreements, contracts etc Maintaining primary company records, like minutes books of general body meetings, board meetings, meetings of committee of Board of Directors, all statutory registers / records.
1.2	IT	Engineering Degree in Information Technology/ Computer Application/ Computer Science or equivalent with first division And MBA	Minimum 10 years Post qualification experience. Should have ability to lead a team and train staff on the jobs assigned, and to manage day to day IT related issues. Should have experience of at least 4 years in handling turnkey ICT/ e-Governance Projects, website designing, website management, data management systems, data mining, social media.
1.3	1.3 HR & Admin	MBA(HR) or equivalent with first division or Graduate in any stream with degree in Law with first division	10 year's Post qualification experience of working in the HR functions of govt./ semi-Govt./autonomous organizations out of which at least 4 years should have been in middle management position. Experience in capacity building, outsourcing, contract staffing, facility Management and administration. Should have knowledge of relevant Laws
1.4	1.4 Incentives	MBA or equivalent with First Division	Minimum 10 years post qualification experience of which at least 4 years should be in a senior managerial position. Experience in handling investment proposals, interaction with government departments would be an added advantage. Should have Excellent interpersonal, communication and analytical skills and be fully proficient in using computer applications like MS Office, internet etc.

1.5	Investor Promotion & Knowledge Management	MBA or equivalent with First Division	Minimum 10 years post qualification experience of which at least 4 years should be in a senior managerial position. Must have experience in Sales and marketing. Should have strong account management, interpersonal, relationship building and customer service skills.
1.6	Investment Facilitation	MBA or equivalent with First Division	Minimum 10 years post qualification experience of which at least 4 years should be in a senior managerial position. Must have experience in interaction with customers and direct marketing. Experience in handling investment proposals, interaction with government departments would be an added advantage. Should have Excellent interpersonal and communication skills and be fully proficient in word-processing, email and file management, spreadsheets, sourcing information using the web.
2.	Investor Facilitation Officers	First Class Bachelor's Degree in Engineering/ Commerce And first class degree in Management and Business Administration or equivalent	Minimum 4 years post qualification experience of which at least 3 years should be in a managerial position. Must have experience in interaction with customers. Experience in handling investment proposals, interaction with government departments would be an added advantage. Should have Excellent interpersonal and communication skills and be fully proficient in using computer applications like MS Office, CRM, internet etc.
3.	Manager		
3.1	3.1 Manager - Facility Management	MBA or equivalent with first division	4 years Post qualification relevant experience. Experience in managing office store, printing, office equipment and property & other administrative jobs.
3.2	3.2 Manager – HR	MBA or equivalent with specialization in HR with first division	Minimum 4 years post qualification experience in HR. Should have knowledge of relevant laws. Should have good interpersonal and communication skills and be fully proficient in using computer applications like MS Office, internet etc
3.3	3.3 Manager(Legal)	Degree in Law with first division Or CS with first Division	with minimum 4 years post qualification experience in in handling court matters and litigation/ secretarial related work Should be fully proficient in using computer applications like MS Office

3.4	3.4 Manager (Accounts & Finance)	CA/ MBA (Finance) with first division/ M.Com with first division from a institute established by Law in India or equivalent.	Minimum 4 years post qualification experience in handling accounts, Preparation of Balance Sheet with good exposure of Tally/ERP software. Should have good knowledge of applicable taxes. Bank reconciliation, Payable & Receivable Accounting.
3.5	3.5 Manager (IT)	Engineering Degree in Information Technology/ Computer Application/ Electronic and Communication/ Computer Science or equivalent with first division Or MCA with first division	Minimum 4 years post qualification experience of software development/ System Administration/ Database Administration. Candidate with experience project handling, social media & websites will be preferred
3.6	3.6 Manager (Knowledge Management)	MBA or equivalent with first division	Minimum 4 years post qualification. Must have experience in interaction with customers. Experience in handling investment proposals, interaction with government departments would be an added advantage. Should have Excellent interpersonal and communication skills and be fully proficient in using computer applications like MS Office, internet etc
3.7	3.7 Manager (Incentives)	MBA or equivalent with first division	Minimum 4 years post qualification. Must have experience in interaction with customers. Experience in handling investment proposals, interaction with government departments would be an added advantage. Should have Excellent interpersonal and communication skills and be fully proficient in using computer applications like MS Office, internet etc
3.8	3.8 Manager (Investment Promotion)	MBA or equivalent/ Post Graduate with first division	Minimum 4 years post qualification experience. Experience in focus sectors along with direct marketing experience. Should have sales, marketing and customer service skills, excellent interpersonal and networking skills.

3.9	3.9Project Monitoring	MBA or equivalent/ Post Graduate with first division	Minimum 4 years post qualification experience. Should have experience in project management, data management and MIS. Should be fully proficient in using computer applications like MS Office, internet etc
4.	Executive/Front Office Executives/Technical Assistant		
4.1	4.1Executives	Graduate with first division and diploma in Computers/management from a recognised institute	2 years experience with good knowledge of MS office packages- Word, Excel and Power point. Should have good typing speed (computer).
4.2	Steno	Graduate with first division and diploma in Computers/Management from a recognised institute	Experience of atleast 2 years as with speed of 100/20 wpm in shorthand and transcription respectively (mistake allowed 8 %) and also with typing speed on computer of atleast 30 wpm.
4.3	Technical Assistant	Graduate with PGDCA or equivalent.	2 years relevant experience of troubleshooting hardware, software and networking problems. Candidates with relevant certifications would be preferred.
4.4	4.4Front Office Executives	Graduate with first division	2 years post qualification Experience. Must have good communication and public dealing skills. knowledge of MS office packages- Word, Excel and Power point.
5.	Drivers	+12 with valid motor driving licence	Minimum 4 years experience. Working knowledge of the motor mechanism and conversant with traffic rules.

Appendix 'C'

(See Regulation 6(b) and 12)

Agreement

ARTICLES OF AGREEMENT MADE the day of BETWEEN **Mr./Ms. S/d/w/o Sh., R/o** party of the first part and the **Punjab Bureau of Investment Promotion, Udyog Bhawan, Sector 17, Chandigarh** which expression shall unless repugnant to the context or meaning thereof include its administrator/ successors and assigns, being the appointing authority as party of the second part.

WHEREAS, the party of second part has engaged the party of the first part and the party of the first part has agreed to serve the party of the second part on being offered the contract of **(Designation)** on a consolidated remuneration of **Rs. + employer's contribution to EPF per month** on the terms and conditions hereinafter contained.

NOW THESE PRESENT WITNESS and the parties hereto respectively agree as follows:--

- 1) That the contract of the party to the first part shall be subject to the provisions of this agreement, hereinafter contained.
- 2) That the contract of the party to the first part shall be purely on contractual basis for a period of from to provided further that it may be extended as per requirement.
- 3) That the contract of the party to the first part shall be against a specific assignment.
- 4) That the contract of the party of the first part shall be for the tenure of this agreement, subject to the condition that appointment shall be on year to year basis.
- 5) That no traveling allowance shall be paid to the party to the first part for joining the initial post offered to him.

He shall, however, be paid travelling allowance, while on official tour, at the rates as decided by the party of the second part from time to time.

- 6) That the contract of the party to the first part is subject to the condition of producing the original certificates together with one attested copy of each of the following:-
 - a) Certificate of educational and technical qualifications
 - b) Certificate regarding proof of age;
 - c) Certificate regarding proof of experience
 - d) Certificate of fitness by a Registered Medical Practitioner possessing the qualification of MBBS
- 7) That the party of the first part shall submit himself to the orders of the Punjab Bureau of Investment Promotion and of the officers and authorities under whom he may be placed, from time to time
- 8) That the party to the first part shall devote his whole time to his duties and at all time shall obey the rules including the orders and directions issued from time to time, regarding discipline, regulation of conduct or any matter relating to the affairs of his contract and shall, whenever, required proceed to any part of India and perform such duties as may be assigned to him
- 9) That the contract of the party of the first part may be terminated as follows;
 - i) Any time on one month's notice in writing given to the party of the first part
 Provided, further that the appointing authority may in lieu of notice here in provided for give the party of the first part a sum equivalent to the amount of his remuneration for one month or shorter notice than one month if the appointing authority pay him a sum equal to the amount of his remuneration for the period by which, such notice falls short.
 - ii) By the appointing authority without previous notice if the appointing authority is satisfied on medical evidences that the party to the first part is unfit and is likely to be for a considerable period to continue to remain unfit by reason of his ill health for the discharge of his duties.
 Provided always that the decision of the appointing authority that the party to the first part is likely to continue to remain unfit shall be conclusively binding on the party of the first part
 - iii) That the party of the first part may after giving at least one month's notice, in writing, resign from the assignment, Provided always that the party of the first part may in lieu of notice herein provided for give the party to the second part a sum equivalent to amount of his remuneration of one month immediately drawn before the date of submission of his resignation or shorter notice than one month if he pays a sum equal to the amount of his remuneration for the period by which such notice falls short of one month' period.
- 10) That the party of the first part may get access to the software, passwords and other confidential information of the Punjab Bureau of Investment Promotion during his/her

assignment with the Bureau. It shall be incumbent upon the party of the first part not to disclose to any third party without the prior written consent of the second party any confidential information received during the course of contract and even after the termination of the contract.

- 11) That the party of the first part will be paid consolidated amount of **Rs./- + employer's contribution to EPF per month** as monthly remuneration.
- 12) The First Party shall be eligible for 15 days casual leave in one calendar year.
- 13) The party of the second part shall allow a female employee maternity leave on full pay last drawn immediately before proceeding on leave for a period not exceeding three months or till the expiry of contract, whichever is earlier. The grant of leave should be so regulated that the date of confinement falls within the period of the leave sanctioned and that this leave shall be admissible upto two children only.
- 14) That the first party shall be entitled to other benefits as may be decided by the



Second Party from time to time. However, he shall not be entitled to any medical facility, insurance cover or pensionary benefits.

- 15) This assignment is on contractual basis and it is made clear that the party of the first part shall not have any right or claim for regular appointment in the Bureau.
- 16) All differences and disputes between the party of the first part and the Bureau on the terms and conditions of appointment or any claims, liability, in relation to or arising out of this contract shall be referred to the sole arbitration of Chief Executive Officer of Punjab Bureau of Investment Promotion or his nominee, acting as such, at the time of reference, whose decision shall be final and binding on the party of the first part.
- 17) That stamp duty, if any, on this instrument shall be borne by the Bureau.

In witness whereof the party of the first part and Punjab Bureau of Investment Promotion being the appointing authority have herein to set their hands the day and year above written.

WITNESSES

Party of the first part

1. Signature : _____

Name : _____

Date : _____

Address : _____

2. Signature : _____

Name : _____

Date : _____

Address : _____

for and on behalf of the

Second Part

Punjab Bureau of

Investment Promotion

APPENDIX 'D'
(See Regulation 9)

S.No	Designation (contractual Posts)	Scale (only for TA & DA purpose)
i.	DGM	15600-39100 + grade pay 8400
ii.	Investment Facilitation Officers	15600-39100 + grade pay 7400
iii.	Manager	15600-39100 + grade pay 6600
iv.	Executive/ Front Office Executive / Technical Assistant/ Steno	10300-34800 + grade pay 3200
v.	Driver	5910-20200 + grade pay 1900